



**Town of Amherst  
Planning Advisory Committee Meeting**

**Agenda**

Date: **Monday, April 9, 2018**  
Time: **4:30 pm**  
Location: **Board Room, Town Hall**

---

	Pages
1. Call to Order	
1.1 Approval of Agenda	
1.2 Approval of Minutes	
1.2.1 20180205 PAC Minutes	1 - 4
2. 4 Sackville Road	
2.1 Staff Report	5 - 15
2.2 Committee Questions	
3. 15 Minto Street	
3.1 Staff Report	16 - 26
3.2 Committee Questions	
4. 4 Sackville Road - Owner / Complainant Invited to Address Committee	
4.1 Staff Report	
4.2 Committee Questions	
4.3 Owner / Complainant Address to Committee	
4.4 Recommendation	27 - 27

**5. 15 Minto Street - Owner/Complainant Invited to Address Committee**

**5.1 Staff Report**

**5.2 Committee Questions**

**5.3 Owner / Complainant Address to Committee**

**5.4 Recommendation**

28 - 28

**6. Adjournment**

# **Town of Amherst**

## **Planning Advisory Committee**

### **Minutes**

**Date of Meeting:** Monday, February 5, 2018  
**Location:** Council Chambers, Town Hall

**Members Present:** Deputy Mayor Sheila Christie  
Councillor Wayne MacKenzie  
Councillor Terry Rhindress (Vice Chair)  
Citizen Appointee Ronald Wilson

**Members Absent:** Citizen Appointee Glen Hudson (Chair)  
Citizen Appointee Gordon Goodwin

**Staff Present:** Deputy CAO Jason MacDonald  
Manager of Planning & Strategic  
Initiatives Andrew Fisher  
Deputy Clerk Natalie LeBlanc  
Municipal Clerk Kim Jones

---

#### **1. Call to Order**

Vice-Chair called the meeting to order at 4:35 p.m.

##### **1.1. Approval of Agenda (7321)**

**Moved By:** Deputy Mayor Christie

**Seconded By:** Ronald Wilson

That the agenda be approved as amended to include letter from Daktronics.

**Motion Carried**

##### **1.2. Approval of Minutes (7322)**

**Moved By:** Councillor MacKenzie

**Seconded By:** Deputy Mayor Christie

That the minutes of the January 8, 2018 PAC meeting be approved as circulated.

**Motion Carried**

## **2. LUB Amendment Application – 63 Church Street (7162)**

### **2.1 Staff Report 20180205**

Mr. Fisher reviewed the staff report included as part of the agenda package, and the proposed amendment that would permit electronic signs, but would still prohibit back-lit and internally illuminated signage. Mr. Fisher also noted that the proposed amendment does not regulate sign content, and that the Committee may want consider reducing the maximum electronic sign area from the current maximum of 10 sq.m. (107.6 sqft).

### **2.2 Staff Reports - 20180105 & 20130513**

Included as part of the agenda package.

### **2.3 LUB Amendment Application & Supporting Documents**

Included as part of the agenda package.

### **2.4 Committee Questions**

Mr. Wilson asked about the proposed maximum size of signs which Mr. Fisher suggested should be reduced to 6 sq m (65 sqft). Mr. Wilson is of the opinion that 30 sq.ft. (2.8 sq.m.) should be the maximum size permitted.

Deputy Mayor Christie commented that she does not want selling of ads to be permitted; however, she does not believe this to be the intention of this application. She would like to see electronic signs only be permitted on ground signs, a prohibition on selling ad space (ie. off-lot advertising), and a reduced maximum size requirement as suggested by Mr. Wilson.

Mr. Wilson asked if the proposed amendment deals with temporary (ie. portable) signs. Mr. Fisher replied no. Mr. Wilson would like to limit size and prohibit off-lot signage. Mr. Fisher added that under existing regulations portable signage is prohibited in the downtown core.

Deputy Mayor Christie asked if ground sign location is regulated. Mr. Fisher replied that ground signs must at minimum 2 metre from the property line.

Mr. Fisher reminded the Committee that if these proposed amendments are adopted they will apply to all properties in the downtown core, and not just be applicable to this one application. He also pointed out that off-lot signage is permitted outside the downtown core area.

