

SUSSEX, NB  
PLANNING ADVISORY COMMITTEE AGENDA

September 9, 2026, 4:30 p.m.

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|                                                                                         | Pages |
|-----------------------------------------------------------------------------------------|-------|
| 1. Recording of Attendance                                                              |       |
| 2. Approval of Agenda                                                                   |       |
| <b>Recommended Motion:</b>                                                              |       |
| THAT the agenda for this Planning Advisory Committee meeting be approved as circulated. |       |
| 3. Disclosure of Conflict of Interest                                                   |       |
| 4. Approval of Minutes                                                                  |       |
| 4.a Regular Meeting - July 8, 2026                                                      | 2     |
| 4.b Special Meeting - July 29, 2026                                                     | 9     |
| 5. Delegations, Petitions and Correspondence:                                           |       |
| 6. Business Arising Out of Minutes                                                      |       |
| 7. New Business                                                                         |       |
| 7.a Zoning By-law Amendment 1350-24-12 - Queen Street                                   | 13    |
| 7.b Zoning By-law Amendment 1350-24-11 - Lansdowne Avenue South                         | 32    |
| 7.c PAC Constitution Review                                                             | 42    |
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| 7.e Policy C-22 - Planning Advisory Committee Term                                      | 51    |
| 8. Date of Next Scheduled Regular Meeting October 7, 2026                               |       |
| 9. Adjournment                                                                          |       |
| <b>Recommended Motion:</b>                                                              |       |
| THAT this regular meeting of Sussex Council be adjourned.                               |       |

## Sussex

### Minutes of Meeting of the Sussex Planning Advisory Committee

July 8, 2026

4:30 p.m.

Present: Eric Falkjar, Alaina Lockhart, Terry Gale, Sarah Smith, Randy Chapman, Eric Nelson, Councillor Brenan, Councillor MacLeod

Absent: Rolland Gagnon

Staff Present: Town Planner, Thomas Lewallen, Town Clerk Tara Olesen

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**1. Recording of Attendance**

**2. Approval of Agenda**

**Moved by:** Sarah Smith

**Seconded by:** Eric Nelson

THAT the agenda for this Planning Advisory Committee meeting be approved as circulated.

**Motion Carried**

**3. Disclosure of Conflict of Interest**

No members present declared a conflict of interest on any items on the agenda at this time.

**4. Approval of Minutes - June 15, 2026**

**Moved by:** Councillor Brenan

**Seconded by:** Councillor MacLeod

THAT the minutes of the Planning Advisory Committee meeting, held on June 15, be approved as circulated.

**Motion Carried**

**5. Delegations, Petitions and Correspondence – Nil**

**6. Business Arising Out of Minutes**

There was no business arising out of the Planning Advisory Committee

## **7. New Business**

### **7.a 616 Main Street - Dog Grooming Business**

Staff presented an application from Rebecca Hetherington seeking approval for a Pet Grooming business at 616 Main Street (PID 30232433), a property owned by Black's Holdings Ltd. and located in the Downtown Commercial (DC) Zone. Because pet grooming is not specifically listed as a permitted use in the DC Zone, the application was brought forward for consideration as a similar or compatible use under Section 55(1) of the Community Planning Act.

The report noted that the proposed use is comparable to the permitted Personal Service use, as both involve grooming, customer appointments, and low-impact commercial activities conducted indoors. Staff indicated that the proposal supports the Municipal Plan objective of encouraging small businesses and economic activity within the downtown core. Potential impacts would be minimized by prohibiting outdoor kennels, dog runs, and overnight animal accommodations.

Staff concluded that the proposal is compatible with the surrounding downtown commercial area and recommended that PAC approve the application subject to conditions.

Rebecca Heatherington attended the meeting to speak in support of her application. She stated that her goal is to provide a quiet, low-stress environment for the animals in her care and noted that the grooming business operates from the basement of the building. Committee members were given the opportunity to ask questions regarding the application, shared their experiences with the grooming service, and confirmed that the sale of grooming-related products would be permitted as part of the business operations.

**Moved by:** Councillor Brenan

**Seconded by:** Terry Gale

THAT the Planning Advisory Committee, pursuant to Section 55(1) of the Community Planning Act, approve the similar or compatible use application to permit a Pet Grooming use similar to the Personal Service use permitted in the Downtown Commercial (DC) Zone subject to the following conditions:

- a. Only provide pet grooming services and any outdoor kennels, dog runs, or overnight accommodations are prohibited.
- b. All animal care, washing, and grooming activities must be contained entirely within the building.

**Motion Carried**

### **7.b Barbours Tentative Subdivision Plan**

*Planning Advisory Committee Meeting  
July 8, 2026*

Staff presented an application from Don-More Surveys & Engineering Ltd. on behalf of 737772 N.B. Ltd. to establish a residential subdivision on vacant land accessed from Stewart Avenue. The proposed development would create 64 residential lots, two new public streets, and a combination of land dedication and cash-in-lieu for lands for public purposes. The property is designated Neighbourhood Residential and zoned Small Lot One Unit Residential (R1S).

The proposal requires variances to permit a 15-metre street width, a 13.97-metre cul-de-sac radius, and a 341-metre cul-de-sac length, which exceeds the maximum permitted length under the Subdivision By-law. Staff advised that the variances are appropriate given the site's constraints and are consistent with the surrounding neighbourhood street network.

Staff further advised that the subdivision conforms to the R1S zoning requirements and supports the Municipal Plan's objective of accommodating orderly residential growth. Staff recommended approval of the requested variances, subject to conditions respecting engineering measurements, separate water and sewer servicing, submission of a stormwater management plan, and completion of a water and sanitary demand assessment.

Staff also recommended that the PAC recommend that Council approve the tentative subdivision plan, accept a 2% land dedication and 6% cash-in-lieu contribution for lands for public purposes, and enter into a Development Agreement with the applicant.

Committee members identified two errors on the submitted plan: an incorrect reference to the Town of Rothesay and an error in the company number.

The Committee discussed the requested variances and expressed concern that the number and extent of the variances represented significant departures from the applicable development standards of the Subdivision By-law.

Members also expressed concern that the length of the proposed cul-de-sac could encourage residents to seek informal access to Maple Avenue through adjacent private properties. The Committee discussed the implications of a long cul-de-sac combined with a narrow roadway and the absence of sidewalks, noting that this configuration could create pedestrian safety concerns and further restrict vehicle movement where on-street parking occurs. Concerns were also raised regarding the proposed turning radius, which members felt may not provide adequate space for emergency vehicles to manoeuvre and could pose challenges for snow removal and winter road maintenance operations.

*Planning Advisory Committee Meeting  
July 8, 2026*

The Committee discussed previously approved roadways with wider rights-of-way that incorporated ditches, noting that the actual travelled portion of those roadways was of a similar width to the roadway proposed.

Members also raised concerns regarding stormwater management during flood events. It was noted that the proposed flood mitigation measures are anticipated to reduce future flooding impacts within the area.

The Committee concluded that its primary concerns related to the cumulative effect of the narrow roadway width, the length of the cul-de-sac, and the proposed turning radius and their effect on public safety. Members discussed the potential installation of a sidewalk as a means of improving pedestrian safety and mitigating some of the concerns identified.

**Moved by:** Councillor Brenan

**Seconded by:** Sarah Smith

THAT the Planning Advisory Committee subject to Section 78(1) of the Community Planning Act, grant a variance from the Subdivision By-law to permit a street width of 15 metres subject to the following conditions:

- a) That the final subdivision plan and street engineering measurements for street widths and cul-de-sac radius be identical;
- b) That each building be serviced separately with water and sewer;
- c) That prior to the issuance of a building or development permit, the applicant shall submit a comprehensive Stormwater Management Plan, prepared by a licensed Professional Engineer, demonstrating that post-development peak stormwater runoff rates do not exceed pre-development peak runoff rates for the 1-in-100-year storm events; and
- d) That prior to the issuance of any development or building permit, the applicant shall, at their sole cost and expense, submit a water and sanitary demand assessment for the proposed development, prepared by a Professional Engineer licensed to practice in the Province, to the satisfaction of the Town.

For (6): Alaina Lockhart, Terry Gale, Sarah Smith, Eric Nelson, Councillor Brenan, and Councillor MacLeod

Nay (1): Randy Chapman

**Motion Carried (6 to 1)**

*Planning Advisory Committee Meeting  
July 8, 2026*

**Moved by:** Councillor Brenan  
**Seconded by:** Councillor MacLeod

THAT the Planning Advisory Committee subject to Section 78(1) of the Community Planning Act, grant a variance from the Subdivision By-law to permit a cul-de-sac radius of 13.97 metres;

For (2):Councillor Brenan

Nay (5): Alaina Lockhart, Terry Gale, Randy Chapman, Eric Nelson, Sarah Smith and Councillor MacLeod

**Motion Defeated (1 to 6)**

**Moved by:** Councillor MacLeod  
**Seconded by:** Councillor Brenan

That the Planning Advisory Committee subject to Section 78(1) of the Community Planning Act, grant a variance from the Subdivision By-law to permit a total length of the northern proposed street terminating in a cul-de-sac consisting of 341 metres in length.

For (2): Councillor Brenan; Councillor MacLeod

Nay (5): Alaina Lockhart, Terry Gale, Sarah Smith, Randy Chapman, and Eric Nelson

**Motion Defeated (1 to 6)**

**Moved by:** Terry Gale  
**Seconded by:** Alaina Lockhart

THAT the Planning Advisory Committee subject to Section 88 of the Community Planning Act recommend that Council approve the tentative subdivision plan and accept both a combined 2% physical land dedication and 6% cash-in-lieu payment. subject to the condition that the turning radius and the length of the cul-de-sac meet the requirements of the subdivision by-law.

**Motion Carried**

**Moved by:** Councillor Brenan  
**Seconded by:** Terry Gale

THAT the Planning Advisory Committee recommend that Council, subject to Section 131 of the Community Planning Act, enter into a Development Agreement with the applicant.

**Motion Carried**

*Planning Advisory Committee Meeting  
July 8, 2026*

7.c Municipal Plan By-law Amendment, By-law 704-24-03 and Zoning By-law Amendment, By-law 1350-24-07

The Planning Advisory Committee reviewed proposed Municipal Plan By-law Amendment, By-law 704-24-03 and proposed Zoning By-law Amendment, By-law 1350-24-07 being text amendments to Sussex Municipal Plan By-law, By-law 704-24 and Sussex Zoning By-law, By-law 1350-24 to allow multiple main buildings on a single lot subject to a rezoning.

