

Planning and Heritage Advisory Committee

DRAFT MINUTES

May 9-10, 2011

9:30am

PLANNING MEETING

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

Present: Chair Peter Davies, Corinne Frantel, Grant Slinn, Ian Lawrence, Councillor Sherman Hudson, Councillor Kathie Fearon, Council Holger Mueller-Sparenberg, Sharon McAuley from ADPC. Sandi Millett-Campbell as recording secretary.

Regrets: N/A

APPROVAL OF MINUTES: It was moved by Grant Slinn, seconded by Corrine Frantel that the minutes from March 14, 2011 be approved.
Motion carried

APPROVAL OF AGENDA: It was moved by Grant Slinn, seconded by Councillor Hudson that the agenda dated May 9 -10, 2011 be approved.
Motion carried.

REPORTS: It was moved by Councillor Hudson, seconded by Councillor Fearon that the Development / Building Permit Reports be accepted as submitted. Motion carried.

BUSINESS ARISING – PLANNING

May 9, 2011

None

NEW BUSINESS – PLANNING

ITEM	DECISION / ACTION	RESPONSIBILITY	TARGET DATE
1. Recording Minutes Planning and Heritage Advisory Committee Draft Minutes May 9, 2011	Chair Davies observed that the minutes are being done very well, but that there is too much text. Suggested that the minutes move toward the action and decision recording format. The use of a recording system will be put in place and saved as the back up to refer to if necessary.	Administrative Assistant	
2. Meeting Day Request to Change	Chair Davies received a request from ADPC staff to change the meeting day so they have more time to prepare PHAC recommendation material going to Council a week later. Motion #1 It was moved by Grant Slinn, seconded by Corrine Frantel that the PHAC meetings will be the first Monday of the month starting at 9:30am. When the first Monday of the month is a holiday then it will be held on the following Tuesday. Motion carried.	Administration	
3. Changes to Jane Nicholson Property.	Mrs Nicholson made a presentation to the committee of her proposed changes to 212 St George Street. Committee endorsed her design approach to the building modification and forecourt configuration.	N/A	
4. Signs for Home Occupation 238 St Anthony Street	Mr Hames made a presentation to the committee on the use of signage for home occupations and small businesses Discussion of his proposed sandwich board application deferred until the following day's meeting. Motion #2 It was moved by Councillor Hudson, seconded by Ian Lawrence that it is recommended to Council that the ADPC be asked to prepare a comprehensive review of locations in the downtown where directional commercial signs might be grouped to help with the marketing of the businesses not on St. George Street. Motion Carried.	Council ADPC	
5. Application to Amend Development Agreement – Fortier Mills	Planner Chris Mills explained the requested changes to the Development Agreement and Brown Bros. Excavating Ltd. Committee concerned about the proposed delegation of house design approval to the Development Officer. Motion #3 It was moved by Councillor Fearon, seconded by Corrine Frantel to table the document as received by staff, and contact Donnie Brown with the view of meeting with him to discuss the proposed changes to the Development Agreement either at the next PHAC meeting, June 6th, or earlier. Motion carried with one	ADPC	

HERITAGE MEETING
May 10, 2011

Present: Chair Peter Davies, Grant Slinn, Ian Lawrence, Councillor Sherman Hudson, Councillor Kathie Fearon, Sharon McAuley from ADPC, Keith Saunders from ADPC. Sandi Millett-Campbell as recording secretary.

Regrets: Corrine Frantel, and Councillor Holger Mueller-Sparenberg.

BUSINESS ARISING - HERITAGE

ITEM	DECISION / ACTION	RESPONSIBILITY	TARGET DATE
1. Building awards	Chair Davies noted that one submission has been received for the Building Awards. The local Real Estate companies and the Historical Association of Annapolis Royal have agreed to provide financial support to the awards. Presentation will be done during the Natal Day Weekend. Chair Davies requested that the building awards program be included in the next couple of Town Crier newsletters with the request that residents submit their projects.	Administration	
2. Heritage Act Update	An updated copy of the Heritage Act will be distributed to all committee members.	Sharon McAuley	
3. Hames Sandwich Board Lease	Mr Hames handed out the proposed sandwich board sign request as a temporary response to his perceived lack of downtown signage. Motion #4 It was moved by Councillor Fearon, seconded by		