### **3. Public Participation Opportunity– LUB Amendment Application– 63 Church St. (7163)**

The Vice-Chair called the Public Participation Opportunity to order at 6:00 p.m. Gordon Goodwin and Vince Byrne were in attendance. Also in attendance was the property owner of 50 Church Street Ray Hickey.

#### **3.1 Staff Report/Presentation**

Mr. Fisher reviewed the staff report included as part of the agenda package.

#### **3.2 Committee Questions**

Deputy Mayor Christie asked about other similar signs in the downtown area and if they are permitted because they are grandfathered, to which Mr. Fisher replied yes.

Mr. Wilson commented that although he understands that the downtown built form does not lend itself to ground signs he would support them.

Councillor MacKenzie expressed that he would not want signage regulations and limitations to discourage businesses from locating downtown.

#### **3.3 Applicant / Public Questions & Comments**

Mr. Hickey expressed that for the most part he agrees with the proposed amendments, other than the restrictions for off-lot signage and fascia wall signs. He noted several businesses in the downtown core that already have illuminated signage, particularly Lawtons, Duncan's, and the Cinema, as well as, the banks. Mr. Hickey also stated that the ability to sell advertising on an electronic sign could bring in revenue for downtown building owners.

There being no further questions or comments the Vice Chair ended the Public Participation Opportunity session.

#### **3.4 Recommendation**

**Moved By: Deputy Mayor Christie**

**Seconded By: Councillor MacKenzie**

**That the Planning Advisory Committee recommend that Council amend the Land Use Bylaw section 6.14 to allow electronic signs in the Downtown Zone with conditions; and in particular, that electronic signage only be permitted for ground signs.**

**Motion Defeated**

**Moved By: Ronald Wilson**

**Seconded By: Councillor MacKenzie**

**That the Planning Advisory Committee recommend that Council amend the Land Use Bylaw section 6.14 to allow electronic signs in the Downtown Zone with conditions; and in particular, that electronic signage be permitted for ground, fascia wall, and canopy signs.**

**Motion Carried  
Christie Nay Vote**

**4. Adjournment**

**Moved by: Councillor MacKenzie**

**Seconded by: Ron Wilson**

**To adjourn the meeting at 6:40 p.m.**

**Motion Carried**

---

Andrew Fisher, Manager  
Planning & Strategic Initiatives

---

Vice Chairman Terry Rhindress



**To:** Planning Advisory Committee

**From:** Marc Buske, Dangerous & Unsightly Premises Administrator

**Date:** March 28, 2018

**Re:** PID # 25031154, 4 Sackville Road, Amherst, NS

---

**Issue:** Complaints on this property have been received. The property has been vacant since the structure fire and there has been no effort to repair the building.

**History:**

- December 18, 2015 - the building was involved in a fire.
- May 30, 2017 – received a complaint about the building.
- August 15, 2017 – Pictures of the property where taken.
- February 14, 2018 – A letter was posted and sent to the property owner by registered mail, asking the property owner to inform me as to their plans for the property.
- March 06, 2018 – register letter was returned to town hall.

**Discussion:** The work required to bring the dwelling up to “minimum Standards for Residential Occupancy” would be extensive and expensive. The repair costs would far exceed the resale value of the home. At present it poses a risk for vandalism, fire and transient activity.

**Recommendation:** I am recommending the property at 4 Sackville Road be demolished and the foundation be backfilled within 45 days from the date of this committee meeting, 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 all costs will be charged to the owner's property tax account.





February 14, 2018

Darren Mark Brown  
4 Sackville Road  
Amherst N.S  
B4H 2V1

Dear Property Owner(s),

**RE: PID 25031154, 4 SACKVILL ROAD, AMHERST, NS**

Please be advised that the Town has received a complaint about the unsightly or dangerous condition of your property.

I have visited the property and upon inspection I have determined that it does fit the definition of dangerous or unsightly premises as defined in the Municipal Government Act. Part XV 344.

