



Meeting Minutes

Heritage Advisory Committee

Thursday, May 2, 2024

5pm – Council Chambers, 168 Water Street

COMMITTEE MEMBERS IN ATTENDANCE:

Sandra Walsh, Chair, Public Member
Sheldon Ringer, Council Member
Ben Nickerson, Council Member
Chris Sharpe, Shelburne Historical Society Member
Cady Berardi, Shelburne Historical Society Member
Janet Stritychuk, Public Member

ALSO IN ATTENDANCE:

Andrew Goreham, Manager of Inspection Services
Jessie Dyer, Recording Secretary
Jill Webb, Executive Coordinator
Mike Khan, Senior Planner

1. CALL TO ORDER:

The meeting was called to order at 5:00pm by Sandra Walsh, Chair of the Heritage Advisory Committee.

2. APPROVAL OF AGENDA

a. May 2, 2024

2(a) **MOTION: APPROVAL OF AGENDA – May 2, 2024**

THAT the Agenda for the Regular Meeting of the Heritage Advisory Committee for May 2, 2024, be approved.

Ben-Chris

CARRIED

3. MOTION: APPROVAL OF MINUTES – February 1, 2024

THAT the Minutes for the Regular Meeting of the Heritage Advisory Committee for February 1, 2024, be approved.

Cady-Janet

CARRIED

4. INTRODUCTION: MIKE KHAN, SENIOR PLANNER

Prior to Mike Khan's introduction, Chris Sharpe asked if there had been any updates on two properties. 28 John St (Heritage Hall) and 10 Charlotte Lane regarding the metal roof. Andrew stated he had no updates at this time.

Sandra introduced Mike Khan, Senior Planner. Mike gave a brief background on himself and his schooling. He also stated he has worked and served on a Heritage Committee in the past and said he has experience on this type of committee.

Mike has been hired by the Town of Shelburne to update the Land Use By-Law, create policy changes and support the Town.

Chris said it's wonderful Shelburne has a planner and asked how this came about. Councillor Ringer the Shakespear House brought this on to update the Land Use By-Law.

5. COMMITTEE ITEMS:

- a. Heritage Property Files
- b. Land By-Law Update

5(a) Heritage Property Files have been created. There is one file for each property. Andrew stated that one property is not on the list but has a FormB: Notice Of Registration of Heritage Property. This property is located behind the old Post Office on John St. Cady brought a binder of invoice files of buildings considered eligible for registration.

It was asked whether the process to register a Heritage Home is initiated with the property owner or can the committee do so. Chris stated the committee can recommend. It was noted that the Committee can recommend or the owner can ask to have a home registered. There is a period of time for the owner or council to appeal. Mike Khan to check the rights of the Heritage Protection Act.

Chris stated a summary of rules and regulations would be useful to have in registering properties. Asked how we could do this and if they could be downsized.

Andrew said several properties on the list have done a few things not within Heritage Property Standards.

Sandra mentioned we should update registration forms. The letter or notice currently states 19__.

5(b) Mike will be coming back to the committee with presentations. He is currently taking a look at the Town of Lunenburg by-laws and policies. The Town of Lunenburg has a different way of looking at things and the design criteria for new builds. Mike will be looking into implementing some of their policies in the Town of Shelburne with the concern being more so with the style of builds and the streetscape. Mike said he will have more information on this at the upcoming meeting.

Chris asked if the Town of Lunenburg has specific codes. Mike said yes. Chris asked if the materials have to be controlled, has to be wood etc. Mike stated it's more about appearance as opposed to materials.

Councillor Ringer mentioned the current by-laws. If development is happening in town can we step in before the by-laws are updated. Mike stated any ongoing development is subject to current by-laws. Andrew noted the time period to approve permits is 40 days.

6. NEW BUSINESS

Cady mentioned as we move forward would we be able to create a Waterfront District, with Charlotte Lane being the central location. Mike said there will be secondary plans for specific areas. Mike stated no specific Districts will be created until the By-Laws are updated.

6 (a) Cady to scan and send documents from the Shelburne, NS Waterfront Study 1981

6 (b) Jessie to look for documents from the Shelburne, NS Waterfront Study 1981 at the Town Office

7. UPCOMING MEETING DATES AND TIMES:

The next HAC meeting will be held on Thursday, July 4, 2024, in the Town Hall Chambers at 5pm.

8. ADJOURNMENT:

There being no further business, the meeting was adjourned at 5:45pm.

Nickerson