

Town of Amherst
Planning Advisory Committee
Minutes

Date: January 13, 2025
Time: 4:30 pm
Location: Council Chambers, Town Hall

Members Present Ronald Wilson, Citizen Representative, Chair
Jim Lamplugh, Citizen Representative, Vice Chair
Creighton McCarthy, Citizen Representative
Councillor Charlie Chambers
Councillor Terry McManaman
Councillor Dwayne Ripley

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

1. Call to Order

The Chair called the meeting to order.

1.1 Territorial Acknowledgement

The Chair gave the Territorial Acknowledgement and welcomed the new Council members to the Committee.

2. Approval of Agenda and Acceptance of Minutes

2.1 Approval of the Agenda

Moved By: Jim Lamplugh

Seconded By: Councillor Chambers

That the agenda of the Planning Advisory Committee be approved as circulated.

Motion Carried

2.2 Acceptance of the Minutes - September 25, 2024

The Chair called for any errors or omissions in the minutes. There being none, the minutes of the September 25, 2024 meeting of the Planning Advisory Committee were accepted as included in the agenda package.

3. Election of Vice Chair

The Clerk called for nominations for the Vice Chair of the Planning Advisory Committee. Councillor McManaman nominated Councillor Ripley. Councillor Chambers asked if the Vice Chair had to be a Councillor, the Clerk answered no. Councillor Chambers nominated Jim Lamplugh and Councillor Ripley seconded. Jim Lamplugh accepted the position as Vice Chair.

4. Staff Reports / Presentations

4.1 96 Church Street Development Agreement Application

Torben Laux presented the application for a Development Agreement to allow an additional 2 units within the main building and one garden suite, for a total of 7 units, at 96 Church Street (PID 25013814).

Moved By: Jim Lamplugh

Seconded By: Councillor Ripley

That the Planning Advisory Committee recommend that Council enter into the Development Agreement for 96 Church Street as drafted.

Motion Carried

4.2 Public Participation Opportunity Summary - December 12, 2024

Information Item, no action required.

5. Draft Municipal Planning Strategy and Land Use Bylaw Review

Andrew Fisher presented the Draft Municipal Planning Strategy and Land Use Bylaw. The Planning Advisory Committee was asked to review the documents that were included in the agenda package for discussion at the next meeting in February. Andrew Fisher encourage Committee members to contact him if they have any questions or concerns with the documents.

Jim Lamplugh asked about the timeline on the approval process, Andrew Fisher answered that his intention would be that the Planning Advisory Committee will review the documents in further detail at their February meeting, then come back in March to have all the issues resolved and forward a recommendation to Council. Council will then give first reading in March. In April there will be a robust public engagement with assistance from the consultants with the view of having Council approving the Municipal Planning Strategy and Land Use Bylaw by June 2025.

6. Dangerous & Unightly Premises Demolitions Update

Emily Wainwright presented an update on the status of the Dangerous and Unightly Premises Demolitions, memo included as part of the agenda package. Information Item, no action required.

7. Adjournment

There being no further business, the Chair adjourned the meeting.

Natalie LeBlanc
Municipal Clerk

Ronald Wilson
Chair