Staff presented a memorandum noting that the current prohibition is rooted in traditional low-density development patterns intended to manage neighbourhood character, servicing capacity, and development intensity. However, many municipalities have adopted more flexible approaches through concepts such as “Dwelling Groups” and “Commercial Groups,” which allow multiple buildings on a site while regulating density, parking, access, landscaping, and amenity space through other development standards. The memo identified benefits including more efficient land use, increased housing opportunities, and greater development flexibility, while also highlighting considerations related to infrastructure capacity, stormwater management, emergency access, and site circulation.

The report concluded approvals would occur through a Section 59 Development Agreement process under the *Community Planning Act*. Staff recommended these amendments to both the Municipal Plan and Zoning By-law to establish a clear policy framework allowing multiple principal buildings on a lot subject to Council approval and site-specific terms and conditions. This approach would provide flexibility for future development while ensuring that larger projects are reviewed on a case-by-case basis and remain consistent with municipal planning objectives.

The Committee questioned whether previously approved rezonings for developments containing multiple buildings would remain valid. Staff advised that those rezonings had been approved subject to Section 59 conditions and therefore remained in effect. Staff further noted that the proposed amendments under consideration would provide a more streamlined and efficient approach to achieving the same outcome.

**Moved by:** Alaina Lockhart  
**Seconded by:** Eric Nelson

THAT the Planning Advisory Committee recommends that Council proceed with enactment of Sussex Municipal Plan By-law Amendment, By-law 704-24-03 and Sussex Zoning By-law Amendment, By-law 1350-24-07 being proposed text amendments to the Municipal Plan and Zoning By-law to permit multiple main buildings on a single lot, subject to a rezoning and Section 59 conditions.

**Motion Carried**

*Planning Advisory Committee Meeting  
July 8, 2026*

**8. Date of Next Scheduled Regular Meeting - August 12, 2026**

Chairperson Falkjar noted that the next regular meeting of the Planning Advisory Committee meeting is scheduled for August 12, 2026.

**9. Adjournment**

**Moved by:** Terry Gale

THAT this regular meeting of the Planning Advisory Committee be adjourned.

**Motion Carried**



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Eric Falkjar, Chairperson

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Tara Olesen, Town Clerk

## Sussex

### MINUTES OF MEETING OF THE PLANNING ADVISORY COMMITTEE

July 29, 2026

4:30 p.m.

Present: Eric Falkjar-Chairperson, Terry Gale, Sarah Smith, Randy Chapman, Councillor MacLeod

Absent: Alaina Lockhart, Rolland Gagnon, Eric Nelson, Councillor Brennan

Staff Present: Thomas Lewallen, Planner, Town Clerk Olesen

#### 1. Recording of Attendance

#### 2. Approval of Agenda

Chairperson Falkjar informed the Committee that the special meeting had been called to allow the developer to be present and address his application. As the applicant was unaware of the meeting date and time, and errors had been identified in the submitted plan, he considered it appropriate to return the application to the Committee for review.

**Moved by:** Councillor MacLeod

**Seconded by:** Terry Gale

THAT the agenda for this Planning Advisory Committee meeting be approved as circulated.

**Motion Carried**

#### 3. Disclosure of Conflict of Interest

No members present declared a conflict of interest on any items on the agenda at this time.

#### 4. New Business

##### 4.a Barbour's Subdivision

The Town Planner updated the Committee on the July 8 report regarding the proposed development and outlined the revisions made to the plan since that time. These changes included increasing the cul-de-sac radius to comply with the requirements of the Subdivision By-law. The report also provided an aerial view of the property, identified its current zoning, and summarized the Subdivision By-law requirements respecting the dedication of land for public purposes. He also identified the options open to the Planning Advisory Committee to move forward.

*Planning Advisory Committee Meeting Minutes  
Special Meeting of July 29, 2026*

2

Chairperson Falkjar invited the developers to present their proposal. Alan deWinter and Scott Robinson appeared before the Committee and referenced several existing developments within the town that contain cul-de-sacs exceeding the maximum length permitted under the Subdivision By-law. They also cited a change in Administration and subsequently a change in the development processes and standards that they were unfamiliar with.

In addition, they discussed standards related to longer streets and outlined measures they have incorporated into the development, including the installation of additional fire hydrants to enhance fire protection coverage.

Mr. deWinter advised the Committee that he had spoken with the Fire Chief earlier that day, and that the Fire Chief had expressed no concerns regarding fire department access or the ability of emergency vehicles to navigate the longer street.

Councillor MacLeod felt that the developer has addressed all of the original concerns of the PAC especially around emergency access and safety.

Sarah Smith expressed appreciation that the developers had reached out to the property owners on Maple Avenue and were exploring the possibility of providing access through Maple Avenue. She also noted that the increased cul-de-sac radius significantly helps address concerns related to emergency vehicle access and maneuverability within the development.

Terry Gale spoke to the conversation at the earlier meeting around the importance of sidewalks and the developers agreed and noted that future developments brought forward from them will include sidewalks where feasible.

**Moved by:** Councillor MacLeod

**Seconded by:** Terry Gale

THAT the Planning Advisory Committee rescind the previous decision from the July 8, 2026 meeting, rescinding the previously granted variances, recommendations, and conditions for Barbour's Subdivision on Stewart Avenue.

For (3): Terry Gale, Sarah Smith, and Councillor MacLeod

Nay (1): Randy Chapman

**Motion Carried (3 to 1)**

*Planning Advisory Committee Meeting Minutes  
Special Meeting of July 29, 2026*

3

**Moved by:** Terry Gale

**Seconded by:** Sarah Smith

THAT the Planning Advisory Committee subject to Section 78(1) of the community Planning Act, grant a variance from the Subdivision By-law for Barbour's Subdivision to permit:

- a) a street width of 15 metres;
- b) a total length of the northern proposed street terminating in a cul-de-sac consisting of 341 metres in length subject to the following conditions:
  - i. that the final subdivision plan and street engineering measurements for street widths and cul-de-sac radius be identical;
  - ii. that each building be serviced separately with water and sewer;
  - iii. that prior to the issuance of a building or development permit, the applicant shall submit a comprehensive Stormwater Management Plan, prepared by a licensed Professional Engineer, demonstrating that post-development peak stormwater runoff rates do not exceed pre-development peak runoff rates for the 1 in 100 year storm events; and
  - iv. that prior to the issuance of any development or building permit, the applicant shall, at their sole cost and expense, submit a water and sanitary demand assessment for the proposed development, prepared by a Professional Engineer licensed to practice in the Province to the satisfaction of the Town.

For (3): Terry Gale, Sarah Smith, and Councillor MacLeod

Nay (1): Randy Chapman

Absent (4): Alaina Lockhart, Rolland Gagnon, Eric Nelson, and Councillor Brennan

**Motion Carried (3 to 1)**

*Planning Advisory Committee Meeting Minutes  
Special Meeting of July 29, 2026*

4

**Moved by:** Councillor MacLeod

**Seconded by:** Terry Gale

THAT the Planning Advisory Committee subject to Section 88 of the Community Planning Act, recommend that Council approve the tentative subdivision plan for Barbour's Subdivision dated July 27, 2026 and accept both a combined 2% physical land dedication and 6% cash-in-lieu payment for land for public purposes.

For (4): Terry Gale, Sarah Smith, Randy Chapman and Councillor MacLeod

Absent (4): Alaina Lockhart, Rolland Gagnon, Eric Nelson, and Councillor Brennan

**Motion Carried**

**Moved by:** Councillor MacLeod

**Seconded by:** Sarah Smith

THAT Council, subject to Section 131 of the Community Planning Act enter into a Development Agreement with the applicant for Barbour's Subdivision.

For (4): Terry Gale, Sarah Smith, Randy Chapman, and Councillor MacLeod

Absent (4): Alaina Lockhart, Rolland Gagnon, Eric Nelson, and Councillor Brennan

**Motion Carried**

**5. Adjournment**

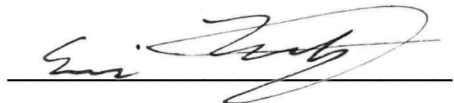
**Moved by:** Councillor MacLeod

**Seconded by:** Sarah Smith

THAT this regular meeting of the Planning Advisory Committee be adjourned.

**Motion Carried**

The meeting was adjourned at 5:13pm.



ERIC FALKJAR, CHAIRPERSON

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TARA OLESEN, TOWN CLERK

# SUSSEX

## ZONING BY-LAW AMENDMENT BY-LAW # 1350-24-12

The Council of Sussex, under authority vested in it by Section 59 of the Community Planning Act, amends Zoning By-Law #1350-21 enacted on the 20<sup>th</sup> day of December 2021, and enacts as follows:

Schedule "A" of the Town of Sussex Zoning By-Law is amended by rezoning parcels of land located on the west side of Queen Street having P.I.D. #30280549 from One Unit Residential ("R1") to One and Two Unit Residential ("R2") zone to permit a multi-unit development as shown on the plan Schedule "A", dated XXXXXX.

