

**Town of Annapolis Royal
Planning & Heritage Advisory Committee
Minutes
March 4, 2013, 9:30 am**

Present: Chair Adrian Nette, Ernest Dick, Councillor Hudson, Councillor Paquette, Sefton Squires, Chris Millier (Development Officer), CAO St-Amour, GIS/Technician Planner Saunders, Recording Secretary Bourke, Ryan Scranton, and a member of the public.

1. Call to Order

Chairman Nette called the meeting to order at 9:31 am.

2. Planning Orientation – Chris Millier

Chris Millier was invited by the CAO to brief the Planning and Heritage Advisory Committee of their role and responsibilities. The Province has legislation in place, the Municipal Government Act, Section 8, deals with Planning & Development, municipalities have been granted the right to be primarily responsible for planning and development within their jurisdictions, although provincial planning supersedes municipal planning. Planning is very legal in nature as it impacts people's property rights; significant impact on property therefore provision to have public meetings. Regarding Municipal By-laws what is in the Town's planning documents is deemed to be what is intended, so if an item is listed in a permitted use everything else is excluded. Chris Millier reviewed the Municipal Government Act Page 138 through Page 182. Chris Millier advised the Municipal Planning Strategy is what we want the Town to look like, provided for by policies and the Land Use By-law is the regulatory tool to implement the policy intent of the Municipal Planning Strategy. Chris Millier noted the Municipal Planning Strategy has been amended a number of times, so even though it is old, it is not completely out of date, things change over time, not intended to be static documents, amended to meet changing needs of community.

The ADPC was dissolved in November 2011 and the responsibilities for planning services were shifted to The Group, with an expiry date of March 31, 2014. Councillor Paquette inquired why the ADPAC is still referenced in the by-laws. Chris Millier advised this must be changed by Council.

Chris Millier noted that there is a gap between the preservationists of the community character and the recent desire for growth. Heritage related concerns on heritage properties links approval for heritage permits to Heritage development. There is a degree of diligence required due to the nature of regulations. On the planning application side, the largest application recently was Fortier Mills, on the development side there is a seasonal nature of interest. Chair Nette inquired about phone poll decisions with respect to time sensitive matters. Chris Millier advised the Town would have a policy on meetings noting we can only operate the way the Town by-laws provides for.

Chris Millier, Councillor Paquette and CAO St-Amour departed the meeting at 11:05 am.

3. Addition to Agenda

Heritage Advisory Committee #9 Reports add: Registration of property to deed

Heritage Advisory Committee #10 add: Heritage Conservation District

4. Approval of Agenda

Motion # 1

It was moved by Ernest Dick seconded by Councillor Hudson that the agenda as amended be approved. **CARRIED.**

5. Approval of Minutes

Motion #2

It was moved by Ernest Dick seconded by Councillor Hudson that the minutes of the February 4, 2013 meeting be approved as presented. **CARRIED.**

6. Reports

GIS/Planning Technician Saunders reviewed the Planning Status Report noting 6 Drury Lane is complete and should be taken off report, LUB amendment for sign approval is still open, the MPS review is on hold pending funding, signage can be removed from status report. Chair Nette inquired if the pamphlet is complete, Recording Secretary Bourke indicated it is her understanding that it is complete.

7. Business Arising: none

8. New Business:

Building and Development Permit Report has 3 files; and Chris Millier issued 2 development permits.

HERITAGE ADVISORY COMMITTEE

9. Reports

Keith Saunders reviewed the Heritage Status Reports; pamphlets for realtors and property owners has not been completed, more for people who are purchasing heritage properties and clarifies the matter for realtors. Chair Nette suggested contacting Peter Davies former Chair to determine if there is a draft available. Ernest Dick suggested getting the report from Sharon McAuley.

Ryan Scranton noted it was brought to his attention a property that is considered a registered heritage property to the Town was not registered as such on the deed. Sefton Squire requested a copy of the list of heritage properties. Ryan Scranton noted if there are heritage houses that are not registered on the deed as heritage houses, there is a concern, noting the legal mechanism is when the heritage property designation gets attached to the deed. Keith Saunders advised there were a list of corrections that were done by Ryan Scranton's office. Ernest Dick noted the revisions do not reflect the current property owners. Keith Saunders noted Sharon McAuley checks the property on-line to make sure the heritage registry and property on-line is current, it is the legal attachment to the deed.

Discussion was held regarding the Heritage Property list including civic address, property owner, style of property. Ernest Dick recommends the Heritage Property List be reviewed as cost allows.

10. Business Arising

11. New Business:

a) 310 St. George St – new signage

Discussion was held regarding the signage would meet with requirements of the land use by-law, primarily with a heritage property will the sign reduce the heritage value and/or affect the character defining elements of the building.

MOTION 3#

It was moved by Ernest Dick seconded by Councillor Hudson to recommend to Council that the PHAC give heritage approval to the applicant to install new signage at 310 St. George Street as detailed in the application, providing the requirements of the Land use By-law are met.

CARRIED.

Ernest Dick suggested that while discussing signage – there are some town signs violating the historic nature of the community and inquired if those signs ever came to the committee. Keith Saunders advised there is mention of signage for vehicular control. Chair Nette noted as the individual is approachable, to try talking to him directly. It was agreed to have Ernest Dick talk to directly to the individual.

b) 314 St George St – install replacement doors and windows

The information in the package includes the information from the suppliers.

Sefton Squires handed out copies of a Glossary of Terms as provided by the Government of Nova Scotia, information regarding “What Replacement Windows Can’t Replace: The Real Cost of Removing Historic Windows;”, and “Window Guidelines” of the Heritage Foundation of Newfoundland and Labrador”.

Keith Saunders suggested there may be legal precedent to re-instate the windows. Discussion was held regarding the application.

MOTION 4#

It was moved by Sefton Squires seconded by Ernest Dick that the PHAC recommend to Council that the application to install replacement doors and windows at 314 St. George Street not be approved as this is a substantial alteration which would negatively affect the character defining elements of this registered heritage property. **CARRIED.**

MOTION 5#

It was moved by Sefton Squires, seconded by Ernest Dick to recommend to Town Council to send a letter of congratulations to the Sinclair Inn Museum on their recent award from Heritage Nova Scotia. **CARRIED.**

12. Next Meeting: April 2, 2013

13. Adjournment

MOTION #6

It was moved by Sefton Squires seconded by Ernest Dick the meeting adjourn at 12:40 pm.

CARRIED.

Chair Adrian Nette

Recording Secretary Bourke