

URBAN DESIGN TASK FORCE
MINUTES

May 14, 2008

PRESENT:

Ms. Dale Godsoe, Chair
Mr. Paul MacKinnon, Vice-Chair
Mr. Bernie Smith
Mr. Frank Palermo
Mr. David Garrett
Ms. Linda Garber
Ms. Adriane Abbott
Mr. Bill Hyde
Ms. Margot Young
Mr. Paul Shakotko
Councillor Mary Wile
Councillor Jim Smith
Councillor Dawn Sloane

REGRETS:

Mr. Kendall Taylor
Mr. Kevin Riles
Mr. Stephen Terauds
Ms. Cathy Carmody

STAFF:

Mr. Andy Fillmore, Project Manager, Capital District
Ms. Jacqueline Hamilton, Manager of Heritage & Design
Mr. Austin French, Manager, Planning Services
Ms. Kelly Denty, Supervisor, Planning Applications
Ms. Tiffany Chase, Communications Specialist, Heritage and
Urban Design, Capital District
Ms. Sandra T. Riley, Legislative Assistant

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1. **CALL TO ORDER**

Ms. Godsoe called the meeting to order at 11:11a.m. in Halifax Hall, City Hall.

2. **APPROVAL OF MINUTES** - March 05, March 26, April 02, 2008

MOVED by Mr. MacKinnon, seconded by Mr. Palermo, that the minutes of March 05, March 26, and April 02, 2008 be approved. MOTION PUT AND PASSED

3. **APPROVAL OF THE ORDER OF BUSINESS AND APPROVAL OF ADDITIONS AND DELETIONS**

MOVED by Councillor Wile, seconded by Mr. MacKinnon that the Order of Business be approved. MOTION PUT AND PASSED.

4. **BUSINESS ARISING OUT OF THE MINUTES** - NONE

5. **CONSIDERATION OF DEFERRED BUSINESS** - NONE

6. **NEW BUSINESS**

A briefing note dated May 14, 2008 regarding Response to Public Comment and Project Update, from the HRMbyDesign Staff, was circulated to the Task Force with discussion points under the following headings:

1. The Past Three Weeks
2. Changes to Project Schedule
3. Staff Technical Review
 - Legal Review:*
 - Sustainability Guidelines
 - Barrington Street Heritage Conservation District
 - Restructuring the Documents
 - Architectural Review*
 - Staff Review:*
 - Land Use Functional Areas
 - In-Progress Development Applications
 - Resulting Non-Conformities
 - Flexibility of Built Form Framework
 - Vertical Buffering of Uses
4. Public Comment
5. Legislative Amendments Update

6.1 Review of Response to Public Comments Document

Mr. Andy Fillmore, Project Manager gave an overview of the document “Response To Public Comments”. He advised that Staff’s examination of these comments resulted in a distillation of the comments into one hundred and twelve issues, each of which was then analysed to determine what (if any) action is required to clarify the Plan. He advised that there are a number of issues for which Staff were recommending amendments (approximately 20-25).

The meeting recessed at 11:50 a. m. and reconvened at 12 noon.

Ms. Young arrived at 12:30 pm.

A discussion ensued with Staff and the Task Force offering clarification on the following topics:

- Composition and role of Design Review Committee
- Role of the Heritage Advisory Committee
- Restructuring the Documents (Removing redundancies and folding the design guidelines into the Land Use Bylaw)
- Public Realm Design Guidelines
- Clear definitions for public understanding
- Projects submitted prior to HRMbyDesign’s adoption (which will be presented to UDTF)
- Development Agreement vs. Development Permit
- Built Form Framework flexibility
- Terms of Reference for the Master Plan

Mr. Shakotko retired from the meeting at 1:30 pm.

Staff and the Task Force chose specific issues of concern from the document “Response To Public Comments” and discussed the points for clarification as well as recommendations and required amendments. The issues not covered in this meeting will be discussed in future meetings of the Task Force and Staff after all the members of the UDTF have had the opportunity to review the document.

6.2 Legislative Amendments - Update

The briefing note circulated to the Committee stated the following regarding the legislative amendments:

The legislative amendments are moving through the provincial process as expected. The Site Plan amendments allowing all municipalities across the Province to regulate “the external appearance of structures” (i.e. design guidelines) has received first and second reading. The other HRM-specific changes such as the ability to delegate Council’s authority to a Design Review Committee, and the heritage related amendments, are also moving through the process and are anticipated in mid-June in time for the Plan’s first reading with Council in July.

A discussion ensued and Ms. Jacqueline Hamilton, Manager, Heritage & Design, clarified concerns raised by the Task Force.

6.3 Project Schedule/Workplan Update

The revised project schedule is as follows:

- May 14 - UDTF meeting to review changes suggested by public comment and by Staff
- May 21 - Land Use By-Law workshop with key stakeholders
- May 23 - Plan documents completed and distributed to UDTF on May 26
- June 4 - UDTF meeting for final approval of Plan to Council
- July 8 - “First Reading” of new policies at Council
- September 9 - Public Hearing
- Mid-September - Plan adoption by Council

7. **CORRESPONDENCE PETITIONS AND DELEGATIONS** - None

8. **ADDED ITEMS** - None

9. **NEXT MEETING DATE**

The next meeting of the Urban Design Task Force will be held on May 21, 2008.

10. **ADJOURNMENT**

The meeting was adjourned at 2:33 p.m.

Sandra T. Riley
Legislative Assistant