

**Town of Amherst
Planning Commission Minutes
January 3, 2018**

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 174 S. Main Street at 7:00 PM on January 3, 2018.

It was noted that a quorum was present as indicated below:

P Kevin Belcher	P William Jones
P June Driskill	P Kenneth Bunch
P Ted Finney	P Clifford Hart
	A Michael Mozingo

Interim Town Manager Peter Huber and Clerk of Council Vicki Hunt, in her capacity as Secretary to the Commission, were present.

Interim Town Manager Peter Huber reported that the following protocol is suggested for holding public hearings by the Commission.

**Town of Amherst Planning Commission
Public Hearing Process**

- a. Commission Chair brings up agenda item
- b. Town Manager provides brief outline
- c. Applicant describes project
- d. Commission clarifies issues by asking specific questions (not opinions)
- e. Commission Chair opens public hearing
- f. Citizens comment
- g. Commission Chair closes public hearing
- h. Commission discusses pros and cons
- i. Commission Chair Mayor asks for a motion
- j. Commission takes up next agenda item

Special Use Request: 488 S. Main Street (TM#95A56)

Interim Town Manager Peter Huber reported that a special use permit requested by Reggie Catlett, owner of JAK, LLC, would, if approved, allow JAK, LLC to do light machining and processing of electrical equipment and components in the former Brockman building located at 488 S. Main Street (TM#95A56).

Copies of the special use permit application, advertising notice, list of adjacent property owners and notice, sign affidavit, Table of Zoning Use, and an excerpt from the Town's Comprehensive Plan regarding Economic Development, were provided to the Commissioners.

Reggie Catlett, Owner, JAK, LLC, was present to answer questions.

Commissioners questioned whether the business was being relocated, what the noise level would be, whether there would be a need for outside lighting, and if the business would bring any additional jobs to the community.

Mr. Catlett responded that the business was being relocated from Lynchburg; the noise would be no more than an air compressor or no greater than that of an auto repair; he anticipates no outside lighting other than for security purposes around doorways; and that he does not anticipate hiring any additional workers at this time.

Chairperson June Driskill opened a duly advertised public hearing on the special use permit request at 7:14 P.M.

Chairperson June Driskill made the following statement: "I am an adjacent property owner and so I will not be voting on the process. I am not opposed to it. I will just not be voting on it."

John P. Brockman, Amherst, VA, came forward in favor of the project stating that it would be a boost for the community.

There being no one else present who wished to speak on the matter the hearing was closed at 7:16 P.M.

On a motion by Mr. Hart which was seconded by Mr. Bunch the Commission agreed to recommend that Town Council approve the special use permit requested by Reggie Catlett to allow JAK, LLC to do light machining and processing of electrical equipment and components in the former Brockman building located at 488 S. Main Street (TM#95A56). The motion carried 5-1-1 according to the following:

June Driskill	Abstain	Clifford Hart	Aye
Kevin Belcher	Aye	Kenneth Bunch	Aye
Ted Finney	Aye	Mike Mozingo	Absent
William Jones	Aye		

Interim Town Manager Peter Huber introduced Sara Carter as the New Town Manager for the Town of Amherst.

The minutes from the December 6, 2017, Commission meeting were approved on a motion by Mr. Bunch seconded by Mr. Finney and carried 6-0-1 according to the following:

June Driskill	Aye	Clifford Hart	Aye
Kevin Belcher	Aye	Kenneth Bunch	Aye
Ted Finney	Aye	Mike Mozingo	Absent
William Jones	Aye		

Sign Ordinance

Further discussion on revisions to the sign ordinance is deferred to the February meeting.

There being no further business, on motion of Mr. Bunch seconded by Mr. Hart and carried 6-0-1 the meeting adjourned at 7:33 PM.

June Driskill, Chairperson

Attest: _____