



*Planning Advisory Committee
Public Meeting Agenda
Sam's Room – AYR Motor Centre
November 24th, 2025 – 6:30 PM*

1. Call to Order
2. Recording of Attendance
3. Acceptance or Building of Agenda
4. Disclosure of Conflict of Interest
5. Approval of the Minutes
 - October 27, 2025
6. Business Arising from the Minutes
7. New Business
 - a) Homestead Orchards – Variance Application to reduce the lot frontage requirements for a remnant lot and access the property via right-of-way on Homestead Street, PID 10048148. **ITEM REMOVED AT THE APPLICANTS REQUEST**
 - b) Kelly Foster / Corey Hallet – Rezoning Application to change 733 Main Street, PID 10108256, from R1 (One and Two Unit Residential) to R2 (Low Rise Residential) and to permit a boarding/rooming house as a conditional use.
 - c) Other Business
8. Next Meeting December 17, 2025, at 6:30pm
9. Adjournment



Planning Advisory Committee Meeting Minutes

October 27, 2025

1. Call to Order:

Meeting of the Woodstock Planning Advisory Committee was called to order at 6:30pm by Chair Kurt Young. Also, present were:

2. Recording of Attendance:

Councillor Norm Brown

John Slipp

Keith Bull

Monica Grant

Peter Kavanagh

Jamie Burke, Planner

Andrew Garnett, Director of Development

Regrets from Councillor Will Belyea and Sarah Leech

3. Acceptance / Building of the Agenda:

The agenda for the meeting was reviewed with no changes made.

**Moved by Councillor Brown and seconded by John Slipp to accept the agenda as presented.
Motion carried.**

4. Disclosure of Conflict of Interest:

No conflicts of interest were disclosed.

5. Approval of the Minutes:

Minutes from the previous meeting were reviewed.

Motion to accept the minutes from September 15, 2025, was made by Norm Brown and seconded by John Slipp. Motion carried.

6. Business Arising from the Minutes:

There was no business arising from the minutes.

7. New Business:

- a.) Daniel Slipp – Terms and Conditional Use Application for 122 Queen Street South, identified by PID 10116846, to create a 4-unit residential building in the One and Two Unit Residential (R1) Zone.**

Jamie Burke went through the application as submitted in the package. Should be noted that no variances are required as part of the application. Jamie told the committee that this application is allowed with the approval of the Planning Advisory Committee. The recommendation is to allow the application as submitted with no terms and conditions required.

The committee has concerns, as they have with a previous application, about the amount of parking. Jamie informed the committee that it meets the required parking requirements.

A motion was made by John Slipp and seconded by Monica Grant to allow the 4-unit residential building to be placed at 122 Queen Street South, identified by PID 10116846. Motion Passed.

- b.) Parking Requirements – A separate motion was made in regard to the concern over parking in multi-residential zones.**

A motion was made to ask council to review the parking standards when dealing with multi-residential buildings. Moved by John Slipp and seconded by Keith Bull. Motion Passed.

- c.) Homestead Orchards – Variance Application to reduce the lot frontage requirements for a remnant lot and access the property via right-of-way on Homestead Street, PID 10048148.**

Jamie Burke went through the application as submitted in the package. Stated the reason for being on the agenda this evening was that PAC will have to approve the road frontage or access to the lot on the subdivision plan as indicated.

The Chair, Kurt Young, asked if there were any questions from the audience.

- Question was asked by Susan Ryan if notice was given to the neighboring properties and how was it done. The response from Jamie was notices were hand delivered within 100m of the property in question.
- Concern was stated by Susan Smith in regard to the location of the future access to a neighboring property that is beside her property.

The committee would like to have the owner of the property present to get answers to questions they and/or the public have.

A motion was made by John Slipp and seconded by Monica Grant to defer this item to the next meeting and ensure the owner is present. Motion Passed.

Other Business:

There was no other business.

Next Meeting Date:

Next meeting will fall on November 17, 2025, at 6:30pm.

