Planning Advisory Committee
Hampton Council Chambers
October 27, 2026 - 7:00 pm
Meeting Minutes

Attendees:

Mark Reid (Chair)	Councillor Kim Tompkins (Vice Chair)	Pam McKenzie
James Mahoney	Luke Johnson	David Henderson
Chris Rendell	Art Roy	

Regrets: N/A

Guests:
Jason Lutes – Applicant and Property Owner, 496 Main Street, Hampton NB

Staff:
Arthur McCarthy – PLED Director
Thomas Lewallen – Planner (Dillon Consulting)
Cameron Evans – Development Officer
Richard Malone – CAO (7:10pm)

Call to Order

The meeting was called to order by chair Mark Reid at 7:02pm.

1. **Approval of Agenda**

Moved by Kim Tompkins and seconded by Pam McKenzie to approve the agenda of the October 27, 2026, meeting. **MOTION CARRIED**

2. **Disclosure of Conflict of Interest -** None Declared.

3. **Approval of Minutes**

Moved by Dave Henderson and seconded by James Mahoney to accept the minutes of the August 25, 2026, meeting. **MOTION CARRIED**

4. **Building Reports**
   - **5.1 August Building Reports**

5.2 September Building Reports

Staff presented the summary of the building permits issued in August and September 2026.

Moved by James Mahoney and seconded by Kim Tompkins to accept the August and September 2026 Building Reports. MOTION CARRIED

5. NEW BUSINESS

6.1 Planning Advisory Committee (PAC) Applications

6.1.1 Conditional Use – Jason Lutes/Power Plus Tech, 496 Main Street, Hampton NB

i.) Service Station, Restaurant w/Drive-Thru

An application was received on August 31, 2026, seeking Conditional use approval, at 496 Main Street, Hampton, NB, for the development of a service station, a drive-thru fast-food restaurant and an Alcool NB Liquor retail outlet within a single main structure. Thomas Lewallan presented the planning Report to PAC and addressed the following questions from committee members:

A member inquired if the gas bar canopy was considered a building, and if so, would it be subject to Town Center design requirements. Thomas clarified that the canopy was not considered a building as it consists of only a roof and supports. The same member then inquired about signs for the gas bar and entrance/exit signs to the business near the roadway. Thomas outlined that, although no signage details have yet been provided, the Development Officer would review all information, once submitted, to ensure that all signage requirements of the Town Center Zone (section 14.5 of Zoning By-Law HAM-2023-16) were met. If additional considerations for signage are necessary, they would be addressed independently of the currently presented application or considered as an additional condition to the approval.

Another member outlined concerns of existing water well locations of neighbouring properties in relation to the intended ground storage petroleum tanks and what considerations were being made to ensure protection. Thomas outlined that the applicant is required to undertake this assessment through NB Department of Environment and Local Government (DELG) that would require all Provincial requirements to be met. The “Schedule A Petroleum Storage Site Approval” would incorporate these assessments and would likely not be issued if required setback distances could not be met.

The same member then inquired about Stormwater management and highlighted the concerns raised from the neighbouring property at 510 Main Street and how would the proposed project mitigate further impacts and surface runoff. Staff clarified that the project would be required to connect to the existing Municipal stormwater system along Main Street limiting runoff to the available capacity of the system.

Questions of capacity of the Municipal system regarding peak flow were raised. Staff clarified that if additional stormwater management is determined necessary, measures (storage/other) would be required from the applicant, similar to the inclusions of oil grit and oil water separators as additional management features of the project.

Another member inquired if retention ponds would be required similar to previous projects on William Bell Drive and at the apartment units to the rear of the property. Staff clarified that the Town Center zone is exempt from these requirements under the Zoning By-law.

A member asked about the culvert that spans across Main Street and whether its capacity is adequate for the additional connection intended from the project location. Staff advised that the storm sewer system separates the development from the culvert and reiterated that if the system does not have sufficient capacity, the applicant would need to explore options to address the shortfall. The culvert had been assessed in 2014 and was found to be adequate but highlighted that flooding events have occurred since that time impacting Main Street area. Without further assessing the flooding dynamics in the area, it is difficult to determine a root cause.

Another member suggested the potential options of a permeable paving surface for the project to allow for surface water retention and discharge to occur over a greater area. Staff appreciated the green infrastructure opportunity but noted that permeable paving may present risks of surface contamination and potentially interference with the effectiveness of oil grit and oil water separators on site.

Discussion moved towards the existing trees on site and a member outlined that the site plan, as presented, does not appear to retain any existing trees. Staff clarified that the condition outlines a replacement requirement if tree removal is unavoidable and noted the replacement rate would likely be on a 1:1 basis. The wording presented in the conditions provides the consideration for existing trees while addresses planting requirements if it is unavoidable and task the development officer with that determination.

