

**TOWN OF AMHERST PLANNING COMMISSION**  
**Wednesday, March 6, 2024**  
**AGENDA**

1. **Call to Order** – *Chair Driskill*
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 February 7, 2024 meeting minutes** – *Chair- The minutes of the February 7, 2024 meeting are attached.*
5. **Public Hearing: Capital Improvement Program-** *A public hearing has been set and advertised for consideration of the Town's annual proposed Capital Improvement Program.*
6. **Public Hearings: Proposed Code Amendments-** *Public hearings have been set and advertised for the following Code amendments.*
  - a. *Definitions and guidance for display and storage of goods to be sold in commercial districts*
  - b. *Consideration of an amendment to the Sign Ordinance that would allow 'open' flags and chalkboard displays*
  - c. *Consideration of a new process for minor site plans and plot plans*
  - d. *Consideration of new definitions for 'driveways' and 'parking areas'*
  - e. *Revision of Conditional Use Permit for Short Term Rental*
7. **Appearance: Amherst Presbyterian Church-** *- Amherst Presbyterian has requested time with the Commission to consider a parking plan for the church addition.*
8. **Request for Site Plan Amendment-** *Amherst County Public Schools is requesting an amendment to their approved Site Plan to eliminate the landscaping islands in the new parking lot at Amherst County High School.*
9. **Concerns of Commissioners**
10. **Adjournment**

**Town of Amherst Planning Commission  
Minutes  
February 7, 2024**

A meeting of the Town of Amherst Planning Commission was called to order by Chairperson June Driskill, on February 7, 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
P	William Jones	P	John Vandervelde
P	Anne Webster Day	P	Veda Butcher - Remote
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.

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

Mr. Driskill made a motion that was seconded by Mr. Hart to approve the minutes of February 3, 2024, meeting.

After discussion, the motion carried 7-0 according to the following:

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

Thomas C. Brooks, Sr., CEO of Acres of Virginia, Inc., Engineering, Surveying, Planning, Environmental, and Soils Consulting Firm, was present to speak and answer questions on the proposed Dulwich Road Townhouse project plan. No action was taken by the Commission at this time.

Town Manager McGuffin gave a report on a proposed amendments to the Zoning Ordinance on the following items:

1. Section 24-2 – Definitions and rules of construction, adding Outdoor Display and Outdoor Storage definitions;
2. Section 24-576 – Signs permitted in all sign districts, adding new subsection (3)(c) providing for “open” flags and chalkboard displays;

3. Section 24-75 Developments subject to special site plan review, to include a minor site plan process;
4. Section 24-511 Surfacing, amending subsection (a) to include duplexes, and accessory dwelling units in a residentially zoned district; amending subsection (b) to include surface treatment; and adding new subsection (c) to define parking spaces and driveways; and
5. New Section xx-xxx under Article VIII. – Supplemental zoning regulations, defining short term rental and management plan and process.

After discussion, Town Manager McGuffin was directed to make revisions recommended by the Commission.

Mr. Driskill made a motion that was seconded by Mr. Hart to set a public hearing on March 6, 2024, on consideration of proposed amendments to the Town's zoning ordinance §§ 24-2 Definitions and rules of construction, 24-576 Signs permitted in all sign districts, 24-75 Developments subject to special site plan review, 24-511 Surfacing, and adding new Article VIII §xx-xxx, Supplemental zoning regulations, as recommended by staff.

There being no further discussion, the motion carried 7-0 according to the following:

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

Town Manager McGuffin gave a report on the development of the Town of Amherst FY24-25 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.

Mr. Driskill made a motion that was seconded by Mr. Hart to hold a public hearing on March 6, 2024, on the Town of Amherst FY24-25 Capital Improvement Program proposal, as recommended by staff.

There being no further business, on motion of Mr. Driskill which was seconded by Mr. Vandervelde, and carried 7-0, the meeting adjourned at 8:11 PM, according to the following:

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

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June Driskill, Chairperson

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

# TOWN OF AMHERST

## CAPITAL IMPROVEMENT PROGRAM FY24-25

Project Description & Ranking	CIP Committee Evaluation	Planning Commission Ranking	Total Estimated Cost	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	Recommended Sources of Funds
<b>Police</b>									
Police Tahoe SUV-	18		210,000.00	70,000.00		70,000.00	70,000.00		General Fund
Tazers-Recoccurring	23		33,320.00		25,000.00	4,160.00	4,160.00		General Fund
Toughbooks-Reoccurring	16		28,000.00					28,000.00	General Fund
<b>Plants</b>									
WWTP Scada	22		250,000.00	250,000.00					USDA Grants
WWTP Generator			225,000.00			225,000.00			Wastewater
Raw Influent Pumps (3)-New	19		30,000.00		10,000.00	10,000.00	10,000.00		Wastewater
WWTP Digester Blower/Motor (2)-New	17		37,572.30			37,572.30			Wastewater
Waste Sludge Flow Meter-New	12		8,000.00		8,000.00				Wastewater
WWTP NPW Upgrade-New	13		25,000.00					25,000.00	Wastewater
WWTP Step Screen/Washpress- New	18		28,267.70		28,267.70				Wastewater
<b>Maintenance</b>									
Automated Meter Reading	20		750,000.00	250,000.00	500,000.00				All Funds
Half Ton Pick-up-New	16		45,000.00			45,000.00			All Funds
Metal Structure-New	13		50,000.00					50,000.00	All Funds
Reseal Town Hall Lot-New	16		10,000.00			10,000.00			All Funds
<b>Town Hall/Finance</b>									
Town Hall Renovation-New	11		50,000.00						General Fund
<b>Water Line Replacements</b>									
Replace Author Court W/L			200,000.00		200,000.00				Grant and Water
Sunset Drive Replacement			3,000,000.00	3,000,000.00					Grant and Water
Waugh's Ferry Road Replacement			3,000,000.00			3,000,000.00			Grant and Water
Walnut Street Replacement			400,000.00					400,000.00	Grant and Water
Union Hill Replacement			420,416.00						Grant and Water
Zane Snead Replacement			294,400.00						Grant and Water
<b>TOTAL</b>			9,094,976.00	3,570,000.00	771,267.70	3,401,732.30	84,160.00	503,000.00	

Add to Definitions:

Outdoor display- Display of goods for sale outside of a business. Where goods are typically those that are outdoor in nature, such as automobiles, trailers, farm equipment, outdoor display is permitted without limitation as governed by the zoning district. Where the goods are typically inside, a small display of goods may be outside of the building, limited to no more than twenty square feet of area, so long as the display is not in any required area, such as parking, setbacks, and public rights of way.

Outdoor storage- Outdoor storage of goods or equipment for sale or rent as allowed in the applicable zoning district shall be screened from public right-of-way or adjacent uses. No outdoor storage of goods and equipment is permitted in residentially zoned areas. Outdoor storage cannot be an independent use, and must be associated with a business on the same parcel. Screening shall be accomplished as outlined in 24-695.

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## Sec. 24-576. Signs permitted in all sign districts.

The following signs shall be permitted in all sign districts and shall not require a sign permit, unless otherwise indicated. The area of any sign described in this section shall not be included in computing the aggregate sign areas specified for individual districts.

