



**Planning Advisory Committee
Council Chambers
August 25, 2026, 7:00pm
Meeting Minutes**

Attendees:

Mark Reid (Chair)	Councillor Kim Thompkins (Vice Chair) Via Teams
Pam McKenzie	James Mahoney Luke Johnson
David Henderson	Chris Rendell (Via Teams)

Regrets:

Art Roy

Staff:

Arthur McCarthy – PLED Director
Thomas Lewallen – Planner (Dillon Consulting)
Marilyn Duplacey – PLED Supervisor

1. Call to Order

The meeting was called to order by chair Mark Reid at 7:04 pm.

2. Approval of Agenda

Moved by Pam McKenzie and seconded by David Henderson to approve the agenda of the August 25, 2026 meeting. **MOTION CARRIED**

3. Disclosure of Conflict of Interest

None Declared.

4. Approval of Minutes

Moved by Pam McKeinzie and seconded by Jamie Mahoney to accept the minutes of the July 28, 2026, meeting. **MOTION CARRIED**

5. Building Reports

5.1 July 2026 Building Reports

Staff presented the summary of the building permits issued in July 2026.

Moved by Jamie Mahoney and seconded by Luke Johnson to accept the July 2026 Building Reports. **MOTION CARRIED**



6. New Business:

6.1 Planning Advisory Committee (PAC) Applications

6.1.1 Home Occupation

Rachel and Patrick Thibodeau, 25 McMaster Ave., Nauwigewauk i)
Business Office and Instructional Service

Staff gave a presentation on the application received to permit a Business Office and Instructional Service as a Home Occupation at 25 McMaster Ave., Nauwigewauk NB on PID 30317168 in a Rural Residential (RR) zone. The business provides literacy tutoring services for children. The applicants wish to use the dwelling as an office for lesson planning, record keeping and online tutoring as well as scheduled one-on-one in person tutoring by appointment.

The Chair provided an opportunity for the applicant, Rachel Thibodeau, to speak. The applicant explained that presently, the in-person tutoring is done at their office in Quispamsis. The students leave school for the tutoring and since there are now more children from the Hampton and Sussex area, Nauwigewauk is more accessible (closer) for them. Further, the applicant indicated that in future, they plan to build a new home on one property and use the existing home entirely as the business and instructional office.

Committee member asked if the applicant were no longer living in the house would further PAC approval be required. Staff responded that yes, depending on application details, any conditional use/variance requirement would come back to PAC.

With no further questions from PAC members, the following motion was made:

Moved by Jamie Mahoney and seconded by David Henderson that the Planning Advisory Committee approve the requested Home Occupation under Section 6.4.2 and Section 4.15.3 of the Hampton Zoning By-law (HAM-2023-16) to permit a Business Office and Instructional Service for the property located at 25 McMaster Avenue (PID 30317168).

MOTION CARRIED

6.2 Council Referrals

6.2.1 Proposed Folkins Subdivision Plan - Gordon Street, Hampton

Staff presented details of the subdivision application and tentative plan, "Folkins Subdivision". This plan proposes to subdivide lands to create a public street extension (Gordon Street), to create two (2) lots (26-1 and 26-2) intended for the construction of four (4) multi-unit buildings, each containing 12 units and dedicated LPP1 of 2,548 sq m intended for a naturalized stormwater management pond and a future trail connection.



Following the presentation, a committee member requested clarification on the ROW width of 20 m compared to other files referencing 24 m. Staff advised that in Wards 1 and 3, private access and provincial width are 24 m, but in Ward 2 for local streets, the requirement is 20 m.

A committee member raised concerns regarding the proposed street and lot layout of the subdivision. Staff reviewed the requirements for block and cul-de-sac lengths provided in the Subdivision By-law, and lot size provided in the Zoning By-law. Further, staff noted that a conditional use was identified following the presentation to Council, and the applicant would need to either apply to PAC for consideration or modify the proposed development to address the additional buildings. Questions were raised by the committee member on the determination of the requirements and whether variances were identified during the review process. Staff reiterated that the development complied with the development standards provided in the Subdivision and Zoning By-law.

A few committee members raised concerns about the loss of park land to facilitate the development, the intention of the proposed future street, the public opportunity to provide input and questioned if the proposed development is in keeping with the character of the area. Staff noted that the applicant is providing 8.9% of the 10% in land as Land for Public Purpose, with the remainder proposed as cash-in-lieu to satisfy the Subdivision By-law requirement. Staff further noted that the decision to allocate land from Dutch Point Park for the proposed street rests with Council. Additionally, staff referenced the private access, known as Branscombe Lane, as being the likely street network connection in the future to the proposed development with the reserved land ("Future Street"). Staff noted that the development meets the development standards and land use of the medium density residential "R2" zone, with the conditional use for additional buildings to be addressed moving forward.

The following motion was then made:

Moved by Pam McKenzie and seconded by Jamie Mahoney that the Planning Advisory Committee recommend Council approve the tentative Subdivision Plan Folkins Subdivision which would:

- a. Create Lot 26-1 and Lot 26-2;**
- b. Dedicate Lot LPP1 for 8.9% of the required 10% of Land for Public Purposes (LPP);**
- c. Require a 0.88% cash-in-lieu of Lands for Public Purposes (LPP) payment;**
- d. Create a public street (Gordon Street);**
- e. Create a future street easement; and**
- f. The developer enters into a Developer's Agreement with Hampton.**

Discussion continued with a committee member stating that there is limited green space and more will be lost with the proposed development. The question was raised on whether the excess area outside the development on 26-2 lot should be transferred to the town to offset land loss from the Dutch Point Park.



A second member agreed with the comment and noted that the park is a well-used recreational space, and Hampton should consider preserving all parkland, similar to the previous proposal in 2009 with the rear portion of land being transferred to the town.

A third member reiterated the loss of park land used by the public and highlighted that Council should consider requesting the developer to address this loss. Further, concerns were raised regarding the scale of the development compared to the neighborhood and questioned if residents in that area should be provided with an opportunity to provide input. Staff explained that the tentative plan meets all Zoning and Subdivision By-Law requirements, and as such, and that the requirement for a public hearing and public meeting only applies to by-law amendments and by-law deviations (variances).

Following the discussion, a vote was taken on the above stated motion.

In Favour: Pam McKenzie and Jamie Mahoney

Contrary Minded: Luke Johnson, Dave Henderson, Chris Rendell and Councillor Kim Tompkins

MOTION DENIED

7. Next Meeting

7.1. The next Planning Advisory Committee meeting is tentatively scheduled for September 29, 2026.

8. Adjournment

Moved by David Henderson and seconded by Luke Johnson that the meeting be adjourned at 8:15 pm.

Approved:

Mark Reid
Chair

Marilyn Duplacey
Staff Representative