



**Planning Advisory Committee
Council Chambers
January 27, 2026, 7:00 p.m.
Meeting Minutes**

Attendees:

Art Roy Chris Rendell Dave Henderson Jamie Mahoney Luke Johnson
Councillor Kim Tompkins (via Teams)

Regrets:

Mark Reid

Staff:

Bailey Brogan, Assistant Planner/Development Officer
Arthur McCarthy, PLED Director/Development Officer
Richard Malone, CAO/Assistant Clerk

Moved by Luke Johnson and seconded by Dave Henderson that Chris Rendell to Chair tonight's meeting as the Chair was not present.

Motion Carried.

1. Call to Order

The meeting was called to order by Chris Rendell, interim chair at 7:06 pm.

2. Election of Chair and Vice Chair for 2026

2.1. Moved by Dave Henderson and seconded by Luke Johnson to nominate Mark Reid as Chair of the Planning Advisory Committee.

Motion Carried

2.2. Moved by Luke Johnson and seconded by Jamie Mahoney to nominate Councillor Kim Tompkins as Vice- Chair of the Planning Advisory Committee.

Motion Carried

3. Approval of Agenda

Moved by Councillor Tompkins and seconded by Art Roy to approve the agenda of January 27, 2026, as presented.

Motion Carried



4. Disclosure of Conflict of Interest

None Declared.

5. Approval of Minutes

Moved by Dave Henderson and seconded by Councillor Tompkins to accept the minutes of the November 25, 2025, and December 16, 2025, meeting.

Motion Carried

Chris Rendell asked that the minutes for the December 16, 2025 meeting have the memo as that was read at the meeting be included in the minutes. Staff noted that this is beyond Hamptons standard practice as these reports are publicly available if requested. Further, staff noted that the committee may consider tabling the motion for staff to revise the minutes intending to address this concern.

Moved by Chris Rendell and seconded by Dave Henderson to amend the motion to table the minutes of the December 16, 2025, meeting.

Motion Carried

Moved by Jamie Mahoney and seconded by Councillor Tompkins to accept the minutes of the November 25, 2025, and table the minutes of the December meeting.

Motion Carried

6. Business Arising from Minutes:

Moved by Councillor Tompkins and Luke Johnson to accept the Building Reports for November and December 2025.

Motion Carried

7. New Business:

7.1. Variance – 50 Bovaird Street, Hampton

Staff presented the report. The application is to develop a one-unit dwelling and an accessory building (garage) at 50 Bovaird Street. The proposed buildings subceed the permitted rear yard setback under the Hampton Zoning By-Law (HAM-2023-16) and require a variance of 5.9 meters (79%). The property is currently vacant and partially cleared of vegetation. The property is an existing undersized lot and since the proposed buildings do not meet the setback requirements of the zone, the application will also require variances for lot size and depth. Staff recommended that the variances be approved with conditions that the rear wall of the dwelling have an increased fire resistance rating, the dwelling is established prior to the accessory building, and that the existing culvert located on the eastern end of the property be removed and



replaced in accordance with Hampton's Standard Specifications to the satisfaction of the Director of Public Works and Utilities.

Tim Bovaird – 50 Bovaird Street property owner and applicant, presented additional information. The last meeting occurred during Covid so he didn't get a chance to attend. There was a home on the lot previously, approximately in the 1970's. The plan he has submitted is developed specifically for that lot and he wants to build a nice house on the property. He has built on smaller lots in Fort MacMurray. The current culvert is located is on 50 Bovaird, not within the right of way, because the road width is so narrow.

Kerry Olinske – 54 Acadia Cres., Hampton: Are three variances required? Lot size, rear yard, and minimum lot size. Is this accurate? Staff confirmed this. There are two variances that are greater than 50% and this is why I would be opposed to this. The other house on Bovaird Street has not been occupied in 10 years. Questions if there is enough space to service the rear of the building and if a building should be within 5 feet of their property line.

Matthew Smith – 58 Acadia Cres., Hampton: Concern with garage and driveway as things can easily catch fire with the storage of materials in garages. Noted that the driveway is over the property line. Question from Committee – when was this completed? Has been told by the town previously that the development was to be filled in and it has not been done. There was a hole dug in 2019/2020 and has been re-worked recently. Question from Committee– what is the last date that work has been done? Stated that work was completed in October.

Nigel Flood – 48 Acadia Cres., Hampton: Purchased home in November 2024. Noted that the Zoning update reduced the minimum lot size, and the application still does not meet this. Primary concerns are for the variance for rear yard setback. Would like the Committee to consider the scale of the variance for present and future homeowners. Concerned with drought in the area. Multiple wells ran dry in recent years and concerned with increasing drought risk in the future.

Tim Boviard - 50 Bovaird Street: The driveway was installed in 2019. Some trees have been cut down that were at risk of falling, but no other work has been done on the property. The back of the property was scraped when the culvert was installed to level



the property and there is an approximately 1 ft drop near the culvert. Tim offered to increase the fire rating measures on the garage similar to the house. Lot surveyed in 1974 by Alan Hicks and was approved for a building lot. The property was sold to Tim Bovaird as a building lot from the province in 2017.

Councillor Tompkins: Notes the smaller aspect of the development and affordable home that could be built in Hampton.

Luke Johnson: Is there any history on why these lots exist in these sizes? Is there any precedent within Hampton that has been used to deal with these situations – buy backs or land consolidation? Staff response: These are existing non-confirming lots and would have been likely established prior to the existence of minimum lot sizes. Staff is not aware of any buybacks or land consolidation happening with Hampton.

