

**TOWN OF AMHERST PLANNING COMMISSION**  
**Wednesday, March 5, 2025 AGENDA**

1. **Call to Order** –*Chairman 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 5, 2025 meeting minutes** – *Chair Driskill- The minutes of the February 5, 2025, meeting are attached.*
5. **Public Comment and Review of Capital Improvement Program-** *Each year, the Planning Commission reviews the proposed Capital Improvement Program in February and holds a public hearing in March. A public hearing was set for this meeting, but an advertising error has made the public notice invalid. The public hearing will now be in April.*
6. **Public Comment and Review of Rezoning of 305 Sunset Drive-** *A public hearing was set for this meeting on this proposal, but an advertising error has invalidated the public notice. Staff recommends hearing any comments from citizens and holding the public hearing in April.*
7. **Review of Sign Ordinance-** *Included in the packet is the draft Sign Ordinance for consideration and review by the Planning Commission. The next section for review is standards for districts.*
8. **Concerns of Commissioners**
9. **Adjournment**

**Town of Amherst Planning Commission  
Minutes  
February 5, 2025**

A meeting of the Town of Amherst Planning Commission was called to order by Chairperson June Driskill on February 5, 2025, 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	Janice Wheaton
P	William Jones	P	John Vandervelde
A	Anne Webster Day	A	Veda Butcher
P	Clifford Hart		

Town Manager Sara McGuffin was present. Clerk of Council Vicki K. Hunt in her capacity as Secretary was also present.

The Chair opened the floor for citizen comments.

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

Mr. Jones made a motion that was seconded by Mr. Vandervelde to approve the minutes of the January 7, 2025, meeting.

There being no discussion, the motion carried 4-0-1 according to the following:

June Driskill	Aye	Anne Webster Day	Absent
Janice Wheaton	Abstain	John Vandervelde	Aye
William Jones	Aye	Veda Butcher	Absent
Clifford Hart	Aye		

Town Manager McGuffin gave a report on proposed amendments to Town Code Chapter 24, Article 5, related to Floodplains to comply with updated FEMA requirements for floodplain regulation and management in order to remain eligible for the National Flood Insurance Program. These changes are required by the Department of Conservation and Recreation and must be made no later than February 14, 2025, in order to ensure that there is no lapse in coverage for any property owner in the town. The proposed amendments were advertised for a public hearing for two consecutive weeks, as required by State Code. Because the public hearing was not set by the Planning Commission, staff requested ratification of the public hearing.

Mr. Vandervelde made a motion that was seconded by Mr. Jones to ratify the setting of a public hearing on determination of whether to amend Town Code Chapter 24, Article 5, related to Floodplains, as recommended by staff.

There being no discussion, the motion carried 5-0 as follows:

June Driskill	Aye		Anne Webster Day	Absent
Janice Wheaton	Aye		John Vandervelde	Aye
William Jones	Aye		Veda Butcher	Absent
Clifford Hart	Aye			

The Chair opened a duly advertised public hearing at 7:10 p.m. on determination of whether to amend Town Code Chapter 24, Article 5, related to Floodplains to comply with updated FEMA requirements for floodplain regulation and management in order to remain eligible for the National Flood Insurance Program.

There being no one present who wished to speak on the matter, the public hearing was closed at 7:10 PM.

After discussion, Mr. Vandervelde made a motion that was seconded by Ms. Wheaton to make a recommendation to Town Council for approval of amendments to Town Code Chapter 24, Article 5, related to Floodplains to comply with updated FEMA requirements for floodplain regulation and management, as recommended by staff.

There being no further discussion, the motion carried 5-0 according to the following:

June Driskill	Aye		Anne Webster Day	Absent
Janice Wheaton	Aye		John Vandervelde	Aye
William Jones	Aye		Veda Butcher	Absent
Clifford Hart	Aye			

Town Manager McGuffin gave a report on the development of the Town of Amherst FY25-26 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.

After discussion, staff requested that a public hearing be set on the matter for March 5, 2025.

Ms. Wheaton made a motion that was seconded by Mr. Hart to hold a public hearing on March 5, 2025, on the Town of Amherst FY25-26 Capital Improvement Program proposal, as recommended by staff.

There being no further discussion, the motion carried 5-0 according to the following:

June Driskill	Aye		Anne Webster Day	Absent
Janice Wheaton	Aye		John Vandervelde	Aye
William Jones	Aye		Veda Butcher	Absent
Clifford Hart	Aye			

Town Manager McGuffin gave a report on a request to rezone 305 Sunset Drive, Sandra Brown, owner, from A-1 to R-1. Staff requested that a public hearing on the matter be scheduled for March 5, 2025.

Mr. Vandervelde made a motion that was seconded by Ms. Wheaton to hold a public hearing on March 5, 2025, on the request for rezoning of 305 Sunset Drive from A-1 to R-1, as recommended by

staff.

There being no discussion, the motion carried 5-0 according to the following:

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

There being no further business, on motion of Mr. Hart, seconded by Ms. Wheaton, the meeting adjourned at 7:31 PM, according to the following:

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

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June Driskill, Chairperson

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



# TOWN OF AMHERST

P.O. Box 280 174 S. Main Street Amherst, VA 24521  
Phone (434)946-7885 Fax (434)946-2087

**To:** Planning Commission  
**From:** Tracie Morgan  
**Date:** January 3, 2025  
**Re:** FY26 Capital Improvement Plan Requests

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## **Background**

The Code of Virginia 15.2-2239 states that the planning commission shall submit a Capital Improvement Plan annually to the governing body. The capital improvement program shall include the commission's recommendations and cost estimates as well the means of financing them. The recommended plan shall be compiled of recommendations from department heads as well as the Town Manager and interested citizens.

The Town's Capital Improvement Plan consists of requests from Department Heads for items that are needed or desired for town functions under their umbrella. The requests are for any item over \$5,000 and should be submitted as soon as five years prior to the purchase of the item needed to properly plan for the requested items in each year's budget process.

## **Requests Descriptions**

### **Police:**

**Police Interceptor**-Police Interceptors are reoccurring capital expenses. The Town had a period where it went several years without buying a new police car. This resulted in all police units needing to be replaced at the same time or multiple purchases in one year. We are currently caught up on car purchase for the Police department, however, this will be an ongoing reminder of this need. The quoted \$67,030 included the cost of the car purchase as well as outfitting and equipment. Unless a grant can be found in the year the purchase is needed, funding for this purchase will come from the general fund reserves.

**Tasers** - Police Tasers will also stay on the capital plan as a reoccurring request. Tasers have a useful life and, in some cases, become obsolete so that they can no longer be serviced, and parts cannot be purchased for them. Our current tasers are at this point. The company from which they were purchased can no longer repair them. The requested new tasers will be 95% effective versus 75% on the current tasers as well as strike up to 45 feet while the current tasers only strike up to 35 feet. It is being requested that all six tasers be replaced at one time and a new taser be purchased each year after. Unless a grant can be found in the year of purchase, funding for this purchase will come from the general fund.

*Respecting the past. Attending the present. Concentrating on the future.*

**Toughbooks** - Toughbooks are another reoccurring capital expense for police. These usually have a useful life of roughly five years.

**Dash Cameras and Body Cameras** – Current body cameras are can no longer be serviced. It would be beneficial if all body and dash cameras could sync together, and the functionality of the devices were the same.

**Plants:**

**Raw Influent Pumps** – Requesting purchase of three pumps. Each pump is approaching its 20 years of service life. These pumps are used in pumping wastewater received from the Town’s sewer collection and pumping it to the facilities upper level for treatment. Mr. Williams is currently requesting the purchase of one pump per year.

**Digester Blower/Motor** – Requesting purchase of two digester blower motors for Wastewater Treatment Plant. This equipment runs on a constant alternating schedule and has been in service since 2005. Mr. Williams is currently requesting the purchase of one blower/motor each year.

\*\*Please note that plants intend to utilize these pieces of equipment as long as they will properly function, and the repair costs do not outweigh the purchase costs. However, at such time that either of these pieces of equipment were to break, we will have to make an emergency purchase.

**Plants Security Cameras** – New to the CIP this year. In the past year there has been some vandalism at the Wastewater Treatment Plant, so this is being requested at both plants. This system would include recording and up to eight cameras. There has been a discussion on whether something less expensive would accommodate our needs for the time being, such as a Ring camera, however, those devices must have a good internet service in order to function properly and we aren’t sure this is possible where they are needed.

**Waste Activated Sludge Flow Meter** – Used to record the volume of wasted sludge sent to the digesters. The current meter is no longer working.

**Maintenance:**

**Half Ton Pick-Up** – This is an ongoing request due to the age of the maintenance truck fleet.

**Covered Metal Canopy** – Requesting for storage and protection of equipment from the elements of weather resulting in longer service life. This would be an open-ended canopy type structure and would be used to house the boom life, backhoe, trailer, etc.

**Reseal Town Parking Lot** – This is an ongoing request.

**Town Office:**

**Town Pool Car** – The current Town Explorer is used for conferences and day meetings. This vehicle is utilized by any Town staff and Council member as needed. There has been an ongoing leak in this vehicle, with multiple failed fixes. This leak is causing mildew and musky smells when used. This type of vehicle is also not needed for the purposes of which it is used. Town staff would like a smaller sedan that is easier to maneuver on city streets and parking garages.

**Water Line Replacements:**

Please note that all of these have been listed for some time and are being checked off as grant funds or other funds become available for use.

A full request packet is attached for your convenience. Please note that most of these prices are estimates or outdated quotes and prices are subject to change based on the exact item or system of purchase.

**TOWN OF AMHERST**  
**CAPITAL IMPROVEMENT PROGRAM FY25-26**

Project Description & Ranking	CIP Committee Evaluation	Planning Commission Ranking	Total Estimated Cost	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	Recommended Sources of Funds
<b>Police</b>									
Police Ford Interceptor	18		67,030.00	-	67,030.00				General Fund
Tasers-Recoccurring	23		36,653.00	36,653.00	4,148.00	4,158.00	4,158.00	4,158.00	General Fund
Toughbooks-Reoccurring	16		28,000.00					28,000.00	General Fund
Dash & Body Camera-New	19		90,000.00		90,000.00				General Fund
<b>Plants</b>									
Raw Influent Pumps (3)	19		54,000.00		18,000.00	18,000.00	18,000.00		Wastewater
WWTP Digester Blower/Motor (2)	17		45,400.00			-	45,400.00		Wastewater
WWTP Security Cameras-New			13,200.00						Wastewater
WTP Security Cameras-New			13,200.00						Water Fund
Waste Sludge Flow Meter	12		9,640.00		9,640.00				Wastewater
<b>Maintenance</b>									
Half Ton Pick-up	16		50,000.00	-	50,000.00				All Funds
Metal Structure	13		50,000.00		-		50,000.00		All Funds
Reseal Town Hall Lot	16		11,000.00		11,000.00				All Funds
<b>Town Hall/Finance</b>									
Town Pool Car	8		35,000.00	35,000.00					General Fund
<b>Water Line Replacements</b>									
Replace Author Court W/L			200,000.00		200,000.00				Grant and Water
Christian Springs Replacement									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>			4,817,939.00	71,653.00	449,818.00	3,022,158.00	117,558.00	432,158.00	



**Town of Amherst  
Capital Improvement Project  
Request Form**

<b>Department/Agency:</b> Police Department	<b>Justification Code:</b>
<b>Project Title:</b> Ford Interceptor Police Package (SUV)	<b>Priority:</b> 1

Description
<p>Ford Interceptor SUV PPV 4 WD Police Vehicle. This quote is for a 2025 Ford Inteceptor SUV and the necessary equipment that will be needed to properly outfit the vehicle with emergency equipment and prisoner transport cage. The quote is based off state contract through Sheehy for the vehicle, AVS for the equipment and for the install. The Department anticipates the prices of the vehicle and equipment to be enhanced by the time of replacement.</p>

History Associated with Request
<p>Car 102 and 106 will be the oldest cars in the fleet. It is estimated Car 106 will have the most miles on it at the time of replacement. It is a 2021 model and by the time of the requested the mileage will be over 100,000. Historically when these police vehicles reach this type of mileage they begin to have mechanical problems that are not covered under warranty resulting in high expenditures to fix.</p>

Impact on Future Operating Costs
<p>The Department anticipates the price of vehicle and equipment to be enhanced significantly by the time of replacement.</p>

Cost of Project				
Planning/Engineering	Acquisition	Contruccion	Equipment	Project Total
	\$49,776.00	\$ 5,700.00	\$11,554.00	\$ 67,030.00

Proposed Financing for Project:

Can the project be phased in over more than one year? (If yes fill in amount of money needed each year):

Year 1	Year 2	Year 3	Year 4	Year 5
		\$ 67,030.00		

Notes (To be used by CIP Committee)



Contract Line Item #	<b>Vehicle Configurator</b>		Option / Order Code	UNIT PRICE
	<b>DPS Contract #: CTR005744</b> Effective 12/20/21 thorough 12/19/2025			
	<b>eVA Commodity:</b> Ford Police Interceptor Utility			
	<b>eVA Vendor:</b> Sheehy Ford of Richmond			
	<b>eVA Vendor ID#:</b> E57154			
<b>NIGP Commodity Code:</b> 07100				

**THIS SPREADSHEET IS SOLEY FOR REFERENCE/INTERNAL PURPOSES. PLEASE ENT**

1	<b>2025 Ford Police Interceptor Utility with the 3.3L V6 Hybrid engine</b> LATE AVAILABILITY	K8A/500A/99W/4 4B	\$48,355.85
2	<b>2025 Ford Police Interceptor Utility with the 3.0L EcoBoost V6</b> engine	K8A/500A/99C/4 4U	\$49,776.00
3	<b>2025 Ford Police Interceptor Utility with the 3.3L V6 Direct-Injection</b> FFV engine	K8A/500A/99B/4 4U	\$46,112.00
4	<b>Additional Delivery Charges</b> -(Note: 50 Miles are included in the base price of each vehicle.) Only enter miles in excess of 50. The spreadsheet will auto calculate the mileage by the qty of vehicles ordered.	n/a	\$ 1.80

### FACTORY OPTIONS

F1	Interior Upgrade Package	65U	\$ 386.10
F2	Front Headlamp Lighting Solution	66A	\$ 891.00
F3	Tail Lamp / Police Interceptor Housing Only	86T	<b>NOW STD</b>
F4	Tail Lamp Lighting Solution	66B	\$ 425.70
F5	Rear Lighting Solution	66C	\$ 455.40
F6	Wheel Covers (18 in. Full Face Wheel Cover)	65L	\$ 69.30
F7	18 in. Painted Aluminum Wheel	64E	<b>NO LONGER AVAILABLE</b>
F8	Ultimate Wiring Package	67U	\$ 633.60
F9	Police Wire Harness Connector Kit - Front/Rear	67V	\$ 198.00
F10	Engine Block Heater	41H	\$ 188.10
F11	Dark Car Feature – Courtesy lamp disable	43D	<b>NOW STD</b>
F12	Daytime Running Lamps	942	\$ 49.50
F13	Dome Lamp - Red/White in Cargo Area	17T	<b>NOW STD</b>
F14	Front Warning Auxiliary Light	21L	\$ 574.20
F15	Front Interior Windshield Warning Lights	96W	<b>NO LONGER AVAILABLE</b>
F16	Pre-Wiring for grille LED lights, siren and speaker	60A	<b>NOW STD</b>
F17	Rear Auxiliary Liftgate Lights	43A	\$ 396.00
F18	Rear Quarter Glass Side Marker Lights	63L	\$ 574.20
F19	Rear Spoiler Traffic Warning Lights	96T	\$ 1,485.00
F20	Side Marker LED - Sideview Mirrors (req. 60A)	63B	\$ 336.60
F21	Spot Lamp Prep Kit, Driver Side	51P	\$ 138.60
F22	Spot Lamp Prep Kit, Dual Side	51W	\$ 277.20
F23	Spot Lamp - LED Bulb, Driver Only (Unity)	51R	\$ 396.00
F24	Spot Lamp - LED Bulb, Driver Only (Whelen)	51T	\$ 415.80

