

**Town of Amherst Planning Commission
Minutes
July 5, 2023**

A meeting of the Town of Amherst Planning Commission was called to order by Chairperson June Driskill on July 5, 2023, 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	Michael Driskill
P	William Jones	P	John Vandervelde
P	Anne Webster Day	P	Veda Butcher
P	Clifford Hart		

Town Manager Sara McGuffin, and Clerk of Council Vicki K. Hunt in her capacity as Secretary, were also present.

The Chair opened the floor for citizen comments. There being no one present in person or otherwise to speak, no comments were made.

Mr. Jones made a motion that was seconded by Mr. Vandervelde to approve the minutes of the June 7, 2023, meeting.

There being no discussion, the motion carried 7-0 according to the following:

June Driskill	Aye	Anne Webster Day	Aye
Michael Driskill	Aye	John Vandervelde	Aye
William Jones	Aye	Veda Butcher	Aye
Clifford Hart	Aye		

Town Manager McGuffin gave a report on an Application for a special use permit submitted by Jeremiah and Andrea Kirkland which, if approved, would allow a Bed and Breakfast at 146 N. Main Street, Amherst, Virginia.

Jeremiah Kirkland was present to answer questions.

Mr. Vandervelde made a motion that was seconded by Ms. Day to set a public hearing at its next meeting on August 2, 2023, for a special use permit submitted by Jeremiah and Andrea Kirkland to allow a Bed and Breakfast at 146 N. Main Street, Amherst, Virginia, as recommended by staff.

After discussion, the motion carried 7-0 according to the following;

June Driskill	Aye	Anne Webster Day	Aye
Michael Driskill	Aye	John Vandervelde	Aye
William Jones	Aye	Veda Butcher	Aye
Clifford Hart	Aye		

Town Manager McGuffin gave a report on consideration of a code amendment to allow accessory buildings on a residential lot.

Ms. Day made a motion that was seconded by Mr. Driskill to set a public hearing on consideration of an amendment to the Town’s zoning ordinance that, if approved, would allow more than one accessory unit on a residential lot, and on consideration of an amendment to the Town’s zoning ordinance that would, if approved, allow more than one dwelling unit on a lot based on the underlying zoning district and/or size of parcel.

After discussion, the motion carried 7-0 according to the following;

June Driskill	Aye	Anne Webster Day	Aye
Michael Driskill	Aye	John Vandervelde	Aye
William Jones	Aye	Veda Butcher	Aye
Clifford Hart	Aye		

Town Manager McGuffin gave a report on consideration of a Town code amendment for flag lots with the recommendation that the proposed amendment include standard requirements for minimum street front footage, a minimum lot area not to include the flagpole portion; not more than two adjacent flag lots, a flag lot cannot be placed behind another, and flag lots must meet all setbacks from the flag portion.

By consensus, Town Manager was requested to draft a proposed amended ordinance for consideration.

There being no further business, on motion of Ms. Day which was seconded by Mr. Driskill and carried 7-0, the meeting adjourned at 7:36 PM, according to the following:

June Driskill	Aye	Anne Webster Day	Aye
Michael Driskill	Aye	John Vandervelde	Aye
William Jones	Aye	Veda Butcher	Aye
Clifford Hart	Aye		

June Driskill, Chairperson

Attest: _____