- (1) *Temporary signs.* Temporary signs, which shall be nonilluminated and limited to the following types:
  - a. When buildings are under construction or sites are under development, signs may be displayed provided that they are removed upon issuance of a certificate of occupancy. The maximum sign area of each such sign shall be 32 square feet.
  - b. When a property is offered for lease or for sale, signs may be displayed provided that they are removed within five days of the date of closing or within five days of the beginning of the lease.
    1. In the residential sign and mixed use districts, the maximum aggregate sign area shall be four square feet and the maximum height shall be 12 feet.
    2. In the commercial and industrial sign district, the maximum aggregate sign area shall be 32 square feet and the maximum height shall be 12 feet.
  - c. When a business in the mixed use or commercial and industrial sign district opens, temporary building-mounted signs and banners shall be permitted, provided that such sign or signs shall not be displayed for more than 30 days. The maximum aggregate sign area shall be 32 square feet.
  - d. When a dwelling in a residential sign district is holding a yard sale, signs may be displayed for only 48 hours and only on the property where the yard sale will be held.
  - e. For special events within the town, any property owner may display up to two signs of up to four square feet each for up to five days in any 60-day period.
  - f. Signs on private property that exercise the property owner's right to right to free speech and express noncommercial messages such as ideals, causes, policies or candidates, provided that the aggregate sign area is not larger than 40 square feet in the mixed use and commercial and industrial sign districts or 16 square feet in the residential and agricultural sign district, and the total number of signs on a parcel cannot exceed two. Such signs shall be removed within 60 days of installation, and no property can display such signs for more than a total of 120 days per year.
  - g. Signs in the commercial or mixed use district, at a permitted and licensed business, designating that they are open, or showing current specials, so long as the sign is only out during business hours, and is on the same property as the business. Such signs shall be limited to no more than 20 square feet in the B-2 district, and 6 square feet in other business districts and there shall be no more than one per parcel. Such signs shall not be placed in any required area, such as parking, in the public rights of way, or in the path of vehicle or pedestrian traffic.
- (2) *Permanent signs.*
  - a. One sign at each parking lot entrance with no commercial logo or other message and not exceeding three square feet in area.
  - b. Nonilluminated names of buildings, dates of erection, monumental citations, commemorative tablets, insignia of local, state or federal government, and like when carved into stone, concrete or similar material or made of bronze, aluminum or other permanent type construction and made an integral part of a building structure. The maximum size of such sign shall be 32 square feet.

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- c. Usual and customary signs identifying disabled parking, restrooms, directions, driving instructions or other facilities relating to such places or activities.
  - d. Signs not visible from adjacent properties or public rights-of-way.
- (3) *Flags*. Flags containing no commercial message are not regulated.
  - (4) *Location on right-of-way*. Signs installed on VDOT right-of-way under a VDOT permit. The town will only assist in the VDOT permitting process with town-approved banners installed above South Main Street on the existing banner bracket.
  - (5) *Nonconforming*. Any sign may remain in use provided that it was lawful at the time this article was enacted. However, signage for any business shall be required to conform to all requirements of this chapter as a condition of approval before any change to the signage for that business.
  - (6) *Community promotions*. Community promotions that do not contain any commercial messages or references and are constructed or displayed on public property under the auspices of a locally based government agency.

(Zoning Ord. 2003, § 18.1-908.06)

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## **Sec. 24-75. Developments subject to special site plan review.**

The following types of development shall be subject to the site plan review provisions under section 24-76:

- (1) All commercial, industrial and institutional buildings that have 2,000 square feet or more in floor area, including buildings converted from any other use to commercial, industrial or institutional use.
- (2) All institutional facilities such as schools, hospitals and clubs.
- (3) All residential developments involving more than four dwelling units in one building or three on one lot.
- (4) Mobile home parks.
- (5) Special use applications involving more than 2,000 square feet of new building area.
- (6) Conditional zoning applications.
- (7) Townhouse development projects.
- (8) Any proposed building that has 2,000 square feet or less in floor area will require only an informational sketch for review.
- (9) Any use listed as specifically requiring a site plan.

(Zoning Ord. 2003, § 18.1-1103)

The following types of development shall be subject to the site plan review provisions under Section XX for a minor site plan of this article:

1. A proposed revision to a site plan where an existing major site plan is on file;
2. All development requiring a commercial entrance permit from the Virginia Department of Transportation
3. Any new development on a commercially zoned lot.

The following requirements shall govern documents submitted for minor site plan review:

1. The scale shall be no less than one (1) inch equals to one hundred (100) feet. The zoning administrator or planning director may accept a scale which is sufficient to clearly show all required details on the plat.
2. Drawings may be submitted on paper size as small as eleven (11) inch by seventeen (17) inch (11" x 17") if all notes are clearly legible.
3. The names and addresses of owner, developer, a scale and north arrow shall be included on all maps.
4. The following information shall be included on the map of existing conditions:
  - a. Names and addresses of owners of record of all adjacent properties and tax map numbers;
  - b. Current zoning boundaries, including surrounding to a distance of three hundred (300) feet;
  - c. Easements, rights-of-way, or other reservations affecting the property;
  - d. Topography and flood plain elevation, if applicable;
  - e. Location of watercourses, marshes, rock out-cropping and wooded areas;



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- f. Location of buildings existing on the tract to be developed indicating whether existing buildings on the tract are to be retained, modified or removed;
- g. Location of existing water mains, culverts, drains, pipe sizes, grades and direction of flow; and
- h. The location of mapped dam break inundation zones and their impact on the development.
5. The following information shall be included on the map of proposed development:
- a. Signature blocks for the zoning administrator, or his/her designee, Virginia Department of Transportation, and the Health Department, when applicable;
- b. Location and size of proposed buildings and uses thereof;
- c. Proposed streets and other ingress and egress facilities (indicating curb lines, sidewalk lines and public right-of-way lines); meeting the Minimum Standards of Entrances to the State Highways;
- d. Layout of off-street parking;
- e. Location of proposed utility lines, indicating where they already exist and whether they will be underground;
- f. Proposed planting, including all landscaping and screening and indicating existing trees to be retained and areas to be left undisturbed;
- g. Facilities for disposal of trash and other solid waste;
- h. Elevations of buildings to be built or altered on-site; and
- i. All private waste disposal systems including their reserve areas shall be located on the same property as the building site that the private waste disposal system benefits.

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## **Sec. 24-511. Surfacing.**

- (a) Parking spaces and driveways for single-family dwelling units, duplexes, and accessory dwelling units in a residentially zoned district shall be constructed of gravel, compacted stone, concrete, asphalt, brick or paving stones.
- (b) Parking spaces and driveways for other than uses listed in subsection a shall be constructed of concrete, asphalt, surface treating, brick or paving stones.
- (c) For the purposes of the section, parking spaces are those spaces that are required for the use by the Zoning or Building Code. Driveways for section b are the access between the road and the required parking spaces. Driveways must be 22 feet in width.

For the purposes of this section, surface treatment shall require a preparation of the surface that includes excavation to the substrate to the desired slope and with removal of all vegetation. A base of 3-4 inches of large stone shall be applied and compacted on the substrate, followed by 1-2 inches of pea sized gravel, also compacted. Bituminous surface treatment shall then be applied to a minimum depth of one half inch.

## To be added as a new section under Supplemental Regulations:

*Short-term rental* means the provision of a room or space that is suitable or intended for occupancy for dwelling, sleeping, or lodging purposes, for a period of fewer than 30 consecutive days, in exchange for a charge for the occupancy.

*Management Plan* shall include a floor plan designating all rooms, a plot plan showing parking and property boundaries, designation of an emergency contact, occupancy limits, proof of business liability insurance, proof of current fire extinguishers or other fire /smoke/gas protection, and documentation showing basic rules and boundaries posted on site.

Short term rentals are allowed as a Special Use Permit in multiple districts. Where allowed by SUP, the process includes an additional application and management plan that addresses key components of short term rentals.

1. Short term rentals require a short term rental application.
2. All applications must include an annual management plan which shall be updated annually upon the registration date. The registration fee is set annually with the adopted budget and other fees.
3. Short term rentals require posting of rules on the premises for guests to include notice of property lines with available property to be used with the rental, no parking on the street, and only within designated parking areas, and quiet hours.



February 7, 2024

Ms. Sara McGuffin  
Town Manager, Town of Amherst  
P.O. Box 280  
174 S. Main Street  
Amherst, VA 24521

**REF: Amherst Presbyterian Church**

Dear Ms. McGuffin,

The Town of Amherst and VDOT completed a review of the submitted site plan, dated November 20, 2023 (seal), and received November 27, 2023, for Amherst Presbyterian Church located at 163 Second Street, Amherst, VA. Agency comments with our responses are as follows:

**Commenting Agency: Town of Amherst**

**Contact: Sara McGuffin**

**Notes: See Comments & Responses**

**Comments Dated: January 2, 2024**

1. The plan shows a 1-inch water meter. Provide calculations to support meter size.

***Response: The water line size is revised to a 1 ½" water line per the calculations provided on a supplemental document. A 1" meter is proposed for the new connection and is detailed on sheet D-2.***

2. Plans do not show detailed connection to the sanitary sewer line. More information is required, including size, grade, location, pavement patching, etc.