**This building was involved in a fire December 18<sup>th</sup>, 2015 and has been deemed as a vacant building. It falls under the dangerous and unsightly definition as (vi) the building is in ruinous or dilapidated condition, that is in such a state of non-repair as to be no longer suitable for human habitation or business purposes,**

**Please contact me with your intentions on this building by March 30, 2018.**

As per the Town of Amherst Dangerous and Unsightly Premises Procedure, the goal in deciding what action to take should always be to gain compliance by working with the property owner to ensure the situation is taken care of in an expedited fashion. I have set **March 30, 2018** as a date to have you contact me or set up a meeting to develop a plan and timeline for which you feel you can complete the required work.

Failure to contact me by the above date will result in a recommendation to the Planning Advisory Committee to have the property demolished with the cost of the work added to the tax account of this property.

If you have any further questions please do not hesitate to contact me.

Sincerely,

Marc Buske.  
Dangerous & Unsightly Premises Administrator / Building Official Coordinator  
Phone: 902-694-2318, Email: [mbuske@amherst.ca](mailto:mbuske@amherst.ca)





## Website Contact From;

1 has sent a message via the Contact form.

E mail: [REDACTED]

Phone:

Subject: Abandoned House

Message

I am curious to know who to contact. There is a house on my street that had a fire a year ago and nothing has been done with the house, I am sure there are lots of animals living in there now and I don't want an issue with rodents.

Details **Comments (7)** Checklist (0)

**Jason MacDonald**

has started the Task

[Like](#) · [Reply](#) · 2017/05/30 9:51 AM ADT from Web



**Jason MacDonald**

has edited the details of the Task

[Like](#) · [Reply](#) · 2017/05/30 9:52 AM ADT from Web



**Jason MacDonald**

I have sent an email inquiring as to the location of the property.

[Like](#) · [Reply](#) · 2017/05/30 9:52 AM ADT from Web



**Jason MacDonald**

has edited the details of the Task

[Like](#) · [Reply](#) · 2017/05/31 11:00 AM ADT from Web



**Jason MacDonald**

has reassigned this from Jason MacDonald to Marc Buske in TOA - Customer Service Desk.

[Like](#) · [Reply](#) · 2017/06/16 11:19 AM ADT from Web



**Marc Buske**

has started the Task

[Like](#) · [Reply](#) · [Delete](#) · 2017/06/22 10:55 AM ADT from Web



**Marc Buske**

inquiring as to the location of the property.

[Edit](#) · [Like](#) · [Reply](#) · [Delete](#) · 2017/06/22 10:56 AM ADT from Web