- 1. Moved by Councillor Tompkins and seconded by Art Roy that the Planning Advisory Committee approve the requested variances from the Hampton Zoning By-law to reduce the minimum lot size to 643 m² and reduce the minimum lot depth to 15 m for the property identified as PID 00191775, located at Bovaird Lane, as the project is in keeping with the Municipal Plan and Zoning By-law and considered to be beneficial for the development of the property.**

In Favour: Councillor Tompkins, Art Roy, Chris Rendell, Dave Henderson, Jamie Mahoney

Contrary Minded: Luke Johnson

Motion Carried

- 2. Moved by Jamie Mahoney and seconded by Art Roy that the Planning Advisory Committee approve the requested variance from the Hampton Zoning By-law to reduce the rear yard setback to 1.6 m for the property identified as PID 00191775, located at Bovaird Lane, as the project is in keeping with the Municipal Plan and Zoning By-law and considered to be desirable for the development of the property; subject to the following terms and conditions:**
 - a. That the dwelling is established prior to building the accessory building,**
 - b. A fire-resistant rating of not less than 45 minutes and non-combustible cladding, or alternative, is established along the rear wall of the dwelling and garage as approved by the Building Inspector.**
 - c. The existing culvert located on the eastern end of the property be removed and**



replaced in accordance with Hampton's Standard Specifications to the satisfaction of the Director of Public Works and Utilities.

Moved by Chris Rendell and seconded by Jamie Amendment to amend the motion to add and garage after dwelling under item 2b. Motion carried.

In Favour: Councillor Tompkins, Art Roy, Chris Rendell, Dave Henderson, Jamie Mahoney

Contrary Minded: Luke Johnson

Motion Carried

7.2 Conditional Use – Warehouse

An application to develop a 223 square metre warehouse has been received at 92 Bovaird Street. A warehouse is listed as a conditional use in the Town Centre Zone under the Hampton Zoning By-Law (HAM-2023-16) and is subject to terms and conditions that may be set by the Planning Advisory Committee. Staff recommended that additional cladding and windows be added to the building facing Main and Bovaird Streets, that the use be used only for the storage of materials associated with the main use (Hampton Auto Supplies), that loading bays are not visible from Main Street and that no signage is permitted on the property. Following the presentation, the Committee asked Staff questions for further clarification, such as whether Hampton Auto staff will need to cross the street to access the building, and if there be enough space for trucks to turn in the driveway/loading bay. Staff advised that the building is intended for storage/stock of supplies and Hampton Auto Staff is not intending on accessing the building as part of the retail sales. The turning radius of the driveway was not reviewed, but delivery vehicles will likely be of a size to be able to turn in the space. Councillor Tompkins asked if a colour different than the current building (bright blue) would blend into the current landscape better and whether the buildings have to be the same colour? Chris Rendell noted that the Development Officer would have the authority to review the proposed siding and ensure it is complimentary in style to the existing development pattern.

Moved by Dave Henderson and seconded by Jamie Mahoney that the Planning Advisory Committee approve the requested conditional use of a warehouse for the property identified as PID 30236129, located at 92 Bovaird Street, as the project is in keeping with the Municipal Plan and Zoning By-law and is considered to be desirable for the development of the property; subject to the following terms and conditions:



1. The warehouse is exclusively incidental to the adjacent retail main use, located on PID 190413, and any retail use is prohibited.
2. That an elevation plan is submitted depicting cladding is of a material acceptable for the Town Centre Zone and windows are added to the building facing Main Street and Bovaird Street to be complimentary in style to the existing development pattern, as approved by the Development Officer;
3. That loading bays are not visible from Main Street; and
4. That no signage is permitted on the property.

Moved by Jamie Mahoney and seconded by Dave Henderson to amend the motion to require the same type of cladding all sides of the building.

Motion Carried

In Favour: Councillor Tompkins, Art Roy, Chris Rendell, Dave Henderson, Jamie Mahoney

Contrary Minded: Luke Johnson

Motion Carried

7.3 Recommendation to Council – Housekeeping Amendments

Staff presented amendments to the Zoning By-law that were proposed to Council at the December 9, 2025, meeting. Council referred the amendments to the Planning Advisory Committee for a recommendation. Staff highlighted two additional amendments to update provisions for stormwater management and front yard setbacks on William Bell Drive that were included in a memo to the Planning Advisory Committee.

Chris Rendell: At the Council meeting on Jan 13, 2026, Councillor Beach addressed adding change in language to the Supportive Housing to the Housekeeping Amendments. Is this something that is being considered? Staff noted that if the committee would like to include this in the recommendation to Council that would be acceptable.

Moved by Jamie Mahoney and seconded by Luke Johnson that the Planning Advisory Committee recommend that Council approves By-Law No. HAM-2026-27 A By-law to Amend the Hampton Zoning By-law No. HAM-2023-16 including:

- a. Stormwater management provisions, and
- b. William Bell Drive maximum setback standard.

Motion Carried



8. Next Meeting

8.1. The next Planning Advisory Committee meeting will be scheduled for February 24, 2026, at 7:00 pm.

Chris Rendell and Luke Johnson noted that they will be out of town. Chris Rendell can join electronically.

9. Adjournment

Moved by Councillor Tompkins and seconded by Dave Henderson that the meeting be adjourned at 8:46 pm.

Approved:

Chris Rendell
Interim Chair

Bailey Brogan
Staff Representative