



**Planning Advisory Committee Meeting Minutes
November 25, 2025 - 7:00 pm – Council Chambers**

Members Present

Councilor Kim Tompkins
Mark Reid (Chair)
Dave Henderson

Chris Rendell
Luke Johnson (Joined 7:25pm)
Jamie Mahoney

Regrets

Art Roy, Phil Taber

Staff Present

Arthur McCarthy, P. Eng., PLED Director
Cameron Evans, Building and Development Coordinator

Guests

Applicants (2) – Variance - 172 Meadow Dr, Darlings Island

1. Call to Order

The meeting was called to order by the Chair, Mark Reid, at 7:10 pm.

2. Approval of Agenda

Moved by Chris Rendell and seconded by Jamie Mahoney to approve the agenda.

3. Disclosure of Conflict of Interest – none declared

4. Approval of Minutes: October 28, 2025

Moved by Dave Henderson and seconded by Jamie Mahoney to approve the minutes from the October 28, 2025, meeting.

Motion Carried.

5. Building Reports: October 2025

Dave Henderson requested larger print outs of permit tables on either 11x17 or have page oriented in landscape to allow for easier viewing.

Moved by Councilor Kim Tompkins and seconded by Jamie Mahoney to accept the October Building Reports. Motion Carried.



6. New Business:

a) Variance – 172 Meadow Drive, Darlings Island

Staff presented the variance application request which included site specifications, existing old structure, site conditions and topography for the proposed garage in front of the building line at 172 Meadow Drive, Darlings Island. The Hampton Zoning By-Law (HAM-2023-16) does not permit an accessory building to be in the front yard except by terms and conditions imposed by the Planning Advisory Committee. The proposed use is compatible with the Zoning By-law and variance calculations were explained based on plans for site along with confirmation that the garage meets setbacks for its proposed placement. Arthur McCarthy noted that the motion for consideration was updated to include the removal of an existing shed prior to Development Permit (DVP) being issued.

Luke Johnson joins meeting at 7:26pm

Applicant provided introduction and general discussion explaining reasoning for garage.

Moved by Dave Henderson and seconded by Jamie Mahoney to approve the variance from the Hampton Zoning By-law to place an accessory building in the front yard for the property identified as PID 30087761, located at 172 Meadow Drive Darlings Island, as the project is considered in keeping with the Municipal Plan and Zoning By-law, subject to:

- 1. A Demolition Permit is issued prior to approval of the Development Permit.**

Motion Carried.

b) Zoning By-Law Amendment – Signage Chapter

Staff presented history of Signage By-law, summary of the Signage Chapter and the intent of updates and revisions in line with previously made recommendations from Planning Advisory Committee.

Councilor Kim Tompkins identified section 14.6 item a. as a potential impact on home occupation/industry in Residential Zones noting exemption from the prohibition of window signs. Staff confirmed that the committee may consider this as part of their recommendation motion for any reviews and/or revisions.

Councilor Kim Tompkins identified a potential gap in section 14.4.7 item a. with a limitation period for banner signs to be displayed as the draft wording doesn't specify. Staff confirmed that the committee may consider this as part of their recommendation motion for any reviews and/or revision.

Luke Johnson queried how signage under section 14.5 would be interpreted for the Town Center Zone . Staff confirmed that the interpretation would be at the discretion of the Development Officer, and any request to deviate from section 14.5 would be forwarded to the committee through a variance application.

Moved by Councilor Tompkins and seconded by Jamie Mahoney that the Planning Advisory Committee approve the Proposed Amendments to the Zoning By-Law; Signage Chapter with the inclusion of amendments to section 14.6 item a. (residential window signs to be reviewed for exemptions from prohibited inside residential zones) AND section 14.4.7 item a. (Temporary Signs; Banner Signs to have a statutory period included for display duration).

Motion Carried.



c) PAC Year End Report

Staff reviewed the 2025 year-end report outlining the types of applications and reviews completed by the committee. Staff also noted that there were seven (7) development officer variances granted under the newly adopted guidelines reducing application timelines and approval barriers.

Chris Rendell noted support for either further housekeeping amendments or changes to the Development Application Variance Guidelines for accessory building (or structure) placement variances in Rural Residential Zones.

**Moved by Councilor Tompkins and seconded by Jamie Mahoney to accept the 2025 PAC Year End Report
Motion Carried.**

d) Membership

Membership renewals are due for three Committee Members that are at the end of their first term; Dave Henderson, Jamie Mahoney and Phil Taber. Dave Henderson and Jamie Mahoney reoffered for positions. Phil Taber was not present at meeting.

Moved by Chris Rendell and seconded by Luke Johnson to recommend Council that Dave Henderson and Jamie Mahoney be renewed for a second term.

Motion Carried.

7. Next Meeting Regular Meeting Scheduled for January 27, 2026

8. Adjournment

Moved by Councilor Tompkins and seconded by Jamie Mahoney to adjourn the meeting at 8:35 pm.

Motion Carried.

Mark Reid – Chair

Cameron Evans – Staff Representative