

# AMHERST TOWN COUNCIL

## AGENDA

Wednesday, July 8, 2026

Worksession at 5:00 p.m.

Meeting at 7:00 p.m.

Town Hall, 174 S. Main Street, Amherst, VA 24521

- A. **Call to Order for the Town Council Work Session- 5:00 p.m.- Mayor Tuggle**
- B. **Park Planning and Naming Update-** *Staff will present the results of the two park surveys. This will be the results of the name survey (from the list of the five names Council decided) and the planning survey to provide feedback on the type of park activities.*
- C. **Business Friendliness Amendments (Pgs. 1-22 )-** *Staff will review the Planning Commission’s recommendation on the business friendliness amendments. For reference, staff has also included Council’s original proposal that was sent to the Commission.*
- D. **Recess for Dinner- 6:15 p.m.**
- E. **Call to Order for the Town Council– 7:00 p.m. - Mayor Tuggle**
- F. **Pledge of Allegiance -** *I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.*
- G. **Invocation -** *Any invocation that may be offered before the official start of the Amherst Town Council meeting shall be the voluntary offering to, and for, the benefit of the Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by Council and do not necessarily represent the religious beliefs or views of the Council in part or as a whole. No member of the audience is required to attend or participate in the invocation, and such decision will have no impact on their right to participate actively in the business of the Council. Copies of the policy governing invocations and setting forth the procedure by which a volunteer may deliver an invocation are available upon request at the Town Hall.*
- H. **Public Hearings and Presentations**
  - 1. **Request for Street Closure from Amherst Fire Department (Pg. 23)-** *Amherst Fire Department is requesting council approval for a street closure for their “A Town Fire Fest” event on September 26<sup>th</sup>. A map is included in the packet.*
- I. **Citizen Comments -** *Per the Town Council’s policy, any individual desiring to speak before the Council who has not met the agenda deadline requirement will be allowed a maximum of three minutes to speak before the Town Council. Any individual representing a bona fide group will be allowed a maximum of five minutes to speak before the Town Council. Placement on the agenda is at the Mayor’s discretion.*
- J. **Consent Agenda –** *Items on the consent agenda can be voted on as a block if all are in agreement with the recommended action or discussed individually.*
  - 1. **Town Council Minutes (Pgs. 24-55) –** *Drafts of the June 10, 2026, workshop and regular meeting minutes are **attached**. Please let Vicki Hunt know of any concerns by Wednesday morning so that any needed corrections can be presented at the meeting.*
  - 2. **Check approval (forthcoming)-** *The check register for the month of June 2026 is **forthcoming** . Please let Patty Martin know if you have any concerns by Wednesday morning so any needed documentation will be available at the meeting. All invoices will be available for review.*

## **K. Correspondence and Reports**

### **1. Staff Reports (Pgs. 56-67)**

- a. Manager Monthly Report- **attached**
- b. Police Chief Monthly Report – **attached**
- c. Treasurer Monthly Report -**forthcoming**
- d. Clerk of Council Monthly Report- **attached**
- e. Public Works Monthly Reports- **attached**

### **2. Other Reports (Pgs. 68-72)**

- a. Planning Commission- *met July 1, 2026, minutes attached*
- b. Economic Development Authority- *meeting July 6, minutes forthcoming*
- c. Robert E. Lee SWCD- *no meeting, no report*

## **L. Discussion Items**

- 1. Purchase Approval for Maintenance Truck (Pgs. 73-74)- Sara McGuffin-** *Staff requests approval for the purchase of a new maintenance truck. This has already been budgeted and appropriated, but the amount requires Council approval. The purchase is being made through a state contract.*
- 2. Inoperable Vehicles (Pg. 75)** *Staff will present options for how inoperable vehicles may be regulated in the Zoning Ordinance. Following this feedback, staff will draft a proposed ordinance for review by the Planning Commission. Alternatively, staff could bring the proposal back to Council for review to finalize the proposal for the Commission's consideration.*
- 3. Set Public Hearing for Chapter 20 Inoperable Vehicle Code Changes (Pgs. 76-78)-** *At last month's Council meeting, the Council agreed on a concept for Inoperable Vehicle regulation in Chapter 20. Staff recommends setting a public hearing on this change.*
- 4. Council Appointments:** *Sara McGuffin- The Council has the following positions that require recommendation or appointment.*
  - *Board of Zoning Appeals, completion of term to August 31, 2029.*
  - *Planning Commission, one vacancy remaining.*
  - *Property Maintenance Investigation Board, one vacancy remaining.*

## **M. Matters from Staff**

## **N. Citizen Comments**

## **O. Matters from Town Council**

## **P. Anticipated Town Council Agenda Items for Next Month**

## **Q. Adjournment**

Business Friendliness Ideas

1. Parking and Surfacing

Sec. 24-508. - Location of parking.

