

**PLANNING ADVISORY COMMITTEE MEETING
MINUTES
March 4, 2025**

Present: Deputy Mayor Adam Lutz, Chair
Mayor Mike Trinacty
Councillor Ty Walsh
Kelly Branton, PAC Citizen Representative
Joan Levack, PAC Citizen Representative
Dave Logie, PAC Citizen Representative
Neil Mattson, PAC Citizen Representative
Jen Boyd, CAO
Krista Longmire, Executive Assistant
Ning Laing, Development Officer - BCP & C

Absent with regrets: Councillor Johanna Kwakernaak

1. **Call to Order**
The PAC Meeting was called to order at 6:30 pm by Deputy Mayor Adam Lutz, Chair.
2. **Approval of the Agenda**
The Agenda was approved as circulated.
3. **Previous Minutes**
The minutes from the PAC meeting of January 13, 2025, were approved as circulated.
4. **New Business**

a. Re-zoning Application – 106 Orchard Street (R1 to R2)

Ning Laing, Development Officer, gave an overview of the rezoning application for 106 Orchard Street, Berwick. The applicant wants to renovate and convert the basement into an additional residential dwelling. The applicant plans for no change to the building footprint and no major alteration to the exterior. The building will become a two-unit dwelling for rental. The applicant also plans to construct a new driveway that will go around the building and connect to the northwest corner of the building.

MOVED AND SECONDED THAT the Planning Advisory Committee recommend that Council give a first reading to rezone 106 Orchard Street (PID 55237994) from R-1 and R-2 and that the application be forwarded to a public hearing.

MOTION CARRIED

5. Other Business

a. Municipal Strategy Plan update

CAO Boyd gave an update on the MPS plan. She highlighted that the general policy intentions from the previous draft will remain. Only the R-1/R-2 zoning policy will be reviewed as part of the scope approved by Council. There will be other small adjustments to the draft, but the primary focus will be on the policy intent of the R-1 zone in limited areas within the Town. Chrystal will attend the April meeting of the Planning Advisory Committee to give a scope of work on the plan.

b. Lot 1-AC Commercial Street Development update

Council approved the development on Lot 1-AC Commercial Street Development at the Special Council Meeting on February 27th. There is a two-week appeal period, which will end on March 20th. The additional traffic calming measures and lighting addressed at the public hearing were added to the draft development agreement.

6. Adjournment

The PAC Meeting was adjourned at 7:04 pm.