



**DESIGN REVIEW COMMITTEE
MINUTES
February 19, 2020**

PRESENT: Erica Armstrong
Jan Sheppard Kutcher
Sarah MacDonald
Ade Olatunde
Rimon Soliman
Marcel Tarnogorski

REGRETS: Marilee Sulewski
David Hanna
Tara Ralph
Jessica Harper
Nicholas Robbins
Catherine Ann Somerville Venart

STAFF: Carl Purvis, Planning Applications Manager
Judith Ng'ethe, Legislative Assistant
Alicia Wall, Legislative Support

The following does not represent a verbatim record of the proceedings of this meeting.

The agenda, reports, supporting documents, and information items circulated are online at halifax.ca.

The meeting was called to order at 4:35 p.m. the Committee adjourned at 5:32 p.m.

1. CALL TO ORDER

Judith Ng'ethe called the meeting to order at 4:35 p.m. at Halifax Hall, 2nd Floor City Hall, 1841 Argyle Street, Halifax and noted that the Committee had neither a Chair nor a Vice Chair.

ELECTION OF CHAIR AND VICE CHAIR

Following discussion by the members present, election of Chair and Vice Chair was deferred to the next meeting of the Committee due to the low number of Committee members present.

2. APPROVAL OF MINUTES – November 14, 2019 and November 20, 2019

The approval of the November 14, 2019 minutes was deferred to the next meeting of the Committee due to the lack of Committee members present who were also in attendance at the November 14, 2019 meeting.

MOVED by Erica Armstrong, seconded by Rimon Soliman

THAT the minutes of November 20, 2019 be approved as presented.

MOTION PUT AND PASSED.

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

MOVED by Erica Armstrong, seconded by Sarah MacDonald

THAT the agenda be approved as presented.

MOTION PUT AND PASSED.

4. BUSINESS ARISING OUT OF THE MINUTES – NONE

5. CALL FOR DECLARATION OF CONFLICT OF INTERESTS - NONE

6. CONSIDERATION OF DEFERRED BUSINESS - NONE

7. CORRESPONDENCE, PETITIONS & DELEGATIONS – NONE

8. INFORMATION ITEMS BROUGHT FORWARD – NONE

9. REPORTS

9.1 STAFF

9.1.1 Design Review Committee Orientation

Judith Ng'ethe, Legislative Assistant, took the floor to give the Committee orientation. Ng'ethe outlined the role of the Chair and the Legislative Assistant. Attention was drawn to the *Municipal Conflict of Interest Act* which applies to Regional Council and its Boards and Committees.

A copy of the staff presentation is on file.

Carl Purvis, Planning Applications Manager, took the floor.

Purvis explained that the purpose of Design Review Committee is to administer the site plan approval process by making decisions on applications for substantial site plan approval through their evaluation against Design Manual. There are two types of applications, non-substantive and substantive. The non-substantive applications do not come to the Committee for consideration.

Purvis explained the difference between qualitative and quantitative elements and went through the role of the Committee and the site plan approval process. They indicated the four-step site plan approval process includes the following steps:

1. Preliminary Committee presentation;
2. Pre-application;
3. Public consultation; and
4. Formal application.

Purvis displayed the Design Manual briefly and advised it is the primary reference document for this Committee and provided the following options the Design Review Committee has in issuing its decisions:

1. Refuse application;
2. Approve the application; or
3. Approve the application with conditions.

Purvis provided a brief explanation on density bonusing.

A copy of the staff presentation is on file.

10. PRELIMINARY PRESENTATIONS - NONE

11. ADDED ITEMS - NONE

12. IN CAMERA (IN PRIVATE) – NONE

13. DATE OF NEXT MEETING – March 12, 2020, City Hall, 1841 Argyle Street, Halifax.

14. ADJOURNMENT

15. INFORMATION ITEMS - NONE

The meeting adjourned at 5:32 p.m.

Alicia Wall
Legislative Support