



*Planning Advisory Committee  
Public Meeting Agenda  
Sam's Room – AYR Motor Centre  
August 18, 2025 – 6:30 PM*

1. Call to Order
2. Recording of Attendance
3. Acceptance or Building of Agenda
4. Disclosure of Conflict of Interest
5. Approval of the Minutes
  - June 23, 2025
6. Business Arising from the Minutes
7. New Business
  - a) Terms and conditions application and variance application from Harvest House Woodstock Inc. to permit a supportive facility on property located at 130 Broadway Street, identified by PID 10115772 and to increase the number of residents in the facility from five people to eight people.
  - b) Other Business
8. Next Meeting September 15, 2025, at 6:30pm
9. Adjournment



## Planning Advisory Committee Meeting Minutes

June 23, 2025

### **1. Call to Order:**

Meeting of the Woodstock Planning Advisory Committee was called to order at 6:31pm by Chair Kurt Young. Also present were:

### **2. Recording of Attendance:**

Councillor Norm Brown

Councillor Will Belyea

John Slipp

Sarah Leech

Keith Bull

Monica Grant

Jamie Burke, Planning Director, Stantec

Andrew Garnett, Director of Development

Regrets from Peter Kavanagh

### **3. Acceptance / Building of the Agenda:**

The agenda for the meeting was reviewed with no changes made.

### **4. Disclosure of Conflict of Interest:**

No conflicts of interest were disclosed.

## **5. Approval of the Minutes:**

Minutes from the previous meeting were reviewed.

**Motion to accept the minutes from May 20, 2025, as presented. CARRIED.**

## **6. Business Arising from the Minutes:**

There was no business arising from the minutes.

## **7. New Business:**

1. *Referral from the New Brunswick Assessment and Planning Appeal Board* - Terms and Conditions Application and Variance Application from Martin Rentals to construct a three-unit building on property located at **108 Helen Street, identified by PID 10119535**. The Terms and Conditions Application is required to permit a multiple unit building in the One and Two Unit Residential (R1) Zone. The Variance Application is required to reduce the front yard setback from 6 metres to 5.1 metres and to reduce the rear yard setback from 6 metres to 5 metres.

Chairperson Kurt Young asked Jamie Burke to present the application for 108 Helen Street. Mr. Burke presented the application via a Power Point presentation. He also made mention of a number of letters of support and a letter from the applicant that was included in the PAC package. Mr. Burke also told the PAC members that emails were received from Mr. Bill Hogan and Mr. Ron Ward stating they wished to speak.

Chairperson Kurt Young opened the floor to members of the public for any comments. He stated that when speaking to state their name and address and to keep comments to 5 minutes or under.

- a.) Bill Hogan (105 Helen Street) – Stated that the position of the building does not comply with the zoning bylaw and design standards and specifically, the positioning of the building and what he considered to be the front yard. He also stated again the concern for parking and the expectations of the current tenants to having these parking spaces. Mr. Hodan also noted the grading of the property and questioned how it will work and believes it doesn't seem to fit. He finished by saying the need for housing is not as strong as it once was.

Jamie replied in regard to the comment of the positioning of the building and the definition of the front yard. He stated that the definitions in the Zoning By-law clearly indicate that the positioning of the building, being perpendicular to Helen Street, is not an issue.

- b.) Bob Stokes (109 Helen Street) – Says the drawing of the site plan seems to be contradicting itself in regard to placement.

Jamie responded to the comment by saying the setbacks and placement are set by the definitions as laid out in the zoning bylaw.

- c.) Julie Brown (129 Kirkpatrick Street) – Julie submitted pictures showing parking of vehicles on Helen Street.

The Chair respond back saying these pictures were not for the application for 108 Helen Street but the following application for 115 Helen Street and would be presented at that time.

- d.) Ron Ward (111 Elizabeth Street) – He began his statement by suggesting the council and past committees of the town have turned down a number of projects because they didn't want to be known as a "Smokestack" community. His remarks continued by stating that the current building is not pleasing and provided what he referred to as a left, right, center example. He commented that, when outside, he sees residents smoking which he suggested is not a pleasant site, along with the location of the dumpster. Lastly, he indicated that the new building will not be appealing and that the PAC's vote is irrelevant because the Council will override your decision.

