

Planning & Heritage Advisory Committee
Approved Minutes
September 8, 2020 9:00 a.m.

1. **PRESENT:** Brian Bohaker (Chair), Bill MacDonald (Ex-Officio), Councillor John Kinsella, Councillor Holly Sanford, Charlie Baird, Heather Sprague, Cheryl Hassen, Chris Millier, Chief Administrative Officer (CAO) Sandi Millett-Campbell, Community Development Coordinator (CDC) Ken Knox, and Recording Secretary Taylor Robinson. All members attended via Zoom.

2. **REGRETS:** None

3. **CALL TO ORDER:** Chair Bohaker called the meeting to order at 9:01 a.m.

4. **APPROVAL OF THE AGENDA:**

MOTION #PHAC2020-09-08-01

It was moved by Councillor Sanford, seconded by Heather Sprague to approve the September 8, 2020 agenda as presented. **Motion carried.**

5. **APPROVAL OF THE MINUTES:**

- i. Approval of the minutes of the Planning & Heritage Advisory Committee held on July 6, 2020 & August 6, 2020

MOTION #PHAC2020-09-08-02

It was moved by Heather Sprague, seconded by Councillor Sanford to approve the July 6, 2020 and August 6, 2020 minutes as presented. **Motion carried.**

PLANNING ADVISORY COMMITTEE

6. **NEW BUSINESS**

- a. AR20-001-DA, 213 St. George St

Councillor Sanford declared conflict of interest and excused herself from the meeting and voting on the matter. Chris Millier reviewed the application and report for 213 St. George Street and informed the Committee that the proposed exterior deck structure will not compromise the character and recommended the application be accepted.

MOTION #PHAC2020-09-08-03

It was moved by Councillor Kinsella, seconded by Cheryl Hassen to recommend to Council that the Town enter into a Development Agreement with Totten & Duggan Enterprises Limited to permit the development of an exterior deck structure at 213- 215 St. George Street (PID 05003785) pursuant to the application, site plan and construction details contained in the application dated July 17, 2020. **Motion carried.**

Councillor Sanford returned to the meeting.

7. REPORTS

a. Planning Report – July 2020

CDC Knox quickly reviewed July 2020's Planning Reports. It was noted that there were only two permit applications submitted throughout the month.

8. BUSINESS ARISING: None

HERITAGE ADVISORY COMMITTEE

9. NEW BUSINESS

a. AR20-25-HER, 407 St. George St

The Committee reviewed the application for 407 St. George Street where the owner is requesting to replace five wooden storm windows at the rear of the property with aluminum framed storm windows which will be painted the same color (white) as the current windows. The Committee discussed and concluded that there is no heritage issue with the application and agreed to approve application.

MOTION #PHAC2020-09-08-04

It was moved by Councillor Kinsella, seconded by Councillor Sanford to recommend to Council to give the applicant at 407 St George Street heritage approval to replace five storm windows (four kitchen and one laundry room) at the rear of the property with aluminum framed storm windows (which will be painted white), as detailed in the application AR20-25-HER, providing the requirements of the Land Use By-Law are met. **Motion carried.**

b. Character Defining Elements of:

- i. 129 St. George
- ii. 144 St. George
- iii. 266-268 St. George

The Committee discussed the character defining elements, historical significance, and various features of each property. Ms. Sprague will continue to work on the character defining elements and send the documents to the Committee when finished.

c. Ramp Leases

CDC Knox explained that due to new accessibility standards all businesses with eat-in service will have to have accessibility ramps in the near future. CDC Knox and CAO Millett-Campbell are starting the initiative early so it will be ready when the time comes. The Committee discussed the lease proposal and some different options for the ramps. Mayor MacDonald mentioned that compatibility for the ramps is important along with innovation, safety, effectiveness, and utility. Councillor Sanford suggested that ramp leases be approved case-by-case as each building throughout the Town is very different. It was ultimately agreed to discuss the matter further and for CDC Knox to redraft the ramp lease proposal and include the Nova Scotia accessibility guidelines in the agenda package for October's meeting for review.

10. BUSINESS ARISING

- a. Review the Character Defining Elements for the following Properties
 - i. 208 St. George St.
 - ii. 438 St. George St.
 - iii. 530 St. George St.

The Committee reexamined the defining features for the properties as they were discussed at July's meeting. The Committee quickly considered changing the wording for roofing to include "original" and "current" for the roofing in the defining features.

MOTION #PHAC2020-09-08-05

It was moved by Heather Sprague, seconded by Councillor Kinsella to recommend to Council to approve the character defining elements of the heritage properties (208 St. George, 438 St. George, 530 St. George) reviewed by the Planning & Heritage Advisory Committee.

Motion carried.

11. Next Meeting: October 5, 2020 at 9:00 a.m.

12. ADJOURNMENT: Councillor Kinsella moved adjournment at 10:31 a.m.

Chair Brian Bohaker

Recording Secretary Taylor Robinson