F25	Spot Lamp - LED Bulb, Dual (driver and passenger) (Unity)	51S	\$ 613.80
F26	Spot Lamp - LED Bulb, Dual (driver and passenger) (Whelen)	51V	\$ 663.30
F27	Glass - Solar Tint 2nd Row, Rear Quarter and Liftgate Window (Deletes Privacy Glass)	92G	\$ 118.80
F28	Glass - Solar Tint 2nd Row Only, Privacy Glass on Rear Quarter and Liftgate Window	96R	\$ 89.10
F29	Deflector Plate	76D	\$ 336.60
F30	12.1 in. Integrated Computer Screen	47E	\$ 3,663.00
F31	Rear View Camera (mirror display)	87R	\$ -
F32	Rear Camera On-Demand	19V	NOW STD
F33	Hidden Door-Lock Plunger w/Rear-door controls inoperable	52P	\$ 158.40
F34	Rear-Door Handles Controls Inoperable / Locks Inoperable (with 52P)	68G	\$ -
F35	Rear-Door Handles Controls Inoperable / Locks Inoperable (without 52P)	68G	\$ 74.25
F36	Global Lock / Unlock feature	18D	\$ -
F37	Remote Keyless-Entry Key FOB	55F	NOW STD
F38	Keyed Alike – 1435x	59E	\$ 49.50
F39	Keyed Alike – 1284x	59B	\$ 49.50
F40	Keyed Alike – 0135x	59D	\$ 49.50
F41	Keyed Alike – 0576x	59F	\$ 49.50
F42	Keyed Alike – 1111x	59J	\$ 49.50
F43	Keyed Alike – 1294x	59C	\$ 49.50
F44	Keyed Alike – 0151x	59G	\$ 49.50
F45	1st and 2nd row carpet floor covering (incl. floor mats, front and rear)	16C	\$ 148.50
F46	2nd Row Cloth Seats	88F	\$ 69.30
F47	Power Passenger Seat	87P	NOW STD
F48	Front Console Plate - Delete	85D	\$ -
F49	Rear Center Seat Delete	85S	NO LONGER AVAILABLE
F50	Rear Console Plate	85R	\$ 59.40
F51	Ballistic Door Panels (LVL III+) – Driver Front Door Only	90D	\$ 1,574.10
F52	Ballistic Door Panels (LVL III+) – Driver & Pass Front Doors	90E	\$ 3,138.30
F53	Ballistic Door Panels (LVL IV+) – Driver Front Door Only	90F	\$ 2,395.80
F54	Ballistic Door Panels (LVL IV+) – Driver & Pass Front Doors	90G	\$ 4,781.70
F55	Rear Bumper Step Pad	16P	\$ 99.00
F56	BLIS - Blind Spot Monitoring with Cross Traffic Alert	55B	NOW STD
F57	Police Perimeter Alert	68B	NOW STD
F58	Pre-Collision Assist with Pedestrian Detection	76P	NOW STD
F59	Mirrors - Heated Sideview	549	NOW STD
F60	Perimeter Anti-Theft Alarm - Activated by Hood, Door, or Liftgate (req 55F)	593	NOW STD
F61	Police Engine Idle Feature	47A	NOW STD
F62	Reverse Sensing System	76R	NOW STD
F63	Aux Air Conditioning	17A	NOW STD

F64	Rear Aux Air Conditioning without Controls	91F	NO LONGER AVAILABLE
F65	Badge Delete	16D	\$ -
F66	Cargo Storage Vault	63V	\$ 267.30
F67	H8 AGM Battery	19K	NOW STD
F68	Low-Band Frequency Noise Suppression Kit	68E	NO LONGER AVAILABLE
F69	Noise Suppression Bonds (Ground Straps)	60R	\$ 99.00
F70	100 Watt Siren/Speaker (includes bracket and pigtail)	18X	\$ 346.50
F71	OBD - II Split Connector	61B	NO LONGER AVAILABLE

### ADDITIONAL OPTIONS - DEALER INSTALLED

A1	Two-Tone Paint Black & White (LAPD) Hood, Roof, All Doors below Window Moulding	LAPD	\$ 2,184.00
A2	Two-Tone Paint Black & White (LAPD) DOORS ONLY	DOORS	\$ 1,635.00
A3	Tremco Anti-Theft System	TREMCO	\$ 245.00

### PAINT COLOR OPTIONS

P1	Arizona Beige Metallic Clearcoat - late availability	E3	\$ -
P2	Vermillion Red	E4	\$ -
P3	Iconic Silver Metallic	JS	\$ -
P4	Dark Blue	LK	\$ -
P5	Royal Blue	LM	\$ -
P6	Silver Grey Metallic	TN	\$ -
P7	Sterling Grey Metallic	UJ	\$ -
P8	Carbonized Grey	M7	\$ -
P9	Oxford White	YZ	\$ -
P10	Agate Black	UM	\$ -

### Interior COLOR OPTIONS

I1	Charcoal Black		\$ -
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### Interior COLOR OPTIONS

G1	Virginia State Police Graphics	G-VSP	\$ 1,186.75
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Total Cost for **each** Base Vehicle plus Mileage & Options

**Column Totals** for **All** Base Vehicle Plus Options

Grand Total of all vehicles ordered on this spreadsheet: \$

Enter Other Information or Instructions in Yellow Block to the Right Note: Entities may not order anyt

Use this spread sheet to configure your vehicle(s). You will need to use a separate column for each model type you options. Only complete the Yellow cells in the spreadsheet with the Quantity for the base vehicle and each option eVA PUNCHOUT Catalog. CLICK BELOW FOR PUN

[Punchout Catalog Ordering Guide](#)

Not for order use

<b>3.3L V6 Hybrid Engine</b> ENTER QUANTITY IN YELLOW COLUMN ONLY.	<b>3.0L EcoBoost V6 Engine</b> ENTER QUANTITY IN YELLOW COLUMN ONLY.	<b>3.3L V6 Direct-Injection          FFV Engine</b> ENTER QUANTITY IN YELLOW COLUMN ONLY.
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ER THE ORDER THROUGH THE eVA PUNCH OUT CATALOG

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hing other than what's stated above. Buyers must choose a color choice above - do not enter it here.

are ordering. Use a separate spreadsheet for each model type ordered if it has different you want to order. When you are done the actual order needs to be entered through the CH OUT ORDERING GUIDE

**Alliance Vehicle Solutions LLC**

382 Lee Jackson Hwy  
 Staunton, VA 24402 USA  
 +15405152871  
 billing@DriveAVS.com  
 www.driveavs.com

INVOICE

BILL TO  
 Town of Amherst Police Department - Ryan Watts  
 174 South Main Street  
 Amherst, VA 24521

INVOICE 846  
 DATE 10/24/2024  
 TERMS Net 30  
 DUE DATE 11/23/2024

DATE	SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
	Hours	Labor	45	95.00	4,275.00
	Whelen Package for Amhesrt Police Department 2023 Ford PIU 7/24/24	Whelen Package for Amhesrt Police Department 2023 Ford PIU 7/24/24	1	5,364.87	5,364.87
					Subtotal: 9,639.87
	Hours	Labor	5	95.00	475.00
	Havis Package for Amherst Police Department 2023 Ford PIU 7/24/24	Havis Package for Amherst Police Department 2023 Ford PIU 7/24/24	1	1,019.90	1,019.90
	Magnetic Mic	Magnetic Mic	2	39.95	79.90
	1" Console Filler Plate	1 Console Filler Plate	2	7.82	15.64
	Custom Amount	Freight **Estimated Cost, Actual Cost Passed Through to Customer**			45.44
					Subtotal: 1,635.88
	Hours	Labor	6	95.00	570.00
	Pro-Gard Package for Amherst Police Department 2023 Ford PIU 7/24/24	Pro-Gard Package for Amherst Police Department 2023 Ford PIU 7/24/24	1	3,429.60	3,429.60
	Custom Amount	Freight **Estimated Cost, Actual Cost Passed Through to Customer			274.92
					Subtotal: 4,274.52
	Hours	Labor	4	95.00	380.00
	Westin Package for Town of Amherst PD PIU 8/26/24	Westin Package for Town of Amherst PD PIU 8/26/24	1	545.59	545.59
	Westin 2020 Ford Police Interceptor Utility Elite	Westin 2020 Ford Police Interceptor Utility Elite	1	0.00	0.00



Upright Wire Cover - Black	Upright Wire Cover - Black				
Custom Amount	Freight **Estimated Cost, Actual Cost Passed Through to Customer**				28.35
					Subtotal: 953.94
20A Rocker Switch	20A Rocker Switch	2	4.20		8.40
2 Pin Automotive Connector Plug	2 Pin Automotive Connector Plug	1	1.98		1.98
2 Pin Automotive Connector Receptacle	2 Pin Automotive Connector Receptacle	1	1.80		1.80
2 Pin Wedge Lock Plug	2 Pin Wedge Lock Plug	1	0.28		0.28
2 Pin Wedge Lock Receptacle	2 Pin Wedge Lock Receptacle	1	0.27		0.27
Snap Bushing, 3/4 ID, 1" KO	Snap Bushing, 3/4 ID, 1" KO	2	0.28		0.56
Rear View Mounting Tabs	Rear View Mounting Tabs	1	2.99		2.99
250A Junction Block	250A Junction Block	1	12.72		12.72
100A Circuit Breaker	100A Circuit Breaker	1	52.92		52.92
75 Amp 12 Volt Power Relay	75 Amp 12 Volt Power Relay	1	44.52		44.52
6 Position 100A Fuse Block w/Clear Cover	6 Position 100A Fuse Block w/Clear Cover	1	18.58		18.58
10 Position Fuse Block	10 Position Fuse Block	2	26.19		52.38
6 Gauge #10 Stud Battery Lug	6 Gauge #10 Stud Battery Lug	3	2.50		7.50
6 Gauge 1/4" Stud Battery Lug	6 Gauge 1/4 Stud Battery Lug	2	1.74		3.48
Female Terminal 14/16G MX150	Female Terminal 14/16G MX150	2	0.24		0.48
20-14ga Mate N Lock Socket	20-14ga Mate N Lock Socket	15	0.20		3.00
Mate N Lock Pin 20-14Ga	Mate N Lock Pin 20-14Ga	4	0.31		1.24
2 Position Socket Free Connector Mate N Lock	2 Position Socket Free Connector Mate N Lock	2	0.57		1.14
2 Position Connector Female Socket Mate N Lock	2 Position Connector Female Socket Mate N Lock	2	0.70		1.40
Male TNC Crimp Connector	Male TNC Crimp Connector	1	5.12		5.12
7' Cat 6 Ethernet Cable	7' Cat 6 Ethernet Cable	2	3.53		7.06
1 Amp Blade Type Fuse	1 Amp Blade Type Fuse	1	0.36		0.36
3 Amp Blade Type Fuse	3 Amp Blade Type Fuse	4	0.36		1.44
5 Amp Blade Type Fuse	5 Amp Blade Type Fuse	6	0.36		2.16

7.5 Amp Blade Type Fuse	7.5 Amp Blade Type Fuse	3	0.36	1.08
10 Amp Blade Fuse	10 Amp Blade Fuse	4	0.36	1.44
15 Amp Blade Type Fuse	15 Amp Blade Type Fuse	2	0.36	0.72
20 Amp Blade Type Fuse	20 Amp Blade Type Fuse	1	0.36	0.36
25 Amp Blade Type Fuse	25 Amp Blade Type Fuse	2	0.36	0.72
30 Amp Blade Type Fuse	30 Amp Blade Type Fuse	2	0.33	0.66
12 Pin Connector Plug	12 Pin Connector Plug	1	4.80	4.80
12 Pin Receptacle Connector	12 Pin Receptacle Connector	1	4.42	4.42
6 Pin Automotive Connector Plug	6 Pin Automotive Connector Plug	2	2.58	5.16
6 Pin Automotive Connector Receptacle	6 Pin Automotive Connector Receptacle	2	2.40	4.80
12 Pin Wedge Lock Receptacle	12 Pin Wedge Lock Receptacle	1	0.35	0.35
12 Pin Wedge Plug	12 Pin Wedge Plug	1	0.37	0.37
6 Pin Wedge Lock Receptacle Green	6 Pin Wedge Lock Receptacle Green	2	0.17	0.34
6 Pin Wedge Lock Plug Green	6 Pin Wedge Lock Plug Green	2	0.21	0.42
3 Pin Wedge Lock Plug	3 Pin Wedge Lock Plug	2	0.28	0.56
3 Pin Wedge Lock Receptacle	3 Pin Wedge Lock Receptacle	2	0.28	0.56
3 Position Automotive Connector Plug E SEAL	3 Position Automotive Connector Plug E SEAL	2	2.10	4.20
3 Position Automotive Connectors Receptacle Sz 16	3 Position Automotive Connectors Receptacle Sz 16	2	2.58	5.16
White Sealing Plug Sz12 & 16	White Sealing Plug Sz12 & 16	1	0.36	0.36
Male Nickel Pin Contact 20-16GA Size 16 Solid	Male Nickel Pin Contact 20-16GA Size 16 Solid	30	0.78	23.40
Female Nickel Socket Contact 16-20GA Size 16 Solid	Female Nickel Socket Contact 16-20GA Size 16 Solid	30	0.74	22.20
Mini Relay 12V 40A	Mini Relay 12V 40A	2	9.12	18.24
Snap Bushing, 5/8 ID, 3/4" KO	Snap Bushing, 5/8 ID, 3/4" KO	1	0.22	0.22
20GA Brown Wire	20GA Brown Wire	45	0.11	4.95
20GA Red Wire	20GA Red Wire	35	0.11	3.85
20GA Orange Wire	20GA Orange Wire	35	0.11	3.85
20GA Yellow Wire	20GA Yellow Wire	35	0.08	2.80
20GA Green Wire	20GA Green Wire	35	0.11	3.85

20GA Blue Wire	20GA Blue Wire	35	0.11	3.85
20GA Violet Wire	20GA Violet Wire	35	0.11	3.85
20GA Gray Wire	20GA Gray Wire	35	0.11	3.85
20GA White W/BROWN STRIPE Wire	20GA White W/BROWN STRIPE Wire	35	0.11	3.85
20GA White W/RED STRIPE Wire	20GA White W/RED STRIPE Wire	35	0.11	3.85
20GA White W/ORANGE STRIPE Wire	20GA White W/ORANGE STRIPE Wire	35	0.11	3.85
20GA White W/Yellow Stripe Wire	20GA White W/Yellow Stripe Wire	35	0.11	3.85
20GA White W/GREEN STRIPE Wire	20GA White W/GREEN STRIPE Wire	35	0.11	3.85
20GA White W/BLUE STRIPE Wire	20GA White W/BLUE STRIPE Wire	35	0.11	3.85
20GA White W/VIOLET STRIPE Wire	20GA White W/VIOLET STRIPE Wire	35	0.11	3.85
20GA White W/GRAY STRIPE Wire	20GA White W/GRAY STRIPE Wire	35	0.07	2.45
20GA Black Wire	20GA Black Wire	135	0.11	14.85
12GA Red Wire	12GA Red Wire	10	0.50	5.00
12GA Black Wire	12GA Black Wire	10	0.50	5.00
10GA Red Wire	10GA Red Wire	15	0.61	9.15
6 GA SGX Red Cross-Link Bare Copper Battery Cable	6 GA SGX Red Cross-Link Bare Copper Battery Cable	5	1.74	8.70
6 GA SGX Black Cross-Link Bare Copper Battery Cable	6 GA SGX Black Cross-Link Bare Copper Battery Cable	5	1.74	8.70
16/2 GA Parallel Bonded Red Black Wire	16/2 GA Parallel Bonded Red Black Wire	10	0.45	4.50
14GA Blue Wire	14GA Blue Wire	20	0.29	5.80
14GA GXL White Wire	14GA GXL White Wire	10	0.29	2.90
14GA Black Wire	14GA Black Wire	85	0.29	24.65
18GA Gray Wire	18GA Gray Wire	10	0.11	1.10
18GA White Wire	18GA White Wire	35	0.11	3.85
18GA Black Wire	18GA Black Wire	75	0.14	10.50
14GA Red Wire	14GA Red Wire	110	0.29	31.90
16GA Green W/WHITE STRIPE Wire	16GA Green W/WHITE STRIPE Wire	10	0.19	1.90
14GA Gray Wire	14GA Gray Wire	10	0.29	2.90
18GA Violet W/BLACK STRIPE Wire	18GA Violet W/BLACK STRIPE Wire	10	0.14	1.40

