

**TOWN OF AMHERST PLANNING COMMISSION**  
**Wednesday, September 1, 2021**  
**AGENDA**

1. **Call to Order** – *Mrs. Driskill, Chair*
2. **Determination of Quorum**
3. **Citizen Comment-** *This time is provided for citizens to bring concerns or comments to the Commission that are not scheduled for a public hearing. This is not meant to be a discussion or an exchange, but rather, an opportunity for citizens to have their concerns be heard.*
4. **Approval of March 3, 2021 meeting minutes** – *The minutes of the March 3, 2021 meeting are attached.*
5. **Update on Recodification of the Zoning Ordinance-** *Staff has a report on the process for recodifying the Zoning Ordinance. When the Town Code was recodified, the Zoning Ordinance was left for a later date. Ms. Hunt has coordinated the process with Municode to have the Ordinance reviewed and prepared for inclusion into the recodified Town Code. The Planning Commission will review the document and hold a public hearing when prepared.*
6. **Comprehensive Plan Update-** *Staff has been working with the Central Virginia Planning District Commission to have the Town's Comprehensive Plan placed on their work program for an update. Included is their draft schedule and work plan for discussion.*
7. **Special Use Permit Application for 206 Washington Street-** *The purchasers of 206 Washington Street purchased a property with two homes on it. These homes are separately addressed and function as two independent housing units. The applicants would like to rent the second unit as a short-term rental, which would require a special use permit. Staff requests the Commission set a public hearing for their October meeting.*
8. **Concerns of Commissioners**
9. **Adjournment**

**Town of Amherst  
Planning Commission Minutes  
March 3, 2021**

A meeting of the Town of Amherst Planning Commission was called to order by Chairperson June Driskill on March 3, 2021, at 7:00 P.M. in the Public Meeting Room, County Administration Building at 153 Washington Street, Amherst, VA.

It was noted that a quorum was present as indicated below:

P	June Driskill	A	William Jones
A	Kevin Belcher	P	Anne Webster Day
P	Ted Finney	P	Clifford Hart
P	Janice N. Wheaton		

Town Manager Sara Carter and Clerk of Council Vicki Hunt, in her capacity as Secretary to the Commission, were present.

There being no one listed to speak on the citizen comment sign-in sheet or otherwise, no comments were made.

The minutes from the January 6, 2021, Commission meeting were approved on a motion by Mr. Hart, seconded by Ms. Day, and carried 5-0 according to the following:

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

**Capital Improvement Program FY21-22**

The Chair opened a duly advertised public hearing at 7:00 P.M., on the Town of Amherst FY21-22 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.

There being no one present who wished to speak on the matter, the public hearing was closed at 7:02 PM.

After discussion and a report by Town Manager Carter, Ms. Day made a motion that was seconded by Mr. Hart to recommend that Town Council approve the Town of Amherst FY21-22 Capital Improvement Program proposal, as presented and recommended by staff.

The motion carried 4-1 according to the following:

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

Town Manager Carter reported that it is necessary to make updates to the Town of Amherst Comprehensive Plan approved April 12, 2017. After the report, it was the consensus of the Commission that only updates to numbers and maps, and an addition of sections for trails and parks and downtown revitalization be made to the plan, as recommended by staff.

There being no further business, the meeting adjourned at 7:21 PM on motion by Mr. Finney seconded by Ms. Day

\_\_\_\_\_  
June Driskill, Chairperson

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

FOR APPROVAL

## MEMORANDUM

TO: Mayor and Town Council Members

FROM: Vicki K. Hunt, Clerk of Council

DATE: August 4, 2021

In 2016 the Town first contracted with Municode to recodify the Town's Ordinances. During the recodification process and after discussions with Municode, staff recognized that recodification and incorporation of the Zoning Ordinances would prolong the process and the Town opted to recodify the Zoning Ordinance at a later date.

