

**Town of Annapolis Royal
Planning & Heritage Advisory Committee
Approved Minutes
April 9, 2013, 9:30 am**

Present: Chair Adrian Nette, Ernest Dick, Sefton Squires, Councillor Hudson, Ian Lawrence, Councillor Paquette, Planning Technician Saunders, CAO St-Amour, Recording Secretary Bourke, and Monik Richard Executive Director of CARP.

1. Call to Order

Chairman Nette called the meeting to order at 9:32 am

2. Additions to the Agenda

7b) New Business Planning Advisory Committee: Land Use By-law Section 7.6c

Non-compliance Signage Bylaw - Guardian Pharmacy:

10b) Business Arising: 378 St. George

6a) Business Arising Planning Advisory Committee: Council decision of March 18, 2013

3. Approval of Agenda

MOTION 1

It was moved by Councillor Paquette, seconded by Councillor Hudson to approve the agenda as amended. **CARRIED.**

4. Approval of Minutes of March 4, 2013

MOTION 2

It was moved by Councillor Paquette, seconded by Councillor Hudson to approve the minutes of the Planning & Heritage Advisory Committee held on March 4, 2013 as presented. **CARRIED.**

PLANNING ADVISORY COMMITTEE

5. Reports

- Status Report on PHAC Recommendations to Council & Action Items from PHAC Meeting
- Planning Technician Saunders noted there has been no change to the report since last month.

MOTION 3

It was moved by Councillor Hudson, seconded by Councillor Paquette to accept the report as presented for information. **CARRIED.**

6. Business Arising

a) Council minutes of March 18, 2013

Sefton Squires distributed copies of an open letter to Council that he wrote.

Considerable discussion was held regarding the Council decision of March 18, 2013 with respect to the application to install vinyl windows at 314 St. George Street. CAO St-Amour advised that in the past PHAC has approved vinyl windows.

Ian Lawrence advised that PHAC has always pushed for wood windows and the Town should be setting the example, need to be diligent with preservation of heritage. Sefton Squires advised that at the back of the 314 St. George Street building there are casement windows contrary to Council's motion and further inquired what Town Council is going to do about it.

Planning Technician Saunders advised the PHAC has allowed vinyl windows in the last few years. It was noted Town Council meets Monday April 15th at 6 pm and a copy of Sefton Squires letter will be placed on the Council's agenda.

7. New Business

- Planning Services Reports – February 2013

Planning Technician Saunders reviewed the regular monthly report which provides a summary of permits, development permits for the month of February.

MOTION 4

It was moved by Councillor Paquette, seconded by Ian Lawrence to accept the report for the month of February 2013 as presented. **CARRIED.**

b) Land Use By-law Non-Compliance

Councillor Paquette advised the new Guardian sign is non-compliant with the Land Use By-law as it projects from the structure dangerously. CAO St-Amour said the owner was notified last week and was told he needs to comply with the Land Use By-law. The owner told the Planning Coordinator that he would address the signage issue the week of April 18, 2013.

HERITAGE ADVISORY COMMITTEE

8. Reports

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

Planning Technician Saunders noted the brochure status is the same as on the report; suggested training real estate brokers on the Land Use By-law which shows information of all the heritage homes in Town and can be accessed from the Town website.

Sefton Squires inquired why CARP is moving to a front street location, noted the spaces are to be reserved for retail space. Councillor Paquette advised that it is a recommendation only that front street location be reserved for retail space. Planning Technician Saunders stated the Development Officer interprets the definition of allowed usage based on the Land Use By-law.

MOTION 5

It was moved by Councillor Hudson, seconded by Councillor Paquette to approve the report as presented for information. **CARRIED.**

9. Business Arising

Sefton Squires distributed copies of the following articles:

- a) Heritage Conservation Key to Sustainable Development (The Magazine of the Heritage Canada Foundation)
- b) Historic Wood Windows (National Trust for Historic Preservation)
- c) Pro/con: Vinyl is Lethal (Green Building Advisor)

- d) Upgrading Windows in Heritage Buildings (Heritage BC)
- e) Heritage Alteration Application (Heritage Property Program Halifax Regional Municipality)
- f) Colour Chart Evercote House Paint (Old House Colours).

Sefton Squires requested these articles be distributed to the members of the Town Council for information.

Sefton Squires suggested in terms of the hand outs, it may be appropriate at the next meeting to consider passing a motion to bring ourselves in line with other jurisdictions regarding wood windows and heritage preservation.

10. New Business

a) AR13-006-HER – 314 St. George St. – Request for Changes to a Heritage Building

Monik Richard Executive Director of CARP was in attendance and noted the sign would be placed, directly over the front door and attached to the building.

MOTION 6

It was moved by Ernest Dick, seconded by Councillor Paquette to recommend Council give heritage approval to the applicant to relocate the “Clean Annapolis River Project” sign to 314 St. George Street, providing the requirements of the land use by-law are met. **CARRIED.**

b) 378 St. George Street

Councillor Paquette advised that Council has directed staff to contact the owner of 378 St. George Street to request a plan to rehabilitate the house. Planning Technician Saunders noted a building permit would be required.

Planning Technician Saunders discussed the heritage property index inventory which will include civic addresses, architectural style, designate whether municipal, federal or provincial properties, building name, and approximate year of construction; on a spreadsheet.

11. Next Meeting

- Tentative – May 6, 2013 9:30 am

12. Adjournment

MOTION 7

It was moved by Councillor Hudson, seconded by Councillor Paquette to adjourn at 10:58 am. **CARRIED.**

Chair Adrian Nette

Recording Secretary Bourke