

**TOWN OF AMHERST PLANNING COMMISSION**  
**Monday, February 5, 2020**  
**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 January 2, 2020 meeting minutes** – *The minutes of the January 2, 2020 meeting are attached.*
5. **Presentation and Discussion: Capital Improvement Plan-** *Staff will present the proposed Capital Improvement Plan to the Planning Commission for their consideration. The proposed schedule for the CIP anticipates Commission discussion for January and February with a public hearing and action on March 4, 2020. Staff requests that the Commission set a public hearing for the CIP for their March 4, 2020 meeting.*
6. **Approval of Site Plan for Amherst Milling-** *Dave McCormack has resubmitted his site plan with an alteration in the location for the water connection. Staff requests Planning Commission approval of the updated plans.*
7. **Concerns of Commissioners**
8. **Adjournment**

**Town of Amherst  
Planning Commission Minutes  
January 2, 2020**

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 January 2, 2020.

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

P	June Driskill	P	William Jones
A	Kevin Belcher	P	Anne Webster Day
A	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.

James Ganey, 504 Waughs Ferry Road, Amherst, VA, came forward with a concern over his inability to build an approximate 32x40 foot pole barn for storage of a boat, camper, truck and other equipment in his preferred location due to a zoning ordinance provision that does not allow accessory structures in the front yard of a residential property, as defined by a line extending across the front of the primary structure.

Town Manager Carter explained that a variance could not be granted for this particular situation and focus by the Commissioners should remain on the effect of any ordinance change on all properties located in the Town.

After discussion, by consensus of the Commissioners no changes allowing for any accessory structure to be built past the front line of a primary structure located on any residentially zoned property in the Town will be made in the zoning ordinances.

The minutes from the December 4, 2019, Commission meeting were approved on a motion by Mr. Hart, seconded by Mr. Jones, and carried 4-1-2 according to the following:

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

Town Manager Carter gave a report on the development of the Town of Amherst FY20-21 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. Further review and discussion of the FY20-21 CIP was deferred to the February meeting.

A discussion was held by the Commissioners on options for an amendment to Section 18.1-908.10(6) of the Zoning Ordinance to include electronic message signs allowing for more than time and temperature. By consensus of the Commissioners no amendments will be made to the Zoning Ordinance allowing for more than time and temperature on electronic message signs at this time.

Town Manager Carter updated the Commissioners on Dave McCormick’s requests to Town Council for two thirty-day deferrals on his proposed conservation easement at the Amherst Milling Company.

There being no further business, on motion of Mr. Hart seconded by Ms. Day and carried 5-0-2, the meeting adjourned at 8:17 PM.

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

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

FOR APPROVAL

**TOWN OF AMHERST**  
**CAPITAL IMPROVEMENT PROGRAM FY20-21**

Project Description & Ranking	CIP Committee Evaluation	Planning Commission Ranking	Total Estimated Cost	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	Recommended Sources of Funds
<b>Police</b>									
Generator	18		\$11,000.00	11,000.00					General Fund
UTV-Side by Side (shared)	19		16,500.00	16,500.00					All funds
Police Interceptor-SUV	13		87,000.00	42,000.00		45,000.00			General Fund
<b>Community Development</b>									
Park Improvements			60,000.00	60,000.00					General Fund
<b>Maintenance</b>									
New Truck	11		35,000.00			35,000.00			General Fund
Bucket Truck	13		35,000.00		35,000.00				General Fund
Town Hall A/C Heat Unit	11		35,000.00		35,000.00				General Fund
Backhoe	13		100,000.00			100,000.00			General Fund
Maintenance Shop Heat	14		6,000.00		6,000.00				General Fund
8 Ton Trailer	16		8,500.00	8,500.00					General Fund
Tractor w/ bucket mower & backhoe	19		30,000.00			30,000.00			General Fund
<b>Plants</b>									
Sewer Sliplining Project			4,500,000.00	\$ 4,500,000.00					Grant and Loan
Water Treatment Plant Renovation			4,100,000.00	4,100,000.00					Grant and Loan
Sludge Dewaterer			1,500,000.00					1,500,000.00	Wastewater Fund
Used Water Plant Truck	14		39,524.00				30,000.00		Water Fund
Used Wastewater Truck	14		39,524.00			28,000.00			Wastewater Fund
<b>Water Line Replacements</b>									
Replace Author Court W/L			200,000.00		200,000.00				Grant and Water
Sunset Drive Replacement			1,019,260.00			1,019,260.00			Grant and Water
Waugh's Ferry Road Replacement			1,406,595.00			1,406,595.00			Grant and Water
Walnut Street Replacement			136,888.00				136,888.00		Grant and Water
Union Hill Replacement			420,416.00					420,416.00	Grant and Water
Zane Snead Replacement			294,400.00				294,400.00		Grant and Water
			<b>TOTAL</b>	14,069,607.00	8,738,000.00	276,000.00	2,663,855.00	461,288.00	1,920,416.00