***Response: There is an existing sanitary sewer connection to the public sewer system. The sanitary sewer line for the addition is proposed to connect to the existing cleanout with a typical "wye" joint.***

3. Stormwater pond is adjacent to a door and a sidewalk that is not fenced. Recommend fencing the stormwater pond to prevent drowning potential.

***Response: The recommendation is noted and the church has decided not to pursue fencing around the stormwater pond.***

4. Provide fire suppression plans or compliance with fire code.

***Response: No fire suppression is proposed. Compliance with the fire code will be provided by the architect.***



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5. Provide elevations.

***Response: Building Elevations are provided on a supplemental document.***

6. Provide parking calculations and required parking. Checklist states that you are using on-street parking. That is not allowed within the Code.

***Response: The daycare center and church services are existing uses for the building. The proposed addition is a fellowship hall that does not increase capacity for the sanctuary or daycare center, and therefore does not necessitate additional parking requirements beyond the existing parking provisions.***

7. VDOT approval will be required for entrance onto the state roadway system once planned.

***Response: No entrance is proposed.***

**Commenting Agency: VDOT**

**Contact: Daniel Brown**

**Notes: See Comments & Responses**

**Comments Dated: January 19, 2024**

1. VDOT has identified the following items from the VDOT Lynchburg District Site Plan Checklist (attached) that need to be addressed:
  - a. Item #4, please add state route numbers to the vicinity map.

***Response: Route numbers and road names are added to the Vicinity map on sheet C-1.***

- b. Item #5, provide latitude/longitude of the connection to the state-maintained road.

***Response: No entrance is proposed. Latitude/Longitude for the proposed construction entrance is 37.5844730°, -79.0497722°.***

- c. Item #10, provide a note in bold text stating “a pre-construction meeting with VDOT participation is required prior to permit issuance.”

***Response: The requested note is included on sheet C-1 under VDOT notes: #1 on the lower right section of the page.***

- d. Item #11, provide a note in large bold text stating “a VDOT Land Use Permit is required prior to beginning any work in the right of way.”

***Response: The requested note is included on sheet C-1 under VDOT notes: #2 on the lower right section of the page.***





- e. Item #14, include the current version of the VDOT Lynchburg District Standard Notes (attached).

***Response: VDOT Standard Notes are included on sheet D-3.***

- f. Item #60, provide a Traffic Control Plan in accordance with the current version of the Virginia Work Area Protection Manual. This shall be included in the plan set.
  - I. Please include with the Maintenance of Traffic Plan for work within the right of way the MOT Notes and Transportation Operations Plan – Amherst County (Attached).
    - i. Complete the narrative describing the work within the right of way.
    - ii. Complete the estimated number of days for work within the right of way.
    - iii. Please note that the Public Communications section of this document will not be required on this project and may be removed.
    - iv. Provide the typical traffic control applications to be used on this project in the maintenance of traffic plan.

***Response: Typical Traffic Control figures are shown on sheet D-3.***

- 2. Please add state route numbers to Route 1101 (Second Street) and Route 1115 (Mountain View Drive) on the plans.

***Response: State route numbers for Second Street and Mountain View Drive are included on the plan set.***

#### **SHEET C5 EROSION AND SEDIMENT CONTROL PLAN**

- 3. The proposed stormwater facility shall be designed to have 2' of freeboard between the 100-year WSE and the top of dam elevation when there is no emergency spillway.

***Response: The proposed stormwater facility is three (3) feet deep and earthen embankment specification for the two (2) feet of freeboard for the 100-yr storm does not apply.***

- 4. Revise the stormwater basin outfall pipe to be a 15" reinforced concrete pipe with an 8" water quality orifice per the 2016 VDOT Road and Bridge Standards.

***Response: The stormwater basin outfall pipe is revised to a 15" RCP pipe with an 8" orifice. Calculations are updated on sheets C-8 and C-9.***

- 5. Revise the dam top width to be a minimum of 8" per Appendix A of the Virginia Department of Environmental Quality Stormwater Design Specifications.

***Response: The proposed stormwater facility is three (3) feet deep and earthen embankment specification for the eight (8) feet wide dam top does not apply.***



6. Please show the existing non-standard curb and gutter as being removed and replaced with VDOT Standard CG-6.

***Response: No road improvements are proposed for Mountain View Drive.***

7. Please show the existing drop inlets as being removed and replaced with VDOT Standard DI-3 to function with the standard curb and gutter. The existing 10" pipe between the two will need to be replaced with an appropriately sized pipe.

***Response: No road improvements are proposed for Mountain View Drive.***

8. Please provide a VDOT Standard CG-12 where the proposed sidewalk is shown ending at the existing curb line along Route 1115. The sidewalk may be better suited to run parallel to Route 1115, behind the curb and gutter, which would remove the need for a CG-12 if connected appropriately to existing sidewalk on site.

***Response: VDOT Standard CG-12 is proposed at the end of the sidewalk along Mountain View Drive.***

#### **Miscellaneous**

9. A detailed response that addresses each comment listed above shall accompany the consultant's re-submittal package.

***Response: This document is the detailed response to the comments provided.***

10. Due to the nature of these comments and those from other agencies, subsequent review of revised plans for acceptance will be required. VDOT acceptance of plans will only come about once the county has approved them.

***Response: Noted.***

11. An electronic file of the approval plan in PDF format shall be provided for VDOT use.

***Response: Noted.***

12. Upon final plan review, a Land Use Permit will be required prior to construction of any work in VDOT right of way.

***Response: Noted.***

13. Visit the Land Developers Information Center for additional guidance.

***Response: Noted.***





Should any of the reviewers have questions regarding the above responses, please feel free to contact me at: 434.610.4334 (office), 434.258.3828 (cell), or via email.

Sincerely,

A handwritten signature in black ink that reads "Zachary T. Lee".

Zachary T. Lee  
Project Manager  
Accupoint Surveying & Design, LLC  
[zlee@accupointsurveying.com](mailto:zlee@accupointsurveying.com)

A handwritten signature in black ink that reads "Amy K. Seipp".

Amy K. Seipp, PE, MBA  
Partner, Principal Engineer  
Accupoint Surveying & Design, LLC  
[aseipp@accupointsurveying.com](mailto:aseipp@accupointsurveying.com)



