

TOWN OF AMHERST PLANNING COMMISSION
Wednesday, October 7, 2026 AGENDA

1. **Call to Order** – *Chairperson 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 September 2, 20026 meeting minutes** – *Chairperson Driskill- The minutes of the September 2, 2026, meeting are attached.*
5. **Monthly Development Report-** *The monthly development report is attached.*
6. **Subdivision: Amendment to Dulwich Acres-** *A two lot amendment has been submitted for Dulwich Acres. This would add two additional lots to the subdivision. The plat meets all Town requirements and has received its other necessary approvals. Staff recommends approval of the division.*
7. **Discussion: Parking Requirements for Shopping Centers-** *There is a proposal for a new freestanding use at the Ambriar Shopping Center. Depending on the size and scope of the use, there may be an issue with meeting the current Ordinance requirements for number of spaces. Staff recommends considering an Ordinance amendment that would reduce the number of spaces required to a number more consistent with actual use.*
8. **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.*
9. **Concerns of Commissioners**
10. **Adjournment**

Town of Amherst Planning Commission
Minutes
September 2, 2026

A meeting of the Town of Amherst Planning Commission was called to order by Chairperson June Driskill on September 2, 2026, 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 follows:

P	June Driskill	P	John Ruff
P	William Jones	A	Veda Butcher
A	Janice Wheaton	P	Harold Thomas
	Vacant		

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

The Chair opened the floor for citizen comments.

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

Mr. Thomas made a motion that was seconded by Mr. Ruff to approve the minutes of the August 5, 2026, meeting.

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

June Driskill	Aye		John Ruff	Aye
Janice Wheaton	Absent		Veda Butcher	Absent
William Jones	Aye		Harold Thomas	Aye
Vacant				

The Commissioners were provided the Town Manager's monthly report on development and zoning activity.

The Chair opened a duly advertised public hearing at 7:05 P.M. on an application for a special use permit received from Susan McCafferty for a bed and breakfast to be located on property known as 214 Waughs Ferry Road, in the Town of Amherst, Virginia, zoned R-1.

Town Manager McGuffin provided a report on the application. She noted that the Town Code permits a bed and breakfast in the R-1 zoning district by special use permit and distinguishes the requirements for operating a bed and breakfast from those applicable to short-term rental use. Staff recommended that, should the Commission recommend approval of the special use permit to Town Council, the following conditions be applied:

1. The property owner shall live on the property while the short-term rental use is in effect, and shall be in residence on the nights when the property is rented.
2. The bed and breakfast use shall only apply to the basement apartment in the home and to no other areas of the residence.
3. Quiet hours shall be from 10 p.m. to 7 a.m, or consistent with the Town's adopted noise ordinance, should those hours be changed.
4. Occupancy in the rental unit shall be limited to 4 people.
5. Camping, overnight stays in RV's or other motor vehicles is prohibited.

Susan McCafferty was present with her request and to answer questions.

Town Manager McGuffin read a statement provided by H. Barry Thompson, a Town resident, expressing concern that approval of a bed and breakfast on the property could establish a precedent for other property owners along Waughs Ferry Road to seek approval for similar uses.

There being no one else present who wished to speak on the matter, the public hearing was closed at 7:12 PM.

Mr. Ruff made a motion that was seconded by Mr. Thomas to make a recommendation of approval to Town Council of the request for a special use permit for a bed and breakfast on property located at 214 Waughs Ferry Road, Amherst, Virginia, with conditions as recommended by staff.

After discussion, the motion carried 4-0 according to the following:

June Driskill	Aye		John Ruff	Aye
Janice Wheaton	Absent		Veda Butcher	Absent
William Jones	Aye		Harold Thomas	Aye
Vacant				

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.

There being no further business, on motion of Mr. Ruff, seconded by Ms. Thomas, the meeting adjourned at 7:15 PM.

After discussion, the motion carried 4-0 according to the following:

June Driskill	Aye		John Ruff	Aye
Janice Wheaton	Absent		Veda Butcher	Absent
William Jones	Aye		Harold Thomas	Aye
Vacant				

June Driskill, Chairperson

Attest: _____

For Approval

Planning Commission

Monthly Reporting Sheet- through August 20, 2026

Zoning Ordinance Changes:

- Business Friendliness Amendments- The amendments have been adopted by the Town Council. A few minor changes were made by Council and a change requested by a citizen was accepted at the meeting.
- Parking Amendment- Staff requests a discussion by the Commission regarding the number of spaces required for shopping centers.

Zoning Cases:

- McCafferty SUP- Susan McCafferty has requested a Special Use Permit for a bed and breakfast at 214 Waughs Ferry Road. The Commission held their public hearing on September 2nd, and recommended approval. The Council will hear this request at the October 14th meeting.
- **Site Plans:**
- Amherst Woods- end of Whitehead Drive, 78 unit townhouse development, awaiting final HOA documents and easements
- Cedar Street Patio Homes- end of Cedar Street, 20 semi-detached units (PUD zoning designation requires site plan approval), Commission has granted conditional approval upon approval by all agencies.

Subdivisions:

- Amherst Woods- awaiting HOA documents and easements
- Cedar Street- conditionally approved
- Dulwich Acres- new two lot division requested

Zoning Complaints/Violations/BZA Actions:

- None.

Approved Zoning Certificates:

Date:	Type of Permit:	Address:
8/21/2026	Zoning Permit for new garage	146 Gregory Lane

8/12/2026	Zoning Certificate for construction of a new shed	128 Walnut Street
8/14/2026	Approved Sign Permit (Montague Miller)	198 S. Main Street
8/14/2026	Change in use for a home based business	271 S. Main Street
8/20/2026	Change in use for a new restaurant	202 S. Main Street
9/15/2026	Change in use for a new business (Make -n- Mingle)	126 Second Street
9/15/2026	Sign Permit for Make -n- Mingle	126 Second Street