

**Town of Amherst Planning Commission
Minutes
February 2, 2022**

A meeting of the Town of Amherst Planning Commission was called to order by Chairperson June Driskill on February 2, 2022, at 7:00 P.M. in the Council Chambers of Town Hall at 174 S. Main Street.

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

P	June Driskill	P	Janice N. Wheaton
P	William Jones	P	John Vandervelde
P	Anne Webster Day	P	Nathaniel Holden Chase
A	Clifford Hart		

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

Town Manager Carter opened the floor for nominations for Chairman and Vice Chairman.

Ms. Day made a motion that was seconded by Mr. Jones that June Driskill and Clifford Hart remain Chairman and Vice Chairman, respectively.

After discussion and there being no further nominations, the motion carried 6-0 as follows:

June Driskill	Aye	Anne Webster Day	Aye
Janice Wheaton	Aye	John Vandervelde	Aye
William Jones	Aye	Nathaniel Holden Chase	Aye
Clifford Hart	Absent		

There being no one present to speak; no comments were made.

Mr. Vandervelde made a motion that was seconded by Ms. Wheaton to approve the minutes of the December 1, 2021, meeting.

There being no discussion, the motion to approve the December 1, 2021, minutes carried 6-0 according to the following:

June Driskill	Aye	Anne Webster Day	Aye
Janice Wheaton	Aye	John Vandervelde	Aye
William Jones	Aye	Nathaniel Holden Chase	Aye
Clifford Hart	Absent		

After Town Manager Carter gave a report on a proposed policy that addresses remote participation in a meeting by board members, Ms. Day made a motion that was seconded by Ms. Wheaton to adopt a Participation in Meetings by Electronic Communication Policy, as recommended by staff.

After discussion, the motion carried 6-0 according to the following:

June Driskill	Aye		Anne Webster Day	Aye
Janice Wheaton	Aye		John Vandervelde	Aye
William Jones	Aye		Nathaniel Holden Chase	Aye
Clifford Hart	Absent			

A copy of the Policy is attached to and made a part of these minutes.

After Town Manager Carter gave a report on the development of the Town of Amherst FY22-23 Capital Improvement Program proposal that identifies acquisition, construction and improvement of town facilities, and acquisition of capital equipment, copies of which were distributed to the Commissioners, Mr. Chase made a motion that was seconded by Mr. Jones to hold a public hearing at its next meeting on March 2, 2022, on the Town of Amherst FY22-23 Capital Improvement Program proposal, as recommended by staff.

After discussion, the motion carried 6-0 according to the following:

June Driskill	Aye		Anne Webster Day	Aye
Janice Wheaton	Aye		John Vandervelde	Aye
William Jones	Aye		Nathaniel Holden Chase	Aye
Clifford Hart	Absent			

Town Manager Carter led a discussion on requirements for permitting and regulating short-term home or room rental, and Bed and Breakfast lodging. Further discussion was deferred.

Town Manager Carter reported that the Town’s Comprehensive Plan must be reviewed every five years. The Commissioners reviewed and discussed a draft survey prepared by Ada Hunsberger, Regional Planner, Central Virginia Planning District Commission, for citizen comment on community events, housing, transportation, pedestrian improvements, and capital improvement and spending, in preparation of potential amendments to the Town’s Comprehensive Plan. Further discussion on the comprehensive plan was deferred.

There being no further business, the meeting adjourned at 7:53 PM on motion by Ms. Wheaton seconded by Mr. Vandervelde.

The motion carried 6-0 according to the following:

June Driskill	Aye		Anne Webster Day	Aye
Janice Wheaton	Aye		John Vandervelde	Aye
William Jones	Aye		Nathaniel Holden Chase	Aye
Clifford Hart	Absent			

June Driskill, Chairperson

Attest: _____
Secretary



TOWN OF AMHERST

Office of the Town Manager
and
Planning Commission

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PARTICIPATION IN MEETINGS BY ELECTRONIC COMMUNICATION POLICY

Adopted by Planning Commission: February 2, 2022

AUTHORITY AND SCOPE.

This policy is adopted pursuant to the authorization of Va. Code § 2.2-3708.2 and is to be strictly construed in conformance with the Virginia Freedom of Information Act (VFOIA), Va. Code §§ 2.2-3700-3715.

This policy shall not govern an electronic meeting conducted to address a state of emergency declared by the Governor. Any meeting conducted by electronic communication means under such circumstances shall be governed by the provisions of Va. Code §2.2-2708.2(A)(3).

DEFINITIONS.

- a. **"PC"** means the Town of Amherst Planning Commission.
- b. **"Member"** means any member of the Town of Amherst Planning Commission.
- c. **"Remote participation", "remotely participate", or "participate remotely"** mean participation by a member of the PC via telephonic, video, or other audio or combined audio and video electronic communication method where the member is not physically assembled with the other members of the PC.

- d. **"Meeting"** means a meeting as defined by Va. Code § 2.2-3701.
- e. **"Notify" or "notifies,"** for purposes of this policy, means actual notice, including, but not limited to, email, text, telephone, or in-person notice.

POLICY:

- A. Members may participate in meetings of the PC by electronic communication means from a remote location that is not open to the public, provided that such participation is approved by the Chairperson, or other presiding officer, (hereinafter referred to as the "Chairperson"). Such participation shall comply with this policy and Va. Code § 2.2-3708.2.
- B. On or before the day of a meeting, a member desiring to participate remotely shall notify the Chairperson that:
 - 1. Such member is unable to attend the meeting due to:
 - i. a temporary or permanent disability or other medical condition that prevents the member's physical attendance (in which case, the minutes shall record this basis for remote participation, but need not record the exact nature of the disability or medical condition); or
 - ii. a family member's medical condition that requires the member to provide care for such family member, thereby preventing the member's physical attendance (in which case, the minutes shall record this basis for remote participation, but need not record the exact nature of the family member's disability or medical condition); or
 - 2. Such member is unable to attend the meeting due to a personal matter (in which case, the member shall identify, with specificity, the nature of the personal matter; and the PC shall include in its minutes the specific nature of the personal matter cited by the member). However, participation by a member pursuant to this paragraph shall be limited each calendar year to two meetings or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.
- C. An individual member may participate from a remote location only if a quorum of the PC is physically assembled at the primary or central meeting location, and the PC has made arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.
- D. The location from which a member participates remotely shall be recorded in the PC's minutes; however, the location need not be open to the public.
- E. This policy shall be applied strictly and uniformly, without exception, to the entire membership of the PC, and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the

meeting. The Chairperson shall approve the request if the member qualifies for remote participation under this policy. If a member's participation from a remote location is disapproved because such participation would violate this policy, the reasons for such disapproval shall be recorded in the minutes with specificity.