

**Town of Amherst
Planning Commission Minutes
June 5, 2013**

A meeting of the Town of Amherst Planning Commission was called to order by Chairperson June Driskill in the Council Chambers of the Town Hall at 7:30 PM on June 5, 2013. It was noted that a quorum was present as indicated below:

| | |
|-----------------|-------------------|
| P Kevin Belcher | P William Jones |
| P June Driskill | P Leon Moss |
| A Ted Finney | A Rachel Thompson |
| P Clifford Hart | |

Town Manager Jack Hobbs was present in his capacity as Secretary to the Commission.

Mr. Belcher was welcomed to the Commission.

The minutes of the May 1, 2013 Commission meeting were approved on a motion by Mr. Jones, seconded by Mr. Hart, and carried 5-0 according to the following:

| | | | |
|---------------|--------|-----------------|--------|
| Kevin Belcher | Aye | William Jones | Aye |
| June Driskill | Aye | Leon Moss | Aye |
| Ted Finney | Absent | Rachel Thompson | Absent |
| Clifford Hart | Aye | | |

Small Townhouse Development Ordinance

At 7:32 PM the Chair opened a duly advertised public hearing on a proposal to amend the Zoning and Subdivision Ordinance. If approved, a new use category described as "Townhouses, as provided in Section 912 herein, with no more than four townhouses within any one development" should be added to the Zoning and Subdivision ordinance and shown as a permitted use in the R2 zone and as a special use permit in the R1 zone. There being no one present who wished to speak on the matter, the public hearing was closed at 7:33 PM.

Mr. Hart made a motion that seconded by Mr. Jones, and carried 5-0 according to the following to recommend that the Town Council approve the amendment:

| | | | |
|---------------|--------|-----------------|--------|
| Kevin Belcher | Aye | William Jones | Aye |
| June Driskill | Aye | Leon Moss | Aye |
| Ted Finney | Absent | Rachel Thompson | Absent |
| Clifford Hart | Aye | | |

Site Plan: Virtual Industrial Building on Lot 15 at Brockman Park

The Town Manager gave a presentation on a site plan showing a planned building on Lot 15 at the L. Barnes Brockman, Sr. Business and Industrial Park as follows:

On a recommendation by the Amherst IDA, the Town Council entered into a 3-year marketing and land option contract with the Hollingsworth Companies that became effective on March 26, 2012. The contract indicates that Hollingsworth is to advertise sites at Brockman Park in an effort to generate prospective tenants and pursue pre-approval of plans and specifications for a large new building on Lot 15. The concept is that, along with other aspects a private developer could bring to the table such as flexibility on deal structures, in-house financing, and design-build capabilities, pre-approval of all items would shorten the timeline from contract to occupancy and thereby distinguish Brockman Park from its economic development competitors.

Therefore, the project depicted on the currently proposed site plan is speculative in that no tenants are currently available to occupy the building shown on the drawings. In fact, the actual installation at some future time may not be exactly as shown on the site plan. However, the plan meets all Town requirements and Hollingsworth employees have been advised that any significant change to the design may require additional review and approval by the local agencies involved.

This site plan proposes a 109,120 SF building on a 49.55 acre Lot 15 at Brockman Park. The property is zoned E-1 which generally allows the light industrial/warehouse uses contemplated.

Parking spaces shown are 10' wide x 16' deep which varies from the 9' x 18' required by the Zoning and Subdivision Ordinance. However, the drive aisle in the employee parking lot is 33' wide and so the deficit can be made up by 2' from each side which leaves an adequate 29' wide drive aisle for 2-way employee traffic.

No signs are proposed, and the developer has been advised that additional applications and approvals will be required if the signs are not shown on the site plan.

Refuse collection facilities are not shown on the site plan, and the developer has been advised that normal refuse

collection in the Town is via the Town's franchise hauler and access to dumpsters can be problematic.

The required sign advertising the Planning Commission's review of the site plan was posted on the site on May 6.

It was noted that the following will be required prior to issuance of a zoning permit:

1. Although the E-1 district allows a variety of manufacturing and warehousing uses by right, the proposed use is described as "light industrial/warehouse". The actual tenant's use will need to be compared to ordinance limitations.
2. The adequacy of the number of parking spaces required will be evaluated when the intensity of the proposed use can be determined. Note that Sec. 18.1-602.06(f)1 requires 1 space for every 1.5 employees on the maximum working shift, so the 30 spaces shown would allow for only 45 employees on the maximum working shift.
3. Major alterations to the site plan - such as building expansions, relocated parking lots, etc. - may require additional reviews or approvals.
4. Notes pertaining to Town water and sewer utilities requested by the Director of Public Utilities must be included on the final site plan package. These include:
 - a. Plastic water piping up to the demarcation points is not allowed, so demarcation points are to be shown as follows:
 - i. at the meter for the domestic water service,
 - ii. at the 12" water main for the fire service, and
 - iii. at the cleanout at the front property line for the sewer service.
 - b. The cost of any water meters will be borne by the developer (ref Note ToA 4 on Sheet 402).
 - c. The fire sprinkler design was not provided and so could be reviewed. If needed, the developer's designers will be responsible for generating local fire flow/residual pressure figures which can be done near the cul de sac upon appointment with the Town.
 - d. The RPZ configuration shown inside the building is to be maintained by the developer and the Town provided with regular inspection reports as required by the Virginia Department of Health.
 - e. On-site fire hydrants, which would be maintained by the developer, should conform to Town standards as shown on the Town's standard utility details.

5. The entrance plan approved by VDOT must be included in the final site plan package.
6. The construction contractor will be required to obtain a Town business license.
7. Landscape bonding requirements apply even if the plantings have been installed per §18.1-920.02 of the Town Code.

Chip Sisk from the Hollingsworth Companies answered questions about the capacity of the entrance and driveway for serving long-length trucks.

Mr. Hart made a motion that seconded by Mr. Jones, and carried 5-0 according to the following to approve the site plan as presented:

| | | | |
|---------------|--------|-----------------|--------|
| Kevin Belcher | Aye | William Jones | Aye |
| June Driskill | Aye | Leon Moss | Aye |
| Ted Finney | Absent | Rachel Thompson | Absent |
| Clifford Hart | Aye | | |

Election of Officers

The Chair relinquished the gavel to the Secretary for the purpose of officer elections.

Mr. Jones nominated Mrs. Driskill to be the Commission's Chair.

Mr. Jones nominated Mr. Hart to be the Commission's Vice Chair.

Mrs. Driskill nominated Mr. Hobbs to be the Commission's Secretary.

There being no other nominations, Mr. Jones made a motion that was seconded by Mr. Moss and carried 5-0 according to the following to close the nominations and accept the slate of nominees by acclamation.

| | | | |
|---------------|--------|-----------------|--------|
| Kevin Belcher | Aye | William Jones | Aye |
| June Driskill | Aye | Leon Moss | Aye |
| Ted Finney | Absent | Rachel Thompson | Absent |
| Clifford Hart | Aye | | |

The Secretary returned the gavel to Chairperson Driskill.

There being no further business, the meeting adjourned at 8:05 PM.

June Driskill, Chairperson

Attest: _____