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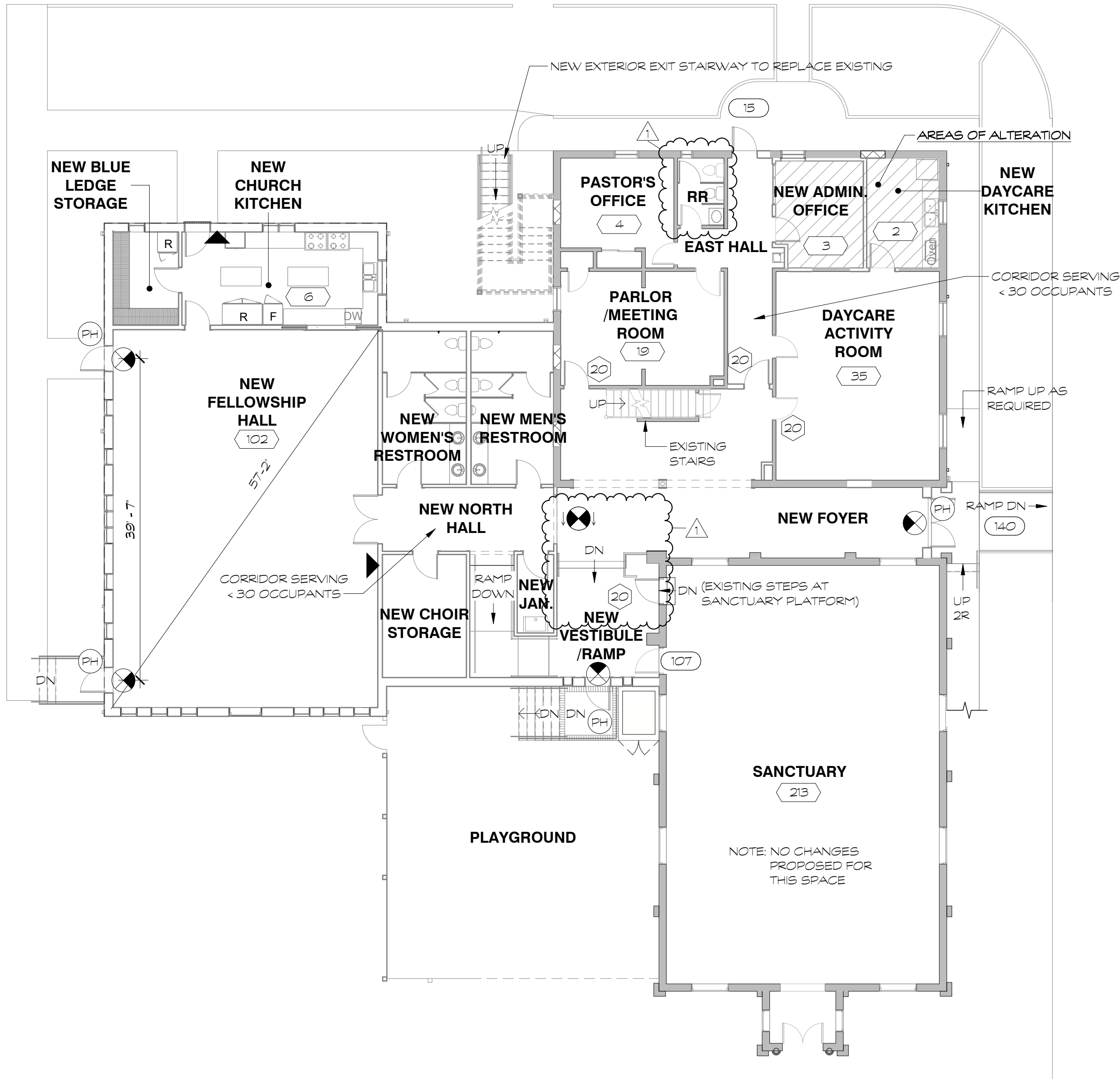


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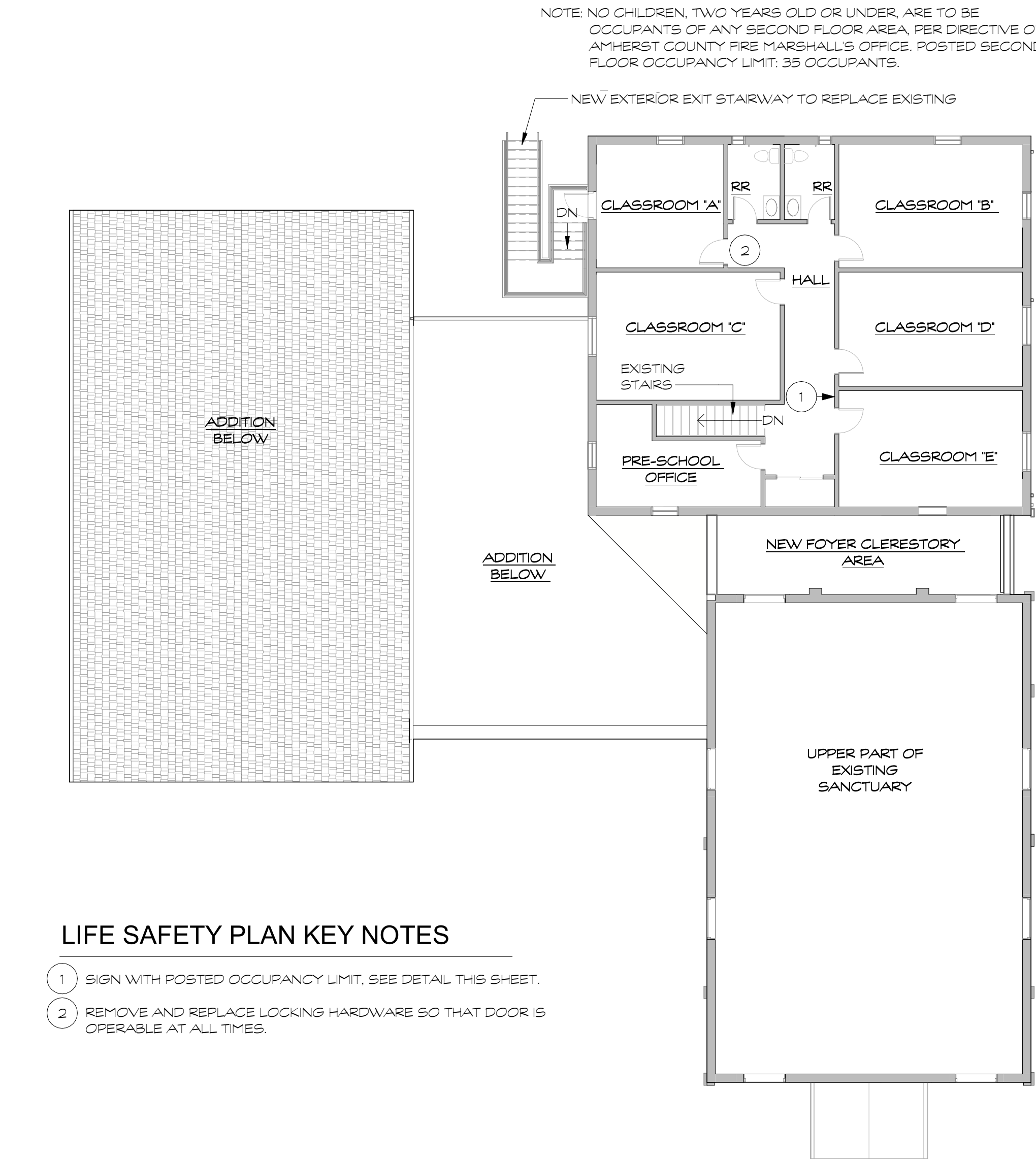