The off-street parking facilities required by this article shall be located on the same lot or parcel of land that they are intended to serve **or on an adjacent lot when shared with the use occupying an adjacent lot**. Where practical difficulties prevent such location or where the public safety or the public convenience would be better served by an alternate location, the **planning commission zoning administrator** may authorize the alternate or cooperative location as a part of a site plan approval. Any authorization shall be subject to the following:

- (1) An alternate location provides parking only for the use in question.
- (2) A cooperative location provides parking for two or more uses and shall have combined parking spaces equal to the sum required for the separate uses.
- (3) Such parking spaces shall be conveniently and safely accessible to pedestrians.
- (4) All such parking spaces shall be on property zoned properly for the use or uses which require the parking spaces.
- (5) The right to use such property for parking shall be established by deed, easement, lease or similar recorded covenant or agreement; shall be approved as to form and content by the town attorney; shall be recorded in the clerk's office of the circuit court of the county so as to ensure the availability of such spaces for a minimum time period of at least five years.
- (6) Should such off-street parking spaces become unavailable for use at some future time, an equal number of parking spaces shall be constructed and provided on either the primary site or by another off-site arrangement meeting the requirements of this chapter. Failure to provide or construct such replacement parking spaces within 90 days from the date on which the use of the previously available off-street spaces was terminated shall be a violation of this chapter.
- (7) For churches and other permanent buildings used for religious worship, alternate or cooperative parking agreements may be approved that do not provide exclusive parking rights, provided that such agreement provides adequate parking at appropriate times to meet the parking needs of the church or other permanent building used for religious worship.

(Zoning Ord. 2003, § 18.1-602.02)

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Sec. 24-509. - Size of parking spaces.

- (a) Parallel spaces shall have minimum dimensions of eight feet by 22 feet.
- (b) All other parking spaces shall have minimum dimensions of nine feet by 18 feet, except as follows:
  - (1) Spaces in a parking garage shall have minimum dimensions of 8½ feet by 18 feet.
  - (2) The **planning commission zoning administrator**, as a part of the site plan review process, may approve spaces with minimum dimensions of 8½ feet by 18 feet for vehicle storage

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1. Parking and Surfacing

lots for automobile dealers, overflow parking areas and other low turnover parking facilities.

- (c) Overhang over landscape areas shall not be counted toward the minimum dimensions stated above.

(Zoning Ord. 2003, § 18.1-602.03)

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Sec. 24-511. - Surfacing.

(a) Parking spaces and driveways for ~~single-family residential uses, including duplexes, two family homes and semi-detached dwellings~~ ~~dwelling units developments not subject to special site plan review~~ shall be constructed of gravel, compacted stone, concrete, asphalt, ~~asphaltic surface treatment~~, brick or paving stones.

(b) Parking spaces and driveways for ~~other developments than those listed in (a), other than single family dwelling units developments subject to special site plan review~~ shall be constructed of concrete, asphalt, ~~asphaltic surface treatment~~, permeable pavers, brick or paving stones.

(Zoning Ord. 2003, § 18.1-602.04.1)

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Sec. 24-513. - Amount of off-street parking required.

The off-street parking required by this article shall be provided and maintained on the basis of the following table, except as otherwise provided in this article:

Outdoor sales and display	1 for each <del>500</del> 5,000 square feet of open sales and display area
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Sec. 24-515. - Parking requirements ~~in the central business district.~~ for historic buildings.

