TOWN OF AMHERST PLANNING COMMISSION
Wednesday, November 6, 2019
AGENDA
AMENDED

1. **Call to Order** – *Mrs. Driskill, Chair*

2. **Determination of Quorum**

3. **Approval of October 2, 2019 meeting minutes –** *The minutes of the October 2, 2019 meeting are attached.*

4. **Public Hearing: Code Amendment to Table 7.1 of Chapter 18.1 of the Town Code, regulating uses in business districts-** *This request, if approved by the Council, would allow mixed uses within the same building in the Business districts. Currently, the B-1 and the B-2 districts both allow residential and commercial development, but not in the same building. This amendment would allow that mixed use to occur, as it does in the Central Business District.*

5. **Site Plan Approval for Amherst Milling Company-** *Lazy River, LLC has completed their staff review and received VDOT approval for their site plan for the Amherst Milling Company. Per 18.1-1102 of the Town Code, final approval of site plans is granted by the Planning Commission. The staff review is complete and the plans are found to be satisfactory. Staff recommends approval by the Commission.*

   From the Code:
   Within forty-five (45) days after submission of the site plan and accompanying documents to the zoning administrator, the commission shall approve, approve with conditions, or disapprove the site plan; the commission shall cause to have prepared two (2) copies of a statement noting reasons for commission disapproval or conditional approval, if applicable, and shall return one (1) copy of statement and plat to the developer with notification in writing of the action of the commission. One (1) copy of said statement and preliminary plat shall be retained by the zoning administrator for comparison with future site plans, where applicable, submitted by the developer. The approval for any site plan approved by the Planning Commission shall expire and be null and void 12 months after the vote for approval if construction has not begun.

6. **Set Public Hearing for Comprehensive Plan Amendment-** There is a request for a conservation easement on the remainder of the Mill Race subdivision from Dave McCormack. In order for the easement to be accepted, the Town needs to certify that the easement is in compliance with the Comprehensive Plan. Because the Plan currently calls for residential in the area, an amendment would be needed to support this project.

7. **Updates regarding Town projects**
   a. *Attached is next year's adopted Budget and CIP Calendar.*

8. **Concerns of Commissioners**

9. **Adjournment**

Town of Amherst
Planning Commission Minutes
October 3, 2019

A meeting of the Town of Amherst Planning Commission was called to order by Chairperson June Driskill in the Council Chambers of Town Hall at 174 S. Main Street at 7:00 PM on October 3, 2019.

It was noted that one seat on the Planning Commission is vacant and that a quorum was present as indicated below:

P	June Driskill	P	William Jones
A	Kevin Belcher	P	Anne Webster Day
P	Ted Finney	P	Clifford Hart

Town Manager Sara Carter was present.

The minutes from the March 6, 2019, Commission meeting were approved on a motion by Mr. Finney, seconded by Mr. Hart, and carried 5-0-1 according to the following:

June Driskill	Aye	Clifford Hart	Aye
Kevin Belcher	Absent	Anne Webster Day	Aye
Ted Finney	Aye	William Jones	Aye

The Commissioners discussed a request from Darryl and Tangie Motley for property located at 158 Second Street, Amherst, VA, zoned B-2 General Commercial District, for adjustments to allow for residential and commercial mixed use in the same building. Staff recommends a change in the zoning ordinance to allow mixed use (residential and commercial) in the same building in the B-2 District.

Mr. Hart made a motion that was seconded by Mr. Jones and carried 5-0-1 to ratify the setting of a public hearing on adjustments to the zoning ordinance that would allow for residential and commercial uses in the same building in the B-1 and B-2 Districts. The motion carried 5-0-1 according to the following:

June Driskill	Aye	Clifford Hart	Aye
Kevin Belcher	Absent	Anne Webster Day	Aye
Ted Finney	Aye	William Jones	Aye

Town Manager Carter gave an update on the timeline for review of 2020 CIP and budget; public meeting held on town park issues; and meeting with school board concerning connection of park with high school trails. Staff plans to place a formal proposal before town council and the school board prior to the end of the calendar year.

FOR APPROVAL

There being no further business, on motion of Mr. Finney, seconded by Mr. Hart, and carried 5-0-1 the meeting adjourned at 7:21 PM.

_____
June Driskill, Chairperson

Attest: _____
Secretary

FOR APPROVAL

To be published on October 23 and October 30

PUBLIC HEARING NOTICE

The Amherst Planning Commission will hold a public hearing on November 6, 2019 at 7:00 PM in the Council Chambers of the Town Hall at 174 South Main Street. The subject of the hearing is a proposed amendment to Table 7.1 of Chapter 18.1 of the Town Code, regulating uses in districts. If the amendment is approved, it will allow residences to be co-located with businesses in the B-1 and B-2 district and delete the prohibition on sidewalk level residences where business and residences are co-located. Documents relating to the proposal are available for public inspection at www.amherstva.gov and in the Town Hall during normal working hours.