Jamie Burke responded and clarified that the PAC was the body having jurisdiction to approve the application. He also indicated that the PAC could impose conditions to enhancements to the building and development in general as long as they were in keeping with the intent of the Community Planning Act.

- e.) Heather Hogan (105 Helen Street) – Stated that the developers are good people and the application was hard to speak against. She indicated that she may not have an issue if an extension on the existing building was done, however, she suggested that the proposed building does not fit with the surrounding context and that, basically, it comes down to the aesthetics of the project.
- f.) Bob Stokes (109 Helen Street) – Wanted to remind the board of the petition of the 45 names that was submitted. Mr. Stokes referred to an existing boarding house and the extra traffic it brings. He realizes that it does not apply to this variance but shows extra traffic will be present and is a concern as well as parking.

Chairperson Kurt Young asked if the applicant John Keenan would like to speak.

- g.) John Keenan (Applicant) – Mr. Keenan presented the submission that was part of the PAC package. He stated during his presentation that they will work to ensure these are very attractive buildings. He suggested that both the proposed development and the existing development next door will have a good layout and will be landscaped, including new asphalt paving, to blend the two together well. Mr. Keenan indicated that the demand for housing in Woodstock exists, as they have a waiting list for this location and the property will be well maintained, as they have a full-time maintenance person.

The Chair asked a couple of questions to Mr. Keenan.

Q – Will the dumpster be moved?

A – Probably not

Q- Will there be adequate parking?

A- Yes

The Chair asked if there were any more questions or comments from the floor.

h.) Robert Ketch (123 Elizabeth Street) – Asked why the developer does not care about the surrounding residents?

Jamie Burke reminded Mr. Ketch to use appropriate language and indicated that if it happened again, he would be asked to leave. Mr. Burke went on to suggest that the developer had the right to develop land they own.

i.) Ron Ward (111 Elizabeth Street) – Are they planning to change the bylaw to allow this to happen?

Jamie Burke replied that they don't have to as it is a right of the committee to make that decision as clearly stated in the Community Planning Act. Any by-law changes are the responsibility of Woodstock Town Council.

The Chair asked if there were any comments or questions from the board.

j.) Keith Bull – Mr. Bull read a prepared statement that will be included as an appendix to these minutes.

Before the vote was called, the Director of Development read the last email aloud in support of the development and also stated, as indicated in the report, that fire, police, utilities and public works were all consulted with no issues reported.

**The following motion was made by John Slipp and seconded by Norm Brown:**

**That the variance application from Martin Rentals Properties, to reduce the front yard setback to 5.1 meters (6 required) and reduce the minimum rear yard setback to 5.0 meters (6 required), to accommodate the construction of a 3-unit building on property located at 108 Helen Street, identified by PID 10119535, be approved.**

**Voted in favor: John Slipp, Norm Brown and Monica Grant.**

**Voted against: Sarah Leech, Keith Bull, Will Belyea.**

**Tie vote where Chair Kurt Young voted against.**

**Motion defeated**

**Reasons provided by the committee to deny the variance application were that the development was overbuild the lot and creating too much density without meeting the Zoning By-law requirements, as well as there not being adequate parking for the development.**

2. *Referral from the New Brunswick Assessment and Planning Appeal Board* - Terms and Conditions Application and Variance Application from Mike Martin Rentals to construct a four-unit building on property located at **115 Helen Street, identified by PID 1019014**. The Terms and Conditions Application is required to permit a multiple unit building in the One and Two Unit Residential (R1) Zone. The Variance Application is required to reduce the front yard setback from 6 metres to 5.1 metres and to reduce the rear yard setback from 6 metres to 5 metres.

Chairperson Kurt Young asked Jamie Burke to present the application for 108 Helen Street. Mr. Burke presented the application via a Power Point presentation. He also made mention of a number of letters of support and a letter from the applicant that was included in the PAC package. Mr. Burke also told the PAC members that emails were received from Mr. Bill Hogan and Mr. Ron Ward stating they wished to speak.