Adjournment:

Meeting was adjourned at 7:40pm Norm Brown

Report Date: November 19, 2025

To: Planning Advisory Committee

From: Jamie Burke, Planning Director

Meeting Date: November 24, 2024

Property Information

Application #: 2025-056

Applicant: Corey Hallett & Kelly Foster-Hallet

Property Owner: Corey Hallett & Kelly Foster-Hallet

Civic Address: 733 Main Street

PID #: 10108256

Parcel Area: 935 sq meters

Municipal Plan Designation: Residential

Existing Zoning: One and Two Unit Residential (R1)

Application Type: Rezoning from R1 to R2 with conditional use

Surrounding Land Use(s) and Zoning:

- North, East, South: R1 (One and Two Unit Residential)
- West: R2 (Low Rise Residential)
- Neighbourhood: Predominantly residential, mixed typology (R1, R2, R3)

Jurisdiction:

As per section 110 of the Community Planning Act, the Planning Advisory Committee has been requested to provide its views concerning the proposed amendment to the Zoning By-law to Town Council. Town Council will consider the Committee's recommendation at a public hearing on December 16, 2025.

Conditional Use

Pursuant to 53(3)c) of the Community Planning Act, a Zoning By-law may prescribe particular purposes

- (i) in respect of which the advisory committee or regional service commission, subject to subsection (5), may impose terms and conditions, and
- (ii) that may be prohibited by the advisory committee or regional service commission if compliance with terms and conditions imposed under sub paragraph (i) cannot reasonably be expected.

Pursuant to 53(4) Terms and conditions imposed under paragraph (3)(c) shall be limited to those considered necessary by the advisory committee or regional service commission to protect

- (a) properties within the zone or in abutting zones, or

(b) the health, safety and welfare of the general public.

Pursuant to 59(1) Subject to this section, if a person applies to the council to have an area of land re-zoned to permit the carrying out of a specific proposal, the council may

- (a) by resolution,
 - (i) set out the proposal,
 - (ii) impose reasonable terms and conditions concerning
 - (A) the uses of the land, buildings and structures,
 - (B) the site layout and design, including parking areas, landscaping, and entry and exit ways,
 - (C) the external design, appearance and spacing of buildings and structures, and
 - (D) any other matters that it considers relevant to the situation,
 - (iii) prescribe time limits within which a part of the proposal referred to in subparagraph (i) or terms and conditions imposed under subparagraph (ii) shall be carried out, and
 - (iii) provide that on the re-zoning of the land, the land in the zone and any building or structure on the land shall not be developed or used except in accordance with the proposal set out, terms and conditions imposed and time limits prescribed in accordance with this paragraph; and
- (b) enter into an agreement with a person respecting matters contained in a resolution under paragraph (a), and any additional matters as the parties may agree, to assure that on the re-zoning of the land the land in the zone and any building or structure on the land is developed and used in accordance with the terms of the agreement.

Application Summary

The applicant is requesting rezoning from R1 (One and Two Unit Residential) to R2 (Low Rise Residential) with conditional use to allow the conversion of a former law office to a 6-room residence. The proposed development will provide six furnished rooms, two shared bathrooms, a shared laundry area, kitchen, and common space. The intent is to create a safe, well-maintained, and affordable housing option, consistent with the character of the surrounding neighbourhood.

This application is made pursuant to the Town of Woodstock Zoning By-Law Z-501 (as amended February 27, 2024), which permits boarding and rooming houses as a conditional use in the R2 zone, subject to Planning Advisory Committee approval and compliance with Section 5.4 of the Zoning By-Law. Given that the rezoning application contemplates a use permitted conditionally, the PAC can consider such terms and conditions it deems appropriate at the same time.

Recommendations

That the Planning Advisory Committee recommends that Woodstock Town Council:

- Approve the rezoning of 733 Main Street from R1 to R2.

The rezoning, if approved, should be subject to the following conditions:

- 1) All renovations and site improvements to comply with municipal standards and Section 5.4; and
- 2) Parking to be provided at the rear or side of the building.

Proposal

Applicants Corey Hallett and Kelly Foster-Hallett are proposing to convert the existing building at 733 Main Street, formerly used as a law office, into a six-room residence designed to provide safe, well-maintained, and affordable housing. The proposed development will offer six furnished rooms, with residents sharing two bathrooms, a laundry area, a kitchen, and a common living space. The intent is to create a supportive and accessible housing option that addresses the growing need for affordable accommodation in Woodstock, while ensuring the property remains consistent with the character of the surrounding neighbourhood.

The building at 733 Main Street was previously used as a law office and is currently vacant. The proposed conversion will include six furnished rooms, two shared bathrooms, a shared laundry area, kitchen, and common space. Renovations will reinstate the kitchen and laundry facilities, update bathrooms, paint the interior and exterior, and replace lower-level front windows. No encumbrances are reported on the property.

