

**Town of Amherst  
Planning Advisory Committee  
Minutes**

**Date:** April 2, 2024  
**Time:** 4:30 pm  
**Location:** Council Chambers, Town Hall

**Members Present** Ronald Wilson, Citizen Representative, Chair (VIA ZOOM)  
Councillor Hal Davidson, Vice Chair  
Councillor Leon Landry  
Councillor Charlie Chambers  
Creighton McCarthy, Citizen Representative  
Jim Lamplugh, Citizen Representative

**Staff Present** Andrew Fisher, Director of Planning & Strategic Initiatives  
Marc Buske, Building Official  
Emily Wainwright, Dangerous/Unsightly Premises Administrator  
Sean Payne, Corporate Communications Officer  
Natalie LeBlanc, Municipal Clerk  
Cindy Brown, Administrative Assistant

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**1. Call to Order**

The Vice Chair called the meeting to order.

**1.1 Territorial Acknowledgement**

The Vice Chair gave the Territorial Acknowledgement.

**2. Approval of Agenda and Acceptance of Minutes**

**2.1 Approval of the Agenda**

**Moved By: Councillor Landry**

**Seconded By: Councillor Chambers**

**That the Agenda of the Planning Advisory Committee be approved as circulated.**

**Motion Carried**

**2.2 Acceptance of the Minutes - February 13, 2024**

The Vice Chair called for any errors or omissions in the minutes. There being none, the minutes of the February 13, 2024 meeting of the Planning Advisory Committee were accepted as included in the agenda package.

**3. Election of Chair and Vice Chair**

The Clerk called for nominations for the position of Chair. Councillor Chambers nominated Ron Wilson to remain as Chair. The Clerk asked for any further nominations to which there were none. Ron Wilson agreed to remain on as Chair. The Clerk asked for nominations for the position of Vice-Chair. Councillor Landry nominated Councillor Hal Davidson to remain as Vice Chair. The Clerk asked for any further nominations to which there were none. Councillor Davidson agreed to remain as Vice Chair.

**4. 305 Church Street (Dolan Property) Development Agreement Application**

**4.1 Staff Report / Presentation**

Andrew Fisher presented the application for a development agreement to permit the construction of a residential development containing a mix of single detached and multi-unit dwellings on a portion of the property located at PID 25038720 (known locally as the Dolan Property).

**Moved By: Jim Lamplugh**

**Seconded By: Councillor Landry**

**That the Planning Advisory Committee recommend that Council enter into the Development Agreement for the Dolan Property Development with the exclusion of Part 8.1.2 a) of the draft development agreement which states: The following items are considered by all parties to be non-substantive: a) Amendments to the development standards in Part 4 of this agreement.**

**Motion Carried**

**5. 13 Industrial Park Drive Rezoning Application**

**5.1 Staff Report / Presentation**

**Moved By: Councillor Landry**

**Seconded By: Jim Lamplugh**

**That the Planning Advisory Committee recommend that Council amend the Land Use Bylaw Schedule A Zoning Map by changing the zoning designation of the subject property to Mini Home Zone.**

**6. 38 Cornwall Street**

**6.1 Demolition Report – 38 Cornwall Street – PID: 25016379**

Emily Wainwright presented her report included in the agenda package.

**6.2 Committee Questions to Staff**

Councillor Davidson asked if the subject property was posing an immediate danger. Ms. Wainwright replied the structure is difficult to access and there have been no signs of trespassing.

**6.3 Owner Comments - Questions from Committee**

The owner of the 38 Cornwall Street was not present. The owner did relay to Emily Wainwright that he does intend to develop the subject property in the future, and as of today applied for and received a demolition permit for the property.

**Moved By: Jim Lamplugh**

**Seconded By: Councillor Chambers**

**That the Planning Advisory Committee orders that the building at 38 Cornwall Street (PID: 25016379) be demolished, the contents removed and sorted in a safe manner, and back fill the hole by August 31, 2024, with all work to be done by the property owner. Failure by the property owner to do the work will result in the Town completing the work and sending all contents of the building to an appropriate solid waste facility, with all costs charged to the property owner's tax account.**

**Motion Carried**

7. **Adjournment**

The Vice Chair adjourned the meeting.

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Natalie LeBlanc  
Municipal Clerk

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Councillor Davidson  
Vice Chair