~~(a) Consistent with the purpose of this chapter, the town council and planning commission desire to preserve and enhance downtown Amherst. As such, the role of downtown Amherst, as a desired location for community activities and local businesses, will be encouraged.~~

~~(b)~~ To encourage the use of older buildings in the Town of Amherst ~~downtown area~~, no ~~additional~~ off-street parking will be required in the case of a change in use of a building that is more than 30 years old ~~where sufficient on street parking is available.~~ Sufficient shall be determined by at least two times the required amount of parking as defined by the code requirements ~~be within 500 feet of the use.~~ ~~and in the CBD Central Business District.~~ However, this relief shall not apply when calculating the parking required for any new building footprint.



DIVISION 2. - SITE PLAN REVIEW

Sec. 24-73. - Intent.

Site plan review is intended to ensure proper design in types of development which can have deleterious effects on their surroundings. These effects are subject to modification or reduction through the physical design of such development. Review of the design, therefore, is aimed at the greatest possible benefit to the community as a result of building and site design.

(Zoning Ord. 2003, § 18.1-1101)

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Sec. 24-74. - Procedure for site plan review.

- (a) Whenever the owner or proprietor of any tract of land located within the town desires to develop any class of use listed in section 24-75, he shall submit a plan of the proposed development to the zoning administrator for processing.
- (b) The owner or his representative is encouraged to consult with the zoning administrator for advice and assistance on the development. The owner may submit sketch plans and data showing existing conditions within the site and in its vicinity and the proposed layout of the development. The zoning administrator shall return a copy of the submitted sketch plans to the developer with written comments indicating where the plans do not comply with the requirements set forth herein. Submission of said sketch plans and accompanying data shall not constitute the official filing of a proposed subdivision.
- (c) When the zoning administrator determines that an application involves development requiring site plan review, the zoning administrator shall notify the applicant that such review is required and shall require the documentation listed in this section. Any development meeting the criteria in section 24-75 shall be reviewed and be made subject to approval by the ~~planning commission~~ zoning administrator. The ~~planning commission~~ zoning administrator may approve, approve with conditions, or deny approval of a site plan.
- (d) Any person proposing a development that requires a site plan under section 24-75 shall submit to the zoning administrator six copies of a site plan showing the general design and layout of the development. The zoning administrator shall transmit copies of the site plan to VDOT, the health department, the erosion and sediment control officer, or any other relevant agency or department.
- (e) The site plan shall be reviewed in accordance with the procedures set forth in this section.
- (f) Within 45 days after submission of the site plan and accompanying documents to the zoning administrator, the ~~commission~~ zoning administrator shall approve, approve with conditions, or disapprove the site plan; the ~~commission~~ zoning administrator shall cause to have prepared two copies of a statement noting reasons for ~~commission~~ zoning administrator disapproval or conditional approval, if applicable, and shall return one

## Business Friendliness Ideas

## 2. Site Plans

copy of statement and plat to the developer with notification in writing of the action of the ~~commission zoning administrator~~. One copy of said statement and preliminary plat shall be retained by the zoning administrator for comparison with future site plans, where applicable, submitted by the developer.

- (g) The approval for any site plan approved by the ~~planning commission zoning administrator~~ shall expire and be null and void 12 months after the ~~vote for~~ approval if construction has not begun.
- (h) The approval of site plans solely involving parcels of commercial real estate by the ~~planning commission zoning administrator~~ or other agent shall be governed by subsections (i) through (m) of this section. For the purposes of this section, the term "commercial" means all real property used for commercial or industrial uses.
- (i) The ~~planning commission zoning administrator~~ shall act on any proposed commercial site plan within 60 days after it has been officially submitted for approval by either approving or disapproving the plan in writing and giving with the latter specific reasons therefor. The ~~planning commission zoning administrator~~ or other agent shall not delay the official submission of any commercial site plan by requiring presubmission conferences, meetings, or reviews. The ~~commission zoning administrator~~ or agent shall thoroughly review the plan and shall in good faith identify, to the greatest extent practicable, all deficiencies, if any, with the initial submission. However, if approval of a feature or features of the plan by a state agency or public authority authorized by state law is necessary, the ~~commission zoning administrator~~ or agent shall forward the plan to the appropriate state agency for review within ten business days of receipt of such plat or plan. Specific reasons for disapproval shall be contained either in a separate document or on the plan itself. The reasons for disapproval shall identify deficiencies in the plan that caused the disapproval by reference to specific duly adopted ordinances, regulations, or policies and shall identify, to the greatest extent practicable, modifications or corrections that will permit approval of the plan.
- (j) In the review of a resubmitted commercial site plan that has been previously disapproved, the ~~planning commission zoning administrator~~ or other agent shall consider only deficiencies it had identified in its review of the initial submission of the plan that have not been corrected in such resubmission and any deficiencies that arise as a result of the corrections made to address deficiencies identified in the initial submission. In the review of the resubmission of a plan, the ~~planning commission zoning administrator~~ or other agent shall identify all deficiencies with the proposed plan that caused the disapproval by reference to specific duly adopted ordinances, regulations or policies and shall identify modifications or corrections that will permit approval of the plan. Upon the second resubmission of such disapproved plan, the local ~~planning commission zoning administrator~~ or other agent's review shall be limited solely to the previously identified deficiencies that caused its disapproval.
- (k) The local ~~planning commission zoning administrator~~ or other agent shall act on any commercial site plan that it has previously disapproved within 45 days after the plan has been modified, corrected and resubmitted for approval. The failure of the ~~planning commission zoning administrator~~ or other agent to approve or disapprove a