Chairperson Kurt Young opened the floor to members of the public for any comments. He stated that when speaking to state their name and address and to keep comments to 5 minutes or under.

- a.) Casey St Amand (121 Helen Street) – Mr. St Amand stated that the project has created high emotions. His concerns were identified as follows; there are no fences or hedges which will reduce his privacy; he does not believe there will be enough parking; and has issues with the placement of the building as a result of the placement of other buildings in the past. Finally, Mr. St. Arand indicated that emergency services will have a hard time on a dead-end street.
- b.) Bob Stokes (109 Helen Street) – Stated he would be surprised if the PAC would be able to support this building.

Chairperson Kurt Young asked if the applicant John Keenan would like to speak.

- c.) John Keenan (Applicant) – Mr. Keenan indicated that concerns from the neighbours regarding parking and snow plowing will not be a problem on this property. He indicated that would be more than willing to work with the neighbours to help with the appearance of the building.

The Chair asked if there were any more questions or comments from the floor.

- d.) Jamie Wishart (131 Helen Street) – Mr. Wishart voiced concern with the placement of the building.

The Chair asked if there were any comments or questions from the board.

- e.) Will Belyea – The question was directed to the applicant, asking if they would work with the neighbor to either build a fence or place a hedge. The applicant responded indicating that a fence could be included.

Jamie Burke stated that the placement of a fence can be added to as a condition of the approval.

- f.) Kurt Young – Asked if the PAC can we reduce the number of units or ask for a different design. Jamie Burke stated that such changes would be considered a new application.

The Chair for the last time asked if there were any more comments on the application.

- g.) Bill Hogan – Mr. Hogan asked about the setbacks due to the placement of the building. Jamie Burke stated that he understands the question but again states that the definitions of the Zoning By-law address and explain the required yards for the property.

The photos that from Julie Brown (129 Kirkpatrick Street) were submitted as part of the record.

**The following motion was made by Norm Brown and seconded by Will Belyea:**

**That the variance application from Martin Rentals Properties, to reduce the front yard setback to 5.1 meters (6 required) and reduce the minimum rear yard setback to 3.5 meters (6 required), to accommodate the construction of a 4-unit building on property located at 115 Helen Street, identified by PID 10119014, be approved.**

**Voted in favor: Will Belyea and Monica Grant.**

**Voted against: Sarah Leech, Keith Bull, Norm Brown and John Slipp.**

**Motion defeated**

- 3.) Terms and conditions application from Rick Kirkbride, **128 Gallop Court, identified by PID 10286888**, to add two, four-unit residential buildings in the Corridor Commercial (CC) Zone.

Chairperson Kurt Young asked Jamie Burke to present the application for 128 Gallop Court. Jamie delivered a PowerPoint presentation which outlined the PAC report that was submitted to the members.

Chairperson asked if the committee had any comments or questions.

- a.) Will Belyea – Indicated that it was positive that the development is close to a number of amenities but thought it was a weird spot.
- b.) Sarah Leech – Asked about the nature of the zone. Jamie Burke read the permitted uses and conditional uses under the Zoning By-law.

**The following motion was made by John Slipp and seconded by Sarah Leech:**

**That the conditional use application from Rick Kirkbride, to accommodate the construction of two buildings each containing 4 units on the property located at 128 Gallop Court, identified by PID 10286888, subject to the following conditions, be approved, subject to the following terms and conditions:**

- a. **That the property be subdivided as per the submitted site plan prior to the issuance of the building permit; and**
- b. **That conformation of site distance be submitted to the Director of Development prior to the issuance of the building permit.**

**Motion passed unanimously.**

**Other Business:**

PAC member John Slipp asked the committee on their thoughts about the requirements for parking in the Zoning By-law. Members that spoke feel that council should reconsider the requirements or lack of parking under multi-residential developments.

**The following motion was made by John Slipp and seconded by Keith Bull:**

**To request that council reconsider parking requirements under multi-residential.**

**Motion passed unanimously.**

**Next Meeting Date:**

Next meeting will fall on July 21, 2025, at 6:30pm.

