



**MUNICIPALITY OF THE DISTRICT OF WEST HANTS
Planning/Heritage Advisory Committee
May 18, 2017, 6:00 p.m.
Sanford Council Chambers**

- PRESENT:** Councillor Tanya Leopold, Vice Chair
Warden Abraham Zebian
Deputy Warden Paul Morton
Councillor David Keith
Councillor Randy Hussey
Councillor Robbie Zwicker
Councillor Rupert Jannasch
Councillor Kathy Monroe
Councillor Debbie Francis
Mr. Matt Smith, Citizen Member
Mr. John Smith, Citizen Member
- STAFF:** Madelyn LeMay, Director of Planning & Development
Velma Macumber, Admin. Assistant
- REGRETS:** Councillor Jennifer Daniels, Chair
- PUBLIC:** Bill Preston, HAAC member
Mrs. Maureen Perry

Vice Chair Leopold called the meeting to order at 6:00 p.m. and reviewed fire evacuation procedures.

PLANNING ADVISORY COMMITTEE

APPROVAL OF AGENDA & ADDITIONS

Moved and Seconded that the agenda be approved as circulated.

Motion carried.

APPROVAL OF PLANNING ADVISORY MEETING MINUTES OF APRIL 20, 2017

MOVED and SECONDED that the Planning Advisory Committee meeting minutes of April 20, 2017 be approved as circulated noting any errors or omissions.

Motion carried.

HANTSPORT AREA ADVISORY COMMITTEE UPDATE FROM CHAIR

Councillor Zwicker advised that the HAAC met on May 10, 2017. The Committee was updated with respect to the Hantsport Municipal Planning Strategy Amendment to enable rezoning from the Single Unit Residential (R-1) Zone to the Two Unit Residential (R-2) Zone. They discussed the Multiple Residential (R-3) Zone and the need to have height restrictions in place in the Hantsport Land Use By-law. Members also discussed Bill 177.

BUSINESS ARISING FROM MINUTES

Update – MPS Amendment – Transportation Map

The Municipal Planning Strategy amendment dealing with the Transportation Map was approved by Service Nova Scotia. This item can now be removed from the agenda.

Update – HMPS Amendment to enable rezoning Single Unit Residential (R-1) to Two Unit Residential (R-2)

The Public Hearing and Second Reading were held on May 9th with Council approving the amendments. They have been sent to Service Nova Scotia for final approval.

Update – Alternative Resource Energy Authority – Ellershouse Wind Farm Expansion

The development agreement is still in the process of being signed.

Update – Household Livestock – lot requirement

Staff is continuing with background research on this matter.

Update – LUB Amendment – to rezone 289 Falmouth Back Road, Falmouth, from the Single Unit Residential (R-1) Zone to the Two Unit Residential (R-2) Zone.

This matter went to First Reading on May 9, 2017. The Public Hearing and Second Reading will be held at the June 13, 2017 Council meeting.

Update – Municipal Role in development

Ms. LeMay advised that a question was raised at the last PAC meeting with respect to a commercial property which a PAC members felt was unsightly. Ms. LeMay gave a brief presentation with respect to expiry dates for development and building permits. She noted that the CAO administers the Dangerous and Unsightly Premises By-law, and she will be providing an overview of the By-law to Joint Council.

BUILDING AND DEVELOPMENT ACTIVITY REPORT

(a) Monthly Report – April 2017

(b) Expiry dates for Building and Development Permits

This matter was discussed under the “Municipal Role in development” under Business Arising from the Minutes agenda item.

NEW BUSINESS

Public Participation Policies for Planning

Ms. LeMay gave a presentation with respect to updating the Public Participation Policies for Planning. She advised that the present statements of Council require updating since they do not address the planning documents in place in Hantsport and methods of engaging the public have increased and changed over time. Updating the statements also offers the opportunity to formally include the process for consideration of development agreements and Land Use By-Law amendments.

Discussion took place about options for advertising of development agreements and Land Use By-law amendments, and extra costs for the developer for advertising.

MOVED and SECONDED that PAC recommends that Council approve the Public Participation Program Policy attached as Appendix D to the Report dated May 18, 2017 which includes rescinding the Public Participation Program approved by Council May 13, 1999 and the Public Participation Resolution for the “Five Year Review” approved by Council May 14, 2002.
Motion carried.

NOTICES FROM ADJACENT MUNICIPAL UNITS

No notices were received.

HERITAGE ADVISORY COMMITTEE

APPROVAL OF HERITAGE ADVISORY COMMITTEE MEETING MINUTES OF NOVEMBER 19, 2015

MOVED and SECONDED that the Heritage Advisory Committee meeting minutes of November 19, 2015 be approved as circulated noting any errors or omissions.