READ FIRST TIME BY TITLE

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READ SECOND TIME BY TITLE

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READ IN ENTIRETY

---

THIRD READING BY TITLE  
AND ENACTED

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MAYOR

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TOWN CLERK

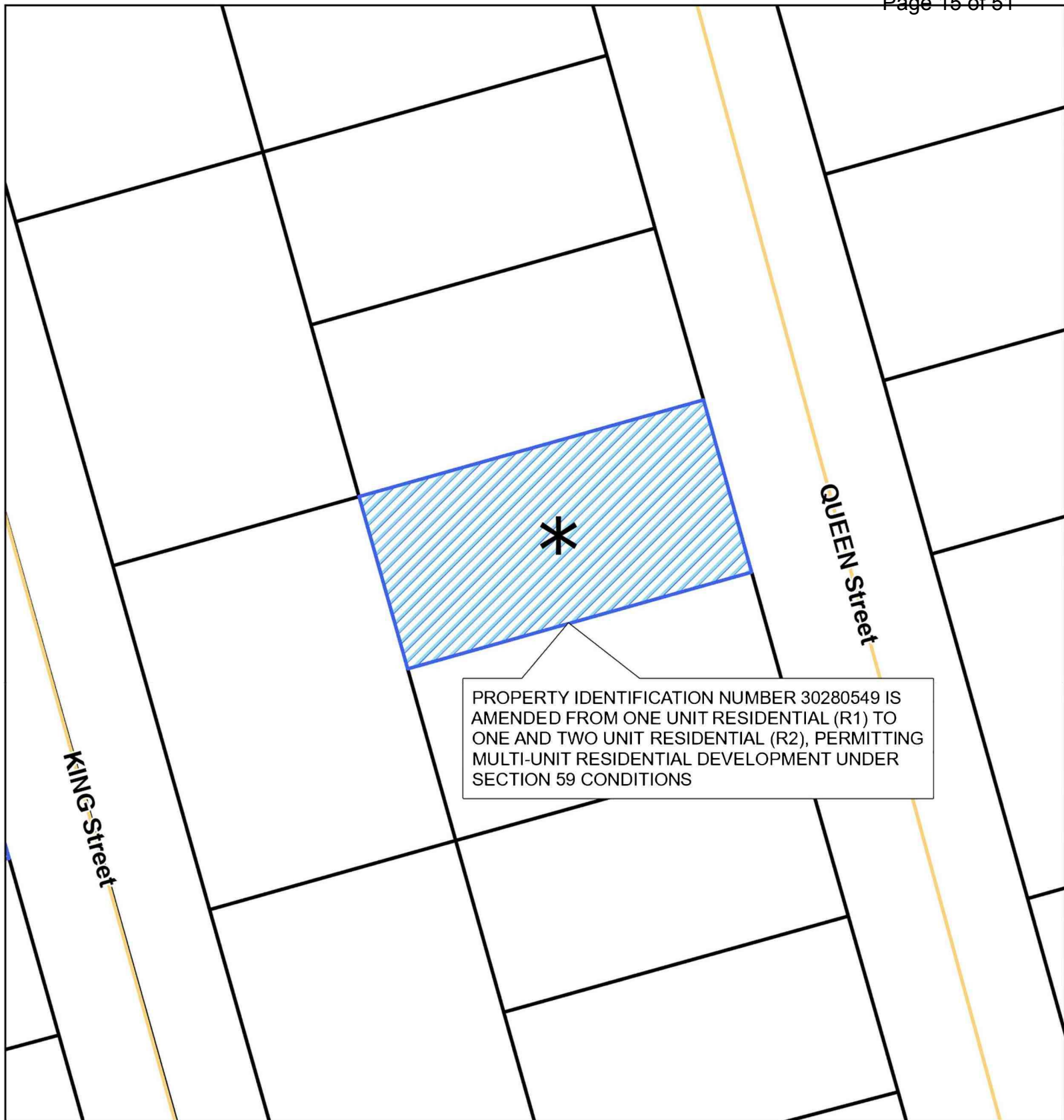
**SUSSEX**

**ZONING BY-LAW AMENDMENT  
BY-LAW # 1350-24-12**

**TERMS & CONDITIONS**

**WHEREAS**, by resolution of the Council of the town of Sussex, the proposed rezoning of parcels of land on the west side of Queen Street, as shown on the attached Schedule "A", dated XXXXX, be subject to terms and conditions and the use of said property be pursuant to Section 59 of the Community Planning Act as outlined in the following terms and conditions;

**AND WHEREAS**, under Section 59 of the Community Planning Act, upon rezoning said property shall not be developed or used except in accordance with the following terms and conditions.



New Brunswick (PID No., 30280549)



Subject Property \* = Section 59 Conditions

**Town of Sussex  
Zoning By-Law  
Amendment 1350-24-12  
Schedule A**



MAP/DRAWING INFORMATION  
TOWN OF SUSSEX, GEONB

MAP CREATED BY: TAD  
MAP CHECKED BY: TL  
MAP PROJECTION: NAD 1983 CSRS New Brunswick Stereographic

SCALE: 1:430

0 3.51 7.02 14.03 Metres



DATE: 2026-08-13

FILE NAME: 260630 Queen Street Apartments Site Plan.dwg PLOT DATE: June 30, 2026 PAPER SIZE: 22"X34"



| SUMMARY                            |                                              |
|------------------------------------|----------------------------------------------|
| LOT DATA                           |                                              |
| PID                                | 30280549                                     |
| ADDRESS                            | Queen Street, Sussex, NB                     |
| LOT AREA                           | 465.8m² (variance required - min 690 for R2) |
| CURRENT ZONING                     | One unit residential (R1)                    |
| PROPOSED ZONING                    | One and two unit residential (R2)            |
| MINIMUM LOT AREA                   | 690m²                                        |
| MINIMUM FRONTAGE (R2)              | 23M (VARIANCE REQUIRED)                      |
| MINIMUM LOT DEPTH (R2)             | 30M                                          |
| FRONT YARD SETBACK                 | 9m                                           |
| REAR YARD SETBACK                  | 7m                                           |
| SIDE YARD SETBACK                  | 2m                                           |
| BUILDING AREA RATIO (MAX 50%)      | 35% (NEW BUILDING)                           |
| PARKING                            |                                              |
| REQUIRED PARKING PER DWELLING UNIT | 1                                            |
| TOTAL REQUIRED PARKING             | 4                                            |
| TOTAL PROPOSED PARKING             | 4                                            |
| BUILDING                           |                                              |
| BUILDING AREA                      | 159m²                                        |
| STOREYS                            | 2                                            |
| BUILDING HEIGHT                    | 7.62M                                        |
| MAX ALLOWABLE HEIGHT               | 11m                                          |
| CONSTRUCTION                       | COMBUSTIBLE                                  |
| TOTAL RESIDENTIAL UNITS            | 4                                            |

- 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, 2020 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.

6. CONTRACTOR TO ENSURE POSITIVE DRAINING AROUND BUILDING.

7. IT IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR TO BECOME FAMILIAR WITH AND UNDERSTAND THE NATURE AND EXTENT OF THE WORK TO BE EXECUTED. ALL WORK AND INCIDENTAL ITEMS NOT PARTICULARLY IDENTIFIED, BUT WHICH, WHETHER IN TEMPORARY OR PERMANENT WORKS, MUST EVIDENTLY BE REQUIRED BY THE NATURE OF THE WORKS SHALL BE CONSIDERED INCLUDED IN THE WORK. ON SUBMISSION OF THE BID, IT SHALL BE UNDERSTOOD THAT THIS HAS BEEN DONE AND PROVISION FOR ALL RISKS, INCIDENTAL ITEMS, AND CONTINGENCIES ARE INCLUDED IN THE CONTACT PRICE.

STAMP

DRAFT

June 30, 2026

Polyline Designs Inc.

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QUEEN STREET APARTMENTS

QUEEN STREET, SUSSEX, NEW BRUNSWICK

DRAWING TITLE

SITE PLAN

DRAWN BY:

MD/RB

SCALE:

AS SHOWN

PROJECT NO:

24-XXX

DATE:

JUNE 2026

L-1

REV 0



**Date:** September 2, 2026  
**To:** Sussex PAC  
**From:** Thomas Lewallen, RPP, MCIP  
**Meeting:** September 9, 2026

**SUBJECT**

**Applicant:** Nick McCullum  
**Landowner:** Ankit Parashar

**Location:** 57 Queen Street  
**PID:** 30280549

**Municipal Plan Designation:** Neighbourhood Residential  
**Existing Zoning:** One-Unit Residential (R1)  
**Proposed Zoning:** One and Two-Unit Residential (R2)

**Application Type:** Rezoning

**Jurisdiction:** Pursuant to Section 59 of the *Community Planning Act*, Council is being asked to amend the Sussex Zoning By-law to permit the proposed application and impose terms and conditions on the proposal.

Pursuant to Section 55(1)(b) of the *Community Planning Act*, the Planning Advisory Committee (PAC) may permit, subject to the terms and conditions it considers fit, a reasonable variance from the requirements of the Sussex Zoning By-law.

## **APPLICATION SUMMARY**

An application has been submitted requesting a map amendment to the Sussex Zoning By-law for 57 Queen Street (PID 30280549) to rezone the property from One-Unit Residential (R1) to One and Two-Unit Residential (R2) to enable the development of a 4-unit multi-unit residential dwelling. To accommodate the project, the proposal requests three variances:

- **Lot Frontage Variance:** A reduction from the required 23 metres to the existing 15 metres to accommodate the established parcel dimensions.
- **Rear Yard Setback Variance:** A reduction from 7 metres to 2.5 metres to allow for a compact building footprint that maintains contextual proportion with abutting residential lots.
- **Parking Location Variance:** Relief from standard front yard parking prohibitions to permit parking within the front yard of a multi-unit dwelling.

## **RECOMMENDATION**

1. That the Planning Advisory Committee, subject to Section 55 of the *Community Planning Act*, approve the following variances:
  - a. A frontage of 15 metres;
  - b. A rear yard setback of 2.5 metres; and
  - c. Allowing parking within the front yard of a multi-unit dwelling.
2. That Council, pursuant to Section 59 of the *Community Planning Act*, rezone a parcel of land located at 57 Queen Street (PID 30280549) from One-Unit Residential (R1) to One and Two-Unit Residential (R2);
3. That Council, pursuant to Section 59 of the *Community Planning Act*, impose the following conditions on a parcel of land located at 57 Queen Street (PID 30280549):
  - a. That both side yards surrounding the proposed parking and rear yard be landscaped with evergreen shrubs.
4. That Council, subject to Section 131 of the *Community Planning Act*, enter into a Development Agreement with the applicant.

## **ANALYSIS**

### **Neighbourhood Context**

The subject property is situated west of the downtown core, positioned north of Main Street between Arnold Avenue and Pine Street. The surrounding built environment consists predominantly of low-density single-family residential dwellings, with a few multi-unit residential developments in the area. Additionally, the property is located within two blocks of the Main Street commercial corridor, providing proximate access to local services and amenities.

