

Planning & Heritage Advisory Committee
Approved Minutes of Meeting held
May 5, 2015, 9:30 a.m.

Present: Chair Adrian Nette, Bill MacDonald, Alan Melanson, Sefton Squires, Mayor Michael Tompkins, Chief Administration Officer (CAO) Greg Barr, Planning Heritage & Marketing Coordinator and Recording Secretary Sandi Millett-Campbell. Also in attendance Shawn Oliver and Jim McGinis.

Regrets: Councillor Paul Paquette

1. **Call to Order:** Chair Nette called the meeting to order at 9:35 am.
2. **Approval of the Agenda:**
Additions: Business Arising: Heritage Advisory Committee b) Update re: Motion from Council on Windows

MOTION # PHAC-2015-05-05-01

Moved by Councillor Hudson, seconded by Alan Melanson, it was agreed to approve the agenda as amended. **CARRIED.**

3. **Approval of the Minutes:**
Approval of the minutes of the Planning & Heritage Advisory Committee held on April 8, 2015.

MOTION # PHAC-2015-05-05-02

Moved by Alan Melanson, seconded by Bill MacDonald to approve the minutes of the Planning & Heritage Advisory Committee held on April 8, 2015 with the following amendments: Addition of Development Officer Chris Millier by Skype to the attendance; page 1, under reports change to January 2015; page 2, under motion 2015-04-08-06, last line remove "additional"; page 3, under motion 2015-04-08-07, remove "additional" outdoor storage; page 3, motion 2015-0408-08 correct spelling of CARRIED.
CARRIED

PLANNING ADVISORY COMMITTEE

4. **Reports**
Planning Services Report – January 2015
PHMC Millett-Campbell reviewed the Planning Services Report for March 2015.

MOTION # PHAC-2015-05-05-03
Moved by Bill MacDonald, seconded by Councillor Hudson, the Planning Services Report for March 2015 was accepted as presented. **CARRIED**
5. **Business Arising**
a) ESA Zoning Response
PHMC Millett-Campbell advised that an email was sent to Development Officer Chris

Millier for clarification in changing an Environmentally Sensitive Area (ESA) zone, and his response was included in the agenda package to the Committee members.

HERITAGE ADVISORY COMMITTEE

7. Reports

Status Report on PHAC Recommendations to Council & Action Items from PHAC Meetings

PHMC Millett-Campbell advised there would be a report next month on the progress of the items.

8. Business Arising:

a) Heritage Property Act and Regulations for Heritage Conservation Districts

The Committee would like to have a separate meeting to discuss the proposed changes in detail. PHMC Millett-Campbell will send out two dates available for the Committee to meet and have the discussion before the end of May.

b) Mayor Tompkins update on motion sent to Council regarding windows

Discussion was held on the direction Council would like to see the Planning and Heritage Advisory Committee move in. Mayor Tompkins advised the Committee that the last motion on the mandatory wooden windows was defeated at Council. Mayor Tompkins would like to see the Committee work on a tiered system for the heritage process instead of the current blanket system in place, the value of an educational process for the residents, contractors, and realtors in Town, and public input on the process. Alan Melanson commented that houses need to be lived in. There needs to be a balance between the heritage of the Town and living in the Town. Planning and Heritage Committee wants to conserve the heritage of the Town and the heritage district in Annapolis Royal. Mayor Tompkins suggested that the Committee review the guidelines and make a proposal to Council. The Committee decided to bring forward some ideas to the next meeting on how to get the message across to the public about our heritage values and significance of the Town's built heritage.

9. New Business:

a) AR15-009-HER – 324 St George Street – Request for Changes to a Heritage Property – Sign permit

PHMC Millett-Campbell reviewed the application received for the sign permit.

MOTION # PHAC-2015-05-05-04

Moved by Councillor Hudson, seconded by Bill MacDonald that PHAC recommends to Council that the applicants at 324 St George Street be given heritage approval to install a projecting wall sign as detailed in the application AR15-004-HER, providing the requirements of the Land Use By-law are met. **CARRIED**

c) AR15-010-HER – 209 St George Street – Request for Changes to a Heritage Property

PHMC Millett-Campbell reviewed the application received from King's Theatre. Shawn Oliver was also in attendance to answer any questions that the Committee had.

MOTION # PHAC-2015-05-05

Moved by Bill MacDonald, seconded by Alan Melanson that PHAC recommends to Council that the applicants at 209 St George Street be given heritage approval to install wooden windows, wooden storm windows, repair the wooden front door, add an additional building to host all the heat pump equipment, add rain gutters and downspouts, and repair or replace the signage as detailed in the application AR15-010-HER, providing the requirements of the Land Use By-law are met. **CARRIED**

d) AR15-011-HER – 393 St George Street – Request for Changes to a Heritage Property

PHMC Millett-Campbell reviewed the application. Jim McGinis showed the colour sample that will be used to complete the steeple portions of the roof.

MOTION # PHAC-2015-05-06

Moved by Alan Melanson, seconded by Councillor Hudson that PHAC recommends to Council that the applicants at 393 St George Street be given heritage approval to shingle the two steeple roofs with metal shingles, and remove and replace the protective covering on the stain glass windows as detailed in the application AR15-011-HER, providing the requirements of the Land Use By-law are met. **CARRIED**

e) Time of meetings for summer months

PHMC Millett-Campbell requested confirmation of the meeting time for the summer months. It was suggested to alternate the meetings from day to night over the summer months. The next meeting will stay as a morning meeting.

10. Next Meeting: June 1, 2015 at 9:30am.

11. Adjournment:

MOTION # PHAC-2015-05-07

Moved by Bill Macdonald, seconded by Sefton Squires, the meeting adjourned at 11:35 am. **CARRIED.**

Chair Adrian Nette

Recording Millett-Campbell