BUILDING CODE REVIEW

BUILDING CODE:	VIRGINIA EXISTING BUILDING CODE (VEBC) - 2018 EDITION
COMPLIANCE METHOD:	Work area compliance method, VEBC Chapter 6 - Alterations and Chapter 8 - Additions
BUILDING USE:	A-3 ASSEMBLY (EXISTING USE) I-4 INSTITUTIONAL CHILD DAY CARE (EXISTING USE - NO CHANGE OR INCREASE IN OCCUPANCY PROPOSED)
CONSTRUCTION TYPE:	VB - PER VCC TABLE 601
TOTAL FIRE AREA:	9,609 S.F.
<b>GENERAL PROVISIONS:</b>	
FIRE ESCAPE	REPLACEMENT FIRE ESCAPE PERMITTED COMPLYING WITH VEBC SECTIONS 303.3 AND 303.4 TO THE GREATEST EXTENT POSSIBLE - PER VEBC 303.1.2 EXCEPTION.
<b>ACCESSIBILITY:</b>	
ADDITIONS:	ACCESSIBILITY PROVISIONS FOR NEW CONSTRUCTION SHALL APPLY TO ADDITIONS - PER VEBC 403.1
ALTERATIONS:	ALTERATIONS SHALL COMPLY WITH PROVISIONS FOR NEW CONSTRUCTION UNLESS TECHNICALLY INFEASIBLE - PER VEBC 404.2
<b>VEBC CHAPTER 6- ALTERATIONS:</b>	
LEVEL OF ALTERATION:	LEVEL 2 PER VEBC 601.2.2
ENERGY CONSERVATION:	NEW CONSTRUCTION AND ALTERATIONS TO MEET APPLICABLE PROVISIONS OF THE VIRGINIA ENERGY CONSERVATION CODE - PER VEBC 601.4
MATERIALS AND METHODS:	ALL NEW BUILDING ELEMENTS AND MATERIALS SHALL COMPLY WITH VCC REQUIREMENTS - PER VEBC 602.3.2
COMPLIANCE:	ALL NEW CONSTRUCTION ELEMENTS, COMPONENTS, SYSTEMS, AND SPACES SHALL COMPLY WITH THE REQUIREMENTS OF THE VCC  EXCEPTION: NEW WINDOWS NOT REQUIRED TO MEET VCC LIGHT AND VENTILATION REQUIREMENTS - PER VEBC 603.3 EXCEPTION 1.
<b>VEBC CHAPTER 8 - ADDITIONS:</b>	
SCOPE:	ADDITIONS SHALL COMPLY WITH REQUIREMENTS OF THE VCC FOR NEW CONSTRUCTION - PER VEBC 801.1
HEIGHT LIMITATION:	NO ADDITION SHALL INCREASE HEIGHT BEYOND THAT PERMITTED BY VCC CHAPTER 5 - PER VEBC 802.1
AREA LIMITATION:	NO ADDITION SHALL INCREASE THE AREA BEYOND THAT PERMITTED BY VCC CHAPTER 5 - PER VEBC 802.2
HEIGHT ALLOWANCE:	40 FT. - PER VCC TABLE 504.3 31 FT FOR A-3 ADDITION (NO INCREASE OF EXISTING HEIGHT)
AREA ALLOWANCE:	6,000 S.F. FOR A-3, NON-SPRINKLERED BUILDING, PER VCC TABLE 506.2
AREA ALLOWANCE INCREASE:	100% OF BUILDING PERIMETER FRONTS OPEN SPACE OR PUBLIC WAY 30 FEET WIDE OR GREATER. THEREFORE $11 = 0.75$ ALLOWABLE AREA = $6,000 + 6,000 (0.75) = 10,500$ S.F. PER VCC 506.2.4
ACTUAL AREA:	9,609 S.F.
ADDITION:	MEETING VCC REQUIREMENTS:
ENERGY CONSERVATION:	ADDITIONS SHALL CONFORM TO VECC PROVISIONS FOR NEW CONSTRUCTION. ADDITION SHALL BE DEEMED TO COMPLY IF THE ADDITION ALONE COMPLIES - PER VEBC 805.1
<b>FROM VCC FOR NEW CONSTRUCTION:</b>	
MEANS OF EGRESS:	1 HOUR WITHOUT SPRINKLER SYSTEM, SERVING OVER 30 - PER VCC TABLE 1020.1
CORRIDORS:	20 MINUTE RATING REQUIRED - PER VCC TABLE 716.1(2)
CORRIDOR DOORS:	
SPRINKLER SYSTEM:	AUTOMATIC SPRINKLER SYSTEM NOT REQUIRED FOR A-3 OCCUPANCY UNDER 12,000 S.F. PER VCC
OCCUPANT LOADS:	SECOND FLOOR I-4 USE: POSTED OCCUPANCY LIMIT OF 30 ASSEMBLY AREAS WITH UNCONCENTRATED TABLES AND CHAIRS:  15 S.F. NET MAXIMUM FLOOR AREA PER OCCUPANT - PARLOR WITH UNCONCENTRATED CHAIRS: 15 S.F. PER OCCUPANT KITCHEN: 200 GROSS S.F. MAX. FLOOR AREA PER OCCUPANT BUSINESS: 150 GROSS S.F. MAX. FLOOR ARE PER OCCUPANT
FIRE ALARM AND DETECTION SYSTEM:	MANUAL FIRE ALARM SYSTEM REQUIRED THROUGHOUT ADDITION AND AREAS OF ALTERATION PER VCC 907.2.1. AUTOMATIC SMOKE DETECTION SYSTEM REQUIRED IN NEW DAYCARE KITCHEN PER VCC 907.2.1 (ALTERED I-4 AREA)
ACCESSIBLE MEANS EGRESS:	TWO REQUIRED - PER VCC 1009.1 200 FT. A-OCCUPANCY, NON-SPRINKLERED - PER VCC TABLE 1017.2
COMMON TRAVEL PATH:	75 FT. MAXIMUM - PER VCC TABLE 1006.2.1
DEAD END CORRIDOR:	20 FT MAXIMUM WITHOUT SPRINKLER SYSTEM - PER VCC 1020.4
EXIT DOORWAYS:	DISTANCE BETWEEN TO NOT BE LESS THAN 1/4 OF MAX. OVERALL DIAGONAL OF SPACE -PER VCC 1007.1.1
MIN. PLUMBING FACILITIES	TOTAL A-USE OCCUPANCY: 346 (173 MALE + 173 FEMALE ASSUMED)
- PER VCC TABLE 403.1	WATER CLOSETS REQUIRED: 1 PER 150 MALES/1 PER 75 FEMALES = 5 LAVATORIES REQUIRED: 1 PER 200 OCCUPANT = 2 REQUIRED
	WATER CLOSETS PROVIDED: 5 LAVATORIES PROVIDED: 4



1 MAIN FLOOR LIFE SAFETY PLAN  
3/32" = 1'-0"



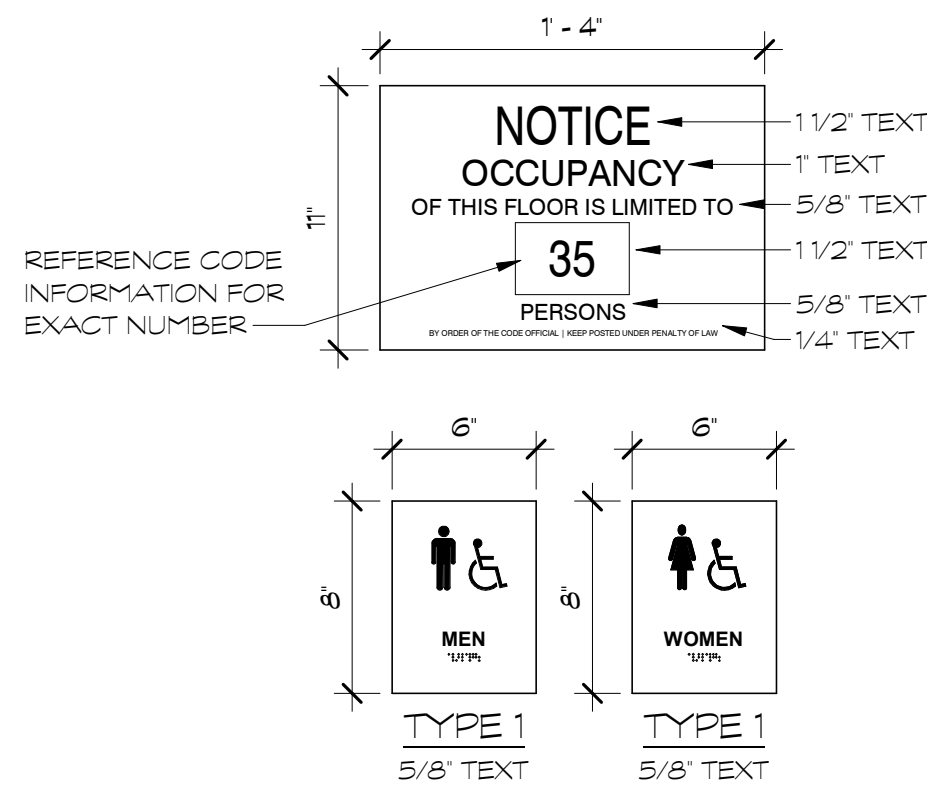
2 SECOND FLOOR LIFE SAFETY PLAN  
3/32" = 1'-0"

LIFE SAFETY PLAN KEY NOTES

- 1 SIGN WITH POSTED OCCUPANCY LIMIT, SEE DETAIL THIS SHEET.
- 2 REMOVE AND REPLACE LOCKING HARDWARE SO THAT DOOR IS OPERABLE AT ALL TIMES.

TOTAL FIRE AREA OF BOTH FLOORS: 9,609 S.F.