Recent discussions were held with Municode by staff to incorporate recodified Zoning Ordinances. The process and timeline for inclusion of Zoning as Chapter 24 into the existing Code of Ordinances is as follows:

- Municode codification attorney will review our existing zoning ordinances in their entirety to ensure that they are grammatically correct, free of conflicts and internal inconsistencies, and conforms to state law working closely with staff to ensure that the code is legally accurate and up to date;
- Municode will provide the Town with a Legal Memorandum containing their recommendations to remedy any conflicts or inconsistencies within the zoning ordinances;
- Municode will hold a conference with staff to discuss their findings;
- Following the Legal Memorandum conference, Municode will provide a final draft of the Zoning ordinance for the Town's review. Staff is to return the draft within 30 days with any comments or edits but will be allowed an extension if one becomes necessary. The Municode attorney will be available during the review period to answer any questions the Town may have regarding the decisions made at the Legal Memorandum conference.
- Planning Commission will make its recommendation on adoption to Council after notice and public hearing is held. If necessary, any rewording of proof content will be discussed with the Commission during a separate process.
- Adoption of final proof by Town Council prior to July 31, 2022, after notice and public hearing is held.
- Adopting ordinance will be provided to Municode.
- Municode will publish repaginated ordinances in a format designed for consistency and readability; update the Preliminary Pages, Index, and Table of Contents; incorporate any newly adopted legislation, if any; update state law references (if elected); update cross-references and history notes; integrate all photographs, maps, diagrams, charts, and tables; and provide a comparative table of ordinances.

In reviewing the original proposal, Municode quoted the Town a recodification cost of \$8,750.00 based on 375 pages with pages exceeding 375 to be invoiced at \$18.00 per page. The final Code consisted of 374 pages. At the time of recodification, the Town opted to recodify the Zoning Ordinances at a later date to be incorporated as Chapter 24. At this time, Municode will legally review the existing zoning material (approximately 170 pages) for a total cost of \$1,600.00 including Municode's renumbering of Zoning as Chapter 24 to the Code prior to its formal adoption, if adopted by July 31, 2022. If adopted after July 31, 2022, standard supplement rates will apply to integrate Zoning with the Code. Should the Town require an additional set of proofs post-conference for adoption, there will be a proof update fee of \$500.

## Town of Amherst Comprehensive Plan Update

### Scope of Work

PDC staff will aid the Town of Amherst in reviewing and updating the existing 2017 Comprehensive Plan. The main tasks will be to update data tables with the newest census data available, incorporate goals and objectives from recent plan documents (e.g. the Pedestrian Safety and Walkability Study, Regional Hazard Mitigation Plan), and to update the corresponding text. Staff will meet with the Planning Commission at the November 1 meeting for a kickoff meeting and brief presentation and will follow up at the February to review the draft goals and objectives with the Commission.

#### Tasks:

1. Conduct Kickoff/Orientation meeting with Town Planning Commission
2. Review and update existing plan document with the most up-to-date information
3. Incorporate goals and objectives from recent plan documents (e.g. the Pedestrian Safety and Walkability Study, Regional Hazard Mitigation Plan)
4. Review updated Goals and Objectives with the Town Planning Commission
5. Provide updated plan document for adoption by Town Officials

## Anticipated Timeline



Throughout the process, we will be reviewing and revising the existing document, updating data tables and charts, incorporating existing plan documents and coordinating intergovernmental review along with Town Staff.

The following tasks will be covered by the General Technical Assistance Funds awarded by VDOT. Any additional tasks, including but not limited to: major revision of document text, more substantial community outreach, or branding/marketing tools are outside the project scope, and will be subject to cost to be paid by the locality at an agreed upon rate.

<b>Town of Amherst Comprehensive Plan Update</b>				
<b>Item</b>	<b>Unit</b>	<b>Unit Cost</b>	<b>Number of Units</b>	<b>Total Cost</b>
<b>Staff Resources - hourly rates and benefits</b>				
<b>Community Outreach (Town Hall Meeting)</b>				
Staff - Regional Planner	Hours	\$45.69	5	\$228.45
<b>Chapter Vision, Goal and Objective Review</b>				
Staff - Regional Planner	Hours	\$45.69	15	\$685.35
<b>Updating Data Tables and Maps</b>				
Staff - Regional Planner		\$45.69	25	\$1,142.25
<b>Document Development and Review</b>				
Staff - Regional Planner	Hours	\$45.69	15	\$685.35
Staff - Development Director	Hours	\$64.55	10	\$645.50
<b>Plan Presentation and Local Adoption Procedure</b>				
Staff - Regional Planner	Hours	\$49.51	15	\$742.65
<b>Transportation Section</b>				
Staff - Regional Planner	Hours	\$45.69	30	\$1,370.70
			<b>CVPDC Cost</b>	<b>\$5,500.25</b>
			<b>Locality Cost</b>	<b>\$0.00</b>