

Planning & Heritage Advisory Committee  
 Approved Minutes  
 April 13, 2026 at 4:00 pm

1. <b>Call to Order</b>	Chair Crossman called the meeting to order at 4:00 pm
2. <b>Present</b>	Chair Anne Crossman, Councillor Adele MacDonald, Director of Municipal Operations and Development (DMO/D) Ken Knox, Vice Chair Mike Bernard, Rod Whale, Kevin Nettle, CAO Sandi Millett-Campbell and Recording Secretary Kim Dunning  4Site Planning Development Project Management – Chris Millier (left at 4:37 pm)
3. <b>Regrets</b>	None
4. <b>Absents</b>	Councillor Lynn Myers
5. <b>Additions to the Agenda</b>	Planning Advisory Committee 9. New Business iii. Book
6. <b>Approval of the Agenda</b>	<b>MOTION #PHAC2026-04-13-01</b> It was regularly moved and seconded to approve the agenda with the above addition. <b>Motion carried.</b>
7. <b>Disclosure of Conflict of Interest Issues</b>	Rod Whale – Heritage Advisory Committee 11. New Business iv. 26-03-150-HER
<b>Edits to the Minutes</b>	None
8. <b>Approval of the Minutes</b>	<b>MOTION #PHAC2026-04-13-02</b> It was regularly moved and seconded to approve the minutes of March 2, 2026 as presented. <b>Motion carried.</b>

**PLANNING ADVISORY COMMITTEE**

9. NEW BUSINESS

- i. Development Agreement – Drury Lane– Chris Millier  
 Chris Millier advised that they provide planning support services to the Town of Annapolis Royal. They gave an overview of the development agreement for 46 Drury Lane for the construction of an accessory building (carriage house), and added that the lot

was created a year ago through the consolidation of two properties (40 and 46 Drury Lane). They added that the heritage part is separate from the development agreement and is included in the agenda later. They also advised that there are no financial implications to the Town. The only concern they have is regarding the shed and would suggest finalizing the location before this goes to Council, and DMO/D Knox responded that they will finalize the location with the owners before the Council meeting on Wednesday, April 15, 2026. They also added that there aren't any risks for flooding as it isn't within any current 50- or 100-year flood risk mapping.

**ACTION:** Update Development Agreement with location of shed for Council meeting

**NAME:** DMO/D Knox

**DUE:** April 14, 2026

Chair Crossman asked about the fire protection and stored water capacity and Chris Millier responded that this is the requirement within the Town's limit in response to a fire event. They also asked about the flood risks and DMO/D Knox responded that this is part of our NPS.

Rod Whale shared information from A Short History of Annapolis Royal in 1897, and on page 8 advised that human remains were found. Councillor MacDonald responded that there was a railway station in the vicinity. DMO/D Knox added that four feet of excavation would be done on the property. Rod Whale asked if a Town representative would be present at the excavation, and DMO/D Knox responded that they do not have the authority to do this. Councillor MacDonald added that there are guidelines for finding human remains. They also added that a motion hasn't been put on the table as we are currently talking about the development agreement.

Vice Chair Bernard had a concern regarding the rear set back location, and if it could be solved by rotating the building. DMO/D Knox responded that the small building on there is a covered walkway, and again this should be discussed at the motion.

Kevin Nettle asked if there should be discussions regarding the workshop business that is planned at a later date, and should we know what the business will be. DMO/D Knox responded that it doesn't need to be dealt with now, as a homebase business would need approval by the Land Use By-law.

**MOTION #PHAC2026-04-13-03**

It was regularly moved and seconded that PHAC recommends to Council for the Town to enter into a Development Agreement with Andrew Landon and Hillary Lavelle to permit the development of an accessory structure ("carriage house") comprised of a ground floor garage and second storey dwelling unit at 46 Drury Lane (PID 05003447) pursuant to the application, site plan and building design details dated February 5, 2026. **Motion carried. 1 nay**

Vice Chair Bernard, asked about the rear set back as they have concerns. DMO/D Knox responded that there is a variance of 8 metres for the setback and the rationale is that this way it gives the surrounding properties privacy. The degree of variance is not an issue, and this is their preference. They added that there are other options for placement on the site, but again this is what the owners prefer.