3 KEY PLAN-FIRE AREA  
N.T.S.



SIGN TYPES

1 1/2" = 1'-0"

LIFE SAFETY PLAN LEGEND

- FIRE EXTINGUISHER, REVIEW TYPES W/ OWNER
- EXIT ACCESS TRAVEL (EGRESS PATH)
- END POINT OF COMMON PATH OF TRAVEL
- COMMON PATH OF TRAVEL DISTANCE
- MAXIMUM TRAVEL DISTANCE
- # OCCUPANT LOAD @ MEANS OF EGRESS COMPONENT
- NEW EXIT SIGN
- # OCCUPANTS IN SPACE
- (PH) PANIC HARDWARE ON DOOR
- 1 SIGNAGE W/ POSTED OCCUPANCY LIMIT OF 30 FOR SECOND FLOOR
- # FIRE DOOR RATING IN MINUTES

ADDITIONS & ALTERATIONS TO  
AMHERST PRESBYTERIAN CHURCH

163 SECOND STREET  
AMHERST, VA PROJECT NUMBER: 22133

REVISION 1 SET

PROGRESS  
PRINT.  
NOT FOR  
(CONSTRUCTION)

DATE: 2023-12-06  
DESIGNED: JJV  
DRAWN: KTG/HLM  
CHECKED: JJV  
REVISIONS:

LIFE SAFETY  
PLANS

LS1.1



# Amherst County Public Schools

**Superintendent**

Dr. William Wells  
(434) 946-9387  
[wwells@amherst.k12.va.us](mailto:wwells@amherst.k12.va.us)

**School Board**

Christopher T. Terry  
Chair  
District 3  
(434) 528-6499 Ext. 18008  
[cterry@amherst.k12.va.us](mailto:cterry@amherst.k12.va.us)

Abby J. Thompson  
Vice Chair  
At-Large  
(434) 528-6499 Ext. 18010  
[athompson@amherst.k12.va.us](mailto:athompson@amherst.k12.va.us)

Lori R. Saunders  
District 1  
(434) 528-6499 Ext. 18009  
[lrsaunders@amherst.k12.va.us](mailto:lrsaunders@amherst.k12.va.us)

Dawn N. Justice  
District 2  
(434) 528-6499 Ext. 18002  
[djustice@amherst.k12.va.us](mailto:djustice@amherst.k12.va.us)

Priscilla M. Liggon  
District 4  
(434) 528-6499 Ext. 18005  
[pliggon@amherst.k12.va.us](mailto:pliggon@amherst.k12.va.us)

Eric J. Orasi  
District 5  
(434) 528-6499 Ext. 18003  
[eorasi@amherst.k12.va.us](mailto:eorasi@amherst.k12.va.us)

David A. Childress  
At-Large  
(434) 528-6499 Ext. 18004  
[dachildress@amherst.k12.va.us](mailto:dachildress@amherst.k12.va.us)

TO: Mrs. Sara E McGuffin  
Town Manager  
Town of Amherst

Town of Amherst Planning Commission

FROM: Gary M. Roakes  
Maintenance Supervisor  
Amherst County Public Schools

DATE: February 28, 2024

RE: Request to revise Amherst County High School Approved Site Plan

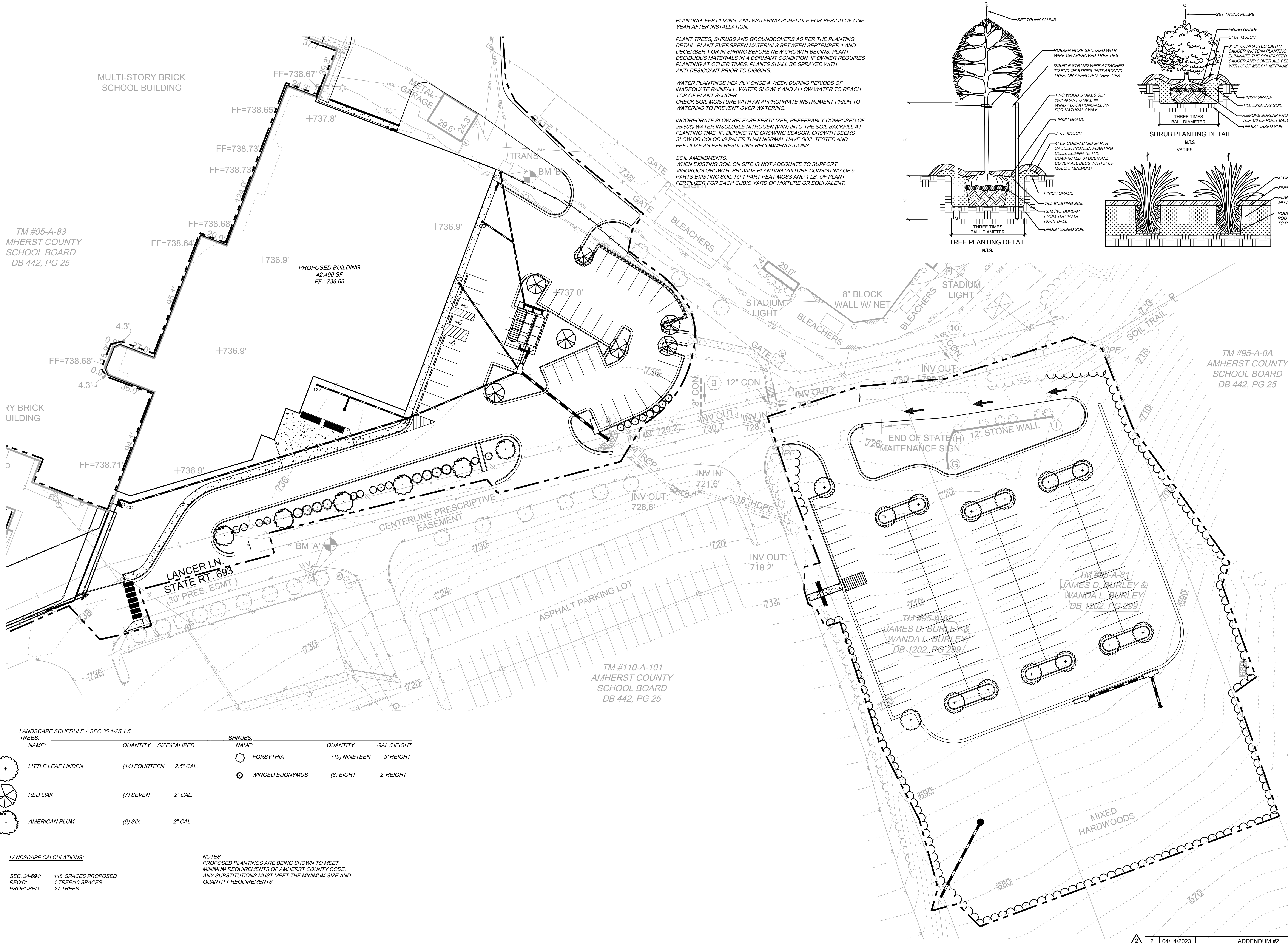
Amherst County Public Schools is requesting to modify the approved site plan for the Amherst County High School addition located at 139 Lancer Lane. We are requesting to remove the concrete islands around the six light poles in the new parking lot. Removing these islands will increase the parking capacity from 100 parking spaces to 112.

The six light poles will be centered between four parking spaces in each location and rest on a concrete base approximately three feet tall to protect the pole which replicates the existing Junior parking lot. Eliminating the islands will also help facilitate in maintenance matters such as snow removal.

Thank you for your consideration of this request.



THIS SHEET IS INTENDED TO BE REPRODUCED AT 24X36". REPRODUCTION OF THIS SHEET AT A DIFFERENT SIZE THAN INTENDED SHALL VOID THE SCALE SHOWN ON THE SHEET.