The R2 Zone permits a boarding or rooming house as a conditional use, which requires the development to be evaluated by the Planning Advisory Committee. A boarding or rooming house is also subject to the specific provisions of Section 5.4 of the Zoning By-law (detailed below).

The applicant has submitted site photographs, the original floor plans of the building, a site overview diagram, and two letters of support for the project. This material is attached below for the PAC's consideration, along with a location map and the amending by-law.

Renovations to the building will include reinstating the kitchen, updating two bathrooms, painting the exterior and interior, reinstating the laundry area, and replacing lower-level front windows. No encumbrances are reported on the property. The proposed use of a boarding/rooming house is permitted as a conditional use in the R2 Zone under the Town of Woodstock Zoning By-law Z-501.03, subject to Planning Advisory Committee approval and compliance with Section 5.4 of the By-law.

Given that the PAC is reviewing the application for the rezoning application, they can concurrently undertake the conditional use review at the same time. As noted above, the Zoning By-law contains specific performance standards for boarding houses, which the development must meet. Additionally, provided the rezoning is successful, the application will have to comply with the National Building Code through the Building Permit process. Provided the standards of section 5.4 are complied with and the parking remains at the rear and side of the building, no other conditions have been deemed necessary.

Site Characteristics and Neighbourhood Character

The property is located within a predominantly residential area, with R1 zoning to the north, east, and south, and R2 zoning to the west. The neighbourhood features a mix of one- and two-unit dwellings, low-rise, and medium-density residential uses, and is within walking distance of recreational amenities such as the St. John River walking trail and the Woodstock Golf & Curling Club. The applicants' vision is to provide a housing solution that integrates seamlessly into the existing community fabric, supporting the Town's goals for diverse and inclusive residential development.

Municipal Plan Context

The current designation of the land is Residential. The following policies can be found in the Town of Woodstock municipal plan:

Section 5: Housing

H-1: Council shall encourage the construction of affordable, high quality housing at a mix of densities in areas with adequate connections to critical amenities such as health services, retail services, schools, recreational areas, and active transportation networks.

H-3: Council shall work with the local development community to explore strategies to increase the number of affordable housing units introduced to the market.

H-4 Council shall encourage affordable units to be constructed on the ground floor of new multi-unit developments to allow for ease of access.

Section 3.1 RESIDENTIAL LAND USE DESIGNATION

LU-6: Council shall provide for a mix of residential housing types and densities in the Residential land use designation through appropriate provisions in the Zoning By-law.

LU-7: Council shall consider neighbourhood character when assessing an application for new development in an established residential neighbourhood and encourage the use of sensitive design and landscape considerations to ensure compatibility.

The proposal aligns with the Municipal Plan's objectives by supporting affordable, diverse, and accessible housing options within established residential areas.

Zoning By-law Context

The current zoning is R1 (One and Two Unit Residential). The applicant requests rezoning to R2 (Low Rise Residential), where boarding and rooming houses are permitted as a conditional use, subject to PAC approval and compliance with Section 5.4 of the Zoning By-Law Z-501.

Section 5.4 Boarding and Rooming Houses Requirements:

- Maximum 10 persons accommodated
- Minimum 60m separation from another boarding/rooming house
- No group home, care facility, home occupation, or day care on the same lot
- No cooking equipment in sleeping rooms
- No exterior alteration of the building
- Parking at rear or side
- Limited signage

Conclusion

The proposed conversion supports the Municipal Plan's goals for affordable and diverse housing, is compatible with the surrounding residential context, and is consistent with the intent of the R2 zone. Approval is recommended, and the conversion of the building from an office to a boarding house will have to comply with the Zoning By-law standards noted in section 5.4. and the National Building Code as part of the Development Permit and Building Permit process.

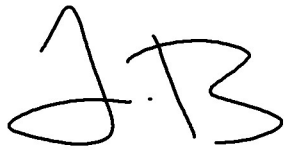
Stakeholder Comments

Consultation with the Director of Public Works occurred with no issues received.

Consultation with the Fire Chief occurred with no issues received.

Authorization

Prepared by:



Jamie Burke, RPP, MCIP
Planning Director

Appendices

The following appendices are included in this section:

1. Context Map
2. Site Overview and Site Photographs
3. Original Floor Plan
4. Letters of Support
5. Amending By-law and Schedule

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Figure No.

