



**DESIGN REVIEW COMMITTEE
SPECIAL MEETING
DRAFT MINUTES
March 11, 2021**

PRESENT: Erica Armstrong, Chair
Marilee Sulewski, Vice Chair
Julian Gonzalez
Nathan Guy
Jessica Harper
Jan Sheppard Kutcher
Sarah MacDonald
Marcel Tarnogorski

REGRETS: Cristina Verissimo
Brent Pretty

STAFF: Donna Boutilier, Solicitor
Andrea Lovasi-Wood, Legislative Assistant
Alicia Wall, Legislative Support

These minutes are considered draft and will require approval by the Design Review Committee at a future meeting.

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.

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**Design Review Committee Special Meeting
Draft Minutes
March 11, 2021**

The meeting was called to order at 4:31 p.m., and the Committee adjourned at 6:13 p.m.

1. CALL TO ORDER

The Chair called the meeting to order at 4:31 p.m.

1.1 ELECTION OF CHAIR AND VICE CHAIR

Andrea Lovasi-Wood, Legislative Assistant, called for nominations for the position of Chair of the Design Review Committee.

MOVED by Jessica Harper, seconded by Marilee Sulewski

THAT Erica Armstrong be nominated Chair of the Design Review Committee.

MOTION PUT AND PASSED.

Erica Armstrong accepted the nomination for Chair.

Andrea Lovasi-Wood called three times for any further nominations. There being none, Erica Armstrong was declared Chair of the Design Review Committee.

MOVED by Jan Sheppard Kutcher, seconded by Jessica Harper

THAT nominations to cease.

MOTION PUT AND PASSED.

Erica Armstrong assumed the position of Chair and called for nominations for the position of Vice Chair of the Design Review Committee.

MOVED by Sarah MacDonald, seconded by Jan Sheppard Kutcher

THAT Marilee Sulewski be nominated Vice Chair of the Design Review Committee.

MOTION PUT AND PASSED.

Marilee Sulewski accepted the nomination.

The Chair called three times for any further nominations for the position of Vice Chair of the Design Review Committee. There being none, Marilee Sulewski was declared Vice Chair of the Design Review Committee.

MOVED by Marilee Sulewski, seconded by Marcel Tarnogorski

THAT nominations cease.

MOTION PUT AND PASSED.

2. APPROVAL OF MINUTES – December 17, 2020

MOVED by Marilee Sulewski, seconded by Jan Sheppard Kutcher

THAT the minutes of December 17, 2020 be approved as circulated.

MOTION PUT AND PASSED.

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

MOVED by Jessica Harper, seconded by Marilee Sulewski

THAT the agenda be approved as presented.

MOTION PUT AND PASSED.

4. BUSINESS ARISING OUT OF THE MINUTES

Business arising out of the November 12, 2020 Minutes – item 7.1.1:

Andrea Lovasi-Wood, Legislative Assistant, noted that the Executive Standing Committee, at their January 25, 2021 meeting, requested a staff report with respect to amending the Design Review Committee's Terms of Reference in regard to length of terms for members and to consider the possibility of automatically renewing terms for a one or two year period.

5. CALL FOR DECLARATION OF CONFLICT OF INTERESTS

Julian Gonzalez declared a conflict of interest for Item 9.1.4 - Case 20374: Substantive Site Plan Approval – Change to Post-Bonus Height Public Benefit, 1452 Brenton Street, Halifax, and did not participate in the vote.

6. CONSIDERATION OF DEFERRED BUSINESS - NONE

7. CORRESPONDENCE, PETITIONS & DELEGATIONS - NONE

7.1 Correspondence - none

7.2 Petitions - none

7.3 Presentations - none

8. INFORMATION ITEMS BROUGHT FORWARD – NONE

9. REPORTS

9.1 STAFF

9.1.1 HRM Boards and Committees Orientation

The following was before the Committee:

- A staff presentation dated March 11, 2021

Andrea Lovasi-Wood, Legislative Assistant, presented the Boards and Committees orientation. The Design Review Committee reviews applications for site plan approval against the Design Manual requirements. Decisions of the Design Review Committee may be appealed to Regional Council. The Committee has three options with respect to approving or rejecting site plan approvals. The options are to approve the application as is, approve the application with conditions and to reject an application. Quorum for the Design Review Committee is four and Carl Purvis is the staff liaison for the Committee.

Lovasi-Wood went through the roles of the Chair and Legislative Assistant, noting the Chair is the point of contact for media inquiries, etc., and can speak on behalf of the Committee. Attention was drawn to the *Municipal Conflict of Interest Act* and Lovasi-Wood spoke to the types of conflicts, as well as the consequences of not declaring a conflict.

Lovasi-Wood further spoke to, *Administrative Order 1*, the process of passing/defeating motions and typical agenda items. A copy of the staff presentation is on file.

9.1.2 Design Review Committee Orientation

The following was before the Committee:

- A staff presentation dated March 11, 2021

Carl Purvis, Planning Applications Program Manager, informed the Design Review Committee that Planning and Development deals with all applications requiring a decision of Council. The two categories for applications are as of right applications which can be approved by staff and discretionary applications which require Council approval.

The Design Review Committee administers the site plan approval process. The *Halifax Regional Municipality Charter* provides the decision-making authority to the Committee, allowing the Committee to exercise the powers of the Development Officer.

Purvis further spoke to qualitative and quantitative elements of the site plan approval process, the options for approving applications and some of the relevant planning legislation. A copy of the staff presentation is on file.

9.1.3 Upcoming Applications

Carl Purvis, Planning Applications Program Manager, indicated that there are a couple of applications in the works that are close to coming to the Committee for approval.

Purvis also updated the Committee that the staff report requested by Regional Council further to the Design Review Committee's recommendation pursuant to the Committee's September 24, 2020 Minutes – item 6.1.2 is being drafted.

9.1.4 Case 20374: Substantive Site Plan Approval – Change to Post-Bonus Height Public Benefit, 1452 Brenton Street, Halifax

The following was before the Committee:

- A staff recommendation report dated February 18, 2021
- A staff presentation dated March 11, 2021

Sean Audas, Principal Planner and Development Officer, Land Development & Subdivision, presented Case 20374. Site plan approval for Case 20374 was received on July 7, 2016 with public art being accepted as the post-bonus height public benefit. The applicant is now requesting to change the post-bonus height public benefit category from public art to undergrounding of overhead wires. It is felt the change will enhance the pedestrian experience and 11 power poles would be removed from the area as a result. It was noted that the cost of undergrounding wires exceeds the required dollar amount for the post-bonus height public benefit. A copy of the staff presentation is on file.

The Committee questioned the reason for the change. Sean Audas noted that the area containing the public art is not large enough to emphasize the art resulting in less of a public benefit.

MOVED by Marilee Sulewski, seconded by Marcel Tarnogorski

THAT the Design Review Committee recommend that the Development Officer accept undergrounding of overhead electrical and communication distribution systems as the post bonus height public benefit category for the development at 1452 Brenton Street, Halifax.

MOTION PUT AND PASSED.

10. PRELIMINARY PRESENTATIONS - NONE

11. COMMITTEE MEMBERS - NONE

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12. ADDED ITEMS - NONE

13. IN CAMERA (IN PRIVATE) – NONE

14. DATE OF NEXT MEETING – April 8, 2021

15. ADJOURNMENT

The meeting adjourned at 6:13 p.m.

Alicia Wall
Legislative Support