

Planning and Heritage Advisory Committee
DRAFT MINUTES
June 6, 2011
9:30am

CALL TO ORDER: The meeting was called to order by Chair Davies at 9:30am

Present: Chair Peter Davies, Councillor Kathie Fearon, Councillor Holger Mueller-Sparenberg, Councillor Sherman Hudson, Corinne Frantel, Grant Slinn, Ian Lawrence, Sharon McAuley from ADPC, and Administrative Assistant Monica Mills as recording secretary.

Regrets: N/A

APPROVAL OF MINUTES: It was moved by Grant Slinn, seconded by Ian Lawrence that the minutes dated May 9, 2011 be approved. Motion carried.

ADDITION TO AGENDA:

- Application for changes to heritage property by Ashley McCormick
- Letter regarding the Visitor Information Kiosk from Michael Hyman and William Shean

APPROVAL OF AGENDA:

It was moved by Corinne Frantel, seconded by Councillor Hudson that the agenda dated June 6, 2011 be approved. Motion carried.

REPORTS:

ITEM	DECISION / ACTION	RESPONSIBILITY	TARGET DATE
1. Status Report on PHAC Recommendations to Council	Sharon McAuley reported that she would have the status report available for the next scheduled PHAC meeting.	Sharon McAuley	July 4, 2011
2. Status Report on Action Items from PHAC meetings	Sharon McAuley reported that she would have the status report available for the next scheduled PHAC meeting.	Sharon McAuley	July 4, 2011

PLANNING ADVISORY COMMITTEE: BUSINESS ARISING

ITEM	DECISION / ACTION	RESPONSIBILITY	TARGET DATE
3. Wall sign of Harris House Galleries located on the Old Far-Fetch building on Church Street	The committee discussed the location of the sign. According to the Land Use By-law, wall signs are permitted if it is an owner-occupied business and the signs reflect the business within the building. Sharon McAuley stated that she would get Development Officer Hank Sawchuck to investigate the issue.	Development Officer Hank Sawchuck	ASAP
4. Advertising inflatable air dancer located at Loose Ends	The committee discussed the use of the inflatable air dancer. It was decided that Sharon McAuley would investigate and report back to the committee.	Sharon McAuley	ASAP
5. Letter regarding the location of the visitor information kiosk	The committee discussed the new kiosk. It was agreed that the design was acceptable; however, the location was not. The committee will draft a letter with their recommendation to Town Council.	Peter Davies	ASAP

PLANNING ADVISORY COMMITTEE: NEW BUSINESS

ITEM	DECISION / ACTION	RESPONSIBILITY	TARGET DATE
6. Application to amend development agreement for Fortier Mills	The committee reviewed the current agreement and made suggested revisions. They requested that the amended document be forwarded to ADPC for review. The guidelines will then be reviewed at the June 20, 2011 Council meeting.	Joy Elliott/Donnie Brown/ Sharon McAuley	June 15, 2011

HERITAGE ADVISORY COMMITTEE: BUSINESS ARISING

ITEM	DECISION / ACTION	RESPONSIBILITY	TARGET DATE
7. Building awards update	There has been only one application. The committee decided to continue to promote the awards, as well as, advertise them, in the next Town Crier.		
8. Heritage Act Update	Chair Davies reported on the Heritage Conference that he and Councillor Hudson attended in Truro on June 1, 2 and 3. He circulated his notes from the conference. (see Appendix A)		

HERITAGE ADVISORY COMMITTEE: NEW BUSINESS

ITEM	DECISION / ACTION	RESPONSIBILITY	TARGET DATE
9. Request for an Alteration to a Registered Heritage Building - 304 St. George Street.	The committee reviewed the proposal to erect an interior window sign. Motion: It was moved by Corinne Frantel, seconded by Councillor Hudson that it be recommended that Council approve the application for an interior sign for 304 St.George Street.. Motion carried.		
10. Report on Heritage conference in Truro	This item was discussed under item #8.		
11. Application for an alteration to a heritage property - 253 St.George Street	Sharon McAuley explained that this was a late application; therefore, there is no staff report on the property. The committee discussed the application. Motion: It was moved by Grant Slinn, seconded by Ian Lawrence that the application for alterations to a heritage property located at 253 St.George Street be recommended to Council for approval. Motion carried.		

NEXT MEETING: Monday, July 4, 2011 at 9:30am.

ADJOURNMENT: It was moved by Corinne Frantel, seconded by Councillor Fearon that the meeting be adjourned 11:45am.