1

Title

Project Location

Client/Project 160402037-012

Town of Woodstock
General Application Form for PAN 00489199

Project Location Prepared by SC on 2025-09-25
Woodstock,
New Brunswick



0 100 200 metres
(At original document size of 8.5x11)
1:10,000

Legend

 Property Assessment Number
00489199

 Road

 Property Boundary

 Wetland Buffer (30 m)

 Wetland

Project Location:



Notes

1. Coordinate System: NAD 1983 CSRS New Brunswick Stereographic
2. Data Sources: Data License with the Government of New Brunswick (NB DELG, NB DNRED), Stantec, Town of Woodstock, Dale M. MacFarlane Land Surveying Ltd.
3. Background: Esri, CGIAR, USGS, Maxar



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733 Main Street
Source: GEO NB



733 Main Street
Site Overview Provided by Applicant

Site Photographs



Front View



Back View



Left Side View



Right Side View



Street View



September 5, 2025

Planning Advisory Committee
Town of Woodstock

RE: Rezoning request for 733 Main Street (PAN: 00489199)

Dear Committee Members,

Please allow this letter to serve as an expression of support from New Brunswick Community College (NBCC) for the rezoning of areas in the Town of Woodstock in proximity of NBCC when it serves to increase or maintain student housing availability.

As an essential component of everyone's health and welfare, housing helps build strong, sustainable communities. Additionally, student access to affordable, appropriate housing options is foundational to NBCC's purpose to drive New Brunswick's social and economic well-being.

With current housing supply challenges impacting students seeking affordable accommodation near their places of study, NBCC encourages the Planning Advisory Committee to seriously consider any re-zoning requests that help to ease these challenges and increase available student housing in Woodstock.

Thank you for the work you continue to undertake to support housing.

Sincerely,

A handwritten signature in black ink, appearing to read "Mary Butler", written in a cursive style.

Mary Butler
President and CEO
New Brunswick Community College

October 8th, 2025

Dear Members of the Town Council,

I hope this letter finds you well. I am writing in support of the property located at 733 Main Street being zoned for furnished residential rental. Having lived in Woodstock for 30 plus years and being actively involved in the community, I have witnessed firsthand the growing need for accessible and convenient housing options, particularly for those moving to our town for short-term assignments or education opportunities.

Over the past couple of years, I have been contacted by multiple individuals moving to Woodstock to attend NBCC, only to find that the lack of available rental properties is an obstacle to pursuing their career goals. More specifically, I have been approached by individuals who are looking for furnished accommodation on a short-term basis, and finding suitable housing for them has been a challenge.

One recent example that stands out is my attempt this past summer to find a furnished room for a person coming from France who had secured a 10-month French mentoring position at the high school. Despite my best efforts—asking around, utilizing creative thinking, and engaging with property owners—it took me over two months to find a suitable space for her. Moreover, she required a fully furnished room in a location that was within walking distance to her work. This experience made it abundantly clear how valuable it would be for our community to have more options for people who need a place to live temporarily and want to live in a convenient, quiet, and well-maintained space.

733 Main Street is ideally situated to meet this need. It's proximity to downtown and the local schools make it a perfect location for anyone who needs short-term, furnished rental accommodation. Additionally, the location would be an excellent choice for anyone new to the area, including students, professionals, or temporary workers like the many NBCC students I have spoken with—who would benefit from a comfortable and affordable place to call home for the duration of their stay in Woodstock.

There is no doubt that our town has many people coming in and out on a short-term basis, and having well-maintained, reasonably priced, and fully furnished rental properties would be a significant asset to Woodstock. I believe that zoning 733 Main Street for furnished residential rental would not only support the needs of those individuals but also contribute to the overall growth and vitality of the community.

Thank you for your consideration of this matter. I trust you will recognize the potential benefits of such a project and look forward to your decision on this proposal. Should you require any further information or discussion on this topic, I am more than happy to offer my input or assist in any way I can.

Sincerely,

Nicole Giberson



Zoning By-law Amendment – Town of Woodstock Zoning By-law No. Z-501.03

AN AMENDMENT OF THE TOWN OF WOODSTOCK ZONING BY-LAW NO Z-501

BE IT ENACTED by the Town Council of the Town of Woodstock under the authority vested in it by the *Community Planning Act, SNB 2017, c 19*, as follows:

The *Town of Woodstock Zoning By-law*, being Zoning By-law No. Z-501, is hereby amended as follows:

- a. Amend the Zoning Map (Schedule A) to rezone the property at 733 Main Street (PID: 10108256) from One and Two-Unit Residential Zone to Low Rise Residential, as per the map below.