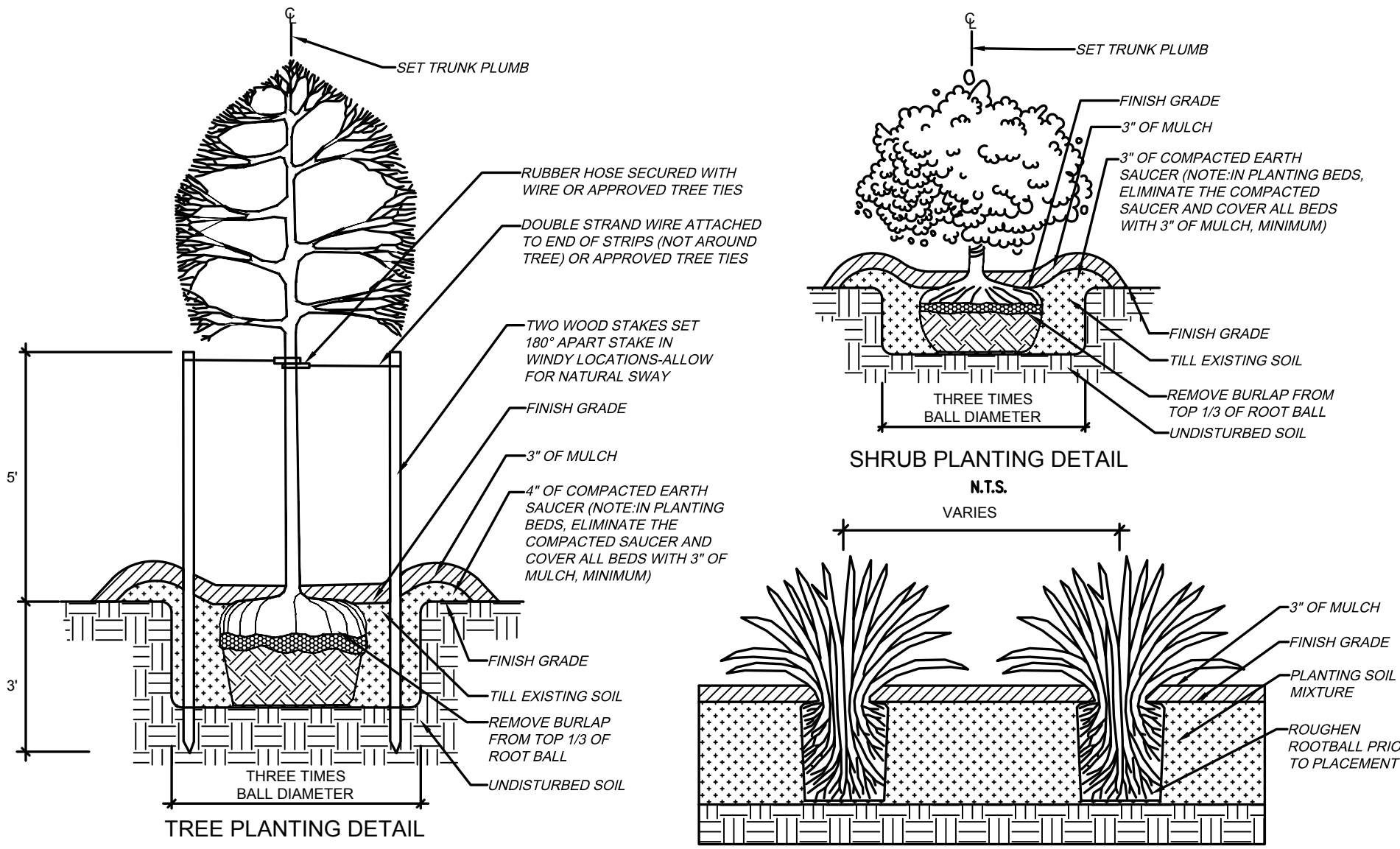
PLANTING, FERTILIZING, AND WATERING SCHEDULE FOR PERIOD OF ONE YEAR AFTER INSTALLATION.

PLANT TREES, SHRUBS AND GROUNDCOVERS AS PER THE PLANTING DETAIL. PLANT EVERGREEN MATERIALS BETWEEN SEPTEMBER 1 AND DECEMBER 1 OR IN SPRING BEFORE NEW GROWTH BEGINS. PLANT DECIDUOUS MATERIALS IN A DORMANT CONDITION. IF OWNER REQUIRES PLANTING AT OTHER TIMES, PLANTS SHALL BE SPRAYED WITH ANTI-DESICCANT PRIOR TO DIGGING.

WATER PLANTINGS HEAVILY ONCE A WEEK DURING PERIODS OF INADEQUATE RAINFALL. WATER SLOWLY AND ALLOW WATER TO REACH TOP OF PLANT SAUCER. CHECK SOIL MOISTURE WITH AN APPROPRIATE INSTRUMENT PRIOR TO WATERING TO PREVENT OVER WATERING.

INCORPORATE SLOW RELEASE FERTILIZER, PREFERABLY COMPOSED OF 25-50% WATER INSOLUBLE NITROGEN (WIN) INTO THE SOIL BACKFILL AT PLANTING TIME. IF, DURING THE GROWING SEASON, GROWTH SEEMS SLOW OR COLOR IS PALER THAN NORMAL HAVE SOIL TESTED AND FERTILIZE AS PER RESULTING RECOMMENDATIONS.

SOIL AMENDMENTS.  
WHEN EXISTING SOIL ON SITE IS NOT ADEQUATE TO SUPPORT VIGOROUS GROWTH, PROVIDE PLANTING MIXTURE CONSISTING OF 5 PARTS EXISTING SOIL TO 1 PART PEAT MOSS AND 1 LB. OF PLANT FERTILIZER FOR EACH CUBIC YARD OF MIXTURE OR EQUIVALENT.



**HURT&PROFFITT**  
INSPIRED / RESPONSIVE / TRUSTED

**LANDSCAPE PLAN**  
FOR  
**AMHERST COUNTY HIGH SCHOOL AUDITORIUM**  
TOWN OF AMHERST, VIRGINIA

PROJECT NO. 20211421  
LAT. 37.57034°  
LONG. -79.05849°  
DATE: 03/15/2023  
DRAWN BY: CEC  
CHECKED BY: WCH

COMMONWEALTH OF VIRGINIA  
W. CHAD HODGES  
Lic. No. 060844  
5/1/23  
PROFESSIONAL ENGINEER

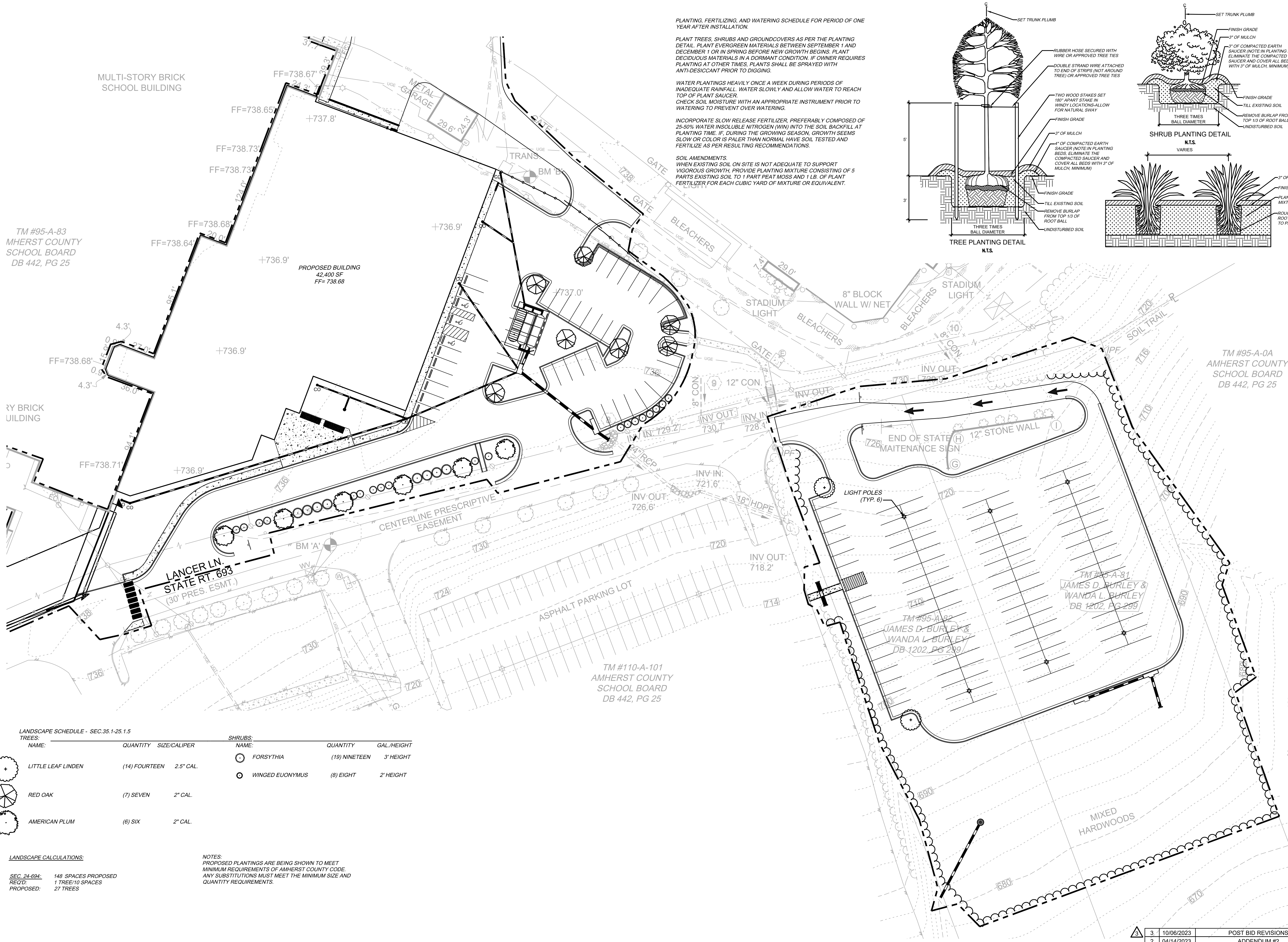
0 15 30 60  
SCALE 1" = 30'