TABLE 7.1

A-1	R-1	R-2	T-1	R-3	R-4	B-1	CBD	B-2	E-1	M-1	Description of Use
ACCESSORY AND AGRICULTURAL USES											
P	P	P	P	P	P	P	P	P	P	P	Accessory buildings and uses as provided in Section 901 herein.
P	P	P	P	P	P	P	P	P	P	P	Agricultural activities, including the raising of crops and animals, provided that agricultural use shall not be objectionable by reason of odor, dust, noise, pollution, erosion or drainage.
							P	P	P	P	Antenna and equipment buildings associated with existing wireless telecommunication facilities as provided in Section 914 herein.
									P	S	Cemeteries.
S	S	S	P	S	S	P	P	P			Church accessory uses involving 2,000 SF or more of building area, including day care centers, indoor recreation or fellowship halls, and schools.
P	P	P	P	P	P	P	P	P	P	P	Confined livestock facilities as provided in Section 916 herein.
P	S	S	S	S	S	P	P	P			Home occupation in an accessory building to the main dwelling unit as provided in Section 905 herein.
P	P	P	P	P	P	P	P	P			Home occupations within a dwelling unit as provided in Section 905 herein.
P	P	P	P	P	P	P	P	P	P	P	Public utilities: poles, lines, transformers, pipes, meters, and/or other facilities necessary for the provision and maintenance of public utilities; provided that electric service lines from the street property line to any residence or other permitted use shall be underground. Provided that only one line of poles will be allowed on any street.
P	P	P	P	P	P	P	P	P	P	P	Signs as provided in Section 908 herein.
S	S	S	S	S	S	P	P	P	P	P	Temporary uses including, but not limited to, sale of Christmas trees, tents for revivals, carnivals, but such use not permitted for a period to exceed four (4) months in any calendar year.
RESIDENTIAL USES											
S	S	P	P	P	P						Apartments in an existing single family dwelling.
P	S	S	P	S	S	P	P	P			Bed and Breakfast lodging, provided that the owner and family must occupy the residence and own the business, the single-family dwelling appearance be maintained, and adequate off-street parking is provided to the rear of the front setback of the dwelling.
P	P	P	P	P	P	P	P	P			Churches, manses, parish houses and adjacent cemeteries.
P	P	P	P	P	P	P	P	P			Garages, private.
P					S						Individual manufactured or modular homes nineteen (19) feet or greater in width placed on continuous masonry foundations.
					S						Manufactured home parks, as provided in Section 913 herein.
				P		P	P	P			Multi-family dwellings with an aggregate of three (3) or more units as specified in Section 906 herein.
S	S	S	S	S	S	S	S	S			Planned unit developments, as provided in Section 917 herein.
P	P	P	P	P	P	P	P	P			Single-family dwellings, except for mobile homes and manufactured homes.
						P	P	P			Single family, two family and multifamily dwellings within a building that contains a business, ~~provided that no dwelling shall be on the sidewalk-level floor of the front of the building~~.
			P	P		P	P	P			Townhouses, as provided in Section 912 herein, and condominiums.
		P									Townhouses, as provided in Section 912 herein, with no more than four townhouses within any one development.
P		P	P	P	P	P	P	P			Two-family dwelling units and semi-detached dwellings.

(Amended June 10, 2013)

TOWN OF AMHERST

BUDGET CALENDAR FOR FY 2020-2021

December 2019 – Office Manager prepares budget worksheets for department heads and mails out donation request forms to local organizations.

January 27, 2020– Deadline for budget requests from department heads and local organizations.

February 10, 2020 – Office Manager presents prepared budget documents to Town Manager for recommendations.

March 2020 – Finance Committee meets with Office Manager and Town Manager to review budget documents and recommendations.

April 8, 2020 – Public hearing of FY21 budget at regular Council meeting.

May 13, 2020 – Adoption and appropriation of FY21 budget at regular Council meeting.

CAPITAL IMPROVEMENTS PLAN FY 2020-2021

October 2019 – Office Manager sends out CIP requests documents to department heads.

November 18, 2019 – Department heads submit CIP requests to Office Manager.

December 2019 – Department heads and Town Manager meet to discuss CIP requests.

January 2020 – Town Manager Presents CIP recommendations to Planning Commission.

March 4, 2020 – Planning Commission public hearing on CIP requests.

April 8, 2020 – Council public hearing on CIP requests.

May 13, 2020 – Council adopts Capital Improvements Plan.