

**Town of Amherst**  
**Planning Advisory Committee**  
**Minutes**

**Date:** March 3, 2025  
**Time:** 4:30 pm  
**Location:** Council Chambers, Town Hall

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

**Staff Present** Jason MacDonald, Chief Administrative Officer  
Andrew Fisher, Planning & Economic Development  
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

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**1. Call to Order**

The Chair called the meeting to order.

**1.1 Territorial Acknowledgement**

The Chair gave the Territorial Acknowledgement.

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

**2.1 Approval of the Agenda**

The Chair asked if there were any amendments to the agenda., Andrew Fisher requested to add an information item for 27 Station Street.

**Moved By: Jim Lamplugh**

**Seconded By: Councillor McManaman**

**That the agenda of the Planning Advisory Committee be approved as amended.**

**Motion Carried**

**2.2 Acceptance of the Minutes - February 3, 2025**

The Chair called for any errors or omissions in the minutes. There being none, the minutes of the February 3, 2025 meeting of the Planning Advisory Committee were accepted as included in the agenda package.

### 3. 3 Robie Street Development Agreement Application

#### 3.1 Staff Report

Torben Laux presented the application for a Development Agreement on the property located at 3 Robie Street (PID 25029471) to permit the construction of 4 additional units, for a total of 8 in an existing structure.

**Moved By: Councillor Ripley**

**Seconded By: Councillor McManaman**

**That the Planning Advisory Committee recommend that Council enter into the Development Agreement for 3 Robie Street as drafted.**

**Motion Carried**

#### 3.2 Public Participation Opportunity Summary

Information item only; no direction given or action required.

### 4. 91 Rupert Street Development Agreement Application

#### 4.1 Staff Report

Torben Laux presented the application for a Development Agreement on the property located at 91 Rupert Street (PID 25518242) to permit the construction of an 18-unit apartment building.

**Moved By: Jim Lamplugh**

**Seconded By: Councillor McManaman**

**That the Planning Advisory Committee recommend that Council enter into the Development Agreement for 91 Rupert Street drafted.**

**Motion Carried**

#### 4.2 Public Participation Opportunity Summary

Information item only; no direction given or action required.

### 5. Municipal Planning Strategy / Land Use Bylaw Review

Andrew Fisher advised the Committee that it was formally announced earlier today that the Town of Amherst will receive 2.2 million dollars from the Federal Government from the Housing Accelerator Fund. This needs to be spent within four years and the funds will be distributed as certain milestones have been reached.

Mr. Fisher then reviewed his memo included in the agenda package, noting that since the Committee last reviewed the documents staff have made two substantial changes to the draft Municipal Planning Strategy (MPS), and are now recommending removing the requirement for a Site Plan Approval in the Highway Commercial Zone for drive-throughs and developments with a gross floor area 900 square metres or greater. The approval process for both drive-throughs and large-scale developments in the Highway Commercial Zone have historically not indicated a need for a site plan approval. As such, these two policies have been removed from the draft and the corresponding LUB sections have been altered to reflect this change.

Jim Lamplugh asked about the process for the Site Plan Approval for the Highway Commercial Zone, and if it would be wise for future development if these two policies were removed. Andrew Fisher explained the process noting it can add up to an additional thirty days to the process, and the decision can then be appealed to Council. He added that there is no real benefit to having these two policies and that a developer would still have to meet the requirements of the Land Use Bylaw Site Plan Approval, he feels these two policies just add another step for staff and the developer.

Councillor Ripley agreed, and spoke to the funding announcement today and that the federal government is encouraging less "speed bumps" for developers. He added he feels someone proposing this type of development would have all of their I's dotted t's crossed, and that these two policies are really "getting in the weeds". He would like to see them removed.

Mr. Lamplugh asked for clarity that these two policies only apply to development in the Highway Commercial Zone, to which Mr. Fisher replied yes. Mr. Lamplugh agreed he's in agreement with the recommendation to remove these two policies now that there has been discussion and further clarity provided.

Mr. Fisher continued the review of his memo around 7.2.4 Zone Requirements, and the three options staff are proposing.

The Chair said that he would like for the Committee to have more time to review the documents. Andrew Fisher asked if anyone on the Committee had any questions or a need for more information. Jim Lamplugh suggested that the Committee reconvene before the regularly scheduled April meeting to discuss this further after they have had time to read through the documents.

Andrew Fisher said that staff will provide the Committee with the latest documents for review, with more detailed examples of each of the three options, and schedule a special meeting for later this month for further discussion. He asked that Committee members contact him if they have any further questions or comments.

**6. Dangerous and Unsightly Premises Demolition Update**

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

**7. 27 Station Street (Amherst Train Station) - Heritage Property**

Andrew Fisher advised the Committee that a proposal was received just today by staff for the heritage property at 27 Station Street (Amherst Train Station) to add exterior wooden stairs to the second floor to the right side of the building facing Victoria Street, and provided members with a copy of the proposal and drawings. He added that this will be on the agenda of the April Planning Advisory Committee meeting under their role as the Heritage Advisory Committee.

**8. Adjournment**

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

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Natalie LeBlanc  
Municipal Clerk

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Ronald Wilson  
Chair