Motion carried.

BUSINESS ARISING FROM THE MINUTES

Update – Municipal Heritage Property – “Greenwood”- Unveiling Ceremony

Ms. LeMay advised that although the heritage plaque was given to Mrs. Perry there has been no formal presentation ceremony. It was left with Ms. Lemay to organize a presentation and obtain permission from Mrs. Perry.

Update – Municipal Heritage Property – “Saint Louise Union Church”

Ms. LeMay advised that an application for designation of the Saint Louise Union Church as a municipal heritage property had been received. However, the Trustees withdrew their application to register their church, located at 16 Maple Avenue, Ellershouse (PID 45062411), due to the difficulty of trying to fundraise monies to match the Provincial grant amount.

NEW BUSINESS

Alteration Guidelines for Municipally Registered Heritage Properties

Ms. LeMay explained the difference between substantial and non-substantial alterations. She advised that the Heritage Property Act allows municipalities to identify and protect buildings, public-building interiors, streetscapes, cultural landscapes, or areas which are of heritage significance to the Municipality. Following request from the owner and investigation by the Heritage Advisory Committee (HAC), West Hants Council has registered six (6) properties as Municipal Heritage Properties.

In West Hants, each registration uses wording which includes not only the building but the entirety of the property on which a building is located, even though the heritage value may rest only in the building.

Ms. LeMay advised that once an application to alter a municipally-registered heritage property is made to the Municipality, the Heritage Advisor (Ms. LeMay) will review

each application and determine whether the proposed change is considered a substantial or non-substantial alteration.

If the Heritage Advisor is unable to determine whether a proposed change is substantial or non-substantial, the application will follow the process for a substantial alteration.

Ms. LeMay advised that in order to provide assurance to staff who will administer the West Hants Heritage Property By-law, HAC may recommend that Council approve a list of alterations which Council determines are not substantial. When a request is made in future for an item that the Heritage Advisor considers to be non-substantial but is not on the list, the Heritage Advisor would recommend that that type of alteration be added to the list. A recommended list of basic alterations which could be considered non-substantial is attached as Appendix A in the staff report.

Moved and Seconded that the Heritage Advisory Committee recommends that Council approve the list of alterations to Municipally Registered Heritage Properties which will be considered non-substantial for all municipally registered properties, which is attached as Appendix A to the Staff Report dated MAY 18, 2017.

Motion carried.

Heritage Permit Report 376 Dyke Road Falmouth

Ms. LeMay advised that an application has been received for a heritage grant from Maureen Perry, owner of a municipally designated property located at 376 Falmouth Dyke Road, Falmouth. In order to determine whether the work can be supported through the *Municipal Heritage Property Conservation Work Grant Guidelines*, it first must be determined whether a heritage permit is needed and can be issued for the work. Ms. LeMay stated that since West Hants has not yet provided any direction on what it considers substantial, all of the requests from Mrs. Perry are considered in this report. Ms. LeMay then reviewed the report regarding the heritage permit.

Moved and Seconded that the Heritage Advisory Committee recommends that Council determine that the alterations to 376 Falmouth Dyke Road listed in Appendix B of the report regarding this property dated May 18 are not considered substantial alterations and that a Heritage Permit is not required for any of the work listed.

Motion carried.

Heritage Grant Request Report 376 Dyke Road Falmouth

Ms. LeMay advised that an application has been received for heritage grant funding from Maureen Perry, owner of a Municipally Designated Property located at 376 Falmouth Dyke Road, Falmouth. She then reviewed the report regarding the heritage grant application.

Moved and Seconded that the Heritage Advisory Committee recommends that Council provide a maximum grant of \$5,000.00 to Mrs. Maureen Perry, owner of 376 Falmouth Dyke Road, in order to facilitate the alterations to the main building located at 376 Falmouth Dyke Road listed in Appendix A of the Report dated May 18, 2017, and that the funding be provided from Account # 0126110-21130 only in accordance with the provisions of the *Municipal Heritage Property Conservation Work Grant Guidelines*.

Motion carried.

Discussion was held with respect to what materials are acceptable for alternations.

MISCELLANEOUS

Planning Advisory Committee meeting – August 17, 2017

Ms. LeMay advised that she wanted to inform the PAC Citizen Members that the PAC will not be meeting in August.

QUESTIONS AND COMMENTS FROM PUBLIC

No questions or comments were heard from the public in attendance.

ADJOURNMENT

MOVED and SECONDED that the meeting adjourn.

Motion carried.

The meeting adjourned at 7:00 p.m.

Chair