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2. Site Plans

resubmitted plat or plan within the time periods required by this section shall cause the plan to be deemed approved.

- (l) Notwithstanding the approval or deemed approval of any **commercial** site plan, any deficiency in any proposed plat or plan that, if left uncorrected, would violate local, state or federal law, regulations, mandatory state department of transportation engineering and safety requirements, and other mandatory engineering and safety requirements, shall not be considered, treated or deemed as having been approved by the ~~planning commission~~ **zoning administrator** or other agent. Should any resubmission include a material revision of infrastructure or physical improvements from the earlier submission or if a material revision in the resubmission creates a new required review by the state department of transportation or by a state agency or public authority authorized by state law, then the ~~planning commission~~ **zoning administrator** or other agent's review shall not be limited to only the previously identified deficiencies identified in the prior submittals and may consider deficiencies initially appearing in the resubmission because of such material revision.
- (m) Upon receipt of the approvals from all state agencies and other agencies, the local agent shall act upon a plat within 35 days.

(Zoning Ord. 2003, § 18.1-1102)

State Law reference— Site plan approval, Code of Virginia, § 15.2-2259.

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

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

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

(Zoning Ord. 2003, § 18.1-1103)

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Sec. 24-76. - Documentation.

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

- (1) Site plans shall be submitted at a scale of not less than one inch equals 100 feet.
- (2) Six clearly legible blue-line or black-line copies of the site plan shall be submitted. Additional copies may be required by the zoning administrator if deemed necessary by the zoning administrator.
- (3) The names and addresses of owner and developer and a scale and north arrow shall be included on all maps.
- (4) The following information shall be included on the map of existing conditions:
  - a. Names and addresses of owners of record of all adjacent properties;
  - b. Current zoning boundaries, including surrounding areas to a distance of 100 feet from the property in question;
  - c. Easements, rights-of-way, or other reservations affecting the property;
  - d. Topography;
  - e. Location of watercourses, marshes, rock outcroppings and wooded areas;
  - f. Location of buildings existing on the tract to be developed and on adjacent tracts within a distance of 100 feet, indicating whether existing buildings on the tract are to be retained, modified or removed; and
  - g. Location of existing water mains, culverts, drains, pipe sizes, grades and direction of flow.
- (5) The following information shall be included on the map of proposed development:
  - a. Stormwater management and erosion control measures as required by relevant law and regulations. Approval of the measures by the applicable regulatory agency shall not be required prior to the town's site plan review, but confirmation of drawings have been delivered to such agencies shall accompany the site plan;
  - b. Location and size of proposed buildings and uses thereof;
  - c. Proposed topography;
  - d. Proposed streets and other access and egress facilities (indicating curblines, sidewalk lines and public right-of-way lines); profiles and cross-sections of streets. Certification from VDOT that the site plan meets all appropriate VDOT criteria shall be included in the site plan application package;
  - e. Layout of off-street parking;
  - f. Location of proposed utility lines, indicating where they already exist and whether they will be underground;
  - g. Proposed water and sanitary sewer facilities, including pipe type, size, grades and design factors as appropriate. Certification from the town that a satisfactory plan to install the proposed new facilities has been provided shall accompany the site plan;