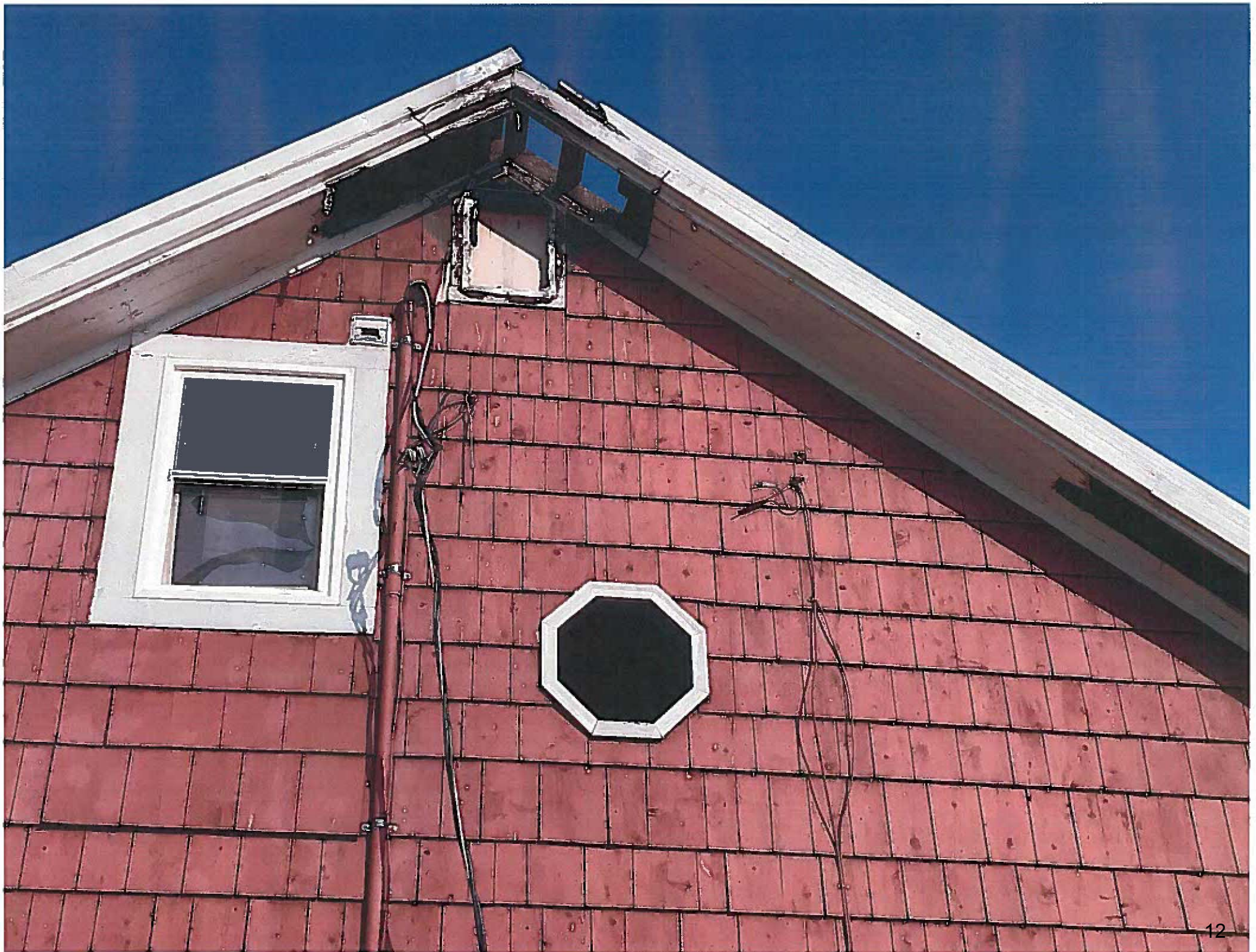


























**To:** Planning Advisory Committee

**From:** Marc Buske, Dangerous & Unsightly Premises Administrator

**Date:** March 27, 2018

**Re:** PID # 25482993, 15 Minto Street, Amherst, NS

---

**Issue:** Complaints on this property have been received. The property has been vacant since the structure fire and there has been no effort to repair the building.

**History:**

- November 21, 2016, Structure fire gutted the inside the building.
- July 19, 2017, first complaint received.
- July 21, 2017, visited property and took pictures. The property is deemed to be dangerous and unsightly.
- August 31, 2017, a letter was sent to the property owner.
- September 14, 2017, Danna Fraser called, said the house is slated to be demolished.
- March 27, 2018, the building is still standing.

**Discussion:** The work required to bring the dwelling up to "minimum Standards for Residential Occupancy" would be extensive and expensive. The repair costs would far exceed the resale value of the home. At present it poses a risk for vandalism, fire and transient activity.

**Recommendation:** I am recommending the property at 15 Minto Street be demolished and the foundation be backfilled within 45 days from the date of this committee meeting, 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 all costs will be charged to the owner's property tax account.







March 29, 2018

Karen Gilroy  
15 Minto Street  
Amherst, NS B4H 1H1

Dear Property Owner(s),

**RE: PID 250482993, 15 MINTO STREET, AMHERST, NS**

**POSTED NOTICE**

**PLANNING ADVISORY COMMITTEE MEETING**

**April 9, 2018**

**6:00 PM**

**Town Hall**

Please contact me before **April 9, 2018** to discuss your intentions on the removal of the dwelling and the backfilling of the site. If we do not hear from you before this time the Planning Advisory Committee will hear the recommendation to demolish and will make a decision at that time on whether to proceed. Your attendance and/or your representative are required to attend if you oppose the recommendation to demolish.

If you have any further questions please do not hesitate to contact me.

Sincerely,

Marc Buske.  
Dangerous & Unsightly Premises Administrator / Building Official Coordinator  
Phone: 902-694-2318, Email: [mbuske@amherst.ca](mailto:mbuske@amherst.ca)





August 31, 2017

Karen Gilroy  
15 Minto Street  
Amherst, NS B4H 1H1

Dear Property Owner(s),

**RE: PID 25482993, 15 MINTO STREET ADDRESS, AMHERST, NS**

Please be advised that the Town has received a complaint about the unsightly or dangerous condition of your property.