## Section 59 Conditions

Under Section 59 of the Community Planning Act, Council possesses the statutory authority to attach specific terms and conditions to a rezoning agreement. This mechanism ensures that proposed developments align with the objectives of the Municipal Plan and Zoning By-law while remaining compatible with the surrounding neighbourhood context. To mitigate potential adverse visual impacts associated with permitting a four-space parking lot in the front yard, site-specific landscaping conditions have been incorporated to enhance the baseline standards outlined in Section 4.11 of the Zoning By-law.

## Municipal Plan

Rezoning 57 Queen Street (PID 30280549) to One and Two-Unit Residential (R2) for a 4-unit dwelling aligns with the Neighbourhood Residential designation of Municipal Plan, fulfilling Objective 2 and Policy LU-7 to responsibly expand housing diversity. To satisfy Policy LU-8 regarding neighbourhood compatibility, spatial impacts from the requested rear yard setback (2.5 metres) and front yard parking (0 metres) variances can be mitigated through Section 59 conditions. Mandatory terms and conditions for dense perimeter evergreen landscaping (Section 4.11) ensure privacy and streetscape aesthetics are effectively managed relative to abutting single-family properties.

| Policy             | Policy Intent                                                                                                                                                                             | Application Alignment                                                                                                                                                                                                     |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Policy LU-7</b> | Provide for a mix of residential housing types within the Neighbourhood Residential designation through appropriate land use provisions in the Zoning By-law.                             | <b>Conforms.</b> Re-zoning from R1 to R2 to allow a 4-unit multi-unit dwelling introduces needed missing-middle housing types on an underutilized residential parcel.                                                     |
| <b>Policy LU-8</b> | Encourage new residential development within the Neighbourhood Residential designation to be respectful of neighbourhood character through sensitive design and landscape considerations. | <b>Conforms with Conditions.</b> The proposed 4-unit structure maintains a low-profile residential scale. Site-specific landscaping alongside property lines mitigates visual impacts associated with front yard parking. |
| <b>Policy LU-9</b> | Provide for increasingly dense housing types close to neighbourhood entrances, serviced by collector or arterial streets.                                                                 | <b>Conforms.</b> Located two blocks north of the Main Street commercial corridor, the site places increased residential density near an arterial connection capable of absorbing traffic flow.                            |

|                             |                                                                                                                           |                                                                                                                                                                                      |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Policy H-1 &amp; H-2</b> | Support housing diversity, affordable rental options, and housing suited for aging populations and changing demographics. | <b>Conforms.</b> The creation of four multi-unit dwelling spaces directly addresses local demand for varied accessible rental options within walking distance of essential services. |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### Zoning By-law

The application proposes rezoning the subject property from One-Unit Residential (R1) to One and Two-Unit Residential (R2) to enable a 4-unit multi-unit dwelling, alongside three site-specific variances. Pursuant to Section 6.3.1(d) of the Zoning By-law, the R2 zone permits multi-unit dwellings up to 6 units. The proposed 4-unit configuration complies with all R2 land-use and density provisions, delivering missing-middle infill housing on an underutilized lot two blocks from the Main Street arterial corridor.

| Standard                 | Requirement       | Proposed                     | Compliance        |
|--------------------------|-------------------|------------------------------|-------------------|
| <b>Lot Area</b>          | 220 square metres | 460 square metres (existing) | Complies          |
| <b>Frontage</b>          | 23 metres         | 15 metres (existing)         | Variance Required |
| <b>Rear Yard Setback</b> | 7 metres          | 2.5 metres                   | Variance Required |
| <b>Side Yard Setback</b> | 2 metres          | 2 metres                     | Complies          |
| <b>Parking Location</b>  | Side or Rear Yard | Front Yard                   | Variance Required |
| <b>Parking</b>           | 4 parking spaces  | 4 parking spaces             | Complies          |

### Variance Evaluation & Rationale

- **Lot Frontage:** A reduction from the required 23 metres to the existing 15 metres is requested to accommodate established parcel dimensions. Because older lots are often smaller than modern standards, granting lot-size variances for existing properties is reasonable, provided all future lots strictly comply with current zoning standards.
- **Rear Yard Setback:** The proposed 2.5-metre setback represents a reasonable variance by accommodating a compact multi-unit building footprint that mirrors the size and positioning of neighbouring single-family dwellings. Mandatory dense evergreen screening along the rear lot line pursuant to Section 4.11.2(e) ensures privacy and spatial impacts on abutting residential lots are mitigated.
- **Parking Location Variance:** Permission to locate a 4-space off-street surface parking area within the front yard of the multi-unit dwelling, providing relief from standard front yard parking prohibitions pursuant to Section 4.18.1(j).

### Infrastructure, Servicing & Environmental Considerations

Pursuant to Section 10 of the Subdivision By-law and Municipal Plan Policies TS-2 and TS-10, all multi-unit developments must establish satisfactory municipal servicing arrangements prior to permit issuance:

- Water & Sanitary Services: Building must be connected via municipal lateral connections in accordance with Town engineering standards.
- Stormwater Management: Paved surface drainage from the front parking lot must be managed on-site (Section 4.18.1(h)(ix)) through localized catch basins or retention features to prevent surface runoff onto adjacent properties or the public right-of-way.

### Conclusion

Through the above analysis of the application against the Town's Municipal Plan and Zoning By-law, staff makes the following recommendation to PAC:

1. That the Planning Advisory Committee, subject to Section 55 of the *Community Planning Act*, approve the following variances:
  - a. A frontage of 15 metres;
  - b. A rear yard setback of 2.5 metres; and
  - c. Allowing parking within the front yard of a multi-unit dwelling.
2. That Council, pursuant to Section 59 of the *Community Planning Act*, rezone a parcel of land located at 57 Queen Street (PID 30280549) from One-Unit Residential (R1) to One and Two-Unit Residential (R2);
3. That Council, pursuant to Section 59 of the *Community Planning Act*, impose the following conditions on a parcel of land located at 57 Queen Street (PID 30280549):
  - a. That both side yards surrounding the proposed parking and rear yard be landscaped with evergreen shrubs.
4. That Council, subject to Section 131 of the *Community Planning Act*, enter into a Development Agreement with the applicant.

**Authored By:**



**Thomas Lewallen, RPP, MCIP**  
**Contracted Planner**

### APPENDIX

- |     |                 |
|-----|-----------------|
| A1: | Site Plan       |
| A2: | Aerial View     |
| A3: | Future Land Use |
| A4: | Zoning          |

September 4, 2026

Tara Olsen  
Town of Sussex  
Sussex, New Brunswick

**Re: Proposed Four-Unit Residential Building on Queen Street**

Dear Tara,

I am writing regarding the proposed four-unit residential building on Queen Street, on the lot located between two existing single-family residential properties.

I am a local REALTOR®, and I am writing both from the perspective of representing my client, Jake Williams, who owns 55 Queen Street, and based on the very consistent feedback I have received from prospective buyers who have viewed his property.

Jake purchased 55 Queen Street last fall with the intention of taking a property that had become unsightly and restoring it into a beautiful home that would add value to Queen Street and the surrounding neighbourhood. He invested a significant amount of time, effort and money into doing exactly that.

The transformation is extensive. Literally almost everything inside and outside of this home is new. Including the roof, siding, decks, electrical, plumbing, insulation, drywall, kitchen, bathrooms, flooring, fixtures and appliances. He went beyond simply making the home functional and added beautiful finishes, including quartz countertops, a built-in fireplace and custom details throughout. What was once a property in need of considerable work is now essentially a brand new home within the character of an established Sussex neighbourhood.

Despite all of this, **we have been unable to sell this home at \$299,900.**

One of the most consistent conversations I have with people viewing 55 Queen Street concerns the vacant lot next door. Prospective buyers regularly ask whether that lot can be purchased with the home. When I explain that a four-unit residential building is being proposed for that small lot, their interest changes immediately. I have had buyer after buyer walk away.

The feedback is remarkably consistent: people do not want to purchase a single-family home with a four-unit rental building constructed immediately beside them.

I believe this is something the Town needs to take very seriously.

I completely understand the need for additional housing in Sussex, including rental housing. However, additional housing needs to be developed in locations and at densities that are appropriate for the surrounding neighbourhood. Supporting housing development should not mean disregarding the impact that a development can have on the existing homes and property owners around it.

Queen Street is a lovely residential street made up largely of smaller, well-kept single-family homes. In my opinion, a four-unit building squeezed onto a small lot between two existing single-family residences is simply not compatible with the character, scale or density of that immediate area.

Parking is another significant concern. A plan may provide a designated number of parking spaces, but we also need to consider the practical reality of a four-unit building. There could easily be more vehicles associated with the property than the on-site parking accommodates. Where will those additional vehicles go? The obvious answer is Queen Street. Likely directly in front of neighbouring homes. That creates an ongoing impact for residents who purchased and maintained their homes with an entirely different expectation for their street.

There is also a larger issue of fairness.

My client took an existing property that needed considerable improvement and invested heavily in making it an asset to the neighbourhood. It is extremely discouraging to see that investment potentially undermined by allowing a development of this density immediately next door. More importantly, I am now seeing the impact firsthand in the marketplace. This is not simply speculation about what *might* affect the value or marketability of 55 Queen Street. Prospective purchasers are directly telling me that the proposed four-unit development is a reason they do not want to purchase the home.

I strongly believe that this particular lot should remain consistent with the surrounding residential properties and be limited to a smaller one- or two-level single-family dwelling, or another form of development that is genuinely compatible with the existing neighbourhood.

I respectfully ask the Town to look beyond whether a four-unit building can technically be made to fit on this lot and consider whether it **should** be placed there.

Please consider the scale of the lot, the proximity to the neighbouring homes, parking and street congestion, the existing character of Queen Street, the effect on neighbouring property owners, and the very real impact this proposal is already having on the marketability of 55 Queen Street.

There are appropriate places for multi-unit development within Sussex. In my professional opinion, a small residential lot positioned directly between two single-family homes on this particular section of Queen Street is not one of them.

Thank you for taking the time to consider my concerns and the perspective I am able to provide from both my client and the prospective purchasers who have viewed 55 Queen Street.

