

**Planning & Heritage Advisory Committee (PHAC)
AGENDA**

October 5, 2026 at 4:00 pm

- 1. CALL TO ORDER**
- 2. PRESENT**
- 3. REGRETS**
- 4. ABSENTS**
- 5. ADDITIONS TO AGENDA**
- 6. APPROVAL OF AGENDA**
- 7. DISCLOSURE OF CONFLICT OF INTEREST ISSUES**
- 8. APPROVAL OF PLANNING & HERITAGE ADVISORY COMMITTEE MINUTES**
 - i. Planning & Heritage Advisory Committee – July 6, 2026 (**TAB 1**)

HERITAGE ADVISORY COMMITTEE

- 9. NEW BUSINESS**
 - i. 26-19-HER-222-StAnthony (**TAB 2**)
 - ii. PHAC Citizen Appointments (**TAB 3**)
- 10. UNFINISHED BUSINESS**

None.

PLANNING ADVISORY COMMITTEE

- 11. NEW BUSINESS**

None.

12. UNFINISHED BUSINESS

13. REPORTS

- i. Planning Reports – July and August 2026 **(TAB 3)**

14. CORRESPONDENCE

15. NEXT MEETING

November 2, 2026 at 4:00 pm

16. ADJOURNMENT

**Planning & Heritage Advisory Committee
 Unapproved Minutes
 July 6, 2026 at 4:00 pm**

1. Call to Order	Chair Anne Crossman called the meeting to order at 4:00 pm
2. Present	Chair Anne Crossman, Vice Chair Mike Bernard, Councillor Lynn Myers, Director of Municipal Operations and Development (DMO/D) Ken Knox, Rod Whale, Kevin Nettle
3. Regrets	CAO Sandi Millett-Campbell, Councillor Adele MacDonald,
4. Absents	None
5. Additions to the Agenda	Heritage Advisory Committee New Business ii. Recommendation to Council: Staff to review best practices for maintaining heritage properties
6. Approval of the Agenda	MOTION #PHAC2026-07-06-01 It was regularly moved and seconded to approve the agenda (with the above addition) as presented. Motion carried.
7. Disclosure of Conflict of Interest Issues	None
Edits to the Minutes	None
8. Approval of the Minutes	MOTION #PHAC2026-07-06-02 It was regularly moved and seconded to approve the minutes of June 1, 2026 as presented. Motion carried.

HERITAGE ADVISORY COMMITTEE

9. NEW BUSINESS

- i. 26-14-HER-644-StGeorge

MOTION #PHAC2026-07-06-03

It was regularly moved and seconded that PHAC recommends to Council that the applicant at 644 St. George Street be given

heritage approval to construct a lean-to greenhouse as detailed in the application 26-14-HER, providing the requirements of the Land Use By-Law are met. **Motion carried.**

- ii. Review best practices for maintaining heritage properties
DMO/D discussed the Unsightly Premises and Minimum Housing Standards By-laws with the committee and reviewed the details and limitations. These by-laws do not apply specifically to Heritage properties, but to all properties in general.

10. UNFINISHED BUSINESS

None

PLANNING ADVISORY COMMITTEE

11. NEW BUSINESS

- i. Amendment to the Land Use By-Law - 52 St Patrick's Lane
The committee reviewed the planner's report and discussed why this is a re-zoning and not a development agreement.

MOTION #PHAC2026-07-06-04

It was regularly moved and seconded that PHAC recommends to Council to amend the Land Use By-law to rezone lands of Shelley and Steve Dyet located at 52 St. Patrick's Lane (PID 05000328) from Residential Single Unit (RSU) to Residential Two Unit (RTU) to permit the development of dwelling unit within an existing accessory structure pursuant to the application, site plan and building design details dated June 3, 2026. **Motion carried.**

12. UNFINISHED BUSINESS

None

13. REPORTS

Committee reviewed the May 2026 report.

14. CORRESPONDENCE

None

15. NEXT MEETING

September 8, 2026 at 4:00 pm

16. ADJOURNMENT

The meeting was adjourned at 4:47 pm.

