



# ANNAPOLIS ROYAL

## **Planning & Heritage Advisory Committee Approved Minutes of the Meeting held July 2, 2013, 9:30 a.m.**

**Present:** Vice Chair Ian Lawrence, Councillor Sherman Hudson, Councillor Paul Paquette, Sefton Squires, Planning Technician Keith Saunders, Recording Secretary Dawn Bourke

1. **Call to Order:** Vice Chair Ian Lawrence called the meeting to order at 9: 34 am.

2. **Additions to the Agenda:**

Heritage Advisory Committee New Business

≡ 10 c) Windows hand Out

≡ 10 d)Update on Mason Replica Stone

3. **Approval of the Agenda:**

**MOTION 1**

It was moved by Councillor Hudson seconded by Councillor Paquette to approve the agenda as amended to include items 10c) Windows Hand Out and 10d) Update on Mason Replica Stone. **CARRIED.**

4. **Approval of the Minutes:**

≡ Approval of the minutes of the Planning & Heritage Advisory Committee held on June 3, 2013.

**MOTION 2**

It was moved by Councillor Hudson, seconded by Sefton Squires to approve the minutes of the June 3, 2013 PHAC meeting as presented. **CARRIED.**

Discussion was held regarding how many occupancies are allowed in a R1 Residential zoning.

### **PLANNING ADVISORY COMMITTEE**

5. **Reports**

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

The Status Report was reported was reviewed.

≡ Planning Services Report May 2013

The Planning Services Report for the month of May 2013 was reviewed.

6. **Business Arising:** None

7. **New Business**

≡ Upcoming Changes to Planning Services

Planning Technician Keith Saunders discussed the changes to planning services coordination noting Sandi Millett-Campbell will be the administrative assistant to PHAC and Keith Saunders will be taking over the duties of planning coordination from Middleton as of August 2013.

**HERITAGE ADVISORY COMMITTEE**

8. **Reports**

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

Planning Technician Keith Saunders reviewed the Heritage Status Report.

9. **Business Arising**

≡ None

10. **New Business**

(a) AR13-015-HER – 228 St George St - Request for Changes to Heritage Building Discussion was held and Vice Chair Ian Lawrence noted he would prefer a drawing and/or sketch of the proposed changes and more information. It was noted with more information forthcoming, the Chair could initiate a phone poll for a decision on the request, as there is no meeting in August.

(b) AR13-016-HER – 314 St George St – Request for Changes to Heritage Building Discussion was held regarding the in swing or out swing of the door and it was noted the owner of the property suggested a venting sash as an alternative to the installation of a screen door.

**MOTION 3**

It was moved by Sefton Squires, seconded by Councillor Paquette, that PHAC recommends to Council to approve a wooden out swinging screen door at 314 St. George Street. **CARRIED.**

Keith Saunders will make sure the door swing meets the Fire Code, and a fire inspection may be required regarding the operation of the existing front door.

**(c) Windows Hand-out**

Councillor Paquette distributed a draft hand out re: Wood Windows – A Heritage Worth Preserving. Suggested use would be for educational purposes; as a separate hand out in the Town Crier; distribute to town realtors; and to be included in the PHAC package for homeowners.

**MOTION 4**

It was moved by Sefton Squires, seconded by Vice Chair Ian Lawrence that PHAC recommends to Council that the Town of Annapolis Royal bring its Heritage Building Policy in line with other Provincial and Municipal jurisdictions, and that the Town amend Policy #2011-5 (approved and adopted by Council March 21, 2011) under Guidelines Section 1 Registered Heritage Buildings – Preferred approach, with the addition of one line “Vinyl windows and vinyl/metal doors are not acceptable replacements units on Registered Heritage Buildings”. **2 YEA and 2 NAY, MOTION DEFEATED.**

Councillor Paquette advised that he thinks it is too early to put forth the motion, as the PHAC needs to go through the list of heritage properties and go through elements that need to be preserved; once that is established then a whole set of discussions can take place. Vice Chair Ian Lawrence noted that provincial designation does not provide a level of protection for Heritage Properties but the federal designation does. Councillor Paquette suggested if there is a list that determines defining characteristics including what is rare and exceptional, then there will be a database useful to establish general guidelines; a knowledge based document on one database that allows PHAC to make informed decisions; and it is up to this Committee to sit down and create the document. A document that may contain a statement of 2 or 3 lines that gives the historical significance, cultural or part of the streetscape, architectural style, designations (highest level of designation). PHAC is not here to police, here to govern by law (*ultra vires*). Discussion was held regarding designations, federal, provincial and municipal with respect to heritage protection. Councillor Paquette suggested the Committee should set time at a meeting to review the existing list of heritage properties. Vice Chair Ian Lawrence will try to update and complete the critical information on heritage properties and bring it to the next meeting of PHAC.

**(d) Update Mason Replica Stone**

Discussion was held regarding the mason replica stone and it was noted the placement of the stone is on property belonging to Parks Canada.

**11. Next Meeting**

≡ Tentative – September 3, 2013

**12. Adjournment**

**MOTION 5**

It was moved by Councillor Hudson, seconded by Councillor Paquette to adjourn the meeting at 11:02 a.m. **CARRIED.**

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Vice Chair Ian Lawrence

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Recording Secretary Bourke