

**Town of Amherst
Planning Commission Minutes
October 1, 2014**

A meeting of the Town of Amherst Planning Commission was called to order by Chairperson June Driskill in the Council Chambers of the new Town Hall 174 S. Main Street at 7:30 PM on October 1, 2014. It was noted that a quorum was present as indicated below:

P Kevin Belcher	P William Jones
P June Driskill	A Kenneth Bunch
A Ted Finney	P Rachel Thompson
P Clifford Hart	

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

The minutes of the August 6, 2014 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	Kenneth Bunch	Absent
Ted Finney	Absent	Rachel Thompson	Aye
Clifford Hart	Aye		

Gentry-Horizon Behavioral Health Site Plan Review

The Secretary reported that a site plan proposed for Lot 9b at Brockman Park had been scheduled for review but a series of issues have not been addressed. Of particular note was (a) the lac of "certification from VDOT the site plan meets all appropriate VDOT criteria" which is to accompany the application for approval per the Zoning and Subdivision Ordinance and (b) the routing of sanitary and storm sewer pipes across property that will not be owned by Gentry's company per his land sale contract; it was noted that the Town has asked Gentry to demonstrate that off-site storm sewer and sanitary sewer pipes have no detrimental effect on the adjacent property or show an altered alignment so as to not impact the affected site, but a response has not been received.

On a motion by Mr. Jones which was seconded by Mrs. Thompson and carried 5-0 according to the following, the Commission agreed to find that the Gentry application for site plan approval is incomplete and to defer its review until it is resubmitted according to comments returned to the developer by the Town on September 15 and 24.

Kevin Belcher	Aye	William Jones	Aye
June Driskill	Aye	Kenneth Bunch	Absent
Ted Finney	Absent	Rachel Thompson	Aye
Clifford Hart	Aye		

Worksession on Comprehensive Plan

Kelly Hitchcock from Region 2000 Local Government Council came forward to discuss her work to date on the comprehensive plan update project. It was agreed that the Commission's work on this project would continue in November.

Zoning and Subdivision Ordinance Amendment

After some discussion, Mrs. Thompson made a motion that was seconded by Mr. Hart and carried 5-0 according to the following to hold a public hearing on amending the Sec. 18.1-1102 of the Town Code to require review of certain site plans as follows at the November meeting:

Kevin Belcher	Aye	William Jones	Aye
June Driskill	Aye	Kenneth Bunch	Absent
Ted Finney	Absent	Rachel Thompson	Aye
Clifford Hart	Aye		

A copy of the code amendment proposal is attached and made a part of these minutes.

There being no further business, the meeting adjourned at 8:17 PM on a motion by Mrs. Thompson that was seconded by Mr. Jones and carried 5-0 according to the following:

Kevin Belcher	Aye	William Jones	Aye
June Driskill	Aye	Kenneth Bunch	Absent
Ted Finney	Absent	Rachel Thompson	Aye
Clifford Hart	Aye		

June Driskill, Chairperson

Attest: _____

Sec. 18.1-1102. Procedure for site plan review.

Whenever the owner or proprietor of any tract of land located within the Town desires to develop any class of use listed in Section 18.1-1103 herein, he shall submit a plan of the proposed development to the zoning administrator for processing.

The owner or his representative is encouraged to consult with the zoning administrator for advice and assistance on the development. The owner may submit sketch plans and data showing existing conditions within the site and in its vicinity and the proposed layout of the development. The zoning administrator shall return a copy of the submitted sketch plans to the developer with written comments indicating where the plans do not comply with the requirements set forth herein. Submission of said sketch plans and accompanying data shall not constitute the official filing of a proposed subdivision.

When the zoning administrator determines that an application involves development requiring site plan review, the zoning administrator shall notify the applicant that such review is required and shall require the documentation listed in this section. Any development meeting the criteria in Section 18.1-1103 ~~may shall~~ be reviewed and be made subject to approval by the Planning Commission. The Planning Commission may approve, approve with conditions, or deny approval of a site plan.

Any person proposing a development that requires a site plan under Section 18.1-1103 shall submit to the zoning administrator six (6) copies of a site plan showing the general design and layout of the development. The zoning administrator shall transmit copies of the site plan to VDOT, the health department, the erosion and sediment control officer, or any other relevant agency or department.

The site plan shall be reviewed in accordance with the procedures set forth in this section.

Within forty-five (45) days after submission of the site plan and accompanying documents to the zoning administrator, the commission shall approve, approve with conditions, or disapprove the site plan; the commission shall cause to have prepared two (2) copies of a statement noting reasons for commission disapproval or conditional approval, if applicable, and shall return one (1) copy of statement and plat to the developer with notification in writing of the action of the commission. One (1) copy of said statement and preliminary plat shall be retained by the zoning administrator for comparison with future site plans, where applicable, submitted by the developer.

The approval for any site plan approved by the Planning Commission shall expire and be null and void 12 months after the vote for approval if construction has not begun.