

**Planning & Heritage Advisory Committee
Approved Minutes
December 4, 2017, 9:00 am**

Present: Barry Moody (arrived at 9:05am), Brian Bohaker (left at 11:03pm), Mayor William MacDonald, Councillor Holly Sanford, Councillor John Kinsella, Carol Hanson, Peter Davies (left at 10:43am), CAO¹ Gregory Barr, CDC² Sandi Millett-Campbell, Recording Secretary Amy MacManus, Charlie Baird (in attendance for application for 619 St. George Street), Danny McClair (in attendance for application for 300 St. George Street)

Regrets: N/A

1. **Call to Order:** Brian Bohaker called the meeting to order at 9:01am

2. **Additions to the Agenda:**

- i. Under Heritage Advisory Committee, New Business: Potential Insurance Issues with Heritage Properties

3. **Approval of the Agenda**

Motion #PHAC-2017-12-04-01

It was moved by Councillor Kinsella, seconded by Councillor Sanford to approve the agenda as amended.

Motion carried.

4. **Approval of the Minutes**

- i. Approval of the minutes of the Planning & Heritage Advisory Committee held on November 6, 2017

Motion #PHAC-2017-12-04-02

It was moved by Councillor Sanford, seconded by Peter Davies to approve the November 6, 2017 Planning & Heritage Advisory Committee minutes as presented. **Motion carried.**

HERITAGE ADVISORY COMMITTEE

5. **Business Arising**

- i. 324 St George Street – Request to Alter a Heritage Property

Motion #PHAC-2017-12-04-03

It was moved by Councillor Kinsella, seconded by Councillor Sanford to recommend to Council that the applicant at 324 St. George Street be given heritage approval to install a projecting wall sign and two window signs as detailed in the application AR17-035-HER, providing the requirements of the Land Use By-Law are met. **Motion carried.**

¹ Chief Administrative Officer

² Community Development Officer

ii. 619 St George St – Request to Alter a Heritage Property

The property owner provided further details on the application (the proposed solar panels have been withdrawn from the application). Committee members posed questions and the property owner answered. The proposed carriage house will be deferred until further design details are available.

Motion #PHAC-2017-12-04-04

It was moved by Brian Bohaker, seconded by Councillor Sanford to recommend to Council that the applicant at 619 St George Street be given heritage approval to install a four foot wooden picket fence along the front and sides of the property changing to a six foot wooden solid board fence as detailed in the application AR17-036-HER, providing the requirements of the Land Use By-Law are met. **Motion carried.**

iii. 300 St George St – Request to Alter a Heritage Property

CDC Millett-Campbell and the property owner summarized the application. Committee members posed questions and the property owner answered.

Motion #PHAC-2017-12-04-05

It was moved by Councillor Sanford, seconded by Carol Hanson to recommend to Council that the applicant at 300 St. George Street be given heritage approval to install wood siding, reduce the inset of the two store front doors, create the addition of the roof between the two buildings, retain the appearance of the wood trim on the first floor and improve the appearance of the wood trim around the windows on the second floor, and maintain the appearance of the transom across the front of the building, as detailed in the application AR17-037-HER, providing the requirements of the Land Use By-Law are met. **Motion carried.**

Motion #PHAC-2017-12-04-06

It was moved by Councillor Kinsella, seconded by Councillor Sanford to recommend to Council that the applicant at 300 St. George Street be given heritage approval to install vinyl windows and two metal doors on the bottom floor, with wood as the preferred window replacement material, providing a submission of a quote with stated reasons for materials chosen, as detailed in the application AR17-037-HER, providing the requirements of the Land Use By-Law are met. **Motion carried.**

iv. Heritage Properties Samples for Website – 200 St. George St; 245 St. George Street; 468 St. George Street; 540 St. George Street; 762 St. George Street

Committee members discussed the website samples and agreed that the process should continue. It was decided that one of the first steps is to inform properties owners of the project. CDC Millett-Campbell sought direction on how to proceed with the records. The Committee directed her to provide the records coordinator, Dr. Rhodri Windsor-Liscombe, with five additional records and that he highlight any differences in the documents. Barry Moody will meet with him after the holidays to have an informal discussion about the records. The Committee directed CDC Millett-Campbell to draft a letter to property owners outlining the project and informing them that they will receive another letter once the records are complete. A notice regarding the project is also to go into the Town Crier newsletter. A sub-committee consisting of Councillor Kinsella, Peter Davies, and Barry Moody was formed to review the records submitted by the project person. The sub-committee will commence in the new year.

v. Substantial and Non-Substantial changes to a heritage property – Update Chair Moody
Peter Davies and Barry Moody have not yet met therefore no update.

vi. Review the Building & Alterations Policy
Mayor MacDonald summarized the policy and associated history. Council has requested that PHAC examine the guidelines and make recommendations to Council, with particular focus on vinyl siding and vinyl windows. The Committee discussed the policy and opted to refer the examination of the policy to the sub-committee.

6. New Business

i. Potential Insurance Issues with Heritage Properties
CDC Millett-Campbell explained the issues surrounding insuring heritage properties and assured the committee that there are companies that do insurance for heritage properties.

ii. Ad-hoc addition to the agenda: New Door Beautification at Far-Fetched Gallery
Barry Moody inquired if Far-Fetched Gallery had made an application to alter the façade of the door on the front of their building. The Committee requested that staff look into the matter as they do not approve of the change. Mayor MacDonald requested that CAO Barr provide an update to the Committee on by-law enforcement in town. CAO Barr provided the update.

PLANNING ADVISORY COMMITTEE

7. New Business

i. MEAC Motion for Recommendation from PHAC to Council – Update Mayor MacDonald
Mayor MacDonald provided an explanation for the following recommendation coming from the Municipal Effectiveness Advisory Committee; that PHAC support MEAC and recommend to Council to support the request that Council initiate an interim amendment to consider extending the Waterfront Comprehensive Development District 1 designation and the Water Front 1 zone to the lands on the water side of St George Street between the Amphitheatre to Chapel Street, and require all development of current Commercial 1 uses in this area by Development Agreement, to ensure compatibility with existing architecture and streetscape. Discussion ensued. Recommendation tabled until the next meeting as no quorum for this item as Councillor Sanford and Carol Hanson declared a conflict of interest.

8. Reports

ii. Planning Report – October 2017

CDC Millett-Campbell summarized the Planning Report.

iii. MEAC – Approved Minutes – October 12, 2017 and October 24, 2017
The Committee acknowledged the minutes.

9. Business Arising: N/A

10. Next Meeting

- PHAC – January 8, 2017

11. Adjournment

It was moved by Councillor Kinsella to adjourn the meeting at 11:48am.

Chair Barry Moody

Recording Secretary Amy MacManus