Chair

Anne Crossman

Recording Secretary

Ken Knox

To: Planning Heritage Advisory Council

From: Ken Knox, DMO/D

Date: Sept 29, 2026

RE: Request for Alteration to a Registered Heritage Building

Applicant: Greg and Rita Smith

Location: 222 St. Anthony Street

Requested Action: That PHAC consider the request and make a recommendation to Council.

Background: The applicant is seeking permission to change window materials on the front verandah, changing from wood to vinyl, but keeping the same pattern. Applicant also requests to change the door material from wood to metal, keeping the appearance as similar as possible

Description of Property: The King House is a one-and-one-half storey wood frame structure built in the Classical Revival style. The house sits adjacent to the road in an area of other designated heritage buildings of similar age. Unlike the majority of other houses on this street, the gable end does not face the road. Both the house and the surrounding property are included in the municipal heritage designation.

Historic Value:

During the French period before 1710, St. Anthony Street (or rue St-Antoine) was the second major street in town and met St. George Street at Fort Anne and the original government wharf. By the early 1800s, as activity gravitated to the waterfront, this part of the town was used as farmland, and known as the "Cooper Field." With the coming of the railway in 1869, the numerous houses that had occupied the Church of England Glebe land were removed to make way for a railyard. Some of these dwellings were relocated to St. Anthony Street and the newly created St. James Street, both of which saw new construction as well. A portion of this house may have been moved from St. Luke's Glebe in 1869 and remodeled circa 1880. It was purchased by school teacher James Monaghan in 1882, and from 1894 until 1911 it was owned by the family of William W. Clarke, a conductor with the Windsor & Annapolis Railway. In 1911, the house was purchased by William J. and Charlotte King, merchant, and remained in the King family until 1979.

Architectural Value:

The King House is a modified example of the Classical Revival style as it was interpreted in Annapolis Royal. From the street, the dominant feature of this building is the partially enclosed front verandah. Other than this verandah there are few decorative elements but this lack of ornamentation is appropriate for this house

Character-defining Elements

Character-defining elements of the King House relate to its Classic Revival style and include:

- large partially enclosed front verandah;
- wooden clapboard cladding with wooden endboards;
- plain boxed cornice;
- one-and-one-half storey ell;



- medium pitch gable roof;
- double hung two-over-two wooden sash windows;
- entablature over windows in main section.

Analysis: The request seeks to alter a character defining element and must be given careful consideration. The applicant is maintaining the main aspect, that is a partially enclosed front verandah. They seek to only eliminate the “wrap-around” portion. If all other aspects of the verandah are maintained, staff recommends that the committee approve the alteration as it will not substantially impact the heritage nature of the building.

Draft Recommendation 1: *“...that PHAC recommends to Council that the applicant at 222 St Anthony Street be given heritage approval change the verandah window material from wood vinyl keeping the same pattern and to change the door from wood to metal as detailed in the application 26-19-HER, providing the requirements of the Land Use By-Law are met.”*

Town of Annapolis Royal

Application for Changes to Heritage Property

Note: No development may occur prior to issuance of heritage approval, development and/or building permits

Applicant/Owner:	Greg & Rita Smith
Address:	222 St. Anthony Street
Phone Number:	905 870 8057
General description of work:	
Reason for proposed work: Stabilization of front porch due to delapidation	

Exterior Changes	Yes	No	Explanation of changes—please include colour references and material to be used
Siding (Please specify material and colour)	Y		Timber boarding to match other side of porch
Windows (Please specify material e.g., wood, vinyl, etc)	Y		Vinyl with opening option, same panel configuration
Doors, Storm Doors, etc. (Please specify material e.g., metal, aluminum or wood and colour)	Y		Steel door similar to existing wooden one
Roof (Please specify material e.g., asphalt, metal, etc and colour)		N	
Other (Please describe)			If, as expected, the walls are rotten they will be replaced

Signs
☐ free standing ☐ hanging ☐ attached to a building ☐ other, please specify _____
Approximate size: _____ Proposed colours: _____
Please include a picture, diagram or sketch with your application

For planned alterations or repairs that are not specifically indicated on this application, please describe:

Please include any other information you feel is relevant to this application:
Depending on what is discovered once the flooring is removed extra supports to the roof maybe required.

