

Planning & Heritage Advisory Committee

Approved Minutes

November 14, 2016, 9:30 am

In Attendance: Chair Alan Melanson, Brian Bohaker, Carol Hanson, Barry Moody, Community Development Coordinator (CDC) Sandi Millett-Campbell, CAO Gregory Barr, Mayor Bill MacDonald, Recording Secretary Amy MacManus, and applicant of AR16-041-HER (left after application AR16-041-HER was discussed)

Regrets: N/A

1. Call to Order

Chair Melanson called the meeting to order at 9:31am.

2. Additions:

- i. Under New Business, Planning Advisory Committee: Committee appointments.

3. Approval of the Agenda

MOTION #PHAC-2016-11-14-01

It was moved by Brian Bohaker, seconded by Barry moody to approve the agenda as amended. **Motion carried.**

4. Approval of the Minutes

- Approval of the minutes of the Planning & Heritage Advisory Committee held on October 3, 2016

MOTION #PHAC-2016-11-14-02

It was moved by Brian Bohaker, seconded by Carol Hanson to approve the October 3, 2016 minutes. **Motion carried.**

HERITAGE ADVISORY COMMITTEE

5. Business Arising

- i. Non-registered properties adjacent to a heritage property – Review current structure

The Committee discussed the current regulations around non-registered properties adjacent to heritage properties and what form these regulations may hold in the future. Also discussed was the process for applications and where changes may be made to streamline applications. The topic of substantial versus non-substantial changes will be added to the next agenda.

6. New Business

- i. AR16-041-HER – 302 St George St – Request to Alter a Heritage Property

CDC Millett-Campbell summarized the application. The Committee discussed.

MOTION #PHAC-2016-11-14-03

It was moved by Barry Moody, seconded by Brian Bohaker that PHAC recommends to Council that the applicant at 302 St. George Street be given heritage approval to install a window sign as detailed in the application AR16-041-HER, providing the requirements of the Land Use By-Law are met. **Motion carried.**

- ii. AR16-040-HER – 19 St James Street – Request to Alter a Property Adjacent to a Heritage Property

CDC Millett-Campbell summarized the application. Discussion ensued with an ad-hoc discussion on the parameters of the approvals and denials of application requests – applications must be assessed on character defining elements. It was proposed by Mayor MacDonald that PHAC consider criteria of substantial and non-substantial changes to adjacent properties as a part of the approval process.

MOTION #PHAC-2016-11-14-04

It was moved by Brian Bohaker, seconded by Barry Moody that PHAC recommends to Council that the applicant at 19 St. James Street be given heritage approval to add a storage shed 10' x 12', as detailed in the application AR16-040-HER, providing the requirements of the Land Use By-Law are met. **Motion carried.**

iii. AR16-043-HER – 148 Ritchie Street – Request to Alter a Property Adjacent to a Heritage Building
The committee discussed the application.

MOTION #PHAC-2016-11-14-05

It was moved by Barry Moody, seconded by Brian Bohaker that PHAC recommends to Council that the applicant at 148 Ritchie Street be given heritage approval to change the roofing materials to metal, as detailed in the application AR16-043-HER, providing the requirements of the Land Use By-Law are met.

Motion carried.

iv. AR16-039-HER – 151 Victoria Street – Request to Alter a Heritage Property – Ratification of Electronic Vote

MOTION #PHAC-2016-11-14-06

It was moved by Brian Bohaker, seconded by Barry Moody to ratify the electronic vote to give Heritage approval to the applicant at 151 Victoria Street to replace the current slate roof to the “Slateline” shingles in the weathered slate colour as detailed in the application AR16-039-HER, providing the requirements of the Land Use By-Law are met. **Motion carried.**

PLANNING ADVISORY COMMITTEE

7. New Business

i. Committee Appointments

The committee members discussed who will carry-on as a committee member. Brian Bohaker, Carol Hanson, and Barry Moody (contingent on the Annapolis Heritage Society’s approval) have re-offered. Chair Melanson will not be re-offering as a member.

8. Reports

- Planning Report – September 2016

CDC Millett-Campbell summarized the September Planning Report

MOTION #PHAC-2016-11-14-07

It was moved by Barry Moody, seconded by Brian Bohaker to accept the September 2016 Planning Report as presented. **Motion carried.**

- MEAC – Approved Minutes Sept 22, 2016 & Oct 13, 2016

The minutes were acknowledged.

9. Business Arising

10. Next Meeting

- PHAC – December 5, 2016 9:30 am

11. Adjournment

MOTION #PHAC-2016-11-14-08

It was moved by Barry Moody to adjourn the meeting at 10:55am.

Chair Alan Melanson

Recording Secretary Amy MacManus