

**Town of Annapolis Royal
Planning & Heritage Advisory Committee
Minutes
February 4, 2013, 9:30 a.m.**

Present: Ernest Dick, Councillor Hudson, Adrian Nette, Councillor Paquette, Keith Saunders, Sefton Squires, CAO St-Amour, Recording Secretary Bourke and Janet Cormier applicant. Councillor Paquette arrived at 10:21 a.m.

1. Call to Order

CAO St-Amour called the meeting to order at 9:35 am.

2. Review of Planning and Heritage Committee By law

CAO St-Amour reviewed the by-laws with regards to composition of the Committee, terms of office and quorum.

3. Election of Chair and Vice Chair

Motion 1:

It was moved by Councillor Hudson, seconded by Ernest Dick to nominate Adrian Nette as Chairman. As there were no other nominees the motion was called for.

Motion carried.

Motion 2:

It was moved by Councillor Hudson, seconded by Chairman Nette to nominate Ernest Dick as Vice-Chair. As there were no other nominees the motion was called for.

Motion carried.

4. Additions to the Agenda

6a) CAO St-Amour advised that with regards to the terms of office for the members of the public appointments to the Committee, 2 members will be appointed for a one year term and 2 members will be appointed for a two year term.

5. Approval of the Agenda

Motion 3:

It was moved by Ernest Dick, seconded by Sefton Squires to approve the agenda with the amendment to add terms of office.

Motion carried.

6. Approval of Minutes

Motion 4:

It was moved by Councillor Hudson, seconded by Ernest Dick to approve the minutes of the Planning and Heritage Advisory Committee meeting held November 5, 2012 as presented.

Motion carried.

Keith Saunders advised that when applicants are in attendance at the meeting, generally the Committee reviews their request prior to completing the rest of the agenda.

6a) Terms of Office

Discussion was held and it was agreed that the 2 year term of office will be filled by Ernest Dick and Ian Lawrence; and the 1 year term of office will be filled by Adrian Nette and Sefton Squires.

PLANNING ADVISORY COMMITTEE

7. Reports

Keith Saunders Planning Technician reviewed the Planning Status Report on PHAC Recommendations to Council & Action Items from PHAC Meetings of July 3, 2012 to October 15, 2012.

Keith Saunders advised that planning reviews are to be done in 5 or 10 year intervals, that they require a lot of time and a lot of money. He also advised that it was the opinion of a former Planner and some councillors that continuously amending the MPS/LUB would make a review unnecessary.

8. Business Arising

Keith Saunders advised that a signage pamphlet was completed last fall and subsequently approved by council, then sent to Chris Millier (contracted Development Officer and Planner) for review. Keith Saunders inquired what happened to the brochure; and Secretary Bourke advised that in the spring members of council will hand out the brochures to businesses.

9. New Business

The Planning Services Report for October, November and December 2012 were presented.

HERITAGE ADVISORY COMMITTEE

10. Reports

Keith Saunders Planning Technician reviewed the Heritage Status Report on Recommendations to Council and Action Items from PHAC meetings.

11. Business Arising

None

12. New Business

AR13-003-HER-241 St George Street – Request for changes to a heritage building from Janet Cormier.

Keith Saunders Planning Technician advised that last month Council approved a sign for The New Look Beauty Salon & Barber located at 241 St George Street. He also advised that Janet Cormier is going to be in the same building and running a photography shop and would like approval for new signage for her business. Keith Saunders stated that the character defining elements will not be substantially altered by this signage; and the applicant has supplied a drawing showing details of the new signage. Keith Saunders noted that of the two sketches provided the top sketch would be the window sign and the sketch below is the projecting wall sign. Chairman Nette inquired of Janet Cormier what colors are being proposed for the sign. Janet Cormier advised that the colors are copper penny and black. Keith Saunders noted that the mounting brackets and mounts will be inspected by the building inspector.

Motion 5:

It was moved by Ernest Dick, seconded by Councillor Hudson to recommend to Council to give heritage approval to the applicant Janet Cormier to install additional signage at 241 St George Street as detailed in the application, providing the requirements of the Land Use By-law are met.

Motion carried.

Sefton Squires requested a copy of the Heritage Houses List to be included in the PHAC packages.

Chairman Nette inquired if there is a PHAC matter that requires immediate attention, does the Committee hold special meetings to avoid a long delay to the applicant. Keith Saunders advised that often items come in late and in the past there have been special meetings and phone polls.

Keith Saunders advised that Sharon McAuley Executive Assistant Planning Coordination Services in Middleton is the keeper of applications and prepares the agenda; and everything goes to Chris Millier (contracted Development Officer and Planner) regarding development permit applications and land use by-law developments.

Sefton Squires inquired if the Committee is going to be reactive or proactive. Sefton Squires advised that Heritage Canada Foundation has a Parks Canada's National Historic Sites Cost-Sharing Program and suggested this be forwarded to Lillian Stewart at Fort Anne.

Sefton Squires also advised that there is a 2013 Benjamin Moore Community Restoration Program available and suggested this information be sent out to the community. Discussion was held regarding color to heritage properties.

13. Next Meeting

March 4, 2013 @ 9:30 am

14. Adjournment

Motion 6:

It was moved by Councillor Paquette, seconded by Councillor Hudson that the meeting adjourn at 10:59 am

Motion carried.

Chairman Adrian Nette

Recording Secretary Bourke