**Adjournment:**

**Meeting was adjourned at 8:50pm by John Slipp**



**Report Date:** August 11, 2025  
**To:** Planning Advisory Committee  
**From:** Andrew Garnett, Director of Development  
**Meeting Date:** August 18, 2025

## Property Information

**Application #:**

**Applicant:** Harvest House Woodstock Inc.

**Property Owner:** Harvest House Woodstock Inc.

**Civic Address:** 130 Broadway Street

**PID #:** 10115772

**Parcel Area:** 0.12 hectares

**Municipal Plan Designation:** Residential

**Existing Zoning:** R1

**Application Type:** Conditional Use and Variance Application

**Surrounding Land Use(s) and Zoning:** The surrounding area is strongly residential in nature.

**Jurisdiction:**

Conditional Use Application

Pursuant to 53(3)c) of the Community Planning Act, a Zoning By-law may prescribe particular purposes

- (i) in respect of which the advisory committee or regional service commission, subject to subsection (5), may impose terms and conditions, and
- (ii) (ii) that may be prohibited by the advisory committee or regional service commission if compliance with terms and conditions imposed under sub paragraph (i) cannot reasonably be expected.

53(4) Terms and conditions imposed under paragraph (3)(c) shall be limited to those considered necessary by the advisory committee or regional service commission to protect

- (a) properties within the zone or in abutting zones, or
- (b) the health, safety and welfare of the general public.

Variance Application

Pursuant to section 55(1)(b) of the Community Planning Act, the Planning Advisory Committee may permit, subject to terms and conditions it considers fit, a reasonable variance from the requirements of the Zoning By-Law if, in its opinion, it is desirable for the development of a parcel of land or a building or structure and is in keeping with the general intent of the Zoning By-law and the Town's Municipal Plan.

## Application Summary

The applicant is seeking to increase the residential capacity of the existing building at this location to support their Men's Step-Up Housing Program. The Municipal Plan permits residential use on the site. In the Zoning By-law, a supportive facility is conditionally permitted, subject to section 5.19. Section 5.19(b), limits supportive facility uses to 5 residents in this zone, necessitating a variance.

## Recommendations

1. It is recommended that the conditional use application from Harvest House Woodstock Inc. to permit a supportive facility on property located at 130 Broadway Street, identified by PID 10115772, in the R1 Zone, as per section 8.1.2(2) of the Zoning By-law, **be approved**.
2. It is recommended that the variance application from Harvest House Woodstock Inc. to increase the number of residents in a supportive facility from five to eight persons, on property located at 130 Broadway Street, identified by PID 10115772, in the R1 Zone, as per section 5.19(b) of the Zoning By-law, **be approved**.

## Analysis

### Proposal

The applicant purchased this house to operate their Men's Step-Up Housing Program, a structured program with accountability measures and agreements with the program residents to ensure maximum safety and support for those who utilize the program.

The proposal aims to utilize the existing building as a supportive facility and increase the residential capacity from 5 to 8 people. To accommodate this change, a toilet and sink will be added to the third floor of the house to serve the three additional bedrooms. The site's current designation and zone list residential as a permitted use. However, a minor variance will be required to increase residential capacity. The applicant has submitted the General Application Form and the Planning Advisory Application Form in order to obtain the variance.

Although this application requires only a minor modification to expand the current capacity, it highlights a more significant underlying concern. It underscores the town's limited focus on supportive facilities, which are an integral part of the housing continuum. This application will be followed by a comprehensive Municipal Plan and Zoning By-law amendment aimed at providing adequate emphasis on these facilities as a housing type and permitting supportive housing outright, rather than conditionally, in several zones across the town.

### Site Characteristics and Neighbourhood Character

The site is 0.12 hectares in size and is bounded by Broadway St to the south, Queen St S to the north, and dwelling units to the east and west. Currently, the site is occupied by a dwelling positioned perpendicular to the two streets. The dwelling operates a structured Men's Step-Up Program, with measures of accountability and agreements with the program residents to ensure maximum safety and support for those who utilize the program. The remainder of the site is vacant.

