

ROTHESAY

Policy

Topic:	Planning Advisory Committee Agenda and Polling Procedures	Date Adopted	1 Nov 99
Application:	PAC/Planning Staff	Date Revised	Feb.2, 2015
		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 when the requested variance exceeds twenty five percent (25%) of the by-law requirement for the following:
 - A variance to reduce the required yard setbacks.
 - A variance to reduce the minimum lot area, width or depth; and
 - A variance to increase the size of an accessory building's, area, width, depth or height.
2. Surrounding property owners will receive notice for the following conditional uses:
 - All proposed home occupations.
 - All proposed second residential units to accommodate relatives or household staff.
3. Surrounding property owners will receive notice for all rezonings.
4. Surrounding property owners will receive notice for all subdivisions requiring approvals from the PAC.
5. PAC will notify an adjacent municipality or planning commission for all applications where the subject property abuts the boundary of another jurisdiction.
6. Property owners within one hundred (100) meters of a subject property shall be notified by regular mail or by personal delivery of the meeting time, date, location of the meeting and the nature of the application that will be considered.
7. The notice will be mailed or personally delivered two business days following the cut- off date for receiving applications.
8. 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 Planning and Development Services in advance of the meeting.

9. 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.
10. The previous polling procedure policy adopted by the Planning Advisory Committee on January 6th, 2014 is revoked.

SCHEDULE "A"

Meeting Date	<u>2015</u> Submission Deadline	Location
January 5, 2015 CANCELLED		Common Room, Town Hall
February 2, 2015	Thursday, Jan 15	Common Room, Town Hall
March 2, 2015	Monday, Feb 16	Common Room, Town Hall
April 7, 2015 (Tuesday)	Monday, March 16	Common Room, Town Hall
May 4, 2015	Wed, April 15	Common Room, Town Hall
June 1, 2015	Friday, May 15	Common Room, Town Hall
July 6, 2015	Monday, June 15	Common Room, Town Hall
August 4, 2015 (Tuesday)	Wed, July 15	Common Room, Town Hall
September 8, 2015 (Tuesday)	Friday, August 14	Common Room, Town Hall
October 5, 2015	Tuesday, September 15	Common Room, Town Hall
November 2, 2015	Thursday, October 15	Common Room, Town Hall
December 7, 2015	Monday, November 16	Common Room, Town Hall

*** Please note: Meeting dates are subject to change*