



Planning Advisory Committee Meeting Minutes
January 28, 2025 - 7:00 pm

Attendees:

Dave Henderson	Phil Taber	Chris Rendell	Luke Johnson	Art Roy
Mark Reid (Chair)	Councillor Kim Tompkins (Vice Chair)		Jamie Mahoney	

Staff:

Bailey Brogan	Assistant Planner/Development Officer
Arthur McCarthur, P.Eng	PLED Director/Development Officer

Guests:

Mark Reid – Applicant, W.B.D. Business Development Ltd.
David Atkinson – Applicant’s Representative, Five Star Permits (via Teams)
Madison & Peter O’Brien – members of the public

1. Call to Order

The meeting was called to order by interim Chair, Mark Reid at 7:03 pm.

2. Election of Chair and Vice-Chair for 2025

Moved by Chris Rendell and seconded by Luke Johnson to nominate Mark Reid for Chair and Councillor Tompkins for Vice-Chair of the Planning Advisory Committee. Motion Carried.

3. Approval of Agenda

Moved by Phil Taber and seconded by Chris Rendell to approve the agenda as presented.

4. Disclosure of Conflict of Interest

Mark Reid disclosed a conflict of interest for agenda item 7a) Variance Application – Signage – 375 William Bell Dr., Hampton

5. Approval of Minutes: a) November 26, 2024

Moved by Dave Henderson and seconded by Art Roy to accept the November 26, 2024, Planning Advisory Committee Meeting minutes as presented. Motion Carried.

**6. Building Reports: a) November 2024
b) December 2024**

Moved by Councillor Tompkins and seconded by Jamie Mahoney to accept the November 2024 and December 2024 Building Reports as presented. Motion Carried.

Mark Reid passed the meeting over to Vice-Chair, Councillor Tompkins and joined the Applicant’s Representative to provide information on agenda item 7a.



7. New Business: a) Variance Application – Signage – 375 William Bell Dr., Hampton

Staff presented the report and recommendation and answered questions from Committee Members on how the signage area was calculated and provided information on a previous variance completed for the Signage By-law. The applicants, Mark Reid and David Atkinson both provided further details to the Committee that the signage proposed was the smallest design that was available from the franchise. One committee member had concerns that approving the variance would set a precedent for approving variances for other businesses on Main Street in Hampton to increase the size of their signage. Staff added that these businesses were zoned differently and would not qualify for increased sizes in the Signage By-law under Section 16, Special Provisions. Additionally, the Municipal Plan highlights the William Bell Drive Business Park as an area for commercial development of an increased scale. Following discussion, the Committee made the following motions:

- 1. Moved by Dave Henderson and seconded by Art Roy that the Planning Advisory Committee approve the requested variance from the Hampton Signage By-law to install an additional canopy sign for a drive-thru restaurant under development on the property identified as PID 30360697, located at 375 William Bell Drive, Hampton as the property is located in the Willaim Bell Drive Business Park.**

In Favour: Dave Henderson, Luke Johnson, Councillor Tompkins, Art Roy, Phil Taber, Chris Rendell

Contrary Minded: Jamie Mahoney

Motion Carried.

- 2. Moved by Luke Johnson and seconded by Art Roy that the Planning Advisory Committee approve the requested variance from the Hampton Signage By-law to increase the maximum size of a freestanding sign by 1.2 square metres for a drive-thru restaurant under development on the property identified as PID 30360697, located at 375 William Bell Drive, Hampton as the property is located in the Willaim Bell Drive Business Park.**

In Favour: Dave Henderson, Luke Johnson, Councillor Tompkins, Art Roy, Phil Taber, Chris Rendell

Contrary Minded: Jamie Mahoney

Motion Carried

- 3. Moved by Phil Taber and Jamie Mahoney that the Planning Advisory Committee recommend that Council review and update the Signage By-law adopted in 2005 to better align with the Municipal Plan.**

Motion Carried.

Mark Reid returned to the meeting and Councillor Tompkins passed the meeting to Chair, Mark Reid.

A committee member raised concerns regarding the procedure/policy for members of the public being able to joining the meeting virtually, similar to the applicant's representative did in this meeting. Staff would review and provide an update at the next meeting.

- 8. Next Meeting Regular Meeting: Scheduled for February 25, 2025**



9. Adjournment

Moved by Councillor Tompkins to adjourn the meeting at 7:43 pm.

A handwritten signature in black ink, appearing to read "Mark Reid", written over a horizontal line.

Mark Reid, Chair

A handwritten signature in black ink, appearing to read "Karl Tompkins", written over a horizontal line.

Councillor Tompkins, Vice-Chair

A handwritten signature in blue ink, appearing to read "Bailey Brogan", written over a horizontal line.

Bailey Brogan, Staff Representative