Sincerely,

**Nikki McConchie**

506-434-4961



## **Letter of Objection**

### **Proposed Rezoning – PID 30280549, Queen Street, Sussex, NB**

September 4, 2026

To:

Planning Advisory Committee

Town of Sussex

524 Main Street

Sussex, NB E4E 3E4

### **Re: Proposed Zoning By-law Amendment – PID 30280549, Queen Street**

Proposed change from R1 – One Unit Residential to R2 – Up to Six Residential Units

Dear Members of the Planning Advisory Committee:

We are writing as adjacent and neighbouring property owners to respectfully express our objection to the proposed rezoning of PID 30280549 from R1 to R2 to facilitate the proposed four-unit, two-storey multiple-family dwelling.

We want to make clear that our objection is not opposition to residential growth or additional housing in Sussex. We support responsible development and recognize the need for appropriate residential intensification. Our concern is whether this particular proposal represents an appropriate use of this particular property, given its relatively small size, the established character of the surrounding single-family neighbourhood, existing traffic and parking considerations, and particularly the property's flood and stormwater circumstances.

#### **1. Neighbourhood character and appropriateness of the proposed density**

The property is situated within an established residential neighbourhood characterized predominantly by detached, single-family homes, established yards and a relatively consistent streetscape. The proposed four-unit, two-storey building would introduce a substantially greater residential density, building mass and level of activity than currently exists on the surrounding properties.

The current R1 zoning reflects this established one-unit residential pattern. While the proposed R2 zoning is intended to accommodate a "gentle increase in density," R2 also permits multiple dwellings of up to six units. We therefore believe the requested rezoning

represents a meaningful change in the development potential of this property, rather than simply a change in the number of occupants.

The Sussex Municipal Plan, By-law 704-20, calls for new residential development to respect neighbourhood character through sensitive design and landscaping. We ask PAC to consider whether the proposed scale and intensity provide an appropriate transition within this established neighbourhood, rather than considering only whether the building can physically fit within the lot's boundaries.

## **2. Zoning Variances and Site Constraints**

Taken together, these site constraints—the substantially undersized lot, the proposed parking-driven front setback arrangement and the limited rear separation—raise concerns about whether a four-unit, two-storey development is appropriately scaled for this property. We respectfully ask PAC to consider the cumulative effect of these variances and site constraints rather than assessing each item in isolation.

**Rear setback variance:** We are concerned that the proposed development is too close to the rear property line and may not provide an adequate separation from neighbouring property. PAC should carefully assess the proposed rear setback, including privacy, building mass, drainage, snow storage, maintenance access and potential impacts on adjacent properties. If a variance is required to permit the proposed rear setback, we respectfully request that it be clearly identified, justified and assessed as part of the rezoning and development review.

**Front setback / parking concern:** R2 zoning requires a 23-metre front setback, while the proposal identifies a 28-metre setback to accommodate parking. We ask that the Town clarify how this proposed setback relates to the applicable zoning requirements and whether the additional setback is being used to accommodate parking that is necessary because of the site's limited dimensions. The parking arrangement should not result in a site layout that creates other deficiencies or adverse impacts.

**Lot size variance:** R2 zoning requires a minimum lot area of 690 square metres, whereas the subject lot is approximately 484.8 square metres. This is a substantial shortfall in lot area. We ask PAC to consider the implications of permitting the proposed four-unit development on a lot that is approximately 205.2 square metres, or about 30%, smaller than the R2 minimum.

We are also concerned that the proposed development appears to require, or otherwise relies upon, significant variances from the requirements applicable to an R2-zoned property. These variances are important when considering whether this particular site is suitable for the proposed density and building form.

### **3. Flood risk and stormwater management**

Another significant concern is the potential impact of the proposed development on flooding, drainage and stormwater management affecting neighbouring properties.

The Town's newly adopted 2026–2030 Strategic Plan makes this concern particularly relevant. Its first Infrastructure direction, "Enhance Community Resilience," identifies reducing long-term flood risk and protecting residents, infrastructure and municipal services as a priority. The Town specifically states that its flood mitigation work will be guided by sound engineering and responsible, coordinated planning.

The Strategic Plan's Responsible Development pillar further states that growth should be guided by clear development standards and sound infrastructure planning. Direction 8 specifically calls for the Town to assess infrastructure, servicing, transportation and stormwater requirements, and to identify development constraints, risks and capacity gaps.

Given these stated priorities, we believe the Town should require site-specific engineering evidence demonstrating that the proposed development will not increase flood or stormwater risk to neighbouring properties.

Protecting the new development from flooding is not, by itself, sufficient. The development should also demonstrate that measures taken to protect the new building do not transfer or increase flood risk to existing homes.

### **4. Traffic, parking and site functionality**

The proposed four units will generate greater vehicle activity than the single-unit residential use currently permitted under R1.

While the proposal appears to provide the required four parking spaces, this leaves no meaningful on-site capacity for visitors, additional household vehicles, deliveries or other short-term parking requirements. We are concerned about the potential for increased reliance on Queen Street for parking and vehicle activity.

We therefore ask that PAC consider vehicle circulation, driveway safety, emergency access, pedestrian safety, visitor parking and winter snow storage as part of its assessment of whether this site can function effectively at the proposed density.

### **5. Infrastructure and responsible development**

Sussex's new Strategic Plan expressly recognizes that responsible growth requires an understanding of where development can be accommodated and where infrastructure constraints, risks or capacity gaps exist. It specifically identifies transportation,

stormwater, servicing and infrastructure requirements as matters to be assessed in supporting future growth.

We therefore respectfully ask that the Town confirm that the proposed increase in residential intensity has been appropriately assessed with respect to existing water, wastewater, stormwater, drainage, transportation and emergency-service infrastructure.

For these reasons, we respectfully request that the Planning Advisory Committee recommend that Council deny the proposed rezoning and maintain PID 30280549 as R1 – One Unit Residential.

If Council is nevertheless inclined to approve the rezoning, we ask that the development be subject to comprehensive and enforceable Section 59 conditions addressing, at a minimum:

- a maximum of four dwelling units;
- building scale, height and setbacks;
- permanent on-site parking;
- safe vehicle access and circulation;
- landscaping and privacy screening;
- snow storage;
- municipal servicing;
- detailed stormwater management;
- flood-risk mitigation; and
- confirmation that the development will not adversely affect drainage or flood risk on neighbouring properties.

We respectfully believe that the proposed development should be evaluated not merely on whether it can meet minimum zoning requirements, but on whether it represents responsible development appropriate to this particular site and neighbourhood.

We support Sussex's continued growth. However, growth should respect the established character of existing neighbourhoods and must not compromise the Town's stated objective of enhancing community resilience and reducing long-term flood risk.

**Please find attached a petition signed by the residents of the neighbourhood objecting to the re-zoning of this lot from R-1 to R-2.**

Thank you for considering our concerns. We respectfully request that this letter be included in the PAC record and provided to Council as part of its consideration of the proposed zoning amendment.

Respectfully submitted,

*Theresa Tilton Bridget Ryan*

**NB RTIPPA s. 21**



Petition to Sussex Council

Proposed Rezoning of PID 30280549 – Queen Street

We, the undersigned residents and property owners of the Queen Street neighbourhood and surrounding area, respectfully request that Sussex Council reject the proposed rezoning of PID 30280549 from **R1 – One Unit Residential to R2 – Two to Six Unit Residential**. The current R1 zoning reflects the established character of this neighbourhood, which is predominantly comprised of detached single-family homes. The proposed R2 zoning would permit a significantly greater intensity of development, including the proposed four-unit, two-storey dwelling on this relatively small property.

Our concerns are principally about protecting the established character of our neighbourhood and ensuring that existing residents are not exposed to increased flood or stormwater risk. Sussex's 2026–2030 Strategic Plan identifies both Responsible Development and Enhancing Community Resilience, including reducing long-term flood risk, as key priorities. We believe the proposed development should not proceed unless it can be demonstrated through appropriate site-specific engineering and planning review that its density, scale, drainage, stormwater management and flood-mitigation measures are compatible with the surrounding neighbourhood and will not increase risks to adjacent properties.

We support responsible residential growth in Sussex, but believe growth should occur in locations and at densities appropriate to the character, infrastructure and environmental conditions of each site. We therefore ask Sussex Council to maintain the existing R1 zoning of PID 30280549 and reject the proposed R2 rezoning.

SIGNATURES

We support this petition and request that Sussex Council reject the proposed rezoning of  
PID 30280549 from R1 to R2.

| # | Name | Civic Address | Signature | Date |
|---|------|---------------|-----------|------|
|---|------|---------------|-----------|------|

**NB RTIPPA s. 21**

74 signatures

**STONEFIELD PROPERTIES INC.**

506-435-4343 · [nick@foxhillcorp.com](mailto:nick@foxhillcorp.com)

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September 6, 2026

Dear Neighbour,

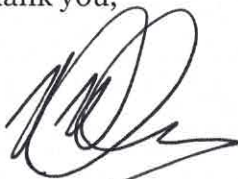
My name is Nick McCullum. I want to build a four-unit home at **57 Queen Street**, the vacant lot near you. The Sussex Planning Advisory Committee will review my application on **Wednesday, September 9 at 4:30 p.m. at Town Hall**. I wanted you to hear about it from me directly, so that you can reach out if you have any questions or concerns. The full plans are available in the Town's meeting package at [sussex.ca](http://sussex.ca).

The building has four apartments, but it will look just like a regular house from the street. One building, divided into four homes. It is two storeys tall, the same height as the houses around it. The footprint is about 1,700 square feet, the size of a large two-storey home. It has a pitched roof and wood construction. All four parking spaces are on the lot, so tenants will not park on Queen Street. Our intention is to build something that matches the neighborhood around it.

I understand that you may have questions or concerns, and I would rather hear them from you than not at all. Call or text me at **506-435-4343**, or email **[nick@foxhillcorp.com](mailto:nick@foxhillcorp.com)**. If something about the plan concerns you, tell me. If I can change it, I will.

You are also welcome to attend the meeting on September 9 and speak to the committee. I will be there in person as well and would appreciate the opportunity to meet with you in person.

Thank you,



**Nick McCullum**

Stonefield Properties Inc.