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2. Site Plans

- h. Proposed location, direction of, power, and time and use of outdoor lighting. Lighting facilities shall be provided and arranged so that light is directed downward and not horizontally or at adjacent properties with special care to as to not negatively impact residential areas;
  - i. Proposed planting, including all landscaping and screening, and indicating existing trees to be retained and areas to be left undisturbed;
  - j. Location, size and design of proposed signs;
  - k. Facilities for disposal of trash and other solid waste;
  - l. Elevations of buildings to be built or altered on site; and
  - m. Vicinity map at a scale no smaller than 600 feet to one inch, showing all streets and property within 1,000 feet of the property for which the application is made. All properties owned or controlled by the applicant in this area shall be identified.
- (6) The ~~planning commission~~ zoning administrator may require additional information for a special use to determine its eligibility under this chapter.

(Zoning Ord. 2003, § 18.1-1104)

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Sec. 24-77. - General site plan review.

For those permitted uses not requiring special site plan review under section 24-75, two copies of an acceptable site plan and sketch reasonable information shown thereon shall be submitted to the zoning administrator along with the zoning certificate application. Such site plan shall include, as a minimum, the following: lot dimensions with property line monuments located thereon, location and size of existing and proposed structures; yard dimensions and the use of structures; easements (private and public); watercourses; fences; street names and street right-of-way lines; and such other information regarding abutting property as directly affects the application.

(Zoning Ord. 2003, § 18.1-1105)

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Sec. 24-78. - Developments subject to a minor site plan review.

- (a) The following types of development shall be subject to the site plan review provisions under section 24-77 for a minor site plan of this article:
  - (1) A proposed revision to a site plan where an existing major site plan is on file;
  - (2) All development requiring a commercial entrance permit from the Virginia Department of Transportation; and
  - (3) Any new commercial development on a commercially zoned lot.

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

Business Friendliness Ideas

2. Site Plans

- ~~(1) The scale shall be no less than one inch equals to 100 feet.~~ The zoning administrator or planning director may accept a scale which is sufficient to clearly show all required details on the plat;
- (2) Drawings may be submitted on paper size as small as 11" x 17" if all notes are clearly legible; and
- (3) The names and addresses of owner and developer, a scale and north arrow shall be included on all maps.

(c) The following information shall be included on the map of existing conditions:

- ~~(1)~~ (1) Names and addresses of owners of record of all adjacent properties and tax map numbers;
- ~~(2)~~ (2) Current zoning boundaries, including surrounding to a distance of 300 feet;
- ~~(3)~~ (3) Easements, rights-of-way, or other reservations affecting the property;
- ~~(4) Topography and flood plain elevation, if applicable;~~
- ~~(5) Location of watercourses, marshes, rock out-cropping and wooded areas;~~
- ~~(6) Location of buildings existing on the tract to be developed indicating whether existing buildings on the tract are to be retained, modified or removed;~~
- ~~(7)~~ (4) Location of existing water mains, culverts, drains, pipe sizes, grades and direction of flow; and
- ~~(8) The location of mapped dam break inundation zones and their impact on the development.~~

~~(b) The following information shall be included on the map of proposed development:~~

- ~~(1) Signature blocks for the zoning administrator, or his/her designee, Virginia Department of Transportation, and the Health Department, when applicable;~~
- ~~(2)~~ (5) Location and size of proposed buildings and uses thereof;
- ~~(3)~~ (6) Proposed streets and other ingress and egress facilities (indicating curb lines, sidewalk lines and public right-of-way lines); meeting the Minimum Standards of Entrances to the State Highways;
- ~~(4) Layout of off-street parking;~~
- ~~(5)~~ (7) Location of proposed utility lines, indicating where they already exist and whether they will be underground;
- ~~(6)~~ (8) Proposed planting, including all landscaping and screening and indicating existing trees to be retained and areas to be left undisturbed;
- ~~(7) Facilities for disposal of trash and other solid waste;~~
- ~~(8) Elevations of buildings to be built or altered on-site; and~~
- ~~(9) All private waste disposal systems including their reserve areas.~~

~~(Ord. No. 240410B, 4-10-2024)~~

[Note: There are numerous other references to "Planning Commission" in the code that will need to be changed to "Zoning Administrator" if changing the approval level for site plans.]

