

**PLANNING ADVISORY COMMITTEE
MINUTES OF SPECIAL MEETING**

May 24th, 2017

The Planning Advisory Committee (PAC) met in the Arena Complex (Theatre) with the following attendance:

Present: Chair Jill Stewart and Committee Members Kate Akagi, Darren Turner, Shannon-May Pringle, and David Johnson. Also present were Hap Stelling, Manager of Planning, Angela McLean, CAO/Town Clerk, and Nikki Mott, Receptionist.

Regrets: Vice-Chair Jeff Cross, Committee Members Lindy Townsend and Esma Taylor

1. CALL TO ORDER

The meeting was called to order at 7:02 p.m. by the Chairperson, Jill Stewart.

2. DECLARATIONS OF CONFLICT OF INTEREST, IF ANY

NONE

3. ADDITIONS TO AND/OR APPROVAL OF AGENDA

It was moved by Kate Akagi, seconded by David Johnson and carried to approve the agenda as presented.

4. DISCUSSION

4.1 Follow-up discussion regarding the Heritage Board presentation held on May 17th on the Proposed Heritage By-Law No. 16-02.

This discussion period was dedicated to the Proposed Heritage By-law No. 16-02 to help members brainstorm and provide Council with a written response of the PAC's views on the proposed by-law. During the May 17th regular meeting the Heritage Board presented the Committee with information and facts regarding the proposed by-law. Lee Sochasky, Chair, and Ken Dunn were present, for both the May 17th and May 24th meetings, as representatives for the Heritage Board.

Chairperson, Jill Stewart started off by suggesting that she break down the discussion into three categories or "buckets" to assist in the process. The three categories are:

1. By-law Content
2. Resident Feedback
3. Administration

Category #1 - By-law Content

The PAC members all agreed that content and wording will be a significant factor with this proposed by-law. During the presentation on May 17th Lee Sochasky, Heritage Board Chair, spoke of how the Board has submitted a letter to Council to consider making some final “tweaks” to some of the wording to the by-law. This statement caused a little concern with the PAC members as a by-law should be in its final form when it reaches the third reading. Ms. Sochasky indicated it was “only a few minor changes”, but since Council had not yet replied to the Heritage Board’s letter, Ms. Sochasky was unable to provide the PAC with a revised copy. When asked to give some examples of what would be changed, Ms. Sochasky stated it would be 2 or 3 word changes and that these refinements were not picked up as the by-law was rushed through its previous readings.

Category #2 - Resident Feedback

In this section the committee reviewed and discussed some of the positive and negative views that were shared with Council by residents. Below is a list of some of those concerns:

- **Renovations:** Would they require a certain standard? What about buildings in disrepair? Some residents have concerns about the cost for renovations, especially materials.

For example; to replace a window to match the same heritage window, the applicant would have to have the window custom made as they no longer make that style. To have any type of material custom made leads to that item costing more money than to go to a hardware store and buy a pre-fabricated design.

- 16 presentations were given at the “Hearing of Objections” held on April 24th, 2017. Of those 16 presentations, seven (7) were in favour when nine (9) were opposed to the by-law.
- A major concern from residents was that the proposed Heritage By-law would affect a homeowners insurance, which could possibly cause it to double. Ms. Sochasky stated that the Board researched the impact on insurance and was able to speak with one major insurer who assured her that the insurance would not double.
- There was some discussion regarding tax incentives to assist home owners in covering the cost of renovating a heritage home. Ms. Sochasky stated that the Heritage Board looked into it, but was unable to find a way to make it work.
- A PAC member asked if the home owner’s building burnt to the ground, how would the home owner rebuild? Under the proposed by-law, would the applicant be required to rebuild the exact same house? Ms. Sochasky stated that it doesn’t have to be an exact duplicate, but still have some of the same features/characteristics as the original structure.

Category #3 - Administration & Implementation

In this category the discussion reflected on how the proposed by-law would be enforced. Ms. Sochasky stated that during her research they concluded that there might be as little as 10 to 14 Heritage permits issued each year and maybe 1 or 2 of them would require approval from the Heritage Board and/or the PAC.

The process would include an applicant filling out two separate Permit Applications, one for the *building permit* and one for the *heritage permit*. The Heritage Board would be similar to the PAC and the two committees would work together. The Heritage Board would work to have their meetings precede the PAC meetings. The intent is for the two groups to be able to align so that the applicant can receive an answer from both within the same month. If an applicant did not agree with the two groups decision, then that individual can appeal the decision the same way they would appeal a PAC decision.

Manager of Planning, Hap Stelling enlightened the PAC with a condensed version of the day to day application review processes at the Town office. After an application is officially received by front office staff, Mr. Stelling, with assistance from the Building Inspector, review it. If the application can be processed "as-of-right" (meets all Zoning By-law requirements), a permit is issued. If the Development Officer and/or the Building Inspector determine that a variance is required to approve the permit, then the Development Officer determines whether he should process it administratively (pursuant to the provisions of Section 35(2) of the *Community Planning Act*) or whether it should be escalated for review by the PAC. In either case, a polling letter is sent out to adjoining property owners which becomes part of the record of decision by either the Development Officer or the PAC. Mr. Stelling stated that about 75% of the applications actually go to the PAC. If the proposed Heritage By-law is in place, then there may be more applications coming to the PAC (as well as the Heritage Board) for review. Ms. Sochasky stated that is why they streamlined the proposed by-law to simplify the workload.

There was concern about redundancy are already Heritage regulations in Section 9 of the Zoning By-law, which reads "Development within the Town Plat and Historical Business District". Some PAC members inquired about why another by-law needs to be introduced rather than amending the current by-law. Ms. Sochasky noted that Section 9 of the Zoning By-law is actually stricter then the proposed Heritage By-law, as well as it only reflects the Historical Business District on Water Street, when there are other structures outside the Business District that are also Heritage properties.

The last concern noted was that if staff resources are put towards this proposed by-law than other activities in town might not receive as much resources as they did in previous years.

5. OTHER BUSINESS

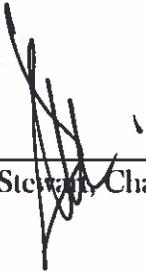
Chair Jill Stewart advised the members that there will be another discussion on the agenda next month on a "Municipal Plan Amendment" regarding 161 Augustus Street to change the land-use classification from Residential to Commercial. Council will be submitting a formal request to review the Municipal Plan amendment application so that the PAC can provide guidance to Council regarding that request.

6. QUESTION PERIOD
NONE

7. MOTION FOR ADJOURNMENT

It was moved by Kate Akagi to adjourn the meeting at 9:06 p.m.

The next Regular meeting will be held June 21st, 2017.



Jill Stewart, Chairperson