506-435-4343 · [nick@foxhillcorp.com](mailto:nick@foxhillcorp.com)

# **SUSSEX**

## **ZONING BY-LAW AMENDMENT BY-LAW # 1350-24-11**

The Council of Sussex, under authority vested in it by Section 59 of the Community Planning Act, amends Zoning By-Law #1350-21 enacted on the 20<sup>th</sup> day of December 2021, and enacts as follows:

Schedule "A" of the Town of Sussex Zoning By-Law is amended by rezoning parcels of land located on the west side of Lansdowne Avenue South having P.I.D. #30369961 from One Unit Residential ("R1") to Medium Density Residential ("R3") zone to permit a multi-unit development as shown on the plan Schedule "A", dated August 13, 2026.

READ FIRST TIME BY TITLE

---

READ SECOND TIME BY TITLE

---

READ IN ENTIRETY

---

THIRD READING BY TITLE  
AND ENACTED

---



---

MAYOR

---

TOWN CLERK

**SUSSEX****ZONING BY-LAW AMENDMENT  
BY-LAW # 1350-24-11****TERMS & CONDITIONS**

**WHEREAS**, by resolution of the Council of the town of Sussex, the proposed rezoning of parcels of land on the west side of Lansdowne Avenue South, as shown on the attached Schedule "A", dated August 13, 2026, be subject to terms and conditions and the use of said property be pursuant to Section 59 of the Community Planning Act as outlined in the following terms and conditions;

**AND WHEREAS**, under Section 59 of the Community Planning Act, upon rezoning said property shall not be developed or used except in accordance with the following terms and conditions.

PROPERTY IDENTIFICATION NUMBER 30369961 IS AMENDED FROM ONE UNIT RESIDENTIAL (R1) TO MEDIUM DENSITY RESIDENTIAL (R3), PERMITTING MULTI-UNIT RESIDENTIAL DEVELOPMENT UNDER SECTION 59 CONDITIONS



Subject Property

\* = Section 59 Conditions

New Brunswick (PID No., 30369961)

**Town of Sussex  
Zoning By-Law  
Amendment 1350-24-11  
Schedule A**



MAP/DRAWING INFORMATION:  
TOWN OF SUSSEX, GEONB

MAP CREATED BY: TAD  
MAP CHECKED BY: TL  
MAP PROJECTION: NAD 1983 CSRS New Brunswick Stereographic

SCALE: 1:550

0 4.49 8.98 17.95 Metres



DATE: 2026-08-13

**Lansdowne Ave. Sussex**  
Housing Concept 2026.06.26

**3 Stories, 11 Units Total**  
320 m2 Building Footprint

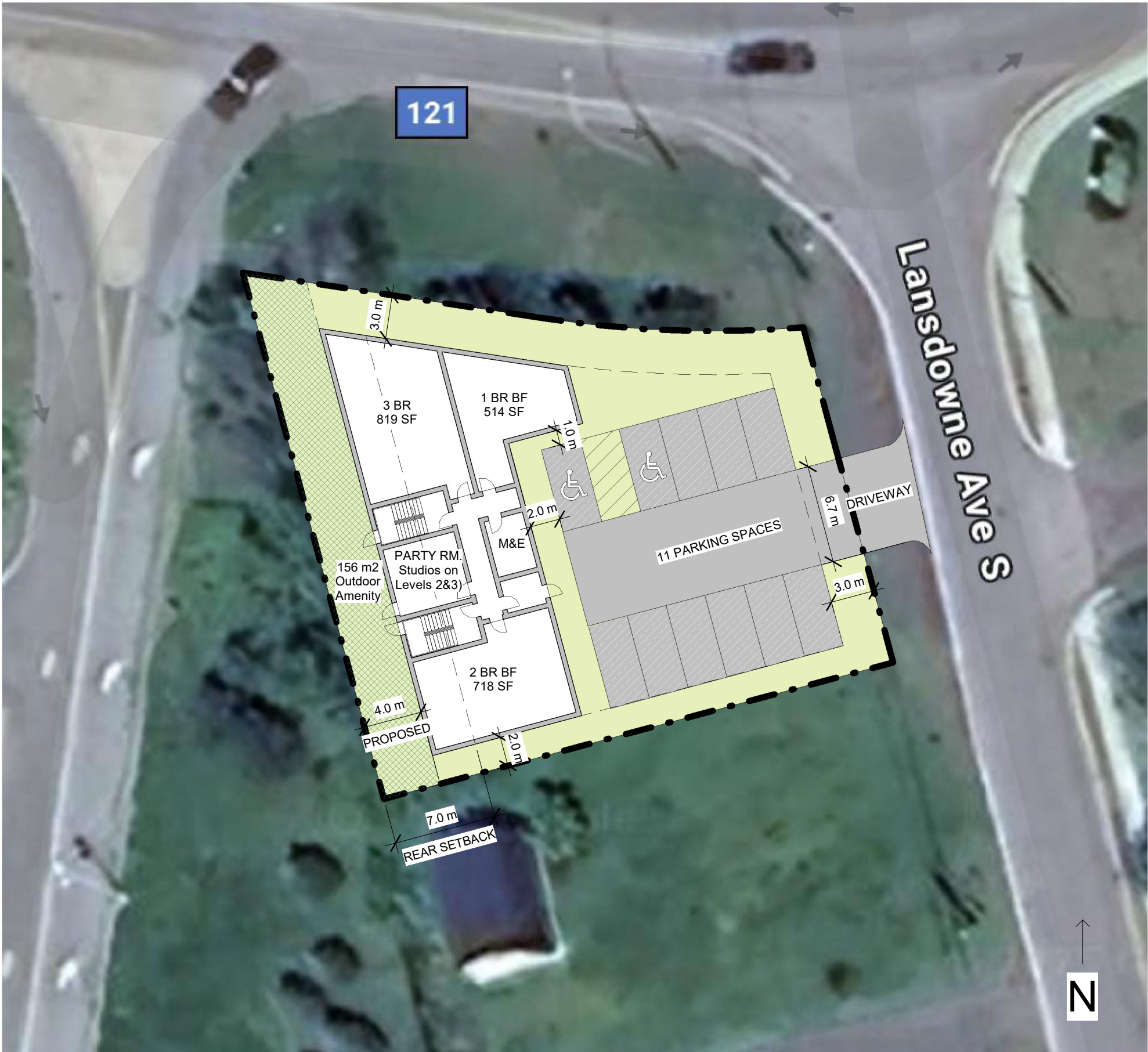
Rezone from R2 to R4  
3,588 m2 Lot area

11 Parking Spaces (9 Required)  
2 Barrier-Free (BF) Parking Spots

LEVEL 1:  
(1) 1 BR BF  
(1) 2 BR BF  
(1) 3 BR

LEVEL 2:  
(1) STUDIO  
(1) 1 BR  
(1) 2 BR  
(1) 3 BR

LEVEL 3:  
(1) STUDIO  
(1) 1 BR  
(1) 2 BR  
(1) 3 BR



**APARTMENT PRELIMINARY CONCEPT**

1 : 300





**Date:** September 2, 2026  
**To:** Sussex PAC  
**From:** Thomas Lewallen, RPP, MCIP  
**Meeting:** September 9, 2026

**SUBJECT**

**Applicant:** Nick McCullum  
**Landowner:** Steven Frits

**Location:** 0 Lansdowne Avenue South  
**PID:** 30369961

**Municipal Plan Designation:** Neighbourhood Residential  
**Existing Zoning:** One and Two-Unit Residential (R2)  
**Proposed Zoning:** Medium Density Residential (R3)

**Application Type:** Rezoning

**Jurisdiction:** Pursuant to Section 59 of the *Community Planning Act*, Council is being asked to amend the Sussex Zoning By-law to permit the proposed application and impose terms and conditions on the proposal.

Pursuant to Section 55(1)(b) of the *Community Planning Act*, the Planning Advisory Committee (PAC) may permit, subject to the terms and conditions it considers fit, a reasonable variance from the requirements of the Sussex Zoning By-law.

### **APPLICATION SUMMARY**

An application has been submitted requesting a rezoning and site-specific variances to permit an 11-unit multi-unit residential development at 0 Lansdowne Avenue South (PID 30369961). The project requires rezoning the subject parcel from One and Two-Unit Residential (R2) to Medium Density Residential (R3). To accommodate the proposed site configuration, the development requires four variances:

- **Front Yard Parking:** Permission to locate off-street surface parking within the required front yard, where multi-unit parking is otherwise prohibited under Section 4.18.1(j).
- **Rear Yard Setback:** A reduction from the required 7 metres to 4 metres.
- **Flankage Yard Setback:** A reduction from the required 3.5 metres to 3 metres.
- **Parking Proximity:** Permission to locate parking spaces within 1 metre of a building wall containing windows of habitable rooms, where a minimum separation of 1.8 metres is required under Section 4.18.1(c).

### **RECOMMENDATION**

1. That the Planning Advisory Committee, subject to Section 55 of the *Community Planning Act*, approve the following variances:
  - a. A rear yard setback of 4 metres;
  - b. A flankage yard setback of 3 metres; and
  - c. Allowing parking within the front yard of a multi-unit dwelling.

And refuse the following variance:

- a. Allow parking within 1 metre of a dwelling unit wall with windows.
2. That Council, pursuant to Section 59 of the *Community Planning Act*, rezone a parcel of land located at 0 Lansdowne Avenue South (PID 30369961) from One and Two-Unit Residential (R2) to Medium Density Residential (R3);
3. That Council, pursuant to Section 59 of the *Community Planning Act*, impose the following conditions on a parcel of land located at 0 Lansdowne Avenue South (PID 30369961):
  - a. That both side yards surrounding the proposed parking and rear yard be landscaped with evergreen shrubs.
4. That Council, subject to Section 131 of the *Community Planning Act*, enter into a Development Agreement with the applicant.

## **ANALYSIS**

### **Background Information**

In April 2025, a variance application was submitted for the subject property proposing a 9-unit multi-unit dwelling under the One and Two-Unit Residential (R2) zone. That proposal sought relief for front and rear yard setbacks as well as an increase in permitted density from 6 units to 9 units. Council subsequently rejected the application specifically due to the requested variance for 9 units within the R2 zone, determining that unit count increases beyond the zone standard should be considered through a formal rezoning process rather than a variance. The current application addresses this direction by formally requesting a rezoning to Medium Density Residential (R3) to support an 11-unit structure alongside site-specific dimensional variances.