Date: 16th September 2026 Signature: G.P. Smith

Please note:
Your application will be reviewed by the Planning and Heritage Advisory Committee at its next monthly meeting. Any approvals received will be valid for work as indicated on this application. If you begin a project and additional work is necessary or planned you must submit another application indicating the additional work. If you have any questions about this application form or its approval please call 532-2043.

PLANNING & HERITAGE ADVISORY COMMITTEE (PHAC)

2026 Chair: Anne Crossman

2026 Chair: Mike Bernard

NAME	ROLE	TERM	DATE APPOINTED	END DATE	MOTION #
Anne Crossman	Citizen	2	4-Dec-2024	31-Dec-2026	CoW2024-12-04-14
Mike Bernard	Citizen	2	4-Dec-2024	31-Dec-2026	CoW2024-12-04-14
Kevin Nettle	Citizen	2	18-Mar-2026	31-Dec-2027	C2026-03-18-03
Rod Whale	Citizen	2	4-Dec-2024	31-Dec-2026	CoW2024-12-04-14
Lynn Myers	Council Rep	2	20-Nov-2024	31-Dec-2026	C2024-11-20-11
Adele MacDonald	Council Rep	2	20-Nov-2024	31-Dec-2026	C2024-11-20-11
Sandi Millett-Campbell	CAO				
Ken Knox	Director of Municipal Operations & Planning				

TOWN OF ANNAPOLIS ROYAL		
PERMIT REPORT		
Figures based on Fiscal Year April to March		

Number of Building Permits		Building Value
JULY-AUGUST	1	\$7,950.00
YTD 2026-2027:	1	\$464,800.00

2026-7 Total Dev/Building Permit Fees	
JULY-AUGUST	\$150.00
Total Fees YTD	\$1,155.50

Civic Address	644 St George
Permit	26-14
Type	Development Permit
Construction	Accessory Structure
Fee	\$50.00
Est. Value	\$600.00

Civic Address	166 Ritchie
Permit	26-16
Type	Development Permit
Construction	Accessory Structure
Fee	\$50.00
Est. Value	\$6,000.00

Civic Address	138 St George
Permit	26-15
Type	Development Permit
Construction	signage
Fee	\$50.00
Est. Value	\$250.00

Civic Address	585 St George
Permit	26-17
Type	Building Permit
Construction	Structural Repair
Fee	\$181.80
Est. Value	\$7,950.00

Total Permit Summary					
		Current Month	Fiscal YTD	Prev. Year Month	Prev Yr. YTD
Residential / Institutional	New	0	1	0	1
	Reno/Addition	1	2	1	2
	Accessory	2	3	1	3
Other (Signs, Occupancy, etc.)		2	3	0	0
Commercial	New	0	0	0	0
	Reno/Addition	0	0	0	0
	Accessory	0	0	0	0

3-Year Comparative Data			
	2026/7	2025/6	2024/5
Total permits for JULY-AUGUST:	1	2	4
	2026/7	2025/6	2024/5
Estimated Value JULY-AUGUST:	\$7,950.00	\$124,000.00	\$571,000.00
	2026/7	2025/6	2024/5
Total Build Permits YTD:	4	4	9
	2026/7	2025/6	2024/5
Total Estimated Value YTD:	\$472,750.00	\$542,000.00	\$1,084,130.00

ANNAPOLIS ROYAL FIRE INSPECTION REPORT 2025/6							
	Address	INSP DATE	Type of Letter	DEF REP DATE	STATUS UPDATE	DEF CORR	COMP. LET. DATE
JUNE	310 St George	24-Jun-26	DEF		30 DAY NOTICE		
	255 St George	25-Jun-26	DEF		30 DAY NOTICE		
	208 St George	24-Jun-26	DEF		30 DAY NOTICE		
JULY	324 ST George	29-Jul-26	DEF		30 DAY NOTICE		