

**Town of Annapolis Royal
Planning & Heritage Advisory Committee
Approved Minutes
September 3, 2013, 9:30 am**

Present: Chair Adrian Nette, Sefton Squires, Councillor Hudson, Ern Dick, Planning Technician Saunders, Recording Secretary Sandi Millett-Campbell, and Dale Hudson, Tharnee Tongsrinark, Jane Nicholson.

Regrets: CAO St-Amour, Councillor Paquette, and Ian Lawrence.

1. Call to Order

Chairman Nette called the meeting to order at 9:32am

2. Additions to the Agenda

10 (f) Staff proposal to PHAC submitted by Keith Saunders

3. Approval of Agenda

MOTION 1

It was moved by Councillor Hudson, seconded by Sefton Squires to approve the agenda as amended.

CARRIED.

4. Approval of Minutes of July 2, 2013

MOTION 2

It was moved by Sefton Squires, seconded by Councillor Hudson to approve the minutes of the Planning & Heritage Advisory Committee held on July 2, 2013 as presented. **CARRIED.**

PLANNING ADVISORY COMMITTEE

5. Reports

- Planning Services Reports – June 2013 and July 2013

Planning Technician Saunders reviewed the regular monthly report which provides a summary of permits, development permits for the months of June and July.

6. Business Arising

None.

7. New Business

None.

HERITAGE ADVISORY COMMITTEE

8. Reports

- Status Report on PHAC Recommendations to Council & Action Items from PHAC Meetings
- Planning Technician Saunders noted the changes on the report.

9. Business Arising

- Ratification of the electronic polls.

MOTION 3

It was moved by Ern Dick, seconded by Sefton Squires to ratify and accept the electronic telephone poll of 228 St George St. **CARRIED.**

MOTION 4

It was moved by Ern Dick, seconded by Sefton Squires to ratify and accept the electronic telephone poll of 314 St George St. **CARRIED.**

10. New Business

a) AR13-022-HER – 162 164 St. George St. – Request for Changes to a Heritage Building

The two false chimneys located at 164-164 St George Street had been removed prior to our meeting as it had become a safety concern. The committee stated it was not the concern of the committee since the work has been completed. Planning Technician Saunders requested a copy of the engineer's report from the owner to close the file.

b) AR13-021-HER – 324 St George Street- Request for Changes to a Heritage Building

The application requests permission to construct a barrier-free access ramp into his commercial building. The proposed design is concrete having a two inch safety lip around the perimeter. It would also have a visual identification along the perimeter with yellow and black chevron stripes to increase the visual concept of the ramp. After discussion the committee decided not to approve the current design and request another option.

MOTION 5

It was moved by Ern Dick, and seconded by Sefton Squires that PHAC recommends that the current design not be approved and the applicant be advised to consult suitable authorities and experts and submit another design. **CARRIED.**

c) AR13-023-HER – 499 St. George St. – Request for Changes to a Heritage Building

The applicant has applied to replace two doors and all the windows with vinyl inserts matching the existing ones.

MOTION 6

It was moved by Councillor Hudson, seconded by Ern Dick that PHAC recommends to Council that the application to replace two doors at the rear and install vinyl inserts at 499 St George Street be approved, providing the replacements / insert windows are the same size, shape and configuration as existing, with the exception the triple banked window in the rear will have one unit removed, and providing all conditions of the Land Use By-Laws are met. 1 Nay. **CARRIED.**

d) AR13-024-HER – 485 St. George St. – Request for Changes to a Heritage Building

The applicant is requesting permission to enlarge a rear facing screen porch.

MOTION 7

It was moved by Ern Dick, seconded by Sefton Squires that PHAC recommends to Council that the application to enlarge a screened porch at 485 St George Street be approved, providing all the conditions of the Land Use By-Law are met. **CARRIED.**

e) AR13-016-HER – 19 St. James St. – Request for Changes to a Heritage Building

The applicant has applied for permission to locate a storage shed on the property and it is adjacent to a Registered Heritage building.

MOTION 8

It was moved by Sefton Squires, seconded by Councillor Hudson that PHAC recommends to Council that the application to build a storage shed at 19 St James St be approved, providing all conditions of the Land Use By-Law are met. **CARRIED**

f) Staff proposal to PHAC submitted by Keith Saunders

Planning Technician Saunders handed out a document for review and consideration for the next meeting in October. The proposal is for PHAC to develop a list of heritage alterations, materials, and substitutions that may be considered as non-substantive, and recommend that Council empower the CAO or designate to apply this criteria to all building and development permits as part of the approval process. A clearly defined list of alterations that would be considered non-substantial would speed up the process for development permits, acting much the same as the regulations laid out in the Land Use By-Law used by the Development Officer.

11. Next Meeting

- Tentative – October 7, 2013 9:30 am

12. Adjournment

MOTION 9

It was moved by Ern Dick, seconded by Sefton Squires to adjourn at 11:50 am. **CARRIED.**

Chair Adrian Nette

Recording Secretary Millett-Campbell