### **Neighbourhood Context**

The subject property is located on the western edge of Sussex, positioned south of Main Street and east of Route 121 (between Lower Cove Road and Lansdowne Avenue South). The surrounding neighbourhood exhibits a diverse built form, characterized by low-density single-family dwellings, townhomes, multi-unit residential buildings (including a 49-unit building at 6 Lansdowne Avenue), and commercial uses in the northwest quadrant. Commercial amenities are within walking distance, providing direct access to arterial transit corridors.

### **Municipal Plan**

The subject parcel is designated Neighbourhood Residential on the Future Land Use Map. Rezoning to Medium Density Residential (R3) to enable an 11-unit infill development conforms to the strategic housing and growth directives of the Municipal Plan.

| <b>Policy</b>      | <b>Policy Intent</b>                                                                                                                                                                      | <b>Application Alignment</b>                                                                                                                                             |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Policy LU-7</b> | Provide for a mix of residential housing types within the Neighbourhood Residential designation through appropriate land use provisions in the Zoning By-law.                             | <b>Conforms.</b> Introduces missing-middle rental housing on an underutilized residential parcel.                                                                        |
| <b>Policy LU-8</b> | Encourage new residential development within the Neighbourhood Residential designation to be respectful of neighbourhood character through sensitive design and landscape considerations. | <b>Conforms with Conditions.</b> The proposed 11-unit structure maintains a low-profile residential scale that is comparable or smaller than nearby apartment buildings. |
| <b>Policy LU-9</b> | Provide for increasingly dense housing types close to neighbourhood entrances, serviced by collector or arterial streets.                                                                 | <b>Conforms.</b> Positioned near the western entrance to Town and close to the Main Street arterial corridor, optimizing traffic circulation.                            |

|                             |                                                                                                                           |                                                                                                                                       |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| <b>Policy H-1 &amp; H-2</b> | Support housing diversity, affordable rental options, and housing suited for aging populations and changing demographics. | <b>Conforms.</b> Expands rental housing options within proximity to essential commercial services and regional transportation routes. |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|

### Zoning By-law

The application proposes rezoning the subject property from One and Two-Unit Residential (R2) to Medium Density Residential (R3) to enable an 11-unit multi-unit dwelling, alongside site-specific variances. Under Section 6.4.1(a) of Zoning By-law, the requested Medium Density Residential (R3) zone explicitly permits multi-unit dwellings up to 28 units. The proposed 11-unit structure complies with land use permissions and density thresholds.

| Standard                     | Requirement                                                          | Proposed            | Compliance        | Recommendation |
|------------------------------|----------------------------------------------------------------------|---------------------|-------------------|----------------|
| <b>Lot Area</b>              | 990 square metres                                                    | 1,051 square metres | Complies          | N/A            |
| <b>Frontage</b>              | 33 metres                                                            | 23 metres           | Variance Required | Yes            |
| <b>Rear Yard Setback</b>     | 7 metres                                                             | 4 metres            | Variance Required | Yes            |
| <b>Side Yard Setback</b>     | 2 metres                                                             | 2 metres            | Complies          | N/A            |
| <b>Flankage Yard Setback</b> | 3.5 metres                                                           | 3 metres            | Variance Required | Yes            |
| <b>Parking Location</b>      | Side or Rear Yard                                                    | Front Yard          | Variance Required | Yes            |
| <b>Parking Proximity</b>     | 1.8 metres from Windows                                              | 1 metre             | Variance Required | No             |
| <b>Parking</b>               | 11 parking spaces                                                    | 11 parking spaces   | Complies          | N/A            |
| <b>Amenity Space</b>         | 20 m <sup>2</sup> + 1 m <sup>2</sup> per unit<br>= 31 m <sup>2</sup> | 180 m <sup>2</sup>  | Complies          | N/A            |

### Variance Evaluation & Rationale

- Setback Variance Justification:** The requested setback reductions are justified by the unique spatial orientation of the lot. The subject property is surrounded by large rights-of-way that function as green space, creating substantial physical buffers between the parcel and adjacent properties. Furthermore, the rear yard backs directly onto the access corridor for the adjacent service station and superstore, ensuring that the reduced rear setback will result in no impact of density or massing on nearby neighbours.

- **Frontage Setback:** The subject property is an existing lot physically restricted by large surrounding public street rights-of-way and private accesses. Because the parcel boundaries are fixed by established right-of-way corridors, obtaining additional lot frontage is impossible without altering public street networks. Strict application of the 33-metre frontage standard would render this underutilized residential parcel undevelopable for multi-unit housing.
- **Rear Yard Setback:** The 4-metre rear setback represents a reasonable spatial compromise to position an 11-unit structure on a 1,051 m<sup>2</sup> parcel, while utilizing the space for outdoor amenity space.
- **Front Yard Parking:** Permitting parking within the front yard maximizes usable open space in the rear yards for tenant amenity areas (Section 4.18.1(j)).
- **Flankage Yard Setback:** The reduced flankage yard setback from the required 3.5 metres to 3 metres along the secondary street boundary is a reasonable variance. Although vehicular ingress and egress are restricted exclusively to Lansdowne Avenue South, maintaining a 3-metre flankage setback preserves required line-of-vision triangles at the intersection (Section 4.13), protects municipal utility corridors, and appropriately offsets structural massing along the secondary right-of-way.
- **Parking Proximity:** Refusal of the requested variance to reduce the mandatory 1.8-metre buffer between parking spaces and habitable room windows (Section 4.18.1(c)) to 1 metre is recommended. A 1-metre setback severely compromises tenant livability and health by exposing ground-floor residential windows to vehicle exhaust, noise, and headlight glare, while providing insufficient clearance for protective bollards, wheel stops, and functional pedestrian pathways needed to mitigate collision risks.

### **Infrastructure, Servicing & Environmental Considerations**

Pursuant to Section 10 of Subdivision By-law and Municipal Plan Policies TS-2 and TS-10, all multi-unit developments must establish satisfactory municipal servicing arrangements prior to permit issuance:

- **Access:** The location of the access to the subject property has been determined by Town engineering that there will be no adverse effects on the intersection of Lansdowne Avenue South and Route 121.
- **Water & Sanitary Services:** Building must be connected via municipal lateral connections in accordance with Town engineering standards.
- **Stormwater Management:** Paved surface drainage from the front parking lot must be managed on-site (Section 4.18.1(h)(ix)) through localized catch basins or retention features to prevent surface runoff onto adjacent properties or the public right-of-way.

## Conclusion

Through the above analysis of the application against the Town's Municipal Plan and Zoning By-law, staff makes the following recommendation to PAC:

1. That the Planning Advisory Committee, subject to Section 55 of the *Community Planning Act*, approve the following variances:
  - a. A rear yard setback of 4 metres;
  - b. A flankage yard setback of 3 metres; and
  - c. Allowing parking within the front yard of a multi-unit dwelling.

And refuse the following variance:

- a. Allow parking within 1 metre of a dwelling unit wall with windows.
2. That Council, pursuant to Section 59 of the *Community Planning Act*, rezone a parcel of land located at 0 Lansdowne Avenue South (PID 30369961) from One and Two-Unit Residential (R2) to Medium Density Residential (R3);
3. That Council, pursuant to Section 59 of the *Community Planning Act*, impose the following conditions on a parcel of land located at 0 Lansdowne Avenue South (PID 30369961):
  - a. That both side yards surrounding the proposed parking and rear yard be landscaped with evergreen shrubs.
4. That Council, subject to Section 131 of the *Community Planning Act*, enter into a Development Agreement with the applicant.

**Authored By:**



**Thomas Lewallen, RPP, MCIP**  
Contracted Planner

## APPENDIX

- |     |                 |
|-----|-----------------|
| A1: | Site Plan       |
| A2: | Aerial View     |
| A3: | Future Land Use |
| A4: | Zoning          |

**SUSSEX**  
**PLANNING ADVISORY COMMITTEE CONSTITUTION**

Feb.'12

Revised February ~~February~~ **August** 2026

## **1. INTRODUCTION**

WHEREAS the Council of Sussex has adopted By-Law #855-09, Planning Advisory Committee By-Law, establishing and setting guidelines for a Planning Advisory Committee for Sussex (the "**Committee**"); and

By-Law #855-09 permits the establishment of a Constitution for the Committee;

NOW THEREFORE the Committee adopts the following document as its Constitution.

## **2. MEETINGS**

- a) Regular meetings of the Committee shall be held on the ~~second~~ **first** Wednesday of each month.
- b) Unless otherwise specifically designated, all evening meetings of the Committee shall be held at 7 PM and all day time meetings shall be held at ~~4:30~~ **4:00** PM.
- c) Notice of all meetings, regular or special, shall be given in writing and shall specify the date, the time and the place of the meeting and, if a special meeting, shall set out the business.
- d) The agenda, application letter of each applicant, and staff's written position, if any, on each application, shall be received by Committee members not less than four days prior to the date of the meeting. Confirmation of receipt of the agenda must be obtained by the Town staff. Normally, the staff report will be available for public perusal at least two days prior to the Committee meeting.
- e) Subject to paragraph 2(f), the agenda of each regular and special meeting of the Committee shall be established and posted the Sussex website on the Friday of the week preceding the scheduled meeting.
- f) With the exception of those matters which are administrative in nature, no matter shall be placed on the agenda of a regular Committee meeting after the last day of the month that falls 2 months prior to the scheduled meeting.
- g) Notwithstanding paragraph 2 (f):
  - i. Items referred by Council shall be received at the first regular meeting of the Committee immediately following the date of referral; and,

- ii. Items may be placed upon the agenda with the express permission of the Chair, which permission shall not be given unless the Chair is satisfied that, in the circumstances of the application, appropriate public notice can be issued.
- h) A member of the Committee must be present to vote on any matter of business before the Committee.
- i. Where a member of the Committee does not attend three consecutive regular meetings of the Committee or four regular meetings in a twelve month period, without excuse, the Committee may recommend to Council that the member be replaced.

### **3. ADDITIONAL OR SPECIAL MEETINGS**

In addition to the regular meetings described in Section 2 above:

- a) If the Chair of the Committee determines that the number of agenda items requires a second meeting in any month, he/she shall be authorized to call an additional meeting or meetings; and
- b) If a request for a special meeting is made to the Chair to transact such business as is set out in the request, the Chair may call an additional meeting to transact such business.