### Municipal Plan Context

The intent of land use designations as part of the Municipal Plan are to encourage a land use pattern that is orderly and efficient. The property falls within the **Residential Designation** of the Municipal Plan. Outlined in Section 3.1 of the Municipal Plan, this designation aims to provide sufficient and appropriate lands for a range of housing options that meet the long-term needs of the community. Section 5.0 of the Municipal Plan aims to

provide a variety of housing types across a range of affordability that is responsive to the changing needs of the town. It encourages a mix of housing types in new developments, increasing density, incentives for residential infill, and the exploration of seniors housing models that support ageing in place. According to this, the current and intended use is permitted on the subject site.

### Zoning By-law Context

The Residential Zones outlined in the Zoning By-law enable the Residential Land Use Designation and are intended to permit varying residential densities across the Town. A supportive facility is defined in the Zoning By-law as follows:

- (a) an establishment licensed or approved by a government agency that provides care and or supervision to residents on a 24-hour basis by professional staff; or*
- (b) an establishment devoted to retired residents where common amenities and services, including communal dining, are provided exclusively to such residents.*

The property forms part of the **One and Two-Unit Residential (R1) Zone** which permits a gradual evolution of neighbourhoods through the conditional permitting of moderate density dwelling types, including up to six (6) units. The permitted uses include one-unit, semi-detached, and two-unit dwellings, garden suites, secondary suites, home occupations.

According to Section 5.19 of the Zoning By-law, supportive facilities are required to comply with the following conditions:

- a) Maintain a minimum radius of 183 metres from another lot also containing a supportive facility if both are in a residential zone;*
- b) Within the Two –Unit Residential Zone, Supportive Facility uses shall be limited to 5 residents;*
- c) Within the Multiple Unit Residential Zone, Supportive Facility uses shall be limited to 12 residents;*
- d) A Bed and Breakfast, Home Occupation, Day Care Facility, or Secondary Suite are not permitted on the same lot;*
- e) When considering the conditional use of the Supportive Facility, the Committee shall consider the following:*
  - i) The location of the facility relative to a main or arterial street;*
  - ii) The impacts to adjacent properties; and*
  - iii) The local need for the facility in the Town.*

Based on the above, supportive facilities are permitted in Two-Unit Residential Zones, which implies that they are permitted on R1 sites. Given the surrounding context of the subject property and the growing need for special housing types including supportive facilities, the proposed change would be compatible with the existing residential uses.

### Conclusion

This application should be considered acceptable, given the existing use and the minor scale of the proposed increase in capacity. The addition of three residents is not expected to negatively impact surrounding uses or the residential character of the area. The proposal would contribute to a greater diversity of housing types, helping to better meet community needs, while maintaining a built form consistent with the surrounding built form and promoting efficient land use. As noted earlier, this application will be followed by a comprehensive amendment aimed at placing greater emphasis on this type of housing in multiple zones across the town.

### Stakeholder Comments

Staff consulted with the Police Chief and Fire Chief. No issues were identified.

## Public Notice

Public notice was given to the neighborhood on August 6, 2025. The notices were hand delivered by the Woodstock Public Works Department within a 100m radius of the address. Additionally, all property owners within 100m were notified by mail.

## Authorization

Prepared by:



Andrew Garnett  
Director of Development

Approved by:



Jamie Burke, RPP, MCIP  
Planning Director

## Appendices

The following appendices are included in this section:

Appendix 2: Application

Appendix 3: Context Map

Appendix 4: Site Plan

Appendix 5: Future Land Use Designation

Appendix 6: Zoning Map



# Planning Advisory Committee Application Form

STAFF  
USE

APPLICATION #: 2025-012

DATE RECEIVED:

FEE PAID: ☒ Y ☒ N

RECEIVED BY: ADG

## TYPE OF APPLICATION (SERVICE FEE OF \$300)

☐ CONDITIONAL USE

☐ COMPATIBLE OR SIMILAR USE

☐ TEMPORARY APPROVAL

☐ VARIANCE

☐ NON-CONFORMING USE

☒ OTHER

PROPERTY AND APPLICANT  
INFORMATION

CIVIC ADDRESS: 130 Broadway Street

PID #: 10115772

PRESENT USE: House

PROPOSED USE: Supportive Facility

PROPERTY OWNER

Harvest House Woodstock Inc.

