

**Town of Amherst Planning Commission
Minutes
April 3, 2024**

A meeting of the Town of Amherst Planning Commission was called to order by Chairperson June Driskill on April 3, 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 |
| A | William Jones | A | 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.

Rick Monohan, Town of Amherst resident, came forward to request a business license in order to run a tattoo parlor.

Town Manager McGuffin reported to the Commission that a business license could not be approved because the Town’s Zoning Ordinance does not specifically allow for tattoo parlors. Ms. McGuffin requested that a public hearing be set on amendment to the ordinance to include tattoo parlors. No action was taken by the Commission and the matter was deferred for discussion.

There being no one else present in person or otherwise who wished to speak, no comments were made.

Ms. Day made a motion that was seconded by Mr. Hart to approve the minutes of the March 6, 2024, meeting.

There being no discussion the motion carried 5-0 according to the following:

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

Mr. Driskill made a motion that was seconded by Ms. Day to approve the minutes of the March 21, 2024, meeting.

There being no discussion the motion carried 5-0 according to the following:

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

Town Manager McGuffin gave a report on a request from Amherst Presbyterian Church for consideration of a site plan. The site plan was presented to the Commission for its review.

Mr. Hart made a motion that was seconded by Ms. Day to grant conditional approval of the site plan subject to the satisfactory completion of the review agencies and a signed set of plans, as recommended by staff.

There being no discussion, the matter carried 5-0 as follows:

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

Tim Hoden, Deputy Superintendent, Amherst County Public Schools, was present to update the Commission on the Amherst County Public School proposed site plan for the Amherst County High School. No action was taken by the Commission.

Town Manager McGuffin reported that a duly advertised public hearing was held by the Commission on March 6, 2024, on a proposed amendment to the Town of Amherst Zoning Ordinance Section 24-576 – Signs permitted in all sign districts, that would, if approved, add new subsection (3)(c) providing for “open” flags and chalkboard displays. No action was taken by the Commission and the matter was deferred for further discussion and consideration.

After discussion, because substantial additional language was made to ordinance advertised, Town Manager McGuffin requested that a public hearing be set on the following proposed amendments to Town Code Section 24, Zoning and Subdivisions, that would, if approved:

- a) Add new subsections to Section 24-576 – Signs permitted in all sign districts, allowing provisions for signs and/or flags to be displayed during business hours, and providing for LED signs inside of business windows; and
- b) Add new subsection to Sec. 24-580, Signs prohibited in all sign districts, prohibiting flutter flags as permanent signs; and,
- c) Add new section to define “Signs.”

After discussion Mr. Driskill made a motion that was seconded by Mr. Hart to set a public hearing on the proposed amendments to Town Code Section 24, Zoning and Subdivisions, as recommended by staff.

There being no further discussion, the motion carried 5-0 according to the following:

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

Town Manager McGuffin reported that a duly advertised public hearing was held on March 6, 2024, on a proposed amendment to the Town of Amherst Zoning Ordinance Section 24-511 Surfacing, that would, if approved, amend subsection (a) to include duplexes and accessory dwelling units in a residentially zoned district; amend subsection (b) to include surface treatment; and add new subsection (c) to define parking spaces and driveways, and provide surface treatment criteria.

After discussion and a report by Town Manager McGuffin, Mr. Driskill made a motion that was seconded by Ms. Day, to make a recommendation to Town Council to approve the proposed amendment to the Town of Amherst Zoning Ordinance Section 24-511, Surfacing, to amend subsection (a) to include duplexes and accessory dwelling units in a residentially zoned district; amend subsection (b) to include surface treatment; and add new subsection (c) to define parking spaces and driveways, and provide surface treatment criteria, as recommended by staff.

There being no further discussion, the motion carried 4-1 according to the following:

| | | | | |
|------------------|--------|--|------------------|--------|
| June Driskill | Nay | | Anne Webster Day | Aye |
| Michael Driskill | Aye | | John Vandervelde | Absent |
| William Jones | Absent | | Veda Butcher | Aye |
| Clifford Hart | Aye | | | |

There being no further business, on motion of Mr. Driskill, seconded by Mr. Hart, and carried 5-0, the meeting adjourned at 7:26 PM, according to the following:

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

June Driskill, Chairperson

Attest: _____