### **4. COMMITTEE MEETINGS AGENDA**

- a) The order of business at all regular meetings of the Committee shall provide for:

- Opening
- Recording of Attendance
- Approval of Agenda
- Disclosure of Conflict of Interest
- Approval of Minutes
- Business Arising from Minutes
- Agenda items
  - ~~Delegations~~
  - ~~Zonings~~
  - ~~Subdivisions~~
  - ~~Variances~~
- New Business
- ~~By Law Considerations~~
- ~~Building Permits~~

~~Notices of Motion~~  
Date of Next Scheduled Meeting  
Adjournment

- b) The Order of Business at all special meetings of the Committee shall be as follows:
  - Opening
  - Special Business
  - Adjournment
- c) The procedure for reviewing an application at a meeting of a Committee shall be as follows:
  - Introduction of the subject
  - Review of staff report
  - Questions of staff
  - Presentation by applicant
  - Questions to applicant
  - Public input
  - Questions to public presenters
  - Motion of the Committee
  - Debate by the Committee
  - Vote of the Committee
- d) The business of the Committee at each meeting shall be taken up in regular order as presented in the agenda, unless otherwise determined by the Chair.
- e) Written submissions received from members of the public in relation to an application before the Committee shall include the sender's full name and civic address. Submissions that do not clearly identify the sender shall be considered anonymous and shall not be considered by the Committee, nor shall they form part of the Planning Advisory Committee meeting package or be referenced in staff reports.

## **5. ANNUAL MEETING**

The Committee designates the regular meeting in January of each year to be the Annual Meeting of the Committee when, immediately preceding the regular business, the Committee shall:

- a) Receive the Chair's Report of the previous year's activities;
- b) Elect the Officers of the Committee; and
- c) Review the Constitution.

## **6. CONFLICT OF INTEREST**

Each member shall declare if he or she has a conflict of interest on any item on the agenda. The Secretary shall record this declaration in the minutes.

## **7. QUORUM**

- a) At any regular or special meeting of the Committee, a quorum shall consist of six (6) members of the Committee (not to include the Secretary) and no quorum shall be deemed to be affected by the withdrawal of any member as a result of said member declaring a conflict unless the number of members remaining totals three (3) members or less.
- b) If, within 15 minutes following the scheduled time for commencement of a meeting, a quorum is not present for that meeting, the meeting shall stand adjourned to the next Wednesday or such other day as determined by the Chair when a quorum can be present.

## **8. CHAIR, VICE-CHAIR, AND SECRETARY**

- a) The Chair and Vice-chair shall be elected by majority vote of the Committee and the Secretary shall be appointed by the Council.
- b) The Chair shall preside at all meetings. In the absence of the Chair, the Vice-chair shall preside. In the absence of both the Chair and Vice-chair, the Committee members present at the meeting shall choose one of their number to act as Chair for the meeting.
- c) The Chair, Vice-chair or member presiding at a meeting shall not vote upon any question except in the case of an equal division of the votes when the presiding officer shall have the deciding vote. Results of a vote on an application shall be entered into the minutes without proof of the number or proportion of votes recorded in favour or against the application.
- d) In case of the death, resignation, disqualification or absence of the Chair, the Vice-chair shall carry out the duties of the Chair.
- e) If the Chair or Vice-chair refuse or neglect to call a meeting when requested, any three (3) members of the Committee may call said meeting.
- f) In the absence of the Secretary, the Committee shall appoint an Acting Secretary from the members present.

## **9. RECORDINGS**

- a) The Secretary shall record the minutes of the Committee, keep the records and books of the Committee and carry out the duties relating to the position as directed by the Committee.
- b) The minutes will be recorded by the Secretary and approved by the Chair for release to the public but will only be adopted by the full Committee at the next monthly meeting.

## **10. RULING OF COMPATIBILITY**

Not later than ten (10) business days prior to a regular or special meeting, the Committee may endeavour to issue through the Town staff a written notice to all property owners who have an interest in any property located less than 30 metres of the boundaries of the subject property informing them of the application and their right to be heard.

If the Committee feels within reason that the application would affect the neighbourhood as a whole, staff may be directed to notify the neighbourhood property owners, other than the immediate neighbours.

## **11. RECONSIDERATIONS**

- a) If an item on the agenda has been duly presented and a motion passed to either approve or deny, or motion to approve has been defeated, the applicant is to be informed that his/her recourse is through the Provincial Assessment & Planning Appeal Board if he/she is not satisfied with the Committee's decision.
- b) Unless the Committee is of the opinion that there is valid new evidence or change in conditions, where an application has been refused by the Committee, no further application may be considered by the Committee for one year if such application:
  - i. In the case of a variance(s), is the same area of land intended to seek the same variance(s) originally sought; or
  - ii. In the case of a subdivision, is the same area of land intended to seek the same subdivision originally sought.

## **12. SPECIAL SUB-COMMITTEES**

A special sub-committee may be named at any time by the Chair upon the adoption of a motion by the Committee specifying the matters to be dealt with by such sub-committee. The motion of the Committee shall specifically include the membership of the sub-committee which is not limited to members of the Committee.

## **13. AMENDMENTS**

This Constitution may be amended at any ~~annual~~ **regular** meeting or at a special meeting of the Committee called for that purpose provided that a notice of motion containing the proposed amendments has been filed at a regular meeting held at least one month prior to the meeting at which the amendment is considered. Such amendments shall come into effect upon the approval of a majority of the members present at the meeting at which the proposed amendments are presented.

## **14. CHAIRPERSON'S DISCRETION**

The Chair can use their discretion to guide and to limit discussion and debate on all matters.

## **15. GENERAL**

In all cases not provided for herein or by the *Community Planning Act* or the by-laws of Sussex, the rules of procedure as set out in *Robert's Rules of Order* shall be followed in so far as they may be applicable to the Committee.

## **SUSSEX PLANNING ADVISORY COMMITTEE BY-LAW**

### **BY-LAW # 855-~~09~~26**

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The Council of ~~The Town of~~ Sussex, pursuant to section 3 of the Community Planning Act, SNB 2017, c 19, hereby enacts as follows: pursuant to the provisions of the Community Planning Act of the Province Of New Brunswick, being Chapter C-12 RSNB, 1973, enacts as follows:

#### **1. TITLE**

This by-law may be cited as Planning Advisory Committee By-Law.

#### **2. MEMBERSHIP**

- (1) The Planning Advisory Committee (PAC) shall consist of eleven members appointed by Council.
- (2) Members appointed to the Planning Advisory Committee may be members of the Council or servants of the municipality but the majority shall be other than such members of Council and servants of the municipality.
- (3) Members appointed to the Planning Advisory Committee may only hold the appointed position if they continue to reside within the boundaries of ~~the Town of~~ Sussex.

#### **4. TERM**

Terms of appointment for members serving on the Planning Advisory Committee shall be in accordance with the requirements of the Community Planning Act and Sussex Policy C-22.

**Town of Sussex**  
**By-Law # 855-~~0924~~**  
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**5. VACANCY**

- (1) A vacancy results in the committee when:
- (a) a member is absent from three or more consecutive regular monthly meetings of the Committee;
  - (b) a member's term expires;
  - (c) a Council member's Council term expires.
  - (d) a member resigns.
- (2) A vacancy does not occur when a member is absent from three or more consecutive meetings of the committee due to illness or a prior grant of leave from the committee.

**6. CONSTITUTION**

- (1) The Planning Advisory Committee shall adopt a constitution and may from time to time amend the Constitution so long as the provisions therein do not conflict with the Community Planning Act, the Municipalities Local Governance Act or the By-~~Laws~~ laws of ~~the Town Of~~ Sussex.
- (2) The Constitution shall be reviewed by the Planning Advisory Committee at least once in each calendar year.

**7. PLURAL OR FEMININE TERMS**

Plural or feminine terms may apply whenever the singular, masculine or feminine is used in this by-law. It shall be considered as if the plural, feminine or masculine has been used where the context of the party or parties hereto so requires.

**Town of Sussex**  
**By-Law # 855-~~0924~~**  
Page 3/3

**8. VALIDITY**

The invalidity of any section, clause, sentence or provision of this by-law shall not affect the validity of any other part of this by-law which can be given effect without such invalid part of parts.

**9. REPEAL**

(1) The by-law entitled "A By-Law To Establish A Planning Advisory Committee, By-Law #855-~~9909~~" enacted on **February 16, 2009**, and amendments thereto is hereby repealed.

(2) The by-law entitled "A By-Law To Establish A Planning Advisory Committee, By-Law 8-A" enacted on May 16, 1979, and amendments thereto is hereby repealed.

(23) The repeal of "A By-Law To Establish A Planning Advisory Committee, By-Law #855-~~9909~~" and "A By-Law To Establish A Planning Advisory Committee, By-Law 8-A" shall not affect any penalty, forfeiture or liability incurred before such repeal or any proceeding for enforcing the same completed or pending at the time of repeal, nor shall it repeal, defeat, disturb, invalidate or prejudicially affect any matter or thing whatsoever completed, existing or pending at the time of repeal.

READ FIRST TIME BY TITLE: \_\_\_\_\_

READ SECOND TIME BY TITLE: \_\_\_\_\_

READ IN ENTIRETY: \_\_\_\_\_

READ THIRD TIME BY TITLE  
AND ENACTED: \_\_\_\_\_

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
TOWN CLERK



# POLICY

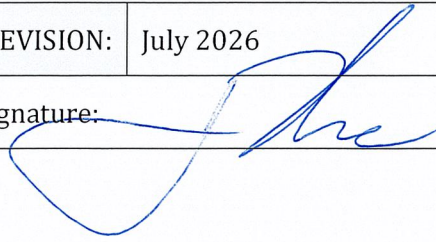
**C-22**

## PLANNING ADVISORY COMMITTEE MEMBER TERM

ORIGINAL ISSUE: January 18, 1999

REVISION: July 2026

COUNCIL APPROVAL: July 20, 2026

 Signature: 

1. The Administration shall place on the September Administration Committee agenda, the names of individuals whose Planning Advisory Committee terms that expire at the end of a calendar year
2. The Council may appoint a member to a second and third term.
3. A Planning Advisory Committee member may serve a maximum of three (3) consecutive terms on the Planning Advisory Committee.
4. After an individual sits out one (1) full term, the individual may be re-appointed to the Planning Advisory Committee in accordance with this policy.