Planning & Heritage Advisory Committee
Unapproved Minutes
November 9, 2020 9:00 a.m.

1. **PRESENT:** Brian Bohaker (Chair), Heather Sprague (Vice-Chair), Amery Boyer (Ex-Officio), Councillor Holly Sanford, Cheryl Hassen, Charlie Baird, Planner 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:** Councillor Hafting

3. **CALL TO ORDER:** Chair Bohaker called the meeting to order at 9:00 a.m.

4. **APPROVAL OF THE AGENDA:**

   MOTION #PHAC2020-11-09-01
   It was moved by Councillor Sanford, seconded by Cheryl Hassen to approve the November 9, 2020 agenda as presented. **Motion carried.**

5. **APPROVAL OF THE MINUTES OF THE PLANNING & HERITAGE ADVISORY COMMITTEE HELD ON OCTOBER 5, 2020**

   MOTION #PHAC2020-11-09-02
   It was moved by Councillor Sanford, seconded by Charlie Baird to approve the minutes of October 5, 2020 as presented. **Motion carried.**

   <u>PLANNING ADVISORY COMMITTEE</u>

6. **NEW BUSINESS**
   a. AR20-03-DA, 235 St. George St.
      Chris Millier reviewed the application and report for 235 St. George Street and advised the Committee that the proposed development agreement to permit the construction of an accessory structure (pergola) at 235 St. George Street will not compromise the character of the property and recommended to accept the agreement.

      MOTION #PHAC2020-11-09-03
      It was moved by Cheryl Hassen, seconded by Councillor Sanford to recommend to Council that the Town enter into a Development Agreement with 3101023 Nova Scotia Limited to permit the development of an accessory structure - pergola at 235 St. George Street (PID 05003835) pursuant to the application, site plan and construction details contained in the application dated September 21, 2020. **Motion carried.**

   b. AR20-04-DA, 204 St. Anthony St.

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Chris Millier evaluated the application and report for 204 St. Anthony Street and informed the Committee that the proposed development agreement permit the development of a dwelling unit in an existing accessory structure (garage) at 204 St. Anthony Street will not compromise the character of the property. The existing accessory structure is located at the rear of the property. The residential occupancy exists but was not approved through the required Town processes. The circumstances existed at the time when the property was purchased by the current owner. The application seeks to legalize an existing illegal condition. Mr. Millier recommended to accept the agreement.

MOTION #PHAC2020-11-09-04
It was moved by Councillor Sanford, seconded by Cheryl Hassen to recommend to Council that the Town enter into a Development Agreement with Douglas Bourne and Angela Bourne to permit the development of a residential dwelling unit in an accessory building at 204 St. Anthony Street (PID 05002647) pursuant to the application, site plan and details contained in the application dated September 30, 2020. **Motion carried.**

c. Expiring Membership Terms
CDC Knox explained that two Planning & Heritage Advisory Committee memberships are expiring this year. Heather Sprague has agreed to stay on the Committee for another term and Charlie Baird has decided to step down. Chair Bohaker thanked them both for their services and wished Charlie the best.

7. REPORTS

a. Planning Report – September 2020
The Committee reviewed the Planning Report for September 2020. CDC Knox made note of the developing and building permits.

8. BUSINESS ARISING

a. MPS/LUB Amendment Update
CDC Knox informed the Committee that the MPS & LUB Housekeeping Amendments were approved by the Province. Notice of Adoption will be placed in the newspaper as soon as possible.

<u>HERITAGE ADVISORY COMMITTEE</u>

9. NEW BUSINESS

a. Character Defining Elements of:
   i. 232-234 St. George
   ii. 324 St. George
   iii. 396 St. George

The Committee discussed the character defining elements, historical significance, and various features of each property. Ms. Sprague will continue to develop the character defining elements and will bring forward to the Committee next meeting.

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10. BUSINESS ARISING

a. Review the Character Defining Elements for the following Properties
   i. 424 St. George
   ii. 540 St. George
   iii. 762 St. George

The Committee revisited the defining features for the properties as they were discussed at October's meeting. The Committee had no additional comments on the properties and thanked Ms. Sprague for all of her great work.

b. Ramp Leases
CDC Knox explained the guidelines for Schedule A of the ramp lease. The Committee understood the recommendations and agreed to approve.

MOTION #PHAC2020-11-09-05
It was moved by Councillor Sanford, seconded by Charlie Baird to recommend to Council to approve the Ramp Policy as presented. **Motion carried.**

11. NEXT MEETING: December 7, 2020 at 9:00 am

12. ADJOURNMENT: Councillor Sanford moved adjournment at 9:56 a.m.

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Chair Brian Bohaker Recording Secretary Taylor Robinson

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