16GA Red W/BLACK STRIPE Wire	16GA Red W/BLACK STRIPE Wire	30	0.19	5.70
16GA White Wire	16GA White Wire	10	0.19	1.90
18GA Yellow Wire	18GA Yellow Wire	10	0.11	1.10
18GA White W/VIOLET STRIPE Wire	18GA White W/VIOLET STRIPE Wire	10	0.14	1.40
18GA Black W/WHITE STRIPE Wire	18GA Black W/WHITE STRIPE Wire	15	0.14	2.10
18GA Red Wire	18GA Red Wire	40	0.11	4.40
18GA Black W/RED STRIPE Wire	18GA Black W/RED STRIPE Wire	15	0.14	2.10
20AWG Multi-Conductor Cables1PR FOIL SHLD	20AWG Multi-Conductor Cables1PR FOIL SHLD	50	1.89	94.50
14GA Green Wire	14GA Green Wire	15	0.29	4.35
				Subtotal: 652.92
Hours		0	175.00	0.00
NMO Mount	NMO Mount	1	33.30	33.30
Flashlight DC1 Charge Cord Streamlight	Flashlight DC1 Charge Cord Streamlight	1	26.58	26.58
KA-Band Mount Windshield	KA-Band Mount Windshield	1	90.00	90.00
				Subtotal: 149.88

Shopmonkey Order #846. Town of Amherst Police Department 024846-  
PGB97767 Patrol Build  
Year: 2023  
Make: Ford  
Model: Explorer  
VIN: 1FM5K8AC5PGB97767  
Service Writer: Chris Ropp

SUBTOTAL	17,307.01
DISCOUNT	-52.92
TAX	0.00
TOTAL	17,254.09
<hr/>	
BALANCE DUE	<b>\$17,254.09</b>



**Town of Amherst**  
**Capital Improvement Project**  
**Request Form**

<b>Department/Agency:</b> Police Department	<b>Justification Code:</b> Other
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<b>Project Title:</b> Taser Replacement	<b>Priority:</b> 2
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**Description**

The Police Department is requesting to purchase six Axon Taser 10. The previous models that we carry are no longer being repaired by Axon and are considered outdated. Liability for the X26 has been placed on the department due to the age of the devices. The Taser 10 is 95% effective compared to being 70% effective on older models. The range on the Taser 10 is 45 feet, where the X26 is 35 feet. With the Taser 10, the officer is able to control the spread of the darts. The Taser 10 has a rechargeable battery and the software documents when the device is pulled from the holster and when it is pointed. The X26 only documents deployment.

**History Associated with Request**

The current Axon Taser's are no longer covered and are considered unservicable. If there is a malfunction with one of these devices Axon will not fix them and the solution is to buy a new one. The only maintenance available are new cartridges and new batteries. Axon covers liability insurance on their devices for 5 years for \$10,000,000. After the 5 years the department assumes liability. The quote listed is from 04/24/2024.

**Impact on Future Operating Costs**

Replacing six of the current Taser's will outfit the six full time employees. After the initial six are replaced we will attempt to cycle out the part time employees by purchasing one a year.

**Cost of Project**

Planning/Engineering	Acquisition	Construction	Equipment	Project Total
	\$ 36,653.00			\$ 36,653.00

Proposed Financing for Project:

Can the project be phased in over more than one year? (If yes fill in amount of money needed each year):

Year 1	Year 2	Year 3	Year 4	Year 5
\$ 36,653.00	\$ 4,158.00	\$ 4,158.00	\$ 4,158.00	\$ 4,158.00

**Notes (To be used by CIP Committee)**

**Non-Binding Budgetary Estimate**



**Axon Enterprise, Inc.**  
 17800 N 85th St.  
 Scottsdale, Arizona 85255  
 United States  
 VAT: 86-0741227  
 Domestic: (800) 978-2737  
 International: +1.800.978.2737

Q-533797-45406.758NR

Issued: 04/24/2024

Quote Expiration: 03/15/2024

Estimated Contract Start Date: 03/01/2024

Account Number: 213688

Payment Terms: N30

Delivery Method:

SHIP TO	BILL TO	SALES REPRESENTATIVE	PRIMARY CONTACT
Amherst Police Dept. - VA 174 S Main St Amherst, VA 24521-2642 USA	Amherst Police Dept. - VA PO Box 280 Amherst VA 24521-0280 USA Email:	Nick Roche Phone: 6466611266 Email: nroche@axon.com Fax:	C.R. - "Ryan" Watts Phone: 434-946-7874 Email: ryan.watts@amherstva.gov Fax:

**Quote Summary**

Program Length	60 Months
<b>TOTAL COST</b>	<b>\$36,653.28</b>
<b>ESTIMATED TOTAL W/ TAX</b>	<b>\$38,374.76</b>

**Discount Summary**

Average Savings Per Year	\$2,660.11
<b>TOTAL SAVINGS</b>	<b>\$13,300.56</b>

**Non-Binding Budgetary Estimate**

**Payment Summary**

Date	Subtotal	Tax	Total
Jul 2024	\$36,653.28	\$1,721.48	\$38,374.76
Total	\$36,653.28	\$1,721.48	\$38,374.76

Non-Binding Budgetary Estimate

Quote List Price: \$49,953.84  
 Quote Subtotal: \$36,653.28

Pricing

All deliverables are detailed in Delivery Schedules section lower in proposal

Item	Description	Term	Qty	List Price	Net Price	Subtotal	Tax	Total
<b>BUNDLE - TASER 10 CERTIFICATION</b>								
71019	AXON BODY - DOCK POWERCORD - NORTH AMERICA		1	\$11.77	\$8.64	\$8.64	\$0.46	\$9.10
70033	AXON - DOCK WALL MOUNT - BRACKET ASSY		1	\$43.90	\$32.21	\$32.21	\$1.71	\$33.92
100401	AXON TASER 10 - CARTRIDGE - INERT		80	\$1.00	\$0.73	\$58.40	\$3.09	\$61.49
80090	AXON TASER - TARGET FRAME - PROFESSIONAL 27.5 IN X 75 IN		1	\$88.97	\$65.28	\$65.28	\$3.46	\$68.74
101193	AXON TASER - ON DEMAND CERTIFICATION	60m	1	\$130.20	\$95.54	\$95.54	\$0.00	\$95.54
80087	AXON TASER - TARGET - CONDUCTIVE PROFESSIONAL RUGGEDIZED		1	\$177.89	\$130.54	\$130.54	\$6.92	\$137.46
20018	AXON TASER - BATTERY PACK - TACTICAL		2	\$110.00	\$80.72	\$161.44	\$8.56	\$170.00
20248	AXON TASER - EVIDENCE.COM LICENSE	60m	1	\$338.40	\$248.31	\$248.31	\$0.00	\$248.31
100399	TASER 10 LIVE CARTRIDGE		20	\$22.00	\$16.14	\$322.80	\$17.11	\$339.91
100399	TASER 10 LIVE CARTRIDGE		20	\$22.00	\$16.14	\$322.80	\$17.11	\$339.91
100395	AXON TASER 10 - MAGAZINE - LIVE TRAINING PURPLE		3	\$160.00	\$117.41	\$352.23	\$18.67	\$370.90
101180	AXON TASER - DATA SCIENCE PROGRAM	60m	8	\$64.80	\$47.55	\$380.40	\$0.00	\$380.40
100394	AXON TASER 10 - MAGAZINE - HALT TRAINING BLUE		4	\$160.00	\$117.41	\$469.64	\$24.89	\$494.53
100399	TASER 10 LIVE CARTRIDGE		30	\$22.00	\$16.14	\$484.20	\$25.66	\$509.86
100399	TASER 10 LIVE CARTRIDGE		30	\$22.00	\$16.14	\$484.20	\$25.66	\$509.86
100616	AXON TASER 10 - HOLSTER - BLACKHAWK - RH		8	\$83.20	\$61.05	\$488.40	\$25.88	\$514.28
100623	AXON TASER - TRAINING - ENHANCED HALT SUIT V2		1	\$750.00	\$550.34	\$550.34	\$29.17	\$579.51
20018	AXON TASER - BATTERY PACK - TACTICAL		8	\$110.00	\$80.72	\$645.76	\$34.23	\$679.99
100400	AXON TASER 10 - CARTRIDGE - HALT		50	\$22.00	\$16.14	\$807.00	\$42.77	\$849.77
100393	AXON TASER 10 - MAGAZINE - LIVE DUTY BLACK		8	\$160.00	\$117.41	\$939.28	\$49.78	\$989.06
100396	AXON TASER 10 - MAGAZINE - INERT RED		8	\$160.00	\$117.41	\$939.28	\$49.78	\$989.06
100400	AXON TASER 10 - CARTRIDGE - HALT		60	\$22.00	\$16.14	\$968.40	\$51.32	\$1,019.72
100400	AXON TASER 10 - CARTRIDGE - HALT		60	\$22.00	\$16.14	\$968.40	\$51.32	\$1,019.72
100400	AXON TASER 10 - CARTRIDGE - HALT		70	\$22.00	\$16.14	\$1,129.80	\$59.88	\$1,189.68
100400	AXON TASER 10 - CARTRIDGE - HALT		70	\$22.00	\$16.14	\$1,129.80	\$59.88	\$1,189.68
74200	AXON TASER - DOCK - SIX BAY PLUS CORE		1	\$1,689.32	\$1,239.60	\$1,239.60	\$65.70	\$1,305.30
20248	AXON TASER - EVIDENCE.COM LICENSE	60m	8	\$338.40	\$248.31	\$1,986.48	\$0.00	\$1,986.48
100751	AXON TASER 10 - REPLACEMENT ACCESS PROGRAM - DUTY CARTRIDGE	60m	8	\$381.00	\$279.57	\$2,236.56	\$118.54	\$2,355.10
100399	TASER 10 LIVE CARTRIDGE		160	\$22.00	\$16.14	\$2,582.40	\$136.86	\$2,719.26
100390	AXON TASER 10 - HANDLE - YELLOW CLASS 3R		8	\$2,300.00	\$1,687.71	\$13,501.68	\$715.59	\$14,217.27
80374	AXON TASER 7 - EXT WARRANTY - BATTERY PACK	49m	2	\$25.97	\$19.05	\$38.10	\$1.01	\$39.11
80374	AXON TASER 7 - EXT WARRANTY - BATTERY PACK	49m	8	\$25.97	\$19.05	\$152.40	\$4.04	\$156.44
80396	AXON TASER 7 - EXT WARRANTY - DOCK SIX BAY	49m	1	\$388.57	\$285.13	\$285.13	\$7.56	\$292.69
100704	AXON TASER 10 - EXT WARRANTY - HANDLE	49m	8	\$416.99	\$305.98	\$2,447.84	\$64.87	\$2,512.71
<b>Total</b>						<b>\$36,653.28</b>	<b>\$1,721.48</b>	<b>\$38,374.76</b>



**Non-Binding Budgetary Estimate**

**Delivery Schedule**

**Hardware**

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
BUNDLE - TASER 10 CERTIFICATION	100390	AXON TASER 10 - HANDLE - YELLOW CLASS 3R	8	2	07/01/2024
BUNDLE - TASER 10 CERTIFICATION	100393	AXON TASER 10 - MAGAZINE - LIVE DUTY BLACK	8		07/01/2024
BUNDLE - TASER 10 CERTIFICATION	100394	AXON TASER 10 - MAGAZINE - HALT TRAINING BLUE	4		07/01/2024
BUNDLE - TASER 10 CERTIFICATION	100395	AXON TASER 10 - MAGAZINE - LIVE TRAINING PURPLE	3		07/01/2024
BUNDLE - TASER 10 CERTIFICATION	100396	AXON TASER 10 - MAGAZINE - INERT RED	8		07/01/2024
BUNDLE - TASER 10 CERTIFICATION	100399	TASER 10 LIVE CARTRIDGE	160		07/01/2024
BUNDLE - TASER 10 CERTIFICATION	100400	AXON TASER 10 - CARTRIDGE - HALT	50		07/01/2024
BUNDLE - TASER 10 CERTIFICATION	100401	AXON TASER 10 - CARTRIDGE - INERT	80		07/01/2024
BUNDLE - TASER 10 CERTIFICATION	100616	AXON TASER 10 - HOLSTER - BLACKHAWK - RH	8		07/01/2024
BUNDLE - TASER 10 CERTIFICATION	100623	AXON TASER - TRAINING - ENHANCED HALT SUIT V2	1		07/01/2024
BUNDLE - TASER 10 CERTIFICATION	20018	AXON TASER - BATTERY PACK - TACTICAL	8		07/01/2024
BUNDLE - TASER 10 CERTIFICATION	20018	AXON TASER - BATTERY PACK - TACTICAL	2		07/01/2024
BUNDLE - TASER 10 CERTIFICATION	70033	AXON - DOCK WALL MOUNT - BRACKET ASSY	1		07/01/2024
BUNDLE - TASER 10 CERTIFICATION	71019	AXON BODY - DOCK POWERCORD - NORTH AMERICA	1		07/01/2024
BUNDLE - TASER 10 CERTIFICATION	74200	AXON TASER - DOCK - SIX BAY PLUS CORE	1		07/01/2024
BUNDLE - TASER 10 CERTIFICATION	80087	AXON TASER - TARGET - CONDUCTIVE PROFESSIONAL RUGGEDIZED	1		07/01/2024
BUNDLE - TASER 10 CERTIFICATION	80090	AXON TASER - TARGET FRAME - PROFESSIONAL 27.5 IN X 75 IN	1		07/01/2024
BUNDLE - TASER 10 CERTIFICATION	100399	TASER 10 LIVE CARTRIDGE	30		07/01/2025
BUNDLE - TASER 10 CERTIFICATION	100400	AXON TASER 10 - CARTRIDGE - HALT	70		07/01/2025
BUNDLE - TASER 10 CERTIFICATION	100399	TASER 10 LIVE CARTRIDGE	20		07/01/2026
BUNDLE - TASER 10 CERTIFICATION	100400	AXON TASER 10 - CARTRIDGE - HALT	60		07/01/2026
BUNDLE - TASER 10 CERTIFICATION	100399	TASER 10 LIVE CARTRIDGE	30		07/01/2027
BUNDLE - TASER 10 CERTIFICATION	100400	AXON TASER 10 - CARTRIDGE - HALT	70		07/01/2027
BUNDLE - TASER 10 CERTIFICATION	100399	TASER 10 LIVE CARTRIDGE	20		07/01/2028
BUNDLE - TASER 10 CERTIFICATION	100400	AXON TASER 10 - CARTRIDGE - HALT	60		07/01/2028

**Software**

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
BUNDLE - TASER 10 CERTIFICATION	101180	AXON TASER - DATA SCIENCE PROGRAM	8	08/01/2024	07/31/2029
BUNDLE - TASER 10 CERTIFICATION	20248	AXON TASER - EVIDENCE.COM LICENSE	8	08/01/2024	07/31/2029
BUNDLE - TASER 10 CERTIFICATION	20248	AXON TASER - EVIDENCE.COM LICENSE	1	08/01/2024	07/31/2029