MADE AND PASSED _____, 2025.

First Reading:

Second Reading:

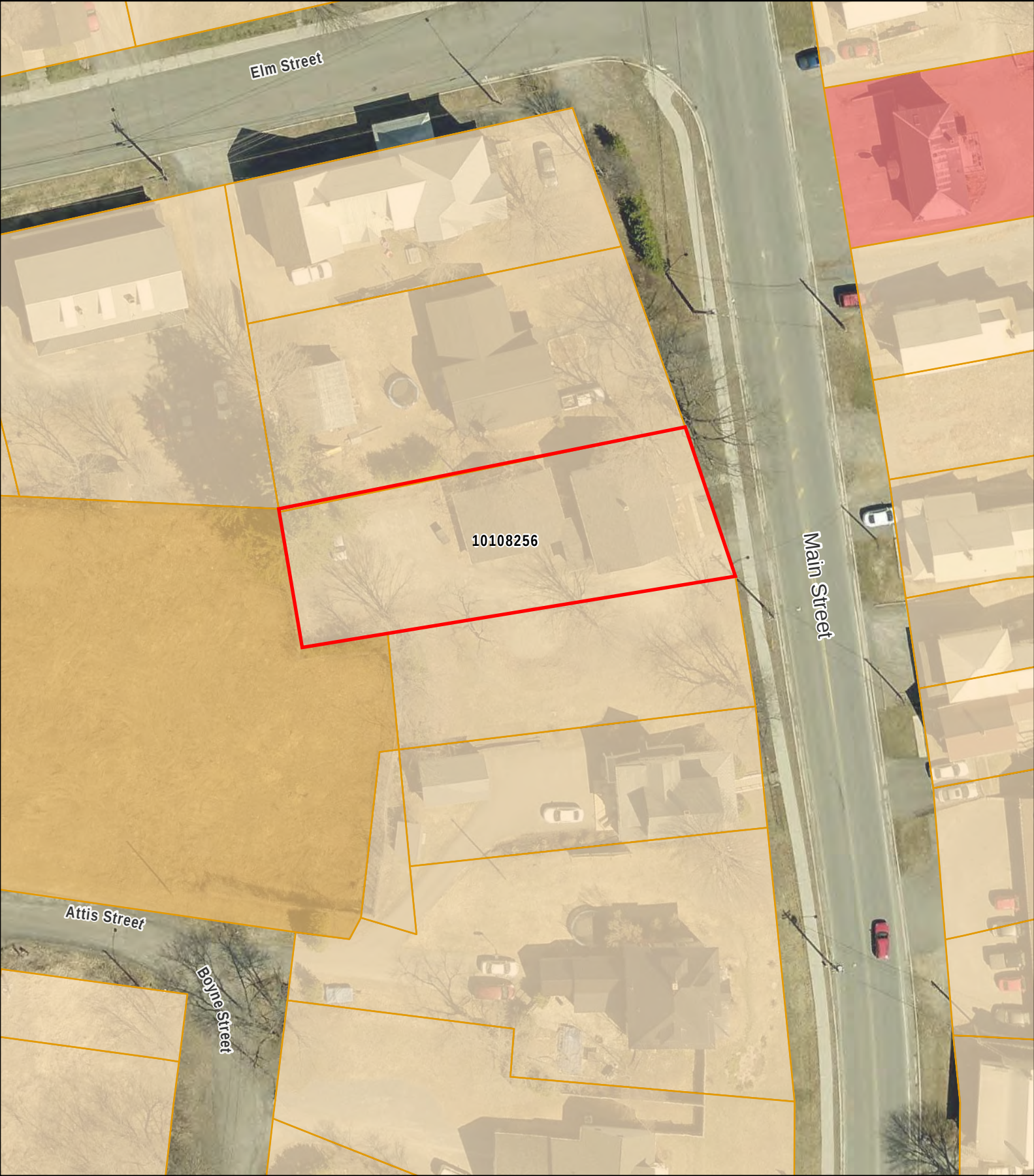
Third Reading:

Schedule "B-2"

Town of Woodstock Zoning Map

Zoning By-law

#Z-501.03



Legend

- Town of Woodstock - Zoning
- General Commercial
 - One and Two Unit Residential (R1)
 - Low Rise Residential (R2)

To rezone the property at 733 Main Street (PID: 10108256) from One and Two-Unit Residential (R1) Zone to Low Rise Residential (R2)