I have visited the property and upon inspection I have determined that it does fit the definition of dangerous or unsightly premises as defined in the Municipal Government Act. Specifically,

**This building has been deemed as a vacant building and falls under the dangerous and unsightly definition (that is in a ruinous or dilapidated condition, that is in such a state of non-repair as to be no longer suitable for human habitation or business purposes,**

**Please contact me with your intentions on this building.**

As per the Town of Amherst Dangerous and Unsightly Premises Procedure, the goal in deciding what action to take should always be to gain compliance by working with the property owner to ensure the situation is taken care of in an expedited fashion. I have set **September 20, 2017** as a date to have you contact me or set up a meeting to develop a plan and timeline for which you feel you can complete the required work.

Failure to contact me by the above date will result in the Town of Amherst placing an order on the property.

Please note that you may appeal the decision in which I have found your property to be unsightly within seven (7) days from receipt of this letter. All appeals must be in writing and addressed to: Gregory Herrett, C.A.O, Chief Administrative Officer, Town of Amherst, PO Box 516, Amherst, NS, B4H 4A1



**Town of Amherst  
Building & Property Services Complaint Form**

- ☒ Dangerous or Unightly    ☐ Solid Waste    ☐ Land Use Bylaw  
☐ Minimum Standards for Residential Occupancies    ☐ Building Bylaw    ☐ Other

**Complaint Information:**

Date of Complaint: July 19/2017  
Civic Number: 15  
Street Name: Minto St.  
Owner's Name: GILROY

**Details of Complaint: (be as specific as possible including items causing complaint)**

House has been boarded up since Fire  
destroyed it in November, 2016.  
Should be torn down.

**Complainant Information:** (please note Complainant must provide contact information and sign the complaint form, failure to do so will result in the complaint not being investigated)

Complainant's Name: \_\_\_\_\_ (First and Last)

Civic Number: \_\_\_\_\_

Street Name: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Office Use Only: \_\_\_\_\_ Date Complaint Received: \_\_\_\_\_

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Town of Amherst**  
**Building & Property Services Complaint Form**

- ☒ Dangerous or Unsightly    ☐ Solid Waste    ☐ Land Use Bylaw  
☐ Minimum Standards for Residential Occupancies    ☐ Building Bylaw    ☐ Other

**Complaint Information:**

Date of Complaint: Oct 2/17  
Civic Number: 13 and 15  
Street Name: Minto St  
Owner's Name: 13 23 / 15 Ackles (Barry & Karen)

**Details of Complaint: (be as specific as possible including items causing complaint)**

13 Minto St - Owners Abruptly left Home  
in Spring 2014 House empty ever since.  
Left garbage out and inside of premises.  
Concerned of Rats etc

15 Minto St. OLD Ackle house Burnt  
November 2016 Would like to see it torn down.

**Complainant Information: (please note Complainant must provide contact information and sign the complaint form, failure to do so will result in the complaint not being investigated)**

Complainant's Name: \_\_\_\_\_ (First and Last)

Civic Number: \_\_\_\_\_

Street Name: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Office Use Only:

Date Complaint Received: \_\_\_\_\_

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_









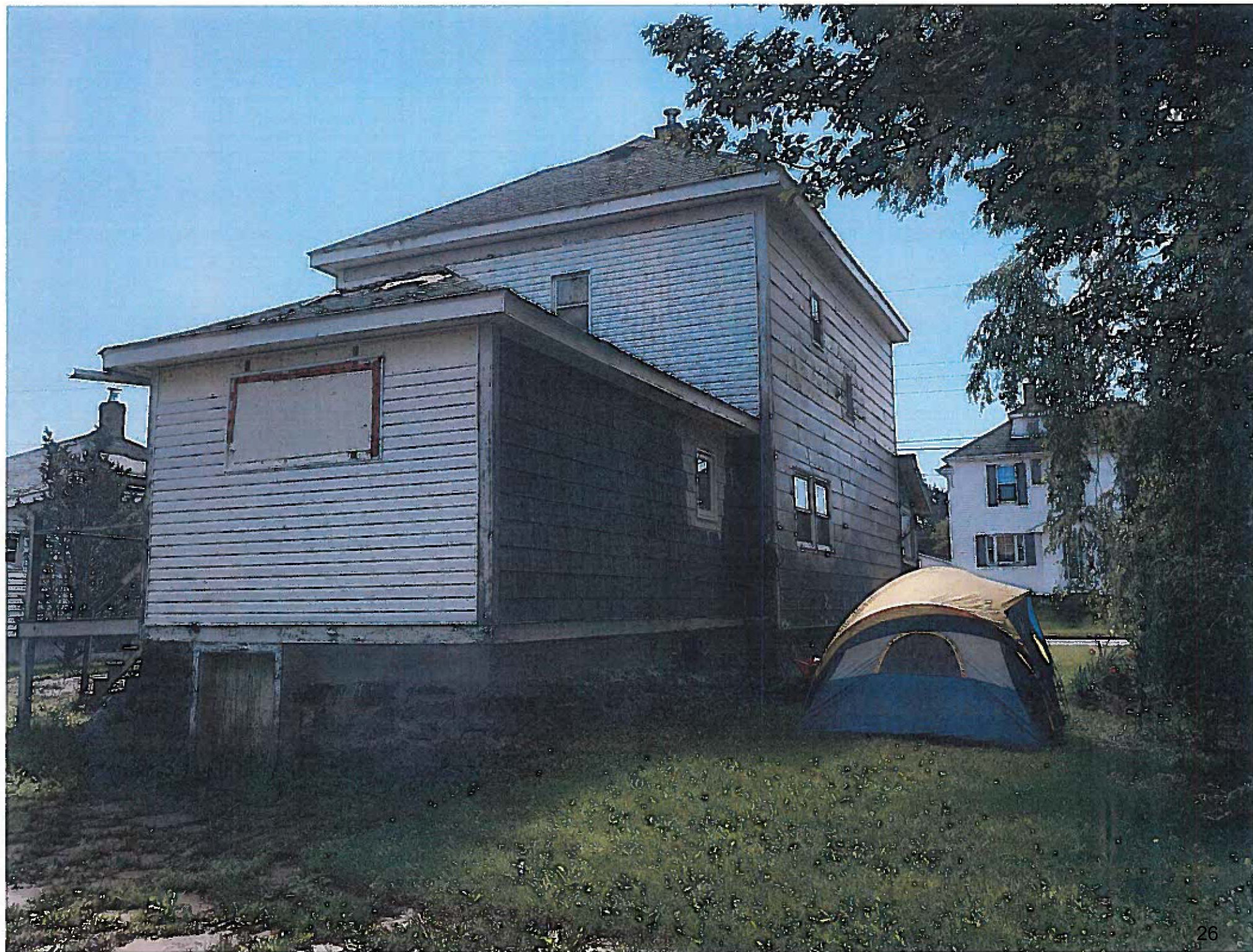














# SYNOPSIS

## 4 Sackville Road

---

This property has been vacant since a structure fire in December of 2015. The Dangerous and Unsightly Premises Administrator has advised that the work required to bring the dwelling up to "Minimum Standards for Residential Occupancy" would be extensive and expensive. The repair costs would far exceed the resale value of the home. At present, property poses a risk for vandalism, fire and transient activity.

### **MOTION:**

**That the Planning Advisory order that the property at 4 Sackville Road be demolished and the foundation be backfilled within 45 days from the date of this Committee meeting, 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, with all costs charged to the property owner's tax account.**

# SYNOPSIS

## 15 Minto Street

---

This property has been vacant since a structure fire in November of 2016, with no effort by the property owner to repair the building. The Dangerous and Unsightly Premises Administrator advises that the work required to bring the dwelling up to “Minimum Standards for Residential Occupancy” would be extensive and expensive. The repair costs would far exceed the resale value of the home. At present, it poses a risk for vandalism, fire and transient activity.

### **MOTION:**

**That the Planning Advisory order that the property at 15 Minto Street be demolished and the foundation be backfilled within 45 days from the date of this Committee meeting, 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, with all costs charged to the property owner’s tax account.**