	<p>Councillor Hudson that the recommendation be made to Council to approve the application for sandwich board sign to be placed on the corner of Victoria St. and St George St. on a temporary basis, pending consideration by Council of the comprehensive directional commercial signage location review previously recommended by PHAC.</p> <p>Motion carried.</p>		
<p>New Business - Heritage</p> <p>1. Heritage Application – Adjacent Properties</p>	<p>Sharon McAuley reviewed the policy from the MPS stating that the property owner of a non-heritage building adjacent to a heritage building(s) in the commercial downtown area does not need heritage approval for changes to his/her structure.</p>		
<p>2. Request for Alteration – 258 St George St</p>	<p>Motion #5</p> <p>It was moved by Councillor Fearon, seconded by Councillor Sherman that the recommendation be made to Council to approve the application for changes to 258 St. George Street, subject to the second floor windows having the same number of panes and configuration of glass as the existing windows and that the ground floor leaded windows be covered with a single sheet of clear glass and further that the three pane clear glass windows be replaced with one sheet of clear glass. The committee wishes to see the colour samples of the proposed building repainting, It was observed that a separated application for the approval of the replacement sign would be needed as no details were available at the time of this meeting.</p> <p>Motion carried.</p>		
<p>3. Request for Alteration – 36 Drury Lane</p>	<p>Motion #6</p> <p>It was moved by Grant Slinn, seconded by Councillor Hudson that the recommendation be made to Council</p>		

	<p>to approve the application for changes to 36 Drury Lane to replace the enclosed front porch and add a deck.</p> <p>Motion carried.</p>		
<p>4. Request for Alteration – 23 St James Street</p>	<p>Motion #7</p> <p>It was moved by Grant Slinn, seconded by Ian Lawrence that the recommendation be made to Council to approve the application for changes to 23 St. James Street, to add dormers and wooden windows on the rear roof of the building.</p> <p>Motion carried.</p>		
<p>5. Request for Alteration – 210 St Anthony Street</p>	<p>Motion #8</p> <p>It was moved by Ian Lawrence, seconded by Councillor Fearon that the recommendation be made to Council to approve the application to install a wall sign to 210 St Anthony Street.</p> <p>Motion carried.</p>		
<p>6. Request for Alteration – 286 St George Street</p>	<p>Motion #9</p> <p>It was moved by Grant Slinn, seconded by Councillor Fearon that the recommendation be made to Council to approve the application for changes to 286 St. George Street, to install a projecting wall sign and paint the business area in similar colours.</p> <p>Motion carried.</p>		
<p>7. Application to Register a Heritage Building – 44 Prince Albert Road</p>	<p>Chair Davies read a letter sent in by Durline Melanson.</p> <p>Keith Saunders reviewed the application form and will check on the details of the windows that have been recently replaced on the front of the home.</p> <p>Motion #10</p> <p>It was moved by Ian Lawrence, seconded by</p>		

	Councillor Hudson that the recommendation be made to Council to approve the application to register 44 Prince Albert Road as a municipal heritage property. Motion carried.		
8. Creation of pamphlets for realtors & Property owners	Chair Davies would like to see the brochure be updated to more easily explain the heritage and zoning policies/requirements of the Town. The brochure should aim to be a one page document with links to specific document references, be user friendly and have 'lure appeal'. Sharon McAuley will research the present brochure.	Sharon McAuley	
9. Heritage Conference in Truro	Chair Davies and Councillor Hudson will be attending the conference in June 2011.		
10. Consideration of joint meeting with the County HAC	Chair Davies will approach Councillor Marilyn Wilkins Chair of the County HAC to discuss a joint meeting and what might be on the table for discussion at such a meeting.	Chair Davies	

GENERAL / CORRESPONDENCE (FOR INFORMATION ONLY)

GENERAL DISCUSSION

IN CAMERA

NEXT MEETING: June 6, 2011

ADJOURNMENT:

Motion #11

It was moved by Ian Lawrence, seconded by Councillor Fearon that the meeting of the Planning and Heritage Advisory Committee be adjourned. Motion carried.