**HURT&PROFFITT**  
SHEET NO. L-101  
REV. ----



THIS SHEET IS INTENDED TO BE REPRODUCED AT 24"x36". REPRODUCTION OF THIS SHEET AT A DIFFERENT SIZE THAN INTENDED SHALL VOID THE SCALE SHOWN ON THE SHEET.

Feb 28, 2024, 11:58am, Z:\2021\20211421\Engineering\CAD\SITE.dwg



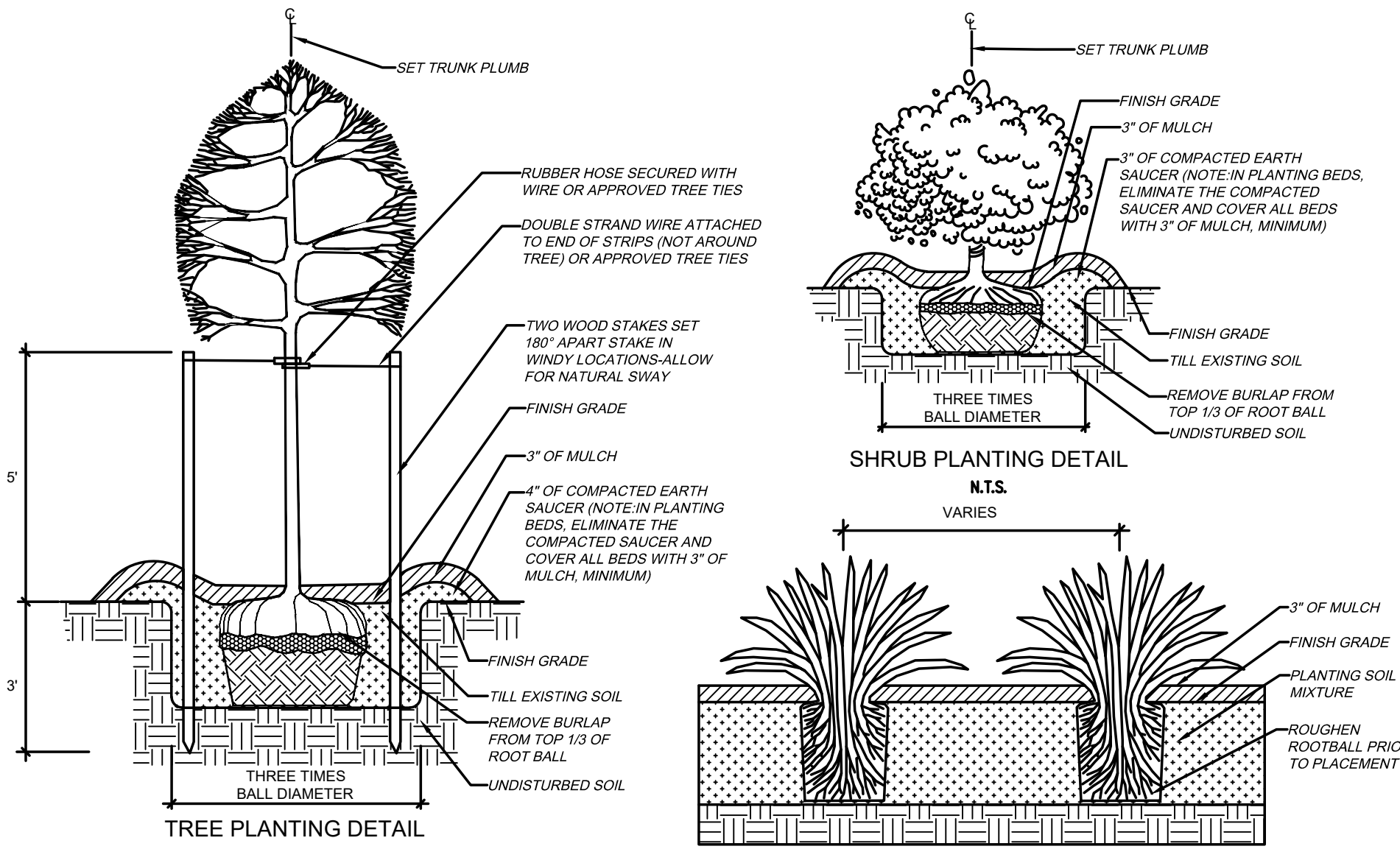
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TM #95-A-83  
MHERST COUNTY  
SCHOOL BOARD  
DB 442, PG 25

FF=738.67'  
FF=738.65'  
FF=738.73'  
FF=738.73'  
FF=738.68'  
FF=738.64'  
FF=738.68'  
FF=738.71'

PROPOSED BUILDING  
42,400 SF  
FF= 738.68

LANCER LN.  
STATE RT. 693  
(30' PRES. ESMT.)

ASPHALT PARKING LOT

TM #110-A-101  
AMHERST COUNTY  
SCHOOL BOARD  
DB 442, PG 25

TM #95-A-82  
JAMES D. BURLEY &  
WANDA L. BURLEY  
DB 1202, PG 239

TM #95-A-81  
JAMES D. BURLEY &  
WANDA L. BURLEY  
DB 1202, PG 239

TM #95-A-0A  
AMHERST COUNTY  
SCHOOL BOARD  
DB 442, PG 25

LANDSCAPE SCHEDULE - SEC.35.1-25.1.5				
TREES:			SHRUBS:	
NAME:	QUANTITY	SIZE/CALIPER	NAME:	QUANTITY
LITTLE LEAF LINDEN	(14) FOURTEEN	2.5" CAL.	FORSYTHIA	(19) NINETEEN
RED OAK	(7) SEVEN	2" CAL.	WINGED EUONYMUS	(8) EIGHT
AMERICAN PLUM	(6) SIX	2" CAL.		

NOTES:  
PROPOSED PLANTINGS ARE BEING SHOWN TO MEET  
MINIMUM REQUIREMENTS OF AMHERST COUNTY CODE.  
ANY SUBSTITUTIONS MUST MEET THE MINIMUM SIZE AND  
QUANTITY REQUIREMENTS.

LANDSCAPE CALCULATIONS:

SEC. 24-694:	148 SPACES PROPOSED
REQ'D:	1 TREE/10 SPACES
PROPOSED:	27 TREES

**HURT&PROFFITT**  
INSPIRED / RESPONSIVE / TRUSTED

**LANDSCAPE PLAN**  
FOR  
**AMHERST COUNTY HIGH SCHOOL AUDITORIUM**  
TOWN OF AMHERST, VIRGINIA

PROJECT NO. 20211421  
LAT. 37.57034°  
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0 15 30 60  
SCALE 1" = 30'

**HURT&PROFFITT**  
SHEET NO. L-101  
REV. ----

3 10/06/2023 POST BID REVISIONS  
2 04/14/2023 ADDENDUM #2

HANDP.COM  
LYNCHBURG, VA 24501  
2524 LANGHORNE ROAD  
434.847.7796  
SURVEYING • LAND DEVELOPMENT • ENVIRONMENTAL  
ENGINEERING • CONSTRUCTION TESTING & INSPECTION • CULTURAL RESOURCES