

**Planning & Heritage Advisory Committee**  
**September 4, 2018, 9:00 am**  
**Approved Minutes**

**Present:** Barry Moody (Chair), Brian Bohaker, Councillor John Kinsella, Carol Hanson, Councillor Holly Sanford, Peter Davies, Mayor William MacDonald, Community Development Coordinator (CDC) Sandi Millett-Campbell and applicants present for their application agenda items.

**Regrets:** None

**1. Call to Order**

Chair Moody called the meeting to order at 9 am.

**2. Approval of the Agenda**

**Motion #PHAC-2018-09-04-01**

It was moved by Brian Bohaker, seconded by Peter Davies to approve the agenda as presented. **Motion carried.**

**3. Approval of the Minutes**

- i. Approval of the minutes of the Planning & Heritage Advisory Committee held on July 9, 2018.

**Motion #PHAC-2018-09-04-02**

It was moved by Councillor Kinsella, seconded by Councillor Sanford to approve the July 9, 2018 minutes as presented. **Motion carried.**

**HERITAGE ADVISORY COMMITTEE**

**4. Business Arising**

- i. Substantial and Non-Substantial Changes to a Heritage Property – Update Chair Moody

The working group has met and reviewed the non-heritage property besides a heritage building and composed a list of things to consider in applications. The working group will meet again to review the list and will make a recommendation to Council for the next meeting.

**5. New Business**

- i. AR18-025-HER – 324 St George St – Request to Alter a Heritage Property

CDC Millett-Campbell summarized the application. Discussion ensued.

**Motion #PHAC-2018-09-04-03**

It was moved by Peter Davies, seconded by Councillor Kinsella to recommend to Council that the applicant at 324 St. George Street be given heritage approval to add a wall sign on the side of the building contingent on the Committees approval of the changes to the lettering and graphic change to include the Town's lighthouse as in the application AR18-025-HER, providing the requirements of the Land Use By-Law are met. **Motion carried.**

- i. AR18-026-HER – 302 St George St – Request to Alter a Heritage Property

CDC Millett-Campbell summarized the application. Discussion ensued. The applicant was contacted by phone for more information. Discussion was tabled to see if applicant was available to answer questions.

**Motion #PHAC-2018-09-06-04**

It was moved by Councillor Kinsella, seconded by Councillor Sanford to recommend to Council that the applicant at 302 St. George street be given heritage approval in principal to install a projecting wall sign, as detailed in the application AR18-026-HER, providing attention information is provided and approved by the Committee and providing the requirements of the Land Use By-Law are met. **Motion carried.**

**PLANNING ADVISORY COMMITTEE**

6. New Business

7. Reports

i. Planning Report – June 2018 and July 2018  
CDC Millett-Campbell summarized the reports.

- ii. MEAC – Approved Minutes June 14, 2018  
Approved Minutes July 4, 2018  
Approved Minutes July 26, 2018  
Approved Minutes August 9, 2018

The Committee acknowledged the MEAC minutes.

8. Business Arising

- Next Meeting
- PHAC – October 1, 2018

9. Adjournment

It was moved by Brian Bohaker to adjourn the meeting at 9:35 am.

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Chair Barry Moody

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Recording Secretary Millett-Campbell