**Services**

Bundle	Item	Description	QTY
BUNDLE - TASER 10 CERTIFICATION	100751	AXON TASER 10 - REPLACEMENT ACCESS PROGRAM - DUTY CARTRIDGE	8
BUNDLE - TASER 10 CERTIFICATION	101193	AXON TASER - ON DEMAND CERTIFICATION	1

**Warranties**

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
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**Non-Binding Budgetary Estimate**

**Warranties**

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
BUNDLE - TASER 10 CERTIFICATION	100704	AXON TASER 10 - EXT WARRANTY - HANDLE	8	07/01/2025	07/31/2029
BUNDLE - TASER 10 CERTIFICATION	80374	AXON TASER 7 - EXT WARRANTY - BATTERY PACK	8	07/01/2025	07/31/2029
BUNDLE - TASER 10 CERTIFICATION	80374	AXON TASER 7 - EXT WARRANTY - BATTERY PACK	2	07/01/2025	07/31/2029
BUNDLE - TASER 10 CERTIFICATION	80396	AXON TASER 7 - EXT WARRANTY - DOCK SIX BAY	1	07/01/2025	07/31/2029

**Non-Binding Budgetary Estimate**

**Shipping Locations**

Location Number	Street	City	State	Zip	Country
	174 S Main St	Amherst	VA	24521-2642	USA
2	174 S Main St	Amherst	VA	24521-2642	USA

**Payment Details**

Jul 2024						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 1	100390	AXON TASER 10 - HANDLE - YELLOW CLASS 3R	8	\$13,501.68	\$715.59	\$14,217.27
Year 1	100393	AXON TASER 10 - MAGAZINE - LIVE DUTY BLACK	8	\$939.28	\$49.78	\$989.06
Year 1	100394	AXON TASER 10 - MAGAZINE - HALT TRAINING BLUE	4	\$469.64	\$24.89	\$494.53
Year 1	100395	AXON TASER 10 - MAGAZINE - LIVE TRAINING PURPLE	3	\$352.23	\$18.67	\$370.90
Year 1	100396	AXON TASER 10 - MAGAZINE - INERT RED	8	\$939.28	\$49.78	\$989.06
Year 1	100399	TASER 10 LIVE CARTRIDGE	20	\$322.80	\$17.11	\$339.91
Year 1	100399	TASER 10 LIVE CARTRIDGE	160	\$2,582.40	\$136.86	\$2,719.26
Year 1	100399	TASER 10 LIVE CARTRIDGE	30	\$484.20	\$25.66	\$509.86
Year 1	100399	TASER 10 LIVE CARTRIDGE	30	\$484.20	\$25.66	\$509.86
Year 1	100399	TASER 10 LIVE CARTRIDGE	20	\$322.80	\$17.11	\$339.91
Year 1	100400	AXON TASER 10 - CARTRIDGE - HALT	50	\$807.00	\$42.77	\$849.77
Year 1	100400	AXON TASER 10 - CARTRIDGE - HALT	70	\$1,129.80	\$59.88	\$1,189.68
Year 1	100400	AXON TASER 10 - CARTRIDGE - HALT	70	\$1,129.80	\$59.88	\$1,189.68
Year 1	100400	AXON TASER 10 - CARTRIDGE - HALT	60	\$968.40	\$51.32	\$1,019.72
Year 1	100400	AXON TASER 10 - CARTRIDGE - HALT	60	\$968.40	\$51.32	\$1,019.72
Year 1	100401	AXON TASER 10 - CARTRIDGE - INERT	80	\$58.40	\$3.09	\$61.49
Year 1	100616	AXON TASER 10 - HOLSTER - BLACKHAWK - RH	8	\$488.40	\$25.88	\$514.28
Year 1	100623	AXON TASER - TRAINING - ENHANCED HALT SUIT V2	1	\$550.34	\$29.17	\$579.51
Year 1	100704	AXON TASER 10 - EXT WARRANTY - HANDLE	8	\$2,447.84	\$64.87	\$2,512.71
Year 1	100751	AXON TASER 10 - REPLACEMENT ACCESS PROGRAM - DUTY CARTRIDGE	8	\$2,236.56	\$118.54	\$2,355.10
Year 1	101180	AXON TASER - DATA SCIENCE PROGRAM	8	\$380.40	\$0.00	\$380.40
Year 1	101193	AXON TASER - ON DEMAND CERTIFICATION	1	\$95.54	\$0.00	\$95.54
Year 1	20018	AXON TASER - BATTERY PACK - TACTICAL	2	\$161.44	\$8.56	\$170.00
Year 1	20018	AXON TASER - BATTERY PACK - TACTICAL	8	\$645.76	\$34.23	\$679.99
Year 1	20248	AXON TASER - EVIDENCE.COM LICENSE	1	\$248.31	\$0.00	\$248.31
Year 1	20248	AXON TASER - EVIDENCE.COM LICENSE	8	\$1,986.48	\$0.00	\$1,986.48
Year 1	70033	AXON - DOCK WALL MOUNT - BRACKET ASSY	1	\$32.21	\$1.71	\$33.92
Year 1	71019	AXON BODY - DOCK POWERCORD - NORTH AMERICA	1	\$8.64	\$0.46	\$9.10
Year 1	74200	AXON TASER - DOCK - SIX BAY PLUS CORE	1	\$1,239.60	\$65.70	\$1,305.30
Year 1	80087	AXON TASER - TARGET - CONDUCTIVE PROFESSIONAL RUGGEDIZED	1	\$130.54	\$6.92	\$137.46
Year 1	80090	AXON TASER - TARGET FRAME - PROFESSIONAL 27.5 IN X 75 IN	1	\$65.28	\$3.46	\$68.74
Year 1	80374	AXON TASER 7 - EXT WARRANTY - BATTERY PACK	2	\$38.10	\$1.01	\$39.11
Year 1	80374	AXON TASER 7 - EXT WARRANTY - BATTERY PACK	8	\$152.40	\$4.04	\$156.44
Year 1	80396	AXON TASER 7 - EXT WARRANTY - DOCK SIX BAY	1	\$285.13	\$7.56	\$292.69

**Non-Binding Budgetary Estimate**

Jul 2024						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
				\$36,653.28	\$1,721.48	\$38,374.76

**Non-Binding Budgetary Estimate**

This Rough Order of Magnitude estimate is being provided for budgetary and planning purposes only. It is non-binding and is not considered a contractable offer for sale of Axon goods or services.

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.





**Town of Amherst**  
**Capital Improvement Project**  
**Request Form**

<b>Department/Agency:</b> Amherst Police Department	<b>Justification Code:</b> Other
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<b>Project Title:</b> Dash Camera and Body Camera	<b>Priority:</b> 1
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**Description**

The Amherst Police Department is requesting to purchase seven Axon in car camera's and fourteen body cameras. The Watchguard car camera's and body camera's are no longer covered by Motorola and will not be serviced or replaced by the company. Two of the recently installed in-car camera systems have issues and one needs replacement. Axon currently does not have a representative for our agency and is working to remedy this. We are currently going off an estimate based on another agency quote and will update as soon as we get official quotes. The price would include the install of the in-car camera's and storage of data.

**History Associated with Request**

Watchguard is currently the in-car camera's and body camera's that we utilize. Watchguard was bought by motorola several years ago and they have dissolved the Watchguard system and name. Motorola will no longer cover the camera's that the deparment has and they do not perform program updates. It is imperative that the deparment has camera's in good operating order to protect the Town, Employees, and Citizens. The camera's will assist with frivolous lawsuits against the Town. They will also be used to evaluate Officers and look for areas that an Officer may need improvement or retraining to give better customer service to the citizens.

**Impact on Future Operating Costs**

There will be possible cost associated with replacements if the camera's get damaged.

**Cost of Project**

Planning/Engineering	Acquisition	Contruction	Equipment	Project Total
			\$90,000.00	\$ 90,000.00

Proposed Financing for Project:

Can the project be phased in over more than one year? (If yes fill in amount of money needed each year):

Year 1	Year 2	Year 3	Year 4	Year 5
	\$ 90,000.00			

**Notes (To be used by CIP Committee)**

Criteria	Ranking					Project Ranking
	5	4	3	2	1	
Federal or State Mandates	Project is required by enforceable standards within the next year.	Project is needed to bring existing component up to enforceable standards.	Project is required by enforceable standards within the next two years.	Project is not required by any law but is required to continue operations at the current level. (example; system will no longer support software version).	Project is not mandated by law or any other requirements.	3
Efficiency	Project will directly increase employee efficiency by greater than 20%	Project will directly increase employee efficiency by greater than 10%	Project will directly increase employee efficiency by greater than 5%.	Project will make daily work easier, but not necessarily save time.	Project has not impacted on employee efficiency.	2
Economic Development	Project will directly provide jobs with in the Town.	Project will attract potential business within the Town.	Project will attract new residents to locate to the Town.	Project will revitalize and improve areas within the Town.	Project has little or no impact related to economic development.	3
Budgetary Impact	Project will provide the Town with additional revenue.	Project will provide the Town with future budget savings.	After initial cost of project there will be no impact on the budget.	Without project cost of current operations could rise (example; maintenance cost due to age of current assets).	Project will continue to require additional funds to operate after completion (example; additional personnel).	2
Readiness to Proceed	Project is ready now. Money has been approved (by outside sources or grants), costs estimates have been received.	Cost estimates have been received and initial planning has begun. Project is ready to start once approved and funded by the Town.	No initial planning has taken place. However, planning and prep can take place once approved and funded.	Project will still not be ready to take place until future period in time even after approval and funding.	Project is not needed until two or more years in the future.	3
Health/Public Safety	Failure to do project presents major risk to citizens or employees.	Project could increase safety or health concerns of citizens or employees.	Project could enrich quality of lives and health within the Town.	Project could have long term effects on health or safety that is unknown at this time.	Project has no impact on health or public safety.	5
Funding	100% of funding is being received from grants or other outside sources.	Increased tax revenue received from project will help recoupe initial cost.	Grants received but will require a Town "match" in funds less than 50%.	Grants received but will require a Town "match" in funds greater than 50%.	100% of funding will come from General/Water/Sewer Fund.	1
Total for this project						19
Notes						

**PROJECT: #1 Raw Influent Pump(10-0038) / Motor(10-0041)**



**PROJECT DESCRIPTION:**

Replacement of raw wastewater pump and motor due to age and wear. Raw influent pumps are used in pumping wastewater received from the Towns sewer collection system and pumping it to the facilities upper level for the treatment.

**PROJECT JUSTIFICATION:**

Pump and motor are approaching the 20 years of service life.

**FUNCTION:** UTILITIES      **YEAR INTRODUCED:** 2020  
**PROJECT TYPE:** Wastewater      **CHANGE FROM PRIOR:** na  
**DEPARTMENT:** PLANTS      **START YEAR:**  
**ACCOUNT NUMBER:** 502      **END YEAR:**

**FINANCIAL SUMMARY:**

PROJECT ESTIMATE:	Initial Price/Quote	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
Planning/Engineering						
Acquisition						
Construction						
Equipment	12,136.59	12,136.59	13,350.25	14,685.27	16,153.80	17,769.18
<b>Total Estimate</b>	<b>12,136.59</b>	<b>12,136.59</b>	<b>13,350.25</b>	<b>14,685.27</b>	<b>16,153.80</b>	<b>17,769.18</b>

FUNDING SOURCES:	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
General Fund					
Waer Fund					
Sewer Fund	12,136.59	13,350.25	14,685.27	16,153.80	17,769.18
Grants/Others					
<b>Total Funding</b>	<b>12,136.59</b>	<b>13,350.25</b>	<b>14,685.27</b>	<b>16,153.80</b>	<b>17,769.18</b>

**PROJECT RANKING:**

	Department Rank	CIP Committee	
		Review/Rank	Total
Federal/State Mandates	5		
Efficiency	1		
Economic Development	4		
Budgetary Impact	2	22	
Readiness to Proceed	4		
Health / Public Safety	5		
Funding	1		

**Planning Comments:**

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**PROJECT: #2 Raw Influent Pump(10-0039) / Motor(10-0042)**



**PROJECT DESCRIPTION:**

Replacement of raw wastewater pump and motor due to age and wear. Raw influent pumps are used in pumping wastewater received from the Towns sewer collection system and pumping it to the facilities upper level for the treatment.

**PROJECT JUSTIFICATION:**

Pump and motor are approaching the 20 years of service life.

**FUNCTION:** UTILITIES      **YEAR INTRODUCED:** 2020  
**PROJECT TYPE:** Wastewater      **CHANGE FROM PRIOR:** na  
**DEPARTMENT:** PLANTS      **START YEAR:**  
**ACCOUNT NUMBER:** 502      **END YEAR:**

**FINANCIAL SUMMARY:**

PROJECT ESTIMATE:	Initial Price/Quote	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
Planning/Engineering						
Acquisition						
Construction						
Equipment	12,136.59	12,136.59	13,350.25	14,685.27	16,153.80	17,769.18
<b>Total Estimate</b>	<b>12,136.59</b>	<b>12,136.59</b>	<b>13,350.25</b>	<b>14,685.27</b>	<b>16,153.80</b>	<b>17,769.18</b>

FUNDING SOURCES:	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
General Fund					
Waer Fund					
Sewer Fund	12,136.59	13,350.25	14,685.27	16,153.80	17,769.18
Grants/Others					
<b>Total Funding</b>	<b>12,136.59</b>	<b>13,350.25</b>	<b>14,685.27</b>	<b>16,153.80</b>	<b>17,769.18</b>

**PROJECT RANKING:**

	Department Rank		CIP Committee Review/Rank	
	Rank	Total	Review/Rank	Total
Federal/State Mandates	5			
Efficiency	1			
Economic Development	4			
Budgetary Impact	2	22		
Readiness to Proceed	4			
Health / Public Safety	5			
Funding	1			

**Planning Comments:**

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**PROJECT: #3 Raw Influent Pump(10-0040) / Motor(10-0043)**



**PROJECT DESCRIPTION:**

Replacement of raw wastewater pump and motor due to age and wear. Raw influent pumps are used in pumping wastewater received from the Towns sewer collection system and pumping it to the facilities upper level for the treatment.

**PROJECT JUSTIFICATION:**

Pump and motor are approaching the 20 years of service life.

**FUNCTION:** UTILITIES      **YEAR INTRODUCED:** 2020  
**PROJECT TYPE:** Wastewater      **CHANGE FROM PRIOR:** na  
**DEPARTMENT:** PLANTS      **START YEAR:**  
**ACCOUNT NUMBER:** 502      **END YEAR:**

**FINANCIAL SUMMARY:**

PROJECT ESTIMATE:	Initial Price/Quote	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
Planning/Engineering						
Acquisition						
Construction						
Equipment	12,136.59	12,136.59	13,350.25	14,685.27	16,153.80	17,769.18
<b>Total Estimate</b>	<b>12,136.59</b>	<b>12,136.59</b>	<b>13,350.25</b>	<b>14,685.27</b>	<b>16,153.80</b>	<b>17,769.18</b>

FUNDING SOURCES:	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
General Fund					
Waer Fund					
Sewer Fund	12,136.59	13,350.25	14,685.27	16,153.80	17,769.18
Grants/Others					
<b>Total Funding</b>	<b>12,136.59</b>	<b>13,350.25</b>	<b>14,685.27</b>	<b>16,153.80</b>	<b>17,769.18</b>

**PROJECT RANKING:**

	Department Rank		CIP Committee Review/Rank	
	Rank	Total	Review/Rank	Total
Federal/State Mandates	5			
Efficiency	1			
Economic Development	4			
Budgetary Impact	2	22		
Readiness to Proceed	4			
Health / Public Safety	5			
Funding	1			

**Planning Comments:**

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**PROJECT:** #1 Digester Blower(10-0145) / Motor(10-0147)



**PROJECT DESCRIPTION:**  
Replacement of sludge digester blower and motor due to age and wear along with fiberglass cover.

