

**Town of Annapolis Royal
Planning & Heritage Advisory Committee
Approved Minutes
May 6, 2013, 9:00 am**

Present: Chair Adrian Nette, Ernest Dick, Sefton Squires, Councillor Hudson, Councillor Paquette, Planning Technician Saunders, Recording Secretary Millett-Campbell, and Jim McGinis, and Tiffany Snares.

Regrets: CAO St-Amour, Ian Lawrence.

1. Call to Order

Chairman Nette called the meeting to order at 9:02am

2. Additions to the Agenda

11 (b) Window Worksheet

11 (c) Town of Annapolis Royal's Policies

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 April 9, 2013

MOTION 2

It was moved by Councillor Hudson, seconded by Councillor Paquette to approve the minutes of the Planning & Heritage Advisory Committee held on April 9, 2013 as presented. **CARRIED.**

5. Mayor's Report

Mayor Tompkins explained his understanding of the committee's role to Council. Mayor Tompkins would like to see the committee changing their role to a more educational role rather than going over every planning and heritage issue. Setting the guidelines for the Heritage Properties and the different levels, example, Rare/Exceptional, and listing the preferred, and acceptable materials to be used in the renovations, and then communicating the information to the public, local retailers, and the real estate agents. Council is trying to work with the County of Annapolis on the sharing of the services for Planning and Development. My hope is that the Committee will work towards the education and enforcement the policies/procedures with the support of the public. We need the process to be efficient for the staff, Council, and the public to use in a timely fashion.

PLANNING ADVISORY COMMITTEE

6. 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.

Councillor Paquette would like to see a full review of the pamphlet for the realtors and include the new information discussed at today's meeting. After the review the brochure will be sent to Council for approval and printing.

7. Business Arising

None.

8. New Business

- Planning Services Reports – March 2013

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

HERITAGE ADVISORY COMMITTEE

9. 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 the pamphlet be reviewed and updated for all the heritage homes in Town and can also be accessed from the Town website.

10. Business Arising

None.

11. New Business

a) AR13-009-HER – 393 St. George St. – Request for Changes to a Heritage Building

Jim McGinis was in attendance and noted the steps would be replaced with wooden and the landing would be up to code, with the steps coming down on the left of the building.

MOTION 3

It was moved by Councillor Paquette, seconded by Councillor Hudson to recommend Council give heritage approval to the applicant to replace the current step to wooden steps, providing the requirements of the land use by-law are met. **CARRIED.**

b) Window Workshop

Councillor Paquette would like to have an educational worksheet, 1 page, two sided, with all the information about wood windows vs vinyl. The how-to's, references, links to videos, and the full version of the information on the Town's website. The one page handout would have all the concise information that we could use as an educational tool with the retail businesses, real estate agents, and the general public about the benefits of the wood and vinyl windows. It would also be nice to have yearly workshops to help educate the public on the benefits of the renovation process. Sefton Squires will draft a page with information on wood windows for the next PHAC meeting, and the committee will review it.

c) Town of Annapolis Royal Policies

Sefton Squires brought to the Committees' attention that the Town has its own policies and is requesting that the Town sets an example and follows the policies on the Town own properties. It has been mentioned that Kings Theatre is considering replacing the windows on the main floor and would like the committee to encourage them to replace with wood. Council Paquette has suggested that the committee take a full review of the current policy and find a viable enforcement procedure.

MOTION 4

It was moved by Ern Dick, seconded by Sefton Squires to recommend Council to write a letter to Kings Theatre, their tenant, and urge them to maintain the wooden front door and do any further maintenance it may need, and maintain the wooden windows on the main floor. **CARRIED.**

12. Next Meeting

- Tentative – June 3, 2013 9:30 am

13. Adjournment

MOTION 5

It was moved by Councillor Hudson, seconded by Councillor Paquette to adjourn at 11:10 am. **CARRIED.**

Chair Adrian Nette

Recording Secretary Millett-Campbell