Since the committee had no further questions, the Chair invited the applicant, Jason Lutes, to present for 5 minutes and answer any additional questions from the Committee. The applicant provided an overview of his background, both personally and professionally as an operator of three (3) other establishments of similar nature. He outlined the additional measures that would be in place for leak prevention and management as well as providing context from their other locations. Additionally, he highlighted the consultant team tasked to deliver the project and recognized that additional resources,

such as traffic engineers and landscape architect, that would be needed to deliver the project. No questions from the Committee were directed to the applicant.

The Chair then invited any property owners within 100m to speak.

Tony Ratchford, property owner of 486 Main Street, provided a brief statement regarding the location of the well at his property to address an earlier question surrounding well locations raised by one of the Committee members.

No other residents presented and the Chair called for a motion to be made.

Moved by Kim Tompkins and seconded by Pam McKenzie that the Planning Advisory Committee approve the requested Conditional Uses under Section 7.1.3 of the Zoning By-law to permit a Service Station and a Drive-Thru Restaurant for the property located at 496 Main Street (PIDs 00190215, 30125645), subject to the following conditions:

a) **Any upgrades to the municipal street system required by the proposed development will be at the cost of the developer.**
b) **Physical development and site layout shall adhere to the intent of the approved site plan submission, specifically maintaining internal traffic circulation, building footprint orientation, and vehicle access points.**
c) **The site access furthest from the intersection of Main Street and Hall Road shall be restricted to ingress flow only (entrance), and the site access closest to the intersection of Main Street and Hall Road shall be restricted to egress flow only (exit) and appropriate directional signage and pavement markings shall be installed prior to operational occupancy.**
d) **The development is required to connect to existing municipal stormwater and sewage located along Main Street.**
e) **A Traffic Impact Study (TIS) is required to determine necessary roadway or intersection modifications, evaluate the required left-turn queue length on Main Street for site ingress, mitigate traffic impacts at the Main Street and Hall Road signalized intersection, and align with the Main Street corridor streetscape.**
f) **Prior to the issuance of a Building or Development Permit for site works, the applicant shall obtain a Watercourse and Wetland Alteration (WAWA) Permit or clearance certificate from the New Brunswick Department of Environment and Local Government for all parking lot construction and grading activities situated within the 30-metre watercourse buffer and submit a copy of the approved permit to the Town.**
g) **Prior to the issuance of a Building or Development Permit, the applicant shall provide written confirmation of Schedule A Petroleum Storage Site Approval from the New Brunswick Department of Environment and Local Government, demonstrating full compliance with provincially mandated well separation setbacks and storage tank standards.**
h) **Prior to the issuance of a Building or Development Permit, an Interim Drainage Plan for lot grading, sediment control, and erosion control shall be submitted and approved by the Town's Planning, Engineering and Development Department.**
i) **Prior to the issuance of a Development Permit, the applicant shall submit a finalized landscaping and tree preservation plan for the review and approval of the Development Officer, delineating the protection and maintenance of existing mature perimeter vegetation and trees throughout construction; where removal is unavoidable to accommodate approved works, any destroyed vegetation and trees shall be replaced.**

j) **Outdoor refuse and recycling collection areas shall be fully enclosed, screened from public view with opaque fencing/wall structures, and situated to the side or rear of the building to prevent interference with internal traffic flow or adjacent properties.**

k) **Prior to the issuance of a Development Permit, revised site plans shall be submitted for proposed development showing barrier free parking, location of fully enclosed garbage enclosure, detailing the location and details of Full Cut-off (FCO) lighting fixtures, and compliant gasoline bar queuing lanes.**

In Favour: Chris Rendell, Kim Tompkins, Pam McKenzie, Art Roy, James Mahoney, Dave Henderson
Contrary Minded: Luke Johnson **MOTION CARRIED**

6.2 Council Referral (s)

6.2.1 PLED Rates

Staff presented brief overview of the intended rate adjustments planned for 2027. Overall base fees were intended to be increased to capture costs of a new cloud based permitting program intended to replace 4 existing programs the department currently uses. Further, an additional cost would be added for "unfinished spaces" as Staff have identified a gap in applications with finished and unfinished basements/spaces that would be captured.

Moved by Councillor Kim Tompkins and seconded by James Mahoney that the Planning Advisory Committee recommend Council Adopt the 2027 Building, Planning and Development Rates as presented. **MOTION CARRIED**

6.2.2 PAC Year End Report

Staff presented the PAC Year End Report covering October 2025 to September 2026. Summaries of application types and statistics were shown along with the attendance and terms of all current Committee Members. It was noted that three members, Mark Reid, Luke Johnson and Art Roy's 2nd term would be ending in December 2026.

Moved by James Mahoney and seconded by Chris Rendell to accept the PAC Year End Report as presented. **MOTION CARRIED**

6. NEXT MEETING: Tentatively scheduled for November 24, 2026

7. ADJOURNMENT

Moved by Chris Rendell and seconded by James Mahoney that the meeting be adjourned at 8:37pm.
MOTION CARRIED

Approved:

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Mark Reid
Chair

Cameron Evans
Staff Representative