Rod Whale asked if the studio apartment will have storage, and DMO/D Knox responded that this isn't a question for this Committee. Councillor MacDonald added that from the plans there is sufficient space available.

ii. Welcome New Member

Kevin Nettle has joined the Planning and Heritage Advisory Committee (PHAC).

iii. Book

Chair Crossman gave Seasoned Timbered book to Kevin Nettle on joining this committee and noted that the book includes information on Annapolis Royal.

10. UNFINISHED BUSINESS

None

## HERITAGE ADVISORY COMMITTEE

### 11. NEW BUSINESS

#### i. 26-01-DA-HER

DMO/D Knox advised that this is for the accessory structure. It is complementary in nature and should not detract from the heritage nature of the primary structure.

Chair Crossman was impressed with the details included in the package.

Rod Whale has concerns regarding human remains, and there is a need for extra duty of care. DMO/D Knox responded that when they dug out the basement nothing was found.

#### **MOTION #PHAC2026-04-13-04**

It was regularly moved and seconded that PHAC recommends to Council that the applicant at 46 Drury Lane be given heritage approval to add an accessory structure as detailed in application 26-01-DA, providing all conditions of the Land Use By-Law are met. **Motion carried.**

#### ii. 25-29-619-HER

DMO/D Knox advised that the owners would like to build a greenhouse on their property.

Vice Chair would like clarification on where the greenhouse is going as the documents aren't clear. DMO/D Knox Ken explained that it will be placed at the back of the house on the right when facing the property from the road.

#### **MOTION #PHAC2026-04-13-05**

It was regularly moved and seconded that PHAC recommends to Council that the applicant at 619 St George Street be given heritage approval to install a greenhouse as detailed in the application 25-29-HER, providing the requirements of the Land Use By-Law are met. **Motion carried.**

iii. 26-02-644-HER

DMO/D Knox advised that these are additions to an existing project that was previously approved. They want to install exits on the main and secondary floor. Kevin Nettle asked if these photos are AI generated, as the project hasn't been approved/completed, and DMO/D Knox responded that yes as they wanted to give a clear photo of what their plans are and easier for people to visualize the changes.

**MOTION #PHAC2026-04-13-06**

It was regularly moved and seconded that PHAC recommends to Council that the applicant at 644 St. George Street be given heritage approval to install two new secondary exits, one as a side door and the second as a sliding door deck and stairs is detailed in the application 26-02-HER, providing the requirements of the Land Use By-Law are met. **Motion carried.**

iv. 26-03-150-HER

Rod Whale left the table at 5:00 pm

DMO/D Knox advised that the applicant wants to parge the chimney in keeping with the heritage of the property, they are returning the structure to possibly the original building.

It was noted that the analysis was incorrect and DMO/D Knox will update the package for the Council meeting on Wednesday, April 15, 2026.

**ACTION:** Correct the wording on the package for Council

**NAME:** DMO/D Knox

**DUE:** April 14, 2026

**MOTION #PHAC2026-04-13-07**

It was regularly moved and seconded that PHAC recommends to Council that the applicant at 150 St George Street be given heritage approval to enlarge the exposed brick chimneys as detailed in the application 26-03-HER, providing the requirements of the Land Use By-Law are met. **Motion carried.**

Rod Whale returned to the table at 5:05 pm.

12. UNFINISHED BUSINESS

None

13. REPORTS

Ken Knox gave a brief overview of the fiscal year:

- Not as many as last year.
- Value of the applications was good 1.8 million compared to 1.6 million.
- Rod Whale asked how this versus the long-term trend. DMO/D Knox responded that duplo's will be much less, and two years from now our numbers will be smaller. Not much land available. Development Agreements are the future for the town.

Chair Crossman asked about the land for sale near the causeway. DMO/D Knox responded that there were discussions and are still under negotiations.

14. CORRESPONDENCE

None

15. NEXT MEETING

May 4, 2026 at 4:00 pm

16. ADJOURNMENT

The meeting was adjourned at 5:15 pm.



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Chair  
Anne Crossman



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Recording Secretary  
Kim Dunning