

**Town of Amherst
Planning Advisory Committee
Minutes**

Date: September 2, 2025
Time: 4:30 pm
Location: Council Chambers, Town Hall

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

Staff Present Andrew Fisher Director, Planning & Economic Development
Marc Buske, Building Official
Emily Wainwright, Dangerous/Unsightly Premises Administrator
Sean Payne, Marketing & 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.

2. Approval of Agenda and Acceptance of Minutes

2.1 Approval of the Agenda

Moved By: Councillor McManaman

Seconded By: Jim Lamplugh

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

Motion Carried

2.2 Acceptance of the Minutes

The Chair called for any errors or omissions in the minutes. There being none, the minutes of the August 11, 2025 meeting of the Planning Advisory Committee were accepted as included in the agenda package.

3. 8 Newton Avenue

3.1 Staff Report

Emily Wainwright reviewed her report, included in the agenda package, regarding 8 Newton Avenue (PID 25024662), noting that the building is not on a proper foundation, and the lack of maintenance to the structure since it was last purchased in 2017. She presented her inspection reports showing the various structural and safety concerns with the building.

3.2 PAC Questions/Comments

Jim Lamplugh asked why this issue is being brought to the Committee. Emily Wainwright answered that a formal complaint had been received. Jim Lamplugh asked if the yard is being maintained and if the building is secured. Emily Wainwright answered yes on both counts, adding that she believes there is no immediate danger to the public.

Councillor Ripley asked about the details of the complaint. Emily Wainwright answered there were concerns about the condition of the structure overall.

Ron Wilson asked if it is realistic that the property can be rehabilitated, and further if milestones can be put in place for the necessary repairs as part of issuing a Building Permit. Marc Buske answered that the house could be rehabilitated and that one year should be sufficient time to get the required work done, adding that a timeline with milestones could be included as part of the building permit.

Jim Lamplugh asked what sort of permits will be required to carry out the necessary work. Marc Buske answered that a Building Permit will be required for anything exterior, including footings, foundation, walls, insulation, etc. the structural concerns, and further that when the inside of the property is being addressed, plumbing and electrical permits will be required.

Councillor Ripley asked if the committee could impose a longer timeline for the work to be done. Andrew Fisher answered that it is not the mandate of the Planning Advisory Committee to set milestone dates, however if the Committee were to give the property owner one year to complete the work, and significant work takes place, staff could review what has been done at that time and come back to the Committee.

Jim Lamplugh said he is not comfortable with recommending demolition since the building is not a risk to the public.

Councillor McManaman asked what type of foundation will be required for the property. Ron Wilson answered that will be up to staff to make that determination.

3.3 Complainant Questions/Comments to PAC

The Complainant was not in attendance.

3.4 Owner/Representative Questions/Comments to PAC

Richard Guenette, the property owner of 8 Newton Avenue was in attendance. Mr. Guenette stated that he purchased the property at a tax sale over eight years ago and that he has been having issues getting a contractor willing to do the necessary work for a reasonable price. He added that due to health issues with both him and his wife this has caused further delays. He further stated that he was hoping to have the property grandfathered in as the building is over hundred years old. He indicated that he was thinking of perhaps putting a trailer on the lot and to use the current building for storage. He further commented that he believes the person who bought the property next to his is the one who filed the complaint in an attempt to purchase the subject property.

Moved By: Jim Lamplugh

Seconded By: Councillor Chambers

That the Planning Advisory Committee directs staff to continue to monitor the property and bring any new issues that arise back to the committee.

Motion Carried

4. Adjournment

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

Natalie LeBlanc
Municipal Clerk

Ron Wilson
Chair