PLANNING COMMISSION RECOMMENDATION  
Business Friendliness Ideas  
3. Definitions and Classification of Districts

Sec. 24-2. - Definitions and rules of construction.

*Abutting* means a lot or parcel of land that shares a common boundary with another lot or parcel of land.

*Adjacent* means a lot or parcel of land that is next to, but not necessarily abutting, another lot or parcel. This includes lots or parcels that may be separated by a street or alley.

*Adjoining* means an abutting lot or parcel of land.

Outdoor display means the outdoor ~~outdoor~~ display of goods or equipment for sale or rent outside of a business. ~~Where goods are typically those that are outdoor in nature, such as automobiles, trailers farm equipment, outdoor display is permitted without limitation as governed by the zoning district. Where the goods are typically inside, a small display of goods may be outside of the building, limited to no more than 20 square feet of area so long as the display is not in any required area, such as parking, setbacks, public rights of way.~~ outside of a legally permitted and licensed business. Items cannot impede any required space or right of way. The amount of display cannot exceed 5% of the square footage of the indoor business space.

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

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Sec. 24-199. - Classification of districts.

For the purpose of this chapter, the A-1 Agricultural District is classified as an agricultural district. The R-1 Limited Residential District, the R-2 General Residential District, ~~T-1 Transitional Use Zone District~~, R-3 High-Density Residential District and R-4 Manufactured Home District are classified as residential districts. The ~~T-1 Transitional Use Zone District~~, B-1 Light Commercial District, CBD Central Business District and B-2 General Commercial District are classified as ~~mixed use business~~ districts. The E-1 Business Park District and M-1 Industrial District are classified as industrial districts.

(Zoning Ord. 2003, § 18.1-506)

Sec. 24-467. - Minimum yard requirements.

(a) Within the district herein defined, the following minimum yard requirements shall apply:

	Front Yard Setback	Corner Lot	Other Lots	Rear Yard Setback
A-1 Agricultural	50'	15'	15'	25'
R-1 Limited Residential	60'	20'	15'	35'
R-2 General Residential	50'	15'	10'	35'
T-1 Transitional Use Zone	50'	(b)	(b)	35'
R-3 High Density Res.	30'	15'	15'	35'
R-4 Manufactured Home	30'	15'	15'	35'
B-1 Light Commercial	50'	(c)	(c)	(c)
CBD Central Business District	None	(c)	(c)	(c)
B-2 General Commercial	<del>50'</del> None 25'	(c)	(c)	(c)
E-1 Business Park	50'	(c)	(c)	(c)
M-1 Industrial	50'	(c)	(c)	(c)

(b) The minimum side yard shall be 15 feet on corner lots and ten feet on other lots, except that no building or structure shall be erected within 25 feet of a residentially zoned lot.

(c) No minimum requirement except that no building or structure shall be erected within 25 feet of a residentially zoned lot.

(d) The front yard setback requirement for any lot in the A-1 Agricultural District, R-1 Limited Residential District, R-2 General Residential District, R-3 High-Density Residential District, or R-4 Manufactured Home District shall be reduced when 50 percent or more of the building lots on the same side of the street within the same block are improved with buildings, and no building on that same side of the street within the same block shall be required to have a front yard setback greater than the average front yard setback of the existing buildings on the same side of the street. However, when there are buildings on the lots on both sides of the lot, the required front yard setback for that lot shall not be greater than the average of the front yard setbacks of the buildings on such adjacent lots. The sideline of a building on a corner lot shall not be a factor in these calculations. For the purposes of this section, the term "block" shall be defined as the area between the next adjacent street intersection or 500 feet of the lot in question, whichever is less, on both sides of the lot in question. A property owner shall be responsible for providing the appropriate documentation to support the reduction in front yard setback requirement prior to issuance of a zoning certificate.

