

AMHERST ECONOMIC DEVELOPMENT AUTHORITY

Monday, June 3, 2024

AGENDA

5:15 PM

1. Call to Order & Determination of Quorum - Town Hall at 174 S. Main Street
2. Approval of the minutes from the March 4, 2024, meeting-----Chairman
3. Discussion of options for grading plans at Brockman Park ----- Chairman
4. Other Business
5. Adjournment

**Town of Amherst
Economic Development Authority**

Town Manager McGuffin called a meeting of the Town of Amherst Economic Development Authority, formerly Industrial Development Authority, to order on March 4, 2024, at 5:15 p.m. in the Council Chambers of the Town Hall at 174 S. Main Street.

It was noted that a quorum was present as follows:

P	Sharon Turner	P	Steven Jefferson
P	C. Manly Rucker	P	Richard Wydner
P	Clifford Hart	A	Douglas Thompson
P	Mark Milhous		

Town Manager Sara E. McGuffin, in her capacity of secretary, and Clerk of Council Vicki K. Hunt were also present.

Election of Officers

Town Manager McGuffin opened the floor to nominations for Chairman. Mr. Rucker nominated Ms. Turner, seconded by Mr. Wydner. There being no additional nominations, Ms. McGuffin closed the nominations and called for the vote. By vote of 6-0 Ms. Turner was elected Chairman as follows:

Sharon Turner	Aye	Steven Jefferson	Aye
C. Manly Rucker	Aye	Douglas Thompson	Absent
Clifford Hart	Aye	Richard Wydner	Aye
Mark Milhous	Aye		

Chairman Turner opened the floor to nominations for Vice Chairman. Mr. Wydner nominated Mr. Rucker, seconded by Mr. Hart. There being no additional nominations, Mr. Wydner made a motion to close the nominations and Ms. Turner called for the vote. By vote of 6-0 Mr. Rucker was elected Vice Chairman as follows:

Sharon Turner	Aye	Steven Jefferson	Aye
C. Manly Rucker	Aye	Douglas Thompson	Absent
Clifford Hart	Aye	Richard Wydner	Aye
Mark Milhous	Aye		

Mr. Rucker made a motion which was seconded by Mr. Hart to approve the minutes of the October 2, 2023, meeting. There being no discussion, the motion carried 6-0 as follows:

Sharon Turner	Aye	Steven Jefferson	Aye
C. Manly Rucker	Aye	Douglas Thompson	Absent
Clifford Hart	Aye	Richard Wydner	Aye
Mark Milhous	Aye		

Reports on Brockman Park Recoupment Program and Brockman Park Property Maintenance and Billing

Town Manager McGuffin presented status reports on the Brockman Park Recoupment program per the October 2, 2001, agreement whereby the County would direct monies to the Town to defray Brockman Park development costs, and on the costs of maintaining the common areas at Brockman Park that are to be shared among all tenants per the “homeowners association” section of the Brockman Park deed restrictions.

Mr. Hart made a motion that was seconded by Mr. Rucker to direct the Secretary to transmit the 2023 Brockman Park Recoupment report to Amherst County, and to authorize the Secretary to bill Amherst NSF Operations, LLC, Steven D. Clancy, LLC, Horizon Behavioral Health, and Jeremy Bryant, for calendar year 2023 expenses.

There being no discussion, the motion carried 6-0 as follows:

Sharon Turner	Aye	Steven Jefferson	Aye
C. Manly Rucker	Aye	Douglas Thompson	Absent
Clifford Hart	Aye	Richard Wydner	Aye
Mark Milhous	Aye		

A copy of the report is attached and made a part of these minutes.

There being no further business, the meeting adjourned at 5:26 p.m. on motion of Mr. Rucker, seconded by Mr. Wydner.

The motion carried 6-0 as follows:

Sharon Turner	Aye	Steven Jefferson	Aye
C. Manly Rucker	Aye	Douglas Thompson	Absent
Clifford Hart	Aye	Richard Wydner	Aye
Mark Milhous	Aye		

Sharon W. Turner, Chairperson

ATTEST: _____
Secretary

May 30, 2024

Sara McGuffin
Town of Amherst
(via email)
174 S. Main Street
P. O. Box 280
Amherst, VA 24521

RE: Brockman Industrial Park **Potential** Scope of Services

Sara,

Per our recent meeting, we discussed providing you two options (for lot combinations) to prepare construction documents for “Pad Ready” sites within the Brockman industrial Park. Please find below an understanding of the project scope. In order for the sites to be pad ready, we anticipate following the guidance of Virginia Economic Development Partnership (VEDP).

VEDP describes Tier 4 and 5 sites as fitting the following:

Tier 4: Site is positioned to support development such that building construction can take place in 12-18 months or less, with all infrastructure improvements in place, or plans for necessary infrastructure improvements completed and approved and deemed deliverable within 12-18 months by a licensed Professional Engineer in the Commonwealth of Virginia. All infrastructure permit issues are identified and quantified.

Tier 5: Site is considered “shovel ready” with all site permits in place or identified such that building construction can begin as soon as necessary land disturbance permits can be obtained by prospective industry.

Potential Scope of Services:

For the Lot combination determined by Town of Amherst, TRC will develop the proposal for approval to prepare the construction documents for “Pad” Sites on either Lots **3, 4 and 13** or **13 and 15**, depending on Town of Amherst development goals. These plans will allow a business to develop the building and construct site access road and parking areas. The stormwater management for the sites will be designed and constructed per these construction documents using an estimated impervious coverage area based on the building sizes assumed below and adequate associated parking and drive aisle access. This will allow the developer to begin construction as soon as they determine and submit a site plan for their preferred building, site improvements, and required utility services. Upon site plan approval they would be able to begin construction.

It does appear from the existing conditions survey that Sanitary Sewer, Water, and UGE is provided along E. and W. Commerce Streets and Brockman Park Drive to each of the parcels within the park. What is currently unknown, is the adequacy of the existing utility services to provide what each building requires. Utility capacity analysis can be performed if requested.

We will submit these documents to VA DEQ (SWM) and Town of Amherst (ESC) for review and approval.

The following will be the assumed building size for each lot referenced above, but this can be adjusted during the proposal stage if requested by Town of Amherst input. We would seek to minimize the removal of the existing trees while maximizing the buildable area.

Lot 3: 10,000 SF*

Lot 4: 16,000 SF*

Lot 13: 25,000 SF

Lot 15: 45,000 SF

(*Adjacent Lots can be combined to develop a larger building).

Estimated Fee Range: \$40,000 - \$60,000**

** Utility master planning and capacity analysis not included

** Off-site/downstream drainage analysis not included

** Off-site roadway improvements not included

Please let me know if you have any questions or need additional information.

Sincerely,

TRC Engineers, Inc.



Laura Morillo, P.E.

Senior Project Manager

Site Design & Infrastructure

Attachment: Exhibit Lot 3, 4, 13, and 15