EMAIL

harvesthousewoodstock@hotmail.ca

PHONE

506-594-5000

MAILING ADDRESS

123 Foundry Street, Woodstock, NB

POSTAL CODE

E7M 1S3

AGENT

Joel DeMerchant

EMAIL

harvesthousewoodstock@hotmail.ca

PHONE

506-245-4086

MAILING ADDRESS

123 Foundry Street, Woodstock, NB

POSTAL CODE

E7M 1S3

DESCRIPTION  
OF APPLICATION

This is an 8 bedroom house that we purchased in order to operate our Men's Step-Up Housing Program. Our Men's Step-Up Program is a structured program with measures of accountability and agreements with the program residents to ensure maximum safety and support for those who utilize the program. We would be glad to provide documentation of our Program's policies and residential agreement forms if so desired or needed for this application. We at HHW are committed to building a stronger and healthier county by building healthier men who can give back to their families and communities.

## AUTHORIZATION

As of the date of this application, I, the undersigned, am the registered owner of the land described in this application or the authorization thereof. I have examined the contents of this application and hereby certify that the information submitted with the application is correct to the extent that I have knowledge of these facts. I hereby authorize the applicant to present this matter and provide any additional information that will be necessary for this application.

Harvest House Woodstock Inc.

Joel DeMerchant

Registered Owner or Authorized Agent

Applicant (Registered Owner or Authorized Agent)

03/10/2025

03/10/2025

Date  
MM/DD/YYYY

Date  
MM/DD/YYYY

The information contained in this application and any documentation (plans, drawings, reports, and studies) provided in support of this application will become part of the public record.



Figure No.

1

Title

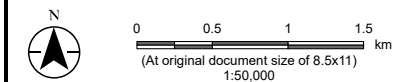
## Project Location

Client/Project 160402037\_005

Town of Woodstock  
PID 10115772

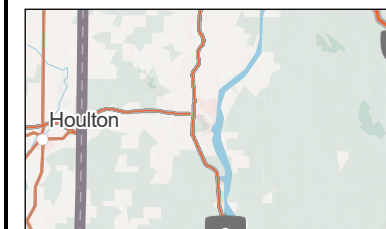
Prepared by SC on 2025-04-02

Project Location  
Woodstock  
New Brunswick



### Legend

- PID 10115772
- First Nation Community
- Transportation**
  - Highway
  - Collector
  - Local Road
  - Resource/Service Road
  - Watercourse (NBHN)
  - Waterbody (NBHN)
  - Wetland (NBELG)
  - Forest (GeoNB)
  - Crown Land (DNR)
  - Protected Wellfield
  - Wildlife Refuge (DNR)



### Notes

1. Coordinate System: NAD 1983 CSRS New Brunswick Stereographic
2. Data Sources: Data License with the Government of New Brunswick (DNR, GeoNB, NBELG, NBHN, SNB)
3. Background: Province of New Brunswick, Esri Canada, Esri, TomTom, Garmin, SafeGraph, FAO, METI/NASA, USGS, EPA, NPS, USFWS, NRCAN, Parks Canada, Esri, CGIAR, USGS





SITE PLAN



Disclaimer: This document has been prepared based on information provided by others as cited in the Notes section. Stantec has not verified the accuracy and/or completeness of this information and shall not be responsible for any errors or omissions which may be incorporated herein as a result. Stantec assumes no responsibility for data supplied in electronic format, and the recipient accepts full responsibility for verifying the accuracy and completeness of the data.

Town of Woodstock Future Land Use Map



Legend

- PID 10115772
- Town of Woodstock - Future Land Use
  - Commercial Downtown Core
  - Environmental Conservation
  - General Commercial
  - Institutional
  - Residential

Future Land Use of the property shown as Residential.



# Town of Woodstock Zoning Map



Legend

- PID 10115772
- Town of Woodstock - Zoning
  - Downtown Commercial
  - Environmental Conservation
  - General Commercial
  - Institutional
  - One and Two Unit Residential (R1)
  - Low Rise Residential (R2)
  - ToW\_parcel

Current zoning of the property shown as R1 (One and Two Unit Residential).