(Zoning Ord. 2003, § 18.1-80)

## Business Friendliness Ideas

### 1. Parking and Surfacing

1. Parking and Surfacing: Allow required parking to be located on any adjacent lot associated with the use. Change the distinguishing factor for surfacing requirements from single-family homes to whether a development requires a site plan or not. Reduce parking spaces for outdoor sales and display (e.g. reduces Yard Spot parking requirements from 80 spaces to 8 spaces). Enable adaptive reuse of historic structures by relieving them of additional parking requirements.
2. Site Plans: Remove the Planning Commission from the site plan process to speed up and simplify the approval process. Reverse the 2024 decision to require site plans for minor developments (<2,000 sqft), which returns us to the pre-2024 option of the less burdensome informal sketch for minor developments.
3. Definitions and Classifications of Districts: Clarify the meaning of terms. Reverse the 2024 decision that banned the outdoor display of indoor goods (Episcopal Thrift Shop). Reverse the new screening requirements and separate lot restrictions.
4. Setbacks: Align the CBD and B-2 setback requirements by eliminating the front setback in B-2. Both districts currently have zero foot setbacks on side and rear, but B-2 has a 50ft front setback. The current 50ft setback makes many historic buildings non-conforming and restricts options within the setback. With the setback removed, parking can now be located in the rear, and new buildings in places like 2<sup>nd</sup> Street can be built in harmony with the existing neighborhood (e.g. Presbyterian Church had to put retention pond on 2<sup>nd</sup> street due to current setback).

## Business Friendliness Ideas

### 1. Parking and Surfacing

#### Sec. 24-508. - Location of parking.

The off-street parking facilities required by this article shall be located on the same lot or parcel of land that they are intended to serve **or on an adjacent lot when shared with the use occupying an adjacent lot**. Where practical difficulties prevent such location or where the public safety or the public convenience would be better served by an alternate location, the **planning commission zoning administrator** may authorize the alternate or cooperative location as a part of a site plan approval. Any authorization shall be subject to the following:

- (1) An alternate location provides parking only for the use in question.
- (2) A cooperative location provides parking for two or more uses and shall have combined parking spaces equal to the sum required for the separate uses.
- (3) Such parking spaces shall be conveniently and safely accessible to pedestrians.
- (4) All such parking spaces shall be on property zoned properly for the use or uses which require the parking spaces.
- (5) The right to use such property for parking shall be established by deed, easement, lease or similar recorded covenant or agreement; shall be approved as to form and content by the town attorney; shall be recorded in the clerk's office of the circuit court of the county so as to ensure the availability of such spaces for a minimum time period of at least five years.
- (6) Should such off-street parking spaces become unavailable for use at some future time, an equal number of parking spaces shall be constructed and provided on either the primary site or by another off-site arrangement meeting the requirements of this chapter. Failure to provide or construct such replacement parking spaces within 90 days from the date on which the use of the previously available off-street spaces was terminated shall be a violation of this chapter.
- (7) For churches and other permanent buildings used for religious worship, alternate or cooperative parking agreements may be approved that do not provide exclusive parking rights, provided that such agreement provides adequate parking at appropriate times to meet the parking needs of the church or other permanent building used for religious worship.

(Zoning Ord. 2003, § 18.1-602.02)

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#### Sec. 24-509. - Size of parking spaces.

- (a) Parallel spaces shall have minimum dimensions of eight feet by 22 feet.
- (b) All other parking spaces shall have minimum dimensions of nine feet by 18 feet, except as follows:
  - (1) Spaces in a parking garage shall have minimum dimensions of 8½ feet by 18 feet.
  - (2) The **planning commission zoning administrator**, as a part of the site plan review process, may approve spaces with minimum dimensions of 8½ feet by 18 feet for vehicle storage

Business Friendliness Ideas

1. Parking and Surfacing

lots for automobile dealers, overflow parking areas and other low turnover parking facilities.

- (c) Overhang over landscape areas shall not be counted toward the minimum dimensions stated above.

(Zoning Ord. 2003, § 18.1-602.03)

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Sec. 24-511. - Surfacing.

(a) Parking spaces and driveways for ~~single family dwelling units developments not subject to special site plan review~~ shall be constructed of gravel, compacted stone, concrete, asphalt, asphaltic surface treatment, brick or paving stones.

(b) