

**Town of Amherst Planning Commission  
Minutes  
August 2, 2023**

A meeting of the Town of Amherst Planning Commission was called to order by Chairperson June Driskill on August 2, 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. Driskill to approve the minutes of the July 5, 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		

The Chair opened a duly advertised public hearing at 7:01 p.m. on an Application for a special use permit submitted by Jeremiah and Andrea Kirkland to allow a Bed and Breakfast at 146 N. Main Street, Amherst, Virginia.

Town Manager McGuffin gave a report on the application for a special use permit to allow a bed and breakfast at 146 N. Main Street, Amherst, Virginia. The Town's ordinance differentiates between bed and breakfast and short term rental based on whether or not the applicant lives on the premises. The applicants reside on the property subject to the application for special use permit for a bed and breakfast.

Sandra Kirk Rogers, Town of Amherst resident, came forward in support of a one unit bed and breakfast on the property and concerns about rezoning for additional units.

Jeremiah Kirkland and Andrea Kirkland were present to speak and answer questions.

There being no one else present who wished to speak on the matter, the public hearing was closed at 7:05 PM.

Mr. Hart made a motion that was seconded by Mr. Driskill to defer the matter until such time as Town Manager McGuffin and the applicants can present a list of conditions for consideration by the commission, such conditions to include age requirements, occupancy limits, noise ordinance, and a requirement that a caretaker be on the premises at all times that the owners are away from the property, the owner to provide the name and contact number of such caretaker.

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		

The Chair opened a duly advertised public hearing at 7:36 p.m. 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.

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

Jeremiah Kirkland, Town of Amherst resident, came forward in support of allowing more than one accessory unit on a residential lot.

There being no one else present who wished to speak on the matter, the public hearing was closed at 7:39 PM.

The matter was deferred to allow Town Manager McGuffin the opportunity to present a draft code amendment for consideration.

Town Manager McGuffin gave a report on consideration of a Town code amendment for flag lots with the recommendation that (a) each flag lot must have a minimum of 25 feet of frontage on the street; (b) the required minimum lot area shall meet the zoning ordinance requirement of the district in which it is located and shall not include the area of the long narrow "flagpole" portion; (c) the development of one flag lot behind another flag lot shall be prohibited; and, (d) a home on a flag lot must meet all setbacks within the “flag” portion of the lot, not including the “pole” portion of the lot.

Mr. Vandervelde made a motion that was seconded by Mr. Hart to set a public hearing at the September 6, 2023, Planning Commission meeting on consideration of a proposed amendment to the Town’s zoning ordinances for flag lots 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			

There being no further business, on motion of Mr. Hart which was seconded by Ms. Day 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			

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June Driskill, Chairperson

Attest: \_\_\_\_\_

FOR APPROVAL