**PROJECT JUSTIFICATION:**  
Motor and blowers are run on a constant alternating schedule and have been in service since the upgraded facility came on line in 2005.

**FUNCTION:** UTILITIES      **YEAR INTRODUCED:** 2020  
**PROJECT TYPE:** Wastewater      **CHANGE FROM PRIOR:** na  
**DEPARTMENT:** PLANTS      **START YEAR:**  
**ACCOUNT NUMBER:** 502      **END YEAR:**

**FINANCIAL SUMMARY:**

PROJECT ESTIMATE:	Initial Price/Quote	FY	FY	FY	FY	FY
		2021/22	2022/23	2023/24	2024/25	2025/26
Planning/Engineering		0.10	0.20	0.30	0.40	0.50
Acquisition		0.10	0.20	0.30	0.40	0.50
Construction		0.10	0.20	0.30	0.40	0.50
Equipment	15,525.00	15,525.00	17,077.50	18,785.25	20,663.78	22,730.15
<b>Total Estimate</b>	<b>15,525.00</b>	<b>15,525.30</b>	<b>17,078.10</b>	<b>18,786.15</b>	<b>20,664.98</b>	<b>22,731.65</b>

FUNDING SOURCES:	FY	FY	FY	FY	FY
	2021/22	2022/23	2023/24	2024/25	2025/26
General Fund					
Wear Fund					
Sewer Fund	15,525.30	17,078.10	18,786.15	20,664.98	22,731.65
Grants/Others					
<b>Total Funding</b>	<b>15,525.30</b>	<b>17,078.10</b>	<b>18,786.15</b>	<b>20,664.98</b>	<b>22,731.65</b>

**PROJECT RANKING:**

	Department Rank		CIP Committee Review/Rank	
	Rank	Total	Review/Rank	Total
Federal/State Mandates	5			
Efficiency	1			
Economic Development	4			
Budgetary Impact	2	21		
Readiness to Proceed	4			
Health / Public Safety	4			
Funding	1			

**Planning Comments:**

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**PROJECT:** #2 Digester Blower(10-0146) / Motor(10-0148)



**PROJECT DESCRIPTION:**  
Replacement of sludge digester blower and motor due to age and wear along with fiberglass cover.

**PROJECT JUSTIFICATION:**  
Motor and blowers are run on a constant alternating schedule and have been in service since the upgraded facility came on line in 2005.

**FUNCTION:** UTILITIES      **YEAR INTRODUCED:** 2020  
**PROJECT TYPE:** Wastewater      **CHANGE FROM PRIOR:** na  
**DEPARTMENT:** PLANTS      **START YEAR:**  
**ACCOUNT NUMBER:** 502      **END YEAR:**

**FINANCIAL SUMMARY:**

PROJECT ESTIMATE:	Initial Price/Quote	FY	FY	FY	FY	FY
		2021/22	2022/23	2023/24	2024/25	2025/26
Planning/Engineering		0.10	0.20	0.30	0.40	0.50
Acquisition		0.10	0.20	0.30	0.40	0.50
Construction		0.10	0.20	0.30	0.40	0.50
<b>Equipment</b>	<b>15,525.00</b>	<b>15,525.00</b>	<b>17,077.50</b>	<b>18,785.25</b>	<b>20,663.78</b>	<b>22,730.15</b>
<b>Total Estimate</b>	<b>15,525.00</b>	<b>15,525.30</b>	<b>17,078.10</b>	<b>18,786.15</b>	<b>20,664.98</b>	<b>22,731.65</b>

FUNDING SOURCES:	FY	FY	FY	FY	FY
	2021/22	2022/23	2023/24	2024/25	2025/26
General Fund					
Wear Fund					
Sewer Fund	15,525.30	17,078.10	18,786.15	20,664.98	22,731.65
Grants/Others					
<b>Total Funding</b>	<b>15,525.30</b>	<b>17,078.10</b>	<b>18,786.15</b>	<b>20,664.98</b>	<b>22,731.65</b>

**PROJECT RANKING:**

	Department Rank		CIP Committee Review/Rank		Planning Comments:
		Total		Total	
Federal/State Mandates	5				
Efficiency	1				
Economic Development	4				
Budgetary Impact	2	21			
Readiness to Proceed	4				
Health / Public Safety	4				
Funding	1				

**PROJECT:** **WWTP Camera Surveillance System**

**PROJECT DESCRIPTION:**  
 For budgetary, estimated cost to be close to \$12K. This would include a DVR (Video Recorder) for up to 8 cameras. 6 cameras so this will allow for expansion at a later time.

**PROJECT JUSTIFICATION:**

**FUNCTION:** UTILITIES                      **YEAR INTRODUCED:** 2024  
**PROJECT TYPE:** Wastewater                      **CHANGE FROM PRIOR:** n/a  
**DEPARTMENT:** PLANTS                      **START YEAR:**  
**ACCOUNT NUMBER:** 502                      **END YEAR:**

**FINANCIAL SUMMARY:**

<b>PROJECT ESTIMATE:</b>		<b>FY</b>	<b>FY</b>	<b>FY</b>	<b>FY</b>	<b>FY</b>
	<b>Initial Price/Quote</b>	<b>2025/26</b>	<b>2026/27</b>	<b>2027/28</b>	<b>2028/29</b>	<b>2029/30</b>
Planning/Engineering		0.00	0.00	0.00	0.00	0.00
Acquisition	12,000.00	13,200.00	14,520.00	15,972.00	17,569.20	19,326.12
Construction		0.00	0.00	0.00	0.00	0.00
Equipment		0.00	0.00	0.00	0.00	0.00
<b>Total Estimate</b>	<b>12,000.00</b>	<b>13,200.00</b>	<b>14,520.00</b>	<b>15,972.00</b>	<b>17,569.20</b>	<b>19,326.12</b>

<b>FUNDING SOURCES:</b>		<b>FY</b>	<b>FY</b>	<b>FY</b>	<b>FY</b>	<b>FY</b>
		<b>2025/26</b>	<b>2026/27</b>	<b>2027/28</b>	<b>2028/29</b>	<b>2029/30</b>
General Fund						
Water Fund						
Sewer Fund		13,200.00	14,520.00	15,972.00	17,569.20	19,326.12
Grants/Others						
<b>Total Funding</b>		<b>13,200.00</b>	<b>14,520.00</b>	<b>15,972.00</b>	<b>17,569.20</b>	<b>19,326.12</b>

**PROJECT RANKING:**

	<b>Department Rank</b>		<b>CIP Committee Review/Rank</b>	
		<b>Total</b>		<b>Total</b>
Federal/State Mandates	3			
Efficiency	5			
Economic Development	1			
Budgetary Impact	3	20		
Readiness to Proceed	4			
Health / Public Safety	3			
Funding	1			

**Planning Comments:**

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**From:** Patrick Embry <[pembry@valleyautomation.net](mailto:pembry@valleyautomation.net)>

**Sent:** Friday, October 25, 2024 3:35 PM

**To:** 'GSW' <[gary.williams@amherstva.gov](mailto:gary.williams@amherstva.gov)>

**Cc:** John Keeler <[jkeeler@valleyautomation.net](mailto:jkeeler@valleyautomation.net)>; Devan Duncan <[dduncan@valleyautomation.net](mailto:dduncan@valleyautomation.net)>

**Subject:** Camera system

Gary:

I talked with our security manager this AM about your system. He has looked at some recent jobs and we have a budgetary number for you to consider regarding camera for the WWTP

For budgetary, I would estimate the cost to be close to \$12K. This would include a DVR (Video Recorder) for up to 8 cameras. You requested 6 cameras so this will allow for expansion at a later time if you find the need.

The DVR is capable of being accessed through an App on your phone or computer for remote viewing and video playback.

Pricing includes installation, using the network already in place for from the controls upgrade (you have 2 spare fiber pulls for each fiber pull). By utilizing this network, there are no need for additional radios, cellular cards, monthly fees, etc.

Pricing also includes a monitor to be placed in the lab / admin building for full time viewing of the camera network.

I will get a firewall / remote access quote to you as discussed. I can put both this camera and the firewall quote into one package to save some funding as much of this can overlap.

If our scope of work and pricing is competitive and warrants a formal proposal, please let me know and we will turn that around early next week.

Remember, for projects or T/M support, we have a state contract that we can perform this work under to comply with any procurement needs you may have.

I look forward to your reply.

Thanks,

Patrick C. Embry, P.E.  
Sr. Systems Engineer – Owner  
Cell: (540) 271-3854



DCJS: 11-6642

Fax: (866) 436-6706

Luray, VA 22835 (540) 743-7772: Harrisonburg, VA 22801 (540) 433-3555: Winchester, VA 22601

**PROJECT:** WTP Camera Surveillance System / River Intake

**PROJECT DESCRIPTION:**  
 For budgetary, estimated cost to be close to \$12K. This would include a DVR (Video Recorder) for up to 8 cameras. 6 cameras so this will allow for expansion at a later time.

**PROJECT JUSTIFICATION:**

**FUNCTION:** UTILITIES                      **YEAR INTRODUCED:** 2024  
**PROJECT TYPE:** Wastewater                      **CHANGE FROM PRIOR:** n/a  
**DEPARTMENT:** PLANTS                      **START YEAR:**  
**ACCOUNT NUMBER:** 501                      **END YEAR:**

**FINANCIAL SUMMARY:**

<b>PROJECT ESTIMATE:</b>		<b>FY</b>	<b>FY</b>	<b>FY</b>	<b>FY</b>	<b>FY</b>
	<b>Initial Price/Quote</b>	<b>2025/26</b>	<b>2026/27</b>	<b>2027/28</b>	<b>2028/29</b>	<b>2029/30</b>
Planning/Engineering		0.00	0.00	0.00	0.00	0.00
Acquisition	12,000.00	13,200.00	14,520.00	15,972.00	17,569.20	19,326.12
Construction		0.00	0.00	0.00	0.00	0.00
Equipment		0.00	0.00	0.00	0.00	0.00
<b>Total Estimate</b>	<b>12,000.00</b>	<b>13,200.00</b>	<b>14,520.00</b>	<b>15,972.00</b>	<b>17,569.20</b>	<b>19,326.12</b>

<b>FUNDING SOURCES:</b>		<b>FY</b>	<b>FY</b>	<b>FY</b>	<b>FY</b>	<b>FY</b>
		<b>2025/26</b>	<b>2026/27</b>	<b>2027/28</b>	<b>2028/29</b>	<b>2029/30</b>
General Fund						
Water Fund						
Sewer Fund		13,200.00	14,520.00	15,972.00	17,569.20	19,326.12
Grants/Others						
<b>Total Funding</b>		<b>13,200.00</b>	<b>14,520.00</b>	<b>15,972.00</b>	<b>17,569.20</b>	<b>19,326.12</b>

<b>PROJECT RANKING:</b>		<b>CIP Committee Review/Rank</b>		<b>Planning Comments:</b>
	<b>Department Rank</b>		<b>Total</b>	
Federal/State Mandates	3			
Efficiency	5			
Economic Development	1			
Budgetary Impact	3	20		
Readiness to Proceed	4			
Health / Public Safety	3			
Funding	1			

**From:** Patrick Embry <[pembry@valleyautomation.net](mailto:pembry@valleyautomation.net)>

**Sent:** Friday, October 25, 2024 3:35 PM

**To:** 'GSW' <[gary.williams@amherstva.gov](mailto:gary.williams@amherstva.gov)>

**Cc:** John Keeler <[jkeeler@valleyautomation.net](mailto:jkeeler@valleyautomation.net)>; Devan Duncan <[dduncan@valleyautomation.net](mailto:dduncan@valleyautomation.net)>

**Subject:** Camera system

Gary:

I talked with our security manager this AM about your system. He has looked at some recent jobs and we have a budgetary number for you to consider regarding camera for the WWTP

For budgetary, I would estimate the cost to be close to \$12K. This would include a DVR (Video Recorder) for up to 8 cameras. You requested 6 cameras so this will allow for expansion at a later time if you find the need.

The DVR is capable of being accessed through an App on your phone or computer for remote viewing and video playback.

Pricing includes installation, using the network already in place for from the controls upgrade (you have 2 spare fiber pulls for each fiber pull). By utilizing this network, there are no need for additional radios, cellular cards, monthly fees, etc.

Pricing also includes a monitor to be placed in the lab / admin building for full time viewing of the camera network.

I will get a firewall / remote access quote to you as discussed. I can put both this camera and the firewall quote into one package to save some funding as much of this can overlap.

If our scope of work and pricing is competitive and warrants a formal proposal, please let me know and we will turn that around early next week.

Remember, for projects or T/M support, we have a state contract that we can perform this work under to comply with any procurement needs you may have.

I look forward to your reply.

Thanks,

Patrick C. Embry, P.E.  
Sr. Systems Engineer – Owner  
Cell: (540) 271-3854



[www.ValleyAutomation.net](http://www.ValleyAutomation.net)

DCJS: 11-6642

Fax: (866) 436-6706

Luray, VA 22835 (540) 743-7772: Harrisonburg, VA 22801 (540) 433-3555: Winchester, VA 22601



**PROJECT: Waste Activated Sludge Flow Meter(10-0091)**



**PROJECT DESCRIPTION:**  
Process waste flow meter used in recording the volume of wasted sludge sent to the digesters. Current meter has failed and is no longer working.

**PROJECT JUSTIFICATION:**  
Waste sludge is measured by calculating mg/L of solids time the flow in million gallons. Wasted sludge/solids are measured so that enough but not too much is removed from the active process.

**FUNCTION:** UTILITIES      **YEAR INTRODUCED:** 2020  
**PROJECT TYPE:** Wastewater      **CHANGE FROM PRIOR:** na  
**DEPARTMENT:** PLANTS      **START YEAR:**  
**ACCOUNT NUMBER:** 502      **END YEAR:**

**FINANCIAL SUMMARY:**

PROJECT ESTIMATE:	Initial Price/Quote	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
Planning/Engineering		0.00	0.00	0.00	0.00	0.00
Acquisition		0.00	0.00	0.00	0.00	0.00
Construction		0.00	0.00	0.00	0.00	0.00
Equipment	6,584.00	6,584.00	7,242.40	7,966.64	8,763.30	9,639.63
<b>Total Estimate</b>	<b>6,584.00</b>	<b>6,584.00</b>	<b>7,242.40</b>	<b>7,966.64</b>	<b>8,763.30</b>	<b>9,639.63</b>

FUNDING SOURCES:	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
General Fund					
Waer Fund					
Sewer Fund	6,584.00	7,242.40	7,966.64	8,763.30	9,639.63
Grants/Others					
<b>Total Funding</b>	<b>6,584.00</b>	<b>7,242.40</b>	<b>7,966.64</b>	<b>8,763.30</b>	<b>9,639.63</b>

PROJECT RANKING:		CIP Committee Review/Rank		Planning Comments:
	Department Rank Total		Total	
Federal/State Mandates	5			
Efficiency	1			
Economic Development	1			
Budgetary Impact	3	16		
Readiness to Proceed	4			
Health / Public Safety	1			
Funding	1			



**Town of Amherst  
Capital Improvement Project  
Request Form**

<b>Department/Agency:</b> <i>Maintenance</i>	<b>Justification Code:</b>
--	----------------------------

<b>Project Title:</b> <i>HALF TON PICKUP TRUCK</i>	<b>Priority:</b> <i>3</i>
--	---------------------------

Description
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<i>Half ton pickup truck</i>
------------------------------

History Associated with Request
---------------------------------

<i>Truck is requesting due to age of fleet</i>
--

Impact on Future Operating Costs
----------------------------------

<i>More efficient because of repair costs + lack of parts</i>
---

Cost of Project				
-----------------	--	--	--	--

Planning/Engineering	Acquisition	Construction	Equipment	Project Total
				<i>50,000.00</i>

Proposed Financing for Project: County funding needed

Can the project be phased in over more than one year? (If yes fill in amount of money needed each year):

Year 1	Year 2	Year 3	Year 4	Year 5
<i>50,000.00</i>				

Notes (To be used by CIP Committee)
-------------------------------------

<i>2025</i>
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Criteria	Ranking					Project Ranking
	5	4	3	2	1	
Federal or State Mandates	Project is required by enforceable standards within the next year.	Project is needed to bring existing component up to enforceable standards.	Project is required by enforceable standards within the next two years.	Project is not required by any law but is required to continue operations at the current level. (example; system will no longer support software version).	Project is not mandated by law or any other requirements.	
Efficiency	Project will directly increase employee efficiency by greater than 20%	Project will directly increase employee efficiency by greater than 10%	Project will directly increase employee efficiency by greater than 5%.	Project will make daily work easier, but not necessarily save time.	Project has not impact on employee efficiency.	
Economic Development	Project will directly provide jobs with in the Town.	Project will attract potential business within the Town.	Project will attract new residents to locate to the Town.	Project will revitalize and improve areas within the Town.	Project has little or no impact related to economic development.	
Budgetary Impact	Project will provide the Town with additional revenue.	Project will provide the Town with future budget savings.	After initial cost of project there will be no impact on the budget.	Without project cost of current operations could rise (example; maintenance cost due to age of current assets).	Project will continue to require additional funds to operate after completion (example; additional personnel).	
Readiness to Proceed	Project is ready now. Money has been approved (by outside sources or grants), costs estimates have been received.	Cost estimates have been received and initial planning has begun. Project is ready to start once approved and funded by the Town.	No initial planing has taken place. However, planning and prep can take place once approved and funded.	Project will still not be ready to take place until future period in time even after approval and funding.	Project is not needed until two or more years in the future.	
Health/Public Safety	Failure to do project presents major risk to citizens or employees.	Project could increase safety or health concerns of citizens or employees.	Project could enrich quality of lives and health within the Town.	Project could have long term effects on health or safety that is unknown at this time.	Project has no impact on health or public safety.	
Funding	100% of funding is being received from grants or other outside sources.	Increased tax revenue received from project will help recoupe initial cost.	Grants received but will require a Town "match" in funds less than 50%.	Grants received but will require a Town "match" in funds greater than 50%.	100% of funding will come from General/Water/Sewer Fund.	
Total for this project						
Notes						



**Town of Amherst**  
**Capital Improvement Project**  
**Request Form**

*Protection for  
Storage/Equipment*

Department/Agency: *Maintenance* Justification Code: *OTHER*

Project Title: *Metal Structure* Priority: ~~OTHER~~ *3*

**Description**

*50' x 51' x 14' Metal Structure - Open on both ends*

**History Associated with Request**

*Storage and protection of equipment from the elements  
For items such as Lift, Backhoe, trailer, etc*

**Impact on Future Operating Costs**

*Longer life of Equipment*

**Cost of Project**

Planning/Engineering	Acquisition	Construction	Equipment	Project Total
				<i>50,000.<sup>00</sup></i>

Proposed Financing for Project: County funding needed

Can the project be phased in over more than one year? (If yes fill in amount of money needed each year):

Year 1	Year 2	Year 3	Year 4	Year 5
<i>50,000.<sup>00</sup></i>				

**Notes (To be used by CIP Committee)**

*2025*

Criteria	Ranking					Project Ranking
	5	4	3	2	1	
Federal or State Mandates	Project is required by enforceable standards within the next year.	Project is needed to bring existing component up to enforceable standards.	Project is required by enforceable standards within the next two years.	Project is not required by any law but is required to continue operations at the current level. (example; system will no longer support software version).	Project is not mandated by law or any other requirements.	
Efficiency	Project will directly increase employee efficiency by greater than 20%	Project will directly increase employee efficiency by greater than 10%	Project will directly increase employee efficiency by greater than 5%.	Project will make daily work easier, but not necessarily save time.	Project has not impacted on employee efficiency.	
Economic Development	Project will directly provide jobs within the Town.	Project will attract potential business within the Town.	Project will attract new residents to locate to the Town.	Project will revitalize and improve areas within the Town.	Project has little or no impact related to economic development.	
Budgetary Impact	Project will provide the Town with additional revenue.	Project will provide the Town with future budget savings.	After initial cost of project there will be no impact on the budget.	Without project cost of current operations could rise (example; maintenance cost due to age of current assets).	Project will continue to require additional funds to operate after completion (example; additional personnel).	
Readiness to Proceed	Project is ready now. Money has been approved (by outside sources or grants), costs estimates have been received.	Cost estimates have been received and initial planning has begun. Project is ready to start once approved and funded by the Town.	No initial planning has taken place. However, planning and prep can take place once approved and funded.	Project will still not be ready to take place until future period in time even after approval and funding.	Project is not needed until two or more years in the future.	
Health/Public Safety	Failure to do project presents major risk to citizens or employees.	Project could increase safety or health concerns of citizens or employees.	Project could enrich quality of lives and health within the Town.	Project could have long term effects on health or safety that is unknown at this time.	Project has no impact on health or public safety.	
Funding	100% of funding is being received from grants or other outside sources.	Increased tax revenue received from project will help recoupe initial cost.	Grants received but will require a Town "match" in funds less than 50%.	Grants received but will require a Town "match" in funds greater than 50%.	100% of funding will come from General/Water/Sewer Fund.	
Total for this project						
Notes						



**Town of Amherst**  
**Capital Improvement Project**  
**Request Form**

*Preventative*

Department/Agency: *Maintenance* Justification Code: *Maintenance*

Project Title: *Reseal Town Hall Parking Lot* Priority: *3*

**Description**

*Reseal parking lot*

**History Associated with Request**

*Age and condition*

**Impact on Future Operating Costs**

*Operating cost - product failure and age*

**Cost of Project**

Planning/Engineering	Acquisition	Construction	Equipment	Project Total
				<i>11,000.00</i>

Proposed Financing for Project: *County funding needed*

Can the project be phased in over more than one year? (If yes fill in amount of money needed each year):

Year 1	Year 2	Year 3	Year 4	Year 5
<i>11,000.00</i>				

**Notes (To be used by CIP Committee)**

*2025*

Criteria	Ranking					Project Ranking
	5	4	3	2	1	
Federal or State Mandates	Project is required by enforceable standards within the next year.	Project is needed to bring existing component up to enforceable standards.	Project is required by enforceable standards within the next two years.	Project is not required by any law but is required to continue operations at the current level. (example; system will no longer support software version).	Project is not mandated by law or any other requirements.	
Efficiency	Project will directly increase employee efficiency by greater than 20%	Project will directly increase employee efficiency by greater than 10%	Project will directly increase employee efficiency by greater than 5%.	Project will make daily work easier, but not necessarily save time.	Project has not impacted on employee efficiency.	
Economic Development	Project will directly provide jobs within the Town.	Project will attract potential business within the Town.	Project will attract new residents to locate to the Town.	Project will revitalize and improve areas within the Town.	Project has little or no impact related to economic development.	
Budgetary Impact	Project will provide the Town with additional revenue.	Project will provide the Town with future budget savings.	After initial cost of project there will be no impact on the budget.	Without project cost of current operations could rise (example; maintenance cost due to age of current assets).	Project will continue to require additional funds to operate after completion (example; additional personnel).	
Readiness to Proceed	Project is ready now. Money has been approved (by outside sources or grants), costs estimates have been received.	Cost estimates have been received and initial planning has begun. Project is ready to start once approved and funded by the Town.	No initial planning has taken place. However, planning and prep can take place once approved and funded.	Project will still not be ready to take place until future period in time even after approval and funding.	Project is not needed until two or more years in the future.	
Health/Public Safety	Failure to do project presents major risk to citizens or employees.	Project could increase safety or health concerns of citizens or employees.	Project could enrich quality of lives and health within the Town.	Project could have long term effects on health or safety that is unknown at this time.	Project has no impact on health or public safety.	
Funding	100% of funding is being received from grants or other outside sources.	Increased tax revenue received from project will help recoupe initial cost.	Grants received but will require a Town "match" in funds less than 50%.	Grants received but will require a Town "match" in funds greater than 50%.	100% of funding will come from General/Water/Sewer Fund.	
Total for this project						
Notes						



**Town of Amherst  
Capital Improvement Project  
Request Form**

<b>Department/Agency:</b> Town Hall	<b>Justification Code:</b> Convenience
-------------------------------------	--

<b>Project Title:</b> New Town Pool Car	<b>Priority:</b> 3
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**Description**

Request a new Town Pool Car to replace the white Explorer.

**History Associated with Request**

Explorer has had a leak that has been unable to be repaired. After rain, the Explorer is wet and musky and moldy and has a horrible smell.

The Explorer is too big for the basic needs. A smaller size sedan would be more beneficial for training events in the cities and easier to navigate.

**Impact on Future Operating Costs**

Just purchase price.

**Cost of Project**

Planning/Engineering	Acquisition	Construction	Equipment	Project Total
				<b>\$ 35,000.00</b>

**Proposed Financing for Project:**

Can the project be phased in over more than one year? (If yes fill in amount of money needed each year):

Year 1	Year 2	Year 3	Year 4	Year 5

**Notes (To be used by CIP Committee)**



Criteria	Ranking					Project Ranking
	5	4	3	2	1	
Federal or State Mandates	Project is required by enforceable standards within the next year.	Project is needed to bring existing component up to enforceable standards.	Project is required by enforceable standards within the next two years.	Project is not required by any law but is required to continue operations at the current level. (example; system will no longer support software version).	Project is not mandated by law or any other requirements.	1 I
Efficiency	Project will directly increase employee efficiency by greater than 20%	Project will directly increase employee efficiency by greater than 10%	Project will directly increase employee efficiency by greater than 5%.	Project will make daily work easier, but not necessarily save time.	Project has not impacted on employee efficiency.	1 I
Economic Development	Project will directly provide jobs within the Town.	Project will attract potential business within the Town.	Project will attract new residents to locate to the Town.	Project will revitalize and improve areas within the Town.	Project has little or no impact related to economic development.	1 I
Budgetary Impact	Project will provide the Town with additional revenue.	Project will provide the Town with future budget savings.	After initial cost of project there will be no impact on the budget.	Without project cost of current operations could rise (example; maintenance cost due to age of current assets).	Project will continue to require additional funds to operate after completion (example; additional personnel).	1 I
Readiness to Proceed	Project is ready now. Money has been approved (by outside sources or grants), costs estimates have been received.	Cost estimates have been received and initial planning has begun. Project is ready to start once approved and funded by the Town.	No initial planning has taken place. However, planning and prep can take place once approved and funded.	Project will still not be ready to take place until future period in time even after approval and funding.	Project is not needed until two or more years in the future.	2 I
Health/Public Safety	Failure to do project presents major risk to citizens or employees.	Project could increase safety or health concerns of citizens or employees.	Project could enrich quality of lives and health within the Town.	Project could have long term effects on health or safety that is unknown at this time.	Project has no impact on health or public safety.	1 I
Funding	100% of funding is being received from grants or other outside sources.	Increased tax revenue received from project will help recoupe initial cost.	Grants received but will require a Town "match" in funds less than 50%.	Grants received but will require a Town "match" in funds greater than 50%.	100% of funding will come from General/Water/Sewer Fund.	1 I
Total for this project						8
Notes						

Town of Amherst - Zoning Official  
c/o The Honorable Mrs. Sara E. McGuffin, Town Manager  
174 S. Main Street,  
Amherst, VA 24521

**RE:** Cover letter requesting rezoning of a portion of Tax Parcel 95-A-51 from A-1 to R-1

Dear Mrs. McGuffin,

I am writing to formally request the rezoning of a portion of Lot 15, specifically Lot 15A as shown on the attached survey, which is a 0.768-acre portion of existing Lot 15, having a current tax parcel designation of 95-A-51 from its current A-1 Agriculture zoning to R-1 Residential. The remaining 11.032 acres of Lot 15 will continue to be zoned as A-1 Agriculture.

The primary reason for this request is compatibility and consistency with the adjacent residential parcels, which are currently zoned R-1 Residential. Rezoning Lot 15A to R-1 Residential will provide several benefits to the community and the town, including:

**Harmonious Land Use:** Aligning the zoning of Lot 15A with the adjacent R-1 Residential parcel will create a more cohesive and harmonious land use pattern in the area. This consistency can enhance the overall aesthetic and functional integration of the neighborhood.

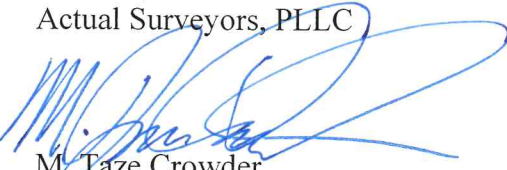
**Efficient Land Utilization:** By rezoning a small portion of Lot 15 to R-1 Residential, we can make efficient use of the land without significantly impacting the agricultural use of the remaining 11.032 acres. This balanced approach ensures that both residential and agricultural needs are met.

**Property Value Enhancement:** The rezoning is likely to enhance the value of Lot 15A and the surrounding properties. Residential zoning typically increases property values, which can benefit the town through higher property tax revenues.

I believe that this rezoning request aligns with the town's long-term planning goals as illustrated by the town's zoning map and will contribute positively to the community. I kindly request your favorable consideration of this application. Please feel free to contact me if you require any additional information or have any questions.

Thank you for your time and attention to this matter.

Sincerely,  
Actual Surveyors, PLLC



M. Taze Crowder  
Manager

**NOTES:**

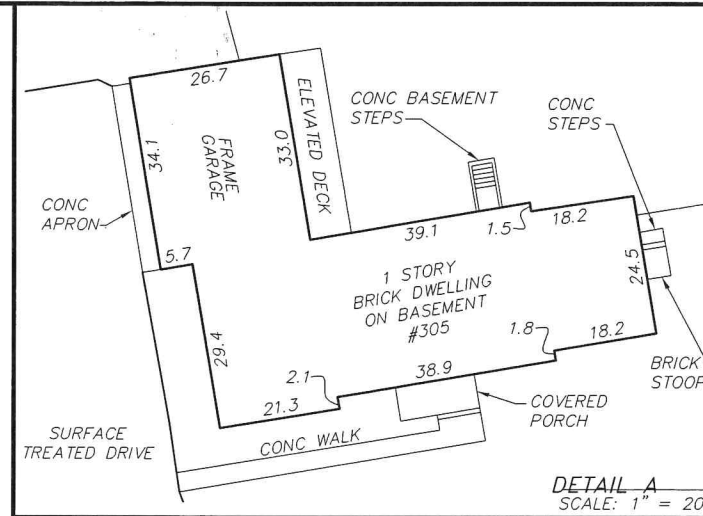
- LEGAL REFERENCES: TAX MAP NO. 95-A-51 & 51A  
INSTRUMENT NUMBER 170001948  
PLAT BOOK D PAGE 110  
CURRENT OWNER: SANDRA L. BROWN
- THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE REPORT BY AN ATTORNEY AND, THEREFORE, MAY NOT NECESSARILY INDICATE ALL ENCUMBRANCES UPON THE PROPERTY.
- BY GRAPHIC PLOTTING ONLY, THE SUBJECT PROPERTY FALLS ENTIRELY WITHIN UNSHADED ZONE X AS SHOWN ON FEMA MAP NUMBER 51009C0280B, BEARING AN EFFECTIVE DATE OF SEPTEMBER 19, 2007.
- ALL EASEMENTS AND EVIDENCE OF UNDERGROUND UTILITIES ARE NOT NECESSARILY SHOWN (SEE NOTE 2).
- NO SEARCH WAS MADE TO LOCATE PLACES OF BURIAL OR WETLANDS. IT IS OUTSIDE THE SCOPE OF SERVICES TO MAKE SUCH A SEARCH OR DETERMINATION, THEREFORE, THIS PLAT IS SUBJECT TO INFORMATION AND LOCATION OF GRAVEYARDS OR WETLANDS THAT MAY EXIST ON THE SUBJECT PROPERTY.
- PRIOR TO THE COMMENCEMENT OF ANY CONSTRUCTION OWNER/CONTRACTOR SHALL VERIFY THE REQUIRED DISTANCES OF ALL SETBACKS AS THESE ARE SUBJECT TO CHANGE. THE FRONT SETBACK WILL BE DETERMINED BY THE TOWN MANAGER DUE TO PRESCRIPTIVE NATURE OF THE SUNSET DRIVE RIGHT-OF-WAY.
- ONE NEW LOT IS BEING CREATED BY THIS PLAT LOT 15A A PORTION OF EXISTING LOT 15 OF THE M.S. FLOYD ESTATE.

**CURVE DATA**

- CURVE C1:**  
ARC LENGTH: 128.73'  
RADIUS: 1166.20'  
TANGENT: 64.43'  
COURSE: S77°39'43"E  
CHORD: 128.66'
- CURVE C2:**  
ARC LENGTH: 11.99'  
RADIUS: 1166.20'  
TANGENT: 6.00'  
COURSE: S81°07'07"E  
CHORD: 11.99'
- CURVE C3:**  
ARC LENGTH: 63.97'  
RADIUS: 1166.20'  
TANGENT: 31.99'  
COURSE: S82°59'05"E  
CHORD: 63.96'
- CURVE C4:**  
ARC LENGTH: 1.44'  
RADIUS: 465.48'  
TANGENT: 0.72'  
COURSE: S84°38'41"E  
CHORD: 1.44'
- CURVE C5:**  
ARC LENGTH: 157.38'  
RADIUS: 495.85'  
TANGENT: 79.36'  
COURSE: N86°34'30"E  
CHORD: 156.72'

**LINE DATA**

LINE L1:  
COURSE: N77°28'56"E, 23.45'



**LEGEND**

- CONC.....CONCRETE
- TELE.....TELEPHONE
- PWR.....POWER
- WM.....WATER METER
- OVERHEAD UTILITY LINES
- BARBED WIRE FENCE LINE
- UTILITY POLE

**ACREAGE TABULATION**

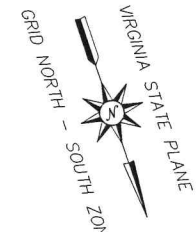
LOT 15 ±11.8 ACRES (FROM SURVEY RECORDS)  
LOT 15A -0.768 ACRE  
LOT 15 NOW CONTAINS 11.032 ACRES REMAIN

CHRISTIAN H. & VEDA M. BUTCHER  
TAX PARCEL 96-A-52  
INSTRUMENT NUMBER 18000230  
PLAT BOOK 3 PAGE 91  
ZONED: A-1

**RESIDUE LOT 15**  
(PLAT BOOK D PAGE 110)  
11.8 ACRES (RECORDS)  
ZONED A-1

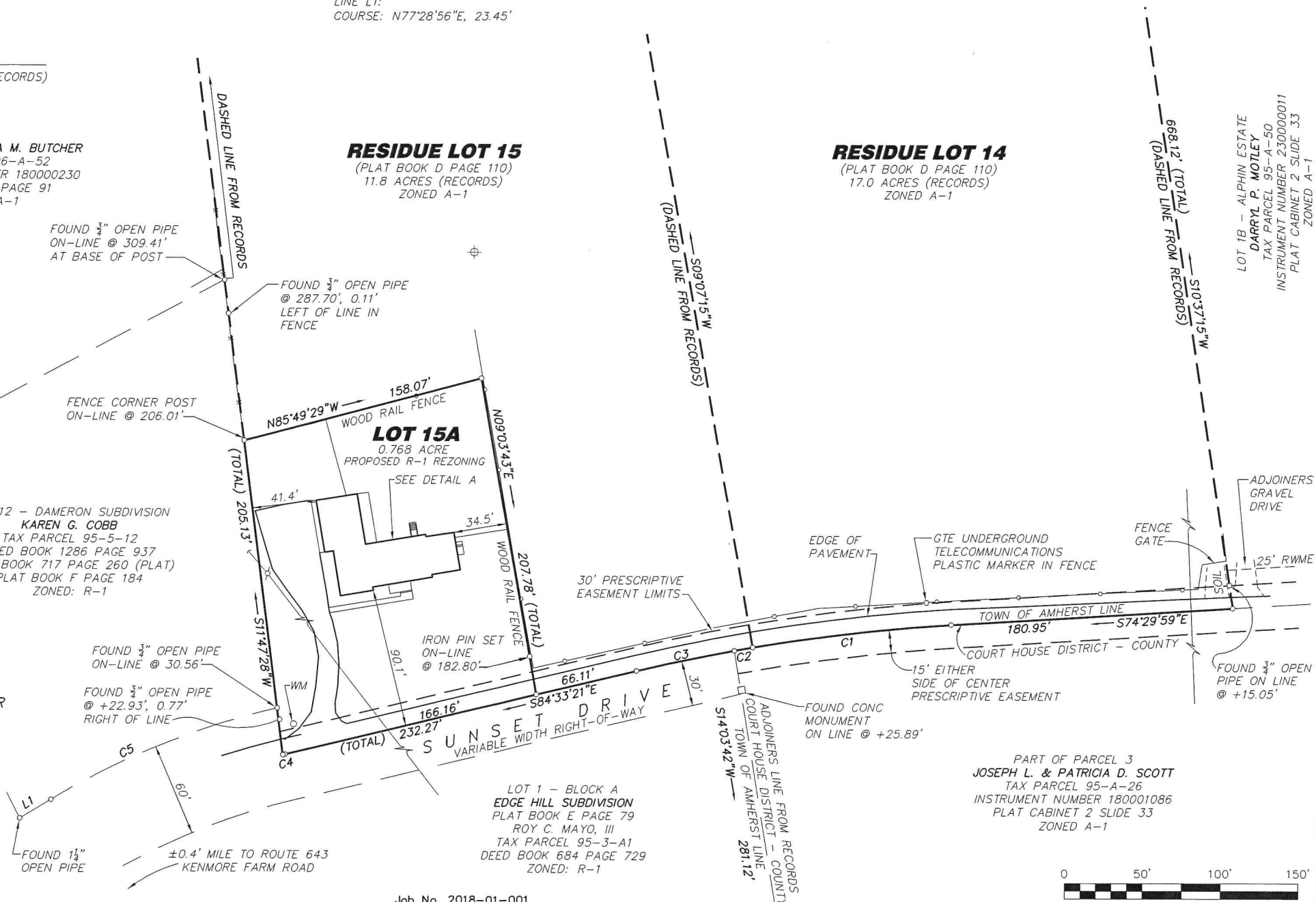
**RESIDUE LOT 14**  
(PLAT BOOK D PAGE 110)  
17.0 ACRES (RECORDS)  
ZONED A-1

LOT 1B - ALPHIN ESTATE  
DARRYL P. MOTLEY  
TAX PARCEL 95-A-50  
INSTRUMENT NUMBER 230000011  
PLAT CABINET 2 SLIDE 33  
ZONED A-1



LOT 12 - DAMERON SUBDIVISION  
KAREN G. COBB  
TAX PARCEL 95-5-12  
DEED BOOK 1286 PAGE 937  
DEED BOOK 717 PAGE 260 (PLAT)  
PLAT BOOK F PAGE 184  
ZONED: R-1

PLAT OF SUBDIVISION & REZONING REQUEST FOR  
**SANDRA L. BROWN**  
305 SUNSET DRIVE  
SHOWING A PORTION OF THE RESIDUE OF  
LOTS 14 & 15 AND SHOWING THE CREATION  
OF LOT 15A - 0.768 ACRE  
M. S. FLOYD SUBDIVISION  
TAX PARCEL NUMBER 95-A-51  
TOWN OF AMHERST, VIRGINIA  
SURVEYED: NOVEMBER 12, 2024  
SCALE: 1" = 50'



**ACTUAL SURVEYORS, PLLC**

P.O. BOX 424 - AMHERST, VIRGINIA 24521-0424  
PHONE: 434-946-7300 - EMAIL: INFO@ACTUALSURVEYORS.COM  
WEB: WWW.ACTUALSURVEYORS.COM

## Chapter 24 – Zoning and Subdivisions

### Article IX - Signs

#### Sec. ~~XX.XX~~24-571. Purpose and intent.

The purpose and intent of this section XX include, but are not limited to, the following:

- (a) The Town Council finds that signs are a separate and distinct use of the property upon which they are located and affect the uses and users of adjacent streets, sidewalks, and other areas open to the public; and that signs are an important means of communication for businesses, organizations, individuals, and government. The Council also finds that signs take up space and may obstruct views, distract motorists, displace alternative uses for land, and pose other problems that legitimately call for regulation; and that the unregulated erection and display of signs constitute a public nuisance detrimental to the public health, safety, convenience, and general welfare. Therefore, the purpose of this section is to establish reasonable regulations pertaining to the time, place, and manner in which outdoor signs and window signs may be erected and maintained in order to:
1. Preserve the rights of free speech and expression;
  2. Promote the general health, safety, and welfare, including the creation of an attractive and harmonious environment;
  3. Protect the public investment in the creation, maintenance, safety, and appearance of its streets, highways, and other areas open to the public;
  4. Improve vehicular and pedestrian safety by avoiding saturation and confusion in the field of vision and by directing and controlling vehicular traffic and pedestrians;
  5. Protect and enhance the Town’s attractiveness to tourists and other visitors as sources of economic development; and
  6. Protect property values.
- (b) The Town Council finds that the regulations in this section advance the substantial governmental interests identified herein and are the minimum amount of regulation necessary to achieve them, provided further that:
1. The Town Council finds that the provisions in this section XX.XX that separately classify warning signs advance the compelling governmental interest of protecting vehicular and pedestrian safety.
  2. The Town Council finds that the provisions in this section XX.XX that separately classify directional signs advance the compelling governmental interest of protecting vehicular and pedestrian safety.
  3. The Town Council finds that the provisions in this section XX.XX that separately classify address signs advance the compelling governmental interest of ensuring that emergency vehicles are able to locate persons and buildings in emergency situations.
- (c) Many of the signs allowed by this section XX.XX are situational, and the likelihood of multiple simultaneous situations arising on a lot at any particular time is remote. Therefore, the Council finds that the number of signs allowed on a lot is reasonable and allows alternative channels of communication as situations arise without adversely impacting the purposes of this section.

State law reference(s)—Va. Code § 15.2-2280.

● ~~Sec. 24-571.~~ Intent.

The intent of this section is to establish limitations on signs to ensure that they are appropriate to the neighborhood, building or use to which they are appurtenant and are adequate, but not excessive, for their intended purpose as a means of communication without adverse impact on the visual character of the area; to ensure that signs are compatible with their surroundings; to maintain and enhance the aesthetic environment of the town and its entrance corridors; to improve pedestrian and traffic safety; to minimize the possible adverse effect of signs on nearby public and private property; to avoid visual clutter that is potentially harmful to traffic and pedestrian safety, property values, and community appearance; to establish reasonable time, place, and manner provisions to facilitate the appropriate exercise of free speech; and to enable the fair and consistent enforcement of these sign regulations. Any display of off-premises signs is considered inappropriate to the character and sound development of the town, and it is intended by this article that street and highway rights-of-way in the town shall not be made available for such display unless erected and maintained by the town or another governmental entity. It is the policy of the town that the purpose of commercial signs is to attract patrons onto the site of business activity and not for brand promotion, advertising goods and services, or directing traffic to other locations.

(Zoning Ord. 2003, § 18.1-908.01)

#### **Sec. 24-572. Applicability.**

This section-XX.XX Article IX shall apply as follows:

- (a) General. The requirements of section-XX.XX Article IX shall apply to all outdoor signs and window signs that are visible from beyond the boundaries of the lots on which they are located. Each sign subject to this section-XX Article IX shall comply with all regulations applicable to that sign.

State law reference(s)—Va. Code § 15.2-2280.

#### **Section 24-573. Administration.**

The following provisions apply in the administration of this Article IX:

- (a) Compliance with all requirements. Each sign authorized by section-XX.XX Article IX shall comply with all applicable requirements of section-XX.XX Article IX and all other applicable requirements of this chapter. No sign lawfully erected prior to (date of adoption) shall be altered or moved, except in compliance with the provisions of section 4.15 and all other applicable requirements of this chapter.
- (b) Noncommercial copy in lieu of commercial copy. Each sign authorized by section-XX.XX Article IX may contain any copy that is noncommercial speech in lieu of, or in addition to, any copy that is commercial speech. Noncommercial speech contained on a permanent sign in connection with commercial speech shall be counted towards the sign size limitations.
- (c) Severability. It is hereby declared to be the intention of the Town Council that the sections, subsections, paragraphs, sentences, clauses, and phrases of section-XX.XX Article IX are severable. If any section, subsection, paragraph, sentence, clause, or phrase is declared to be unconstitutional or invalid by the valid judgment or decree of a court of competent jurisdiction, the unconstitutionality or invalidity shall not affect any of the remaining sections, subsections, paragraphs, sentences, clauses, and phrases, of section-XX.XX Article IX, The Town Council further declares its intention that, if any regulations in-section-XX.XX Article IX pertaining to warning signs, directional signs, address signs, or signs containing copy that is commercial speech are invalidated as being content based and not justified by a compelling governmental interest, the remaining provisions of section-XX.XX Article IX remain in full force and effect.

#### **Sec. 24-5742. Calculation of sign area.**

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Sign area shall be calculated as the area within a single rectangle, triangle, or circle and shall include all letters, figures, graphics or other elements of the ~~sign together with the framework or background of the sign~~. Double-faced signs (two sign faces back-to-back at not more than a 60-degree angle) shall be counted as one sign.

(Zoning Ord. 2003, § 18.1-908.02)

**Sec. 24-575~~3~~. Signs shall pertain to the property.**

Any commercial message carried by permitted signs shall pertain to the business located on the same premises as the sign; or to any otherwise lawful noncommercial message that does not direct attention to a business operated for profit, or to a commodity or service for sale, provided that signs erected on contiguous properties with the same owner may pertain to a business located on any such contiguous property. Billboards and other off-premises signs are prohibited except as expressly permitted by this article.

(Zoning Ord. 2003, § 18.1-908.03)

State law reference(s)—Va. Code § 15.2-2280.

**Sec. 24-576~~4~~. Permit required.**

~~(a) (a)~~—*Compliance*. No sign, except those qualifying for permit exceptions, shall be constructed, erected, relocated, ~~expanded~~expanded, or otherwise altered until a sign permit has been obtained from the zoning administrator in accordance with the provisions of this section.

~~(b) (b)~~—*Permit exceptions*. A permit shall not be required for the following signs, but they shall be subject to all other applicable provisions of this article:

- ~~1. (1)~~Repainting or refacing an existing sign or minor nonstructural repairs.
- ~~2. (2)~~Signs specifically excluded from permit requirements.
- ~~3. (3)~~Signs permitted in all sign districts as outlined in section 24-576.

(Zoning Ord. 2003, § 18.1-908.04)

**Sec. 24-577. Signs exempt from obtaining a sign permit.**

Signs not required to obtain sign permit; subject to all other applicable requirements. Each sign classified in this subsection may be erected, altered, replaced, or relocated without first obtaining a sign permit, provided that it complies with all applicable requirements of this section ~~xx.xx~~Article IX and the following:

- (a) Temporary signs. Temporary signs, which shall be nonilluminated and limited to the following types:
1. 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.
  2. 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.
    - a. 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.

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b. 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.

€-3. 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.

đ-4. 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-PRIVATE property where the yard sale will be held with the permission of the property owner. - Maximum aggregate sign area on all properties combined shall be 20 square feet.

5. Temporary noncommercial signs. Signs that contain exclusively noncommercial speech may be displayed on private property, provided that all such signs shall be removed within 24 hours after the last day of the event to which they pertain. The maximum aggregate sign area shall be 20 square feet for each street frontage.

6. Signs in the commercial or mixed use district, at a permitted and licensed business, that are displayed only when open, is attached to the building, does not impede the right of way or obscure vehicular or pedestrian traffic, and are no larger than 15 square feet. No more than one is allowed per business. Alternatively, sidewalk signs are allowed under the same conditions, with a size limitation of six square feet.

7. Special event signs. Signs for community based events, such as fairs, concerts, agricultural or tourist events may be displayed on private property, with the permission of the property owner, provided that all such signs shall be removed within 72 hours after the last day of the event to wih they pertain. The maximum aggregate sign area shall be 20 square feet for each street frontage.

(b) Permanent signs.

1. Two One-signs at each parking lot entrance with no commercial logo or other message and not exceeding three square feet in area.

2. 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.

3. Usual and customary signs identifying disabled parking, restrooms, directions, driving instructions or other facilities relating to such places or activities.

4. Signs not visible from adjacent properties or public rights-of-way.

5. Address signs. Address signs or property identification signs that do not exceed four square feet.

6. Advertising vehicles. Advertising vehicles that are:

a. in operating condition;

b. displaying valid license plates;

c. displaying an inspection decal that is either valid or has not been expired for more than 60 days;

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- d. used as transportation for the business; and
  - e. parked in an approved parking space or parking area that serves the business, or temporarily parked at another business to actively receive or provide goods or services, such as to load or unload goods, provide on-site services, receive vehicle maintenance and repair, or obtain food for the driver and passengers.
  - 7. Warning signs. Warning signs that do not exceed four square feet.
  - 8. Flags. Flags containing no commercial message are not regulated. <Define flags; reference back to flutter flag question.>
  - 9. 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.
  - 10. 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.

**Sec. ~~24.578. 4-15-7~~ Signs authorized by special use permit; off-site directional signs**

The following signs are authorized by a special use permit, provided that a sign permit is also obtained for the sign, the sign complies with all applicable requirements of this section and the following:

(a) Off-site directional signs. A proposed off-site directional sign shall satisfy the following:

- 1. Eligibility. The owner shall demonstrate to the satisfaction of the zoning administrator that it has exhausted all possible locations and sign types for an on-site directional sign that would serve the purposes of the use. , and that no on-site directional sign face located at the site entrance would be visible from the street providing direct access to the site entrance within 100 feet of the site entrance.
- 2. Process. The process for approval would follow the process for special use permits, as outlined in Section 24-37.

**Sec. ~~24-579.575~~ Sign districts.**

In order to meet the intent of this section, sign districts are hereby created to reflect the character of various areas in the town. These districts are:

- (1) ~~(1)~~ — Commercial and industrial sign district. This district is designed to support retail and service businesses in the town's commercial areas. As such, it encompasses all town lands zoned commercial or industrial.
- (2) ~~(2)~~ — Mixed use district. This district is designed to support smaller scale retail and service businesses that are consistent with residential development. This district encompasses the central business and transitional zoning districts.
- (3) ~~(3)~~ — Residential and agricultural sign district. This district encompasses residential and noncommercial areas to ensure that signage is in keeping with the character of these areas. As such, it includes all town lands not included in the aforementioned sign district.

(Zoning Ord. 2003, § 18.1-908.05)



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**Sec. 24-581. Signs prohibited in all sign districts.**

The following types of signs are prohibited in all sign districts:

- (1) Any sign that impedes sight distance for a VDOT owned right-of-way.
- (2) Any sign that obscures a sign display by a public authority for the purpose of giving traffic instructions or directions or other public information.
- (3) Any sign, except official notices and advertisements, that is nailed, tacked, posted or in any other manner attached to any utility pole or structure or supporting wire, cable, or pipe; or to any tree on any street or sidewalk or to public property of any description.
- (4) Any sign that is attached to or mounted on a roof or projects above the plane of the building facade. This shall include decorative roofs such as a mansard roof.
- (5) Portable freestanding signs larger than 24 square feet or displayed for more than 60 days per year.
- (6) Except for time and temperature, no sign shall display flashing or intermittent lights, moving signs, ~~inflatable~~~~inflatables~~, or other lights of changing degrees of intensity, ~~brightness~~~~brightness~~, or color. The light from any illuminated sign shall not cause direct glare into or upon any building or property other than the building or property to which the sign may be related. Neither the direct nor reflected light from an illuminated sign shall be located so as to create a traffic hazard to operators of motor vehicles on public thoroughfares.
- (7) Off-premises signs, other than those specifically permitted.
- (8) *Signs that violate state or federal law.* Signs that violate state or federal law, including but not limited to:
  - a. A sign that violates any law of the Commonwealth of Virginia related to outdoor advertising, including but not limited to Virginia Code §§ 33.2-1200 to 33.2-1234, inclusive, and 46.2-831.
  - b. A sign that violates any law of the United States related to the control of outdoor advertising, including but not limited to 23 U.S.C. § 131.
  - c. A sign that violates any state or federal law related to Virginia byways or scenic highways.
- (9) *Sign that imitates a traffic sign or signal or a road name sign.* A sign that imitates an official traffic sign or signal or a road name sign, or conflicts with traffic safety needs due to its location, color, movement, shape, or illumination.
- (10) *Pennants, ribbons, spinners, streamers.* Pennants, ribbons, spinners, streamers or similar moving devices, whether or not they are part of a sign.
- (11) *Sign that produces sound.* A sign that produces sound for the purpose of attracting attention regardless of whether the sign has written copy.
- (12) *Sign erected in unsafe location.* A sign that is erected in a location so as to be unsafe to vehicular or pedestrian traffic.
- (13) *Feather or flutter flags are prohibited, except as allowed as a temporary sign, regulated by 24-576 (1).*

(Zoning Ord. 2003, § 18.1-908.10)

**Sec. 24-58277. Signs located in the commercial and industrial sign district.**

The following regulations shall apply in the commercial and industrial s sign district:

For residential uses in the commercial and industrial sign district, signs shall be regulated as in the residential and agricultural sign district. For all other uses, the following regulations shall apply:

(1) (1) *Freestanding signs.*

- a. ~~a.~~ Number of freestanding signs permitted: One.
- b. ~~b.~~ Maximum sign area:
  - 1. ~~1.~~ 40 square feet.
  - 2. ~~2.~~ For shopping centers of 60,000 square feet or greater of retail space, or single users of 40,000 square feet or greater, 200 square feet total.
- c. ~~c.~~ Maximum height: 12 feet, or in the case of subsection (1)b.1) ~~b.1)~~ b.2 of this section, 25 feet.
- d. ~~d.~~ Setback: Seven feet.

(2) ~~(2)~~ *Building-mounted signs in the commercial and industrial sign district.*

- a. ~~a.~~ Number of building-mounted signs permitted: Up to four on a single building, with a cumulative area of allowable size as listed in subsection (2)b, or one per business in a shopping center.
- b. ~~b.~~ Maximum sign area:
  - 1. ~~1.~~ Mounted flat against the building: 60 square feet.
  - 2. ~~2.~~ Projecting configuration: 12 square feet.
  - 3. ~~3.~~ For shopping centers or large users, as defined in subsection (~~1)b.1)~~ b.2 of this section, 120 square feet for the center.
  - 4. ~~4.~~ Restaurants located in a B-2 district are also permitted to have up to 30 square feet of signage in menu boards, that is not counted against their cumulative sign average.
- ~~c.~~ Maximum height: All areas of building mounted signs shall be located below the ridge line of a gable roof building or the top of the parapet of a flat-roofed building.
- c. \_\_\_\_\_

(3) *Window mounted signs.*

- a. Number of window signs permitted: Up to two on a single building.
- b. Maximum sign area:
  - 1. For buildings or units under 5,000 square feet: 10 square feet.
  - 2. For buildings or units over 5,000 square feet: 30 square feet.

(Zoning Ord. 2003, § 18.1-908.07)

**Sec. 24-58378. Signs located in the mixed use district.**

For residential uses in the mixed use district, signs shall be regulated as in the residential and agricultural sign district. For all other uses, the following regulations shall apply:

(1) ~~(1)~~ *Freestanding signs.*

- a. ~~a.~~ Number of freestanding signs permitted: One.
- b. ~~b.~~ Maximum sign area: 20 square feet.

~~c. c.~~ Maximum height: Ten feet.

~~d. d.~~ Setback: Seven feet.

~~e. e.~~ Placement requirement: Freestanding signs in this district shall be placed within a grass or landscaped area of at least 200 square feet.

~~(2) (2)~~ *Building-mounted signs in the mixed use sign district.*

~~a. a.~~ Number of building-mounted signs allowed: Up to four on a single building, or one per business in a multi-tenant building.

~~b. b.~~ Maximum sign area: 60 square feet.

~~c. c.~~ Projecting configuration: 12 square feet.

~~d. d.~~ Maximum height: All areas of building-mounted signs shall be located below the ridge line of a gable roof building or at the top of the parapet of a flat-roofed building.

~~(3) Window mounted signs.~~

~~a. Number of window signs permitted: Up to two on a single building.~~

~~b. Maximum sign area:~~

~~1. For buildings or units under 5,000 square feet: 10 square feet.~~

~~2. For buildings or units over 5,000 square feet: 30 square feet.~~

(Zoning Ord. 2003, § 18.1-908.08)

**Sec. ~~24-58479~~. Signs located in the residential and agricultural sign district.**

The following regulations shall apply in the residential and agricultural sign district:

- (1) *Single-family, duplex and townhouse dwelling units.* One building-mounted or freestanding sign, not exceeding two square feet in area for each dwelling unit, indicating only the street address of the property, shall be permitted.
- (2) *Multifamily buildings.* One or more building-mounted signs, not exceeding in the aggregate ten square feet per building, shall be permitted.
- (3) *Subdivisions, apartment or condominium complexes and planned developments.* Freestanding signs, with maximum total area of 24 square feet, shall be permitted. No more than two signs shall be permitted for each street frontage.

(Zoning Ord. 2003, § 18.1-908.09)

**Sec. ~~24-585~~. ~~4.15.18~~ Sign maintenance.**

Each sign, including the sign structure, shall be maintained at all times in a safe structural condition and in a neat and clean condition, and shall be kept free from defective or missing parts. If the sign is illuminated, all lighting fixtures and sources of illumination shall be maintained in proper working order.

State law reference(s)—Va. Code § 15.2-2280.

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**Sec. 24-586. Sign alteration, repair, or removal; when required.**

A sign shall be altered, repaired, or removed in any of the following cases:

- (a) Alteration, repair, or removal; unsafe or endangering condition. If a sign becomes structurally unsafe, as determined by the building official, so as to become a danger to the public health or safety, the zoning administrator may order the owner or lessee of the lot on which the sign is located to alter, repair, or remove the sign within a time period determined by the zoning administrator to be appropriate under the circumstances. If the owner or lessee fails to comply with the order, the zoning administrator may cause the sign to be removed or initiate such other action as may be necessary to compel the alteration, repair, or removal of the sign.
- (b) Removal; unlawful erection of sign. If a sign is erected on private property in violation of this Article IX the zoning administrator shall order the owner or lessee of the lot on which the sign is located to remove the sign within a time period determined by the zoning administrator to be appropriate under the circumstances. If the owner or lessee fails to comply with the order, the zoning administrator may cause the sign to be removed or initiate such other action as may be necessary to compel compliance with the provisions of this Article IX. If a sign is erected on public property, including a public right-of-way in violation of this Article IX, any town employee may immediately remove the sign without prior notice to the owner of the sign.
- (c) Removal of copy on sign face; discontinuance of pertinent use. If the use of a structure or property is discontinued, the copy on each sign face that is commercial speech shall be removed by the owner or lessee of the property on which the sign is located within two years from the date of the discontinuance of the use. If the owner or lessee fails to remove the copy, the zoning administrator may cause the copy to be removed or initiate such other action as may be necessary to compel compliance with the provisions of this Article IX.
- (d) Liability for cost of removal by town. If the zoning administrator causes a sign or copy on a sign face to be removed under the provisions of this section, the cost of such removal shall be chargeable to the owner of the sign or the owner or lessee of the lot on which the sign is located.
- (e) Custody and destruction of removed signs. Cardboard and paper signs that have been removed by the town pursuant to this section shall be destroyed upon removal. All other signs which have been removed by the town shall be held for a period of 30 days and may be reclaimed by the sign owner within that time by reimbursing the town for the costs of removal. If such a sign is not reclaimed within the 30-day period, it shall be deemed to have been forfeited by the owner and shall be destroyed.

{§ 4.15.09.4 (part), 12-10-80; 7-8-92; § 4.15.23, Ord. 01-18(3), 5-9-01; § 4.15.19, Ord. 15-18(11), 12-9-15}

State law reference(s)—Va. Code § 15.2-2280.

**Sec. 24-587. Nonconforming signs.**

- (a) A nonconforming sign may continue, subject to the provisions, conditions, and prohibitions set forth herein:
- (b) Alteration of copy. The copy of a nonconforming sign may be altered by refacing the sign.
- (c) Alteration of sign structure. A nonconforming sign shall not be structurally altered; provided that the zoning administrator may authorize a nonconforming sign to be structurally altered so that it is less nonconforming and further provided that each time the nonconforming sign is structurally altered, the sign area and sign height shall be reduced by at least 25 percent of its current area and height until the sign area and the sign height are conforming.

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- (d) Consolidation. Two or more nonconforming signs on a lot may be consolidated into a single sign; provided that the resulting sign area and sign height shall be reduced by at least 25 percent of its current area and height until the sign area and the sign height are conforming, and further provided that each time the resulting nonconforming sign is thereafter consolidated with another nonconforming sign on the lot, the resulting sign area and sign height shall be reduced by at least 25 percent of its current area and height, until the sign area and the sign height are conforming. A sign resulting from the consolidation of nonconforming signs shall not have greater sign height than any of the signs that were consolidated.
- (e) Discontinuance of copy on sign face. A nonconforming sign without copy on its sign face for a continuous period of two years shall lose its nonconforming status and be removed by the owner of the lot on which the sign is located.
- (f) Discontinuance of use or structure to which sign pertains. A nonconforming sign containing copy that is commercial speech shall lose its nonconforming status and be removed by the owner of the lot on which the sign is located if the use to which the sign pertains is discontinued for more than two years.
- (g) Enlargement or extension. A nonconforming sign shall not be enlarged or extended.
- (h) Maintenance. A nonconforming sign shall be maintained in good repair and condition.
- (i) Relocation. A nonconforming sign shall not be moved to another location on the same lot or to any other lot; provided that the zoning administrator may authorize a nonconforming sign to be moved to a location that is more in compliance with the purpose and intent and the requirements of this section Article IX.
- (j) Replacement or restoration. A nonconforming sign may be replaced or restored only as provided below:
1. A nonconforming sign that is destroyed or damaged by the owner of the sign or the owner of the lot on which the sign is located shall not be replaced or restored unless it complies with this Article IX.
  2. A nonconforming sign that is destroyed or damaged as a result of factors beyond the control of the owner of the sign and the owner of the lot on which the sign is located, to an extent the destruction or damage exceeds 50 percent of its appraised value, shall not be replaced or restored unless it complies with this Article IX.
  3. A nonconforming sign that is destroyed or damaged as a result of factors beyond the control of the owner of the sign and the owner of the lot on which the sign is located, to an extent the destruction or damage is 50 percent or less of the appraised value, may be replaced or restored provided that the replacement or restoration is completed within two years after the date of the destruction or damage, and the sign is not enlarged or extended.
- (k) Removal if in unsafe condition. A nonconforming sign declared to be unsafe by a public safety official because of the physical condition of the sign, including an unsafe physical condition arising from the failure of the sign to be maintained, shall be removed.
- (l) Registry of nonconforming signs. The owner of any lot on which a nonconforming sign shall, upon notice from the zoning administrator, submit verification within 60 days that the sign was lawfully in existence at the time of adoption of these sign regulations. The zoning administrator shall maintain a registry of such nonconforming signs.

State law reference(s)—Va. Code § 15.2-2280.