

ROTHESAY

Policy

Topic:	Planning Advisory Committee Agenda and Polling Procedures
Application:	PAC/Planning Staff

Date Adopted

1 Nov 99

Date Revised

1 Feb 2010

Chairperson:

In accordance with the Section 14(c) of the Community Planning Act. R.S.N.B. (1973), Chapter C-12 and amendments thereto, this procedure has been adopted by the Planning Advisory Committee for Rothesay.

Meetings/Agenda

The Planning Advisory Committee meets on the first Monday of each month. When that Monday is a holiday, the Committee meets on Tuesday. The cut-off date for applications to be included on the next Committee agenda is the 15th of each month. When the 15th of the month falls on either Saturday or Sunday, the cut-off date shall be the following Monday. (Please see attached Schedule A for meeting dates/submission dates).

Polling Policy

1. Surrounding property owners will receive notice for the following variances:
 - Variances in front, side or rear yards setback when the requested variance exceeds twenty percent (20%) of the standard.
 - All proposed home occupations.
 - Variances in lot area, width or depth when the requested variance exceeds twenty percent (20%) of the standard.
 - Variances in accessory building area, width, depth or height when the requested variance exceeds twenty percent (20%) of the standard.
 - All proposed second residential units to accommodate relatives or household staff.
2. When the Town receives any application in which the property abuts the boundary of an adjacent municipality or planning commission then the appropriate authority will receive notice.

3. Property owners within one hundred (100) meters of a property which is the subject of an application shall be notified by personal delivery or by mail of the meeting time, date, location of the meeting and the nature of the application that will be considered.
4. The notice will be mailed or personally delivered two business days following the cut-off date for receiving applications.
5. The notice will indicate that views may be made by letter or in person before the Committee at the meeting. All letters received will become public documents. Those wishing to appear before the Committee must advise the Director of Development Services in advance of the meeting.
6. The Committee reserves the right to poll residents on any issue that is before the Committee. The Committee also reserves the right to expand the area to be polled.
7. The previous agenda procedure policy adopted by the Planning Advisory Committee and dated 5 January 2009 is revoked.

SCHEDULE "A"

SUBMISSION DATE

MEETING DATE**

Friday, January 15, 2010

Monday, February 1, 2010

Monday, February 15, 2010

Monday, March 1, 2010

Monday, March 15, 2010

Tuesday, April 6, 2010

Thursday, April 15, 2010

Monday, May 3, 2010

Monday, May 17, 2010

Monday, June 7, 2010

Tuesday, June 15, 2010

Monday, July 5, 2010

Thursday, July 15, 2010

Tuesday, August 3, 2010

Monday, August 16, 2010

Tuesday, September 7, 2010

Wednesday, September 15, 2010

Monday, October 4, 2010

Friday, October 15, 2010

Monday, November 1, 2010

Monday, November 15, 2010

Monday, December 6, 2010

** Please note: meeting dates are subject to change