

**Town of Amherst Planning Commission
Minutes
February 7, 2024**

A meeting of the Town of Amherst Planning Commission was called to order by Chairperson June Driskill, on February 7, 2024, 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 - Remote
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 who wished to speak, no comments were made.

Mr. Driskill made a motion that was seconded by Mr. Hart to approve the minutes of January 3, 2024, meeting.

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		

Thomas C. Brooks, Sr., CEO of Acres of Virginia, Inc., Engineering, Surveying, Planning, Environmental, and Soils Consulting Firm, was present to speak and answer questions on the proposed Dulwich Road Townhouse project plan. No action was taken by the Commission at this time.

Town Manager McGuffin gave a report on a proposed amendments to the Zoning Ordinance on the following items:

1. Section 24-2 – Definitions and rules of construction, adding Outdoor Display and Outdoor Storage definitions;
2. Section 24-576 – Signs permitted in all sign districts, adding new subsection (3)(c) providing for “open” flags and chalkboard displays;

3. Section 24-75 Developments subject to special site plan review, to include a minor site plan process;
4. Section 24-511 Surfacing, amending subsection (a) to include duplexes, and accessory dwelling units in a residentially zoned district; amending subsection (b) to include surface treatment; and adding new subsection (c) to define parking spaces and driveways; and
5. New Section xx-xxx under Article VIII. – Supplemental zoning regulations, defining short term rental and management plan and process.

After discussion, Town Manager McGuffin was directed to make revisions recommended by the Commission.

Mr. Driskill made a motion that was seconded by Mr. Hart to set a public hearing on March 6, 2024, on consideration of proposed amendments to the Town’s zoning ordinance §§ 24-2 Definitions and rules of construction, 24-576 Signs permitted in all sign districts, 24-75 Developments subject to special site plan review, 24-511 Surfacing, and adding new Article VIII §xx-xxx, Supplemental zoning regulations, as recommended by staff.

There being no further 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 the development of the Town of Amherst FY24-25 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. Driskill made a motion that was seconded by Mr. Hart to hold a public hearing on March 6, 2024, on the Town of Amherst FY24-25 Capital Improvement Program proposal, as recommended by staff.

There being no further business, on motion of Mr. Driskill which was seconded by Mr. Vandervelde, and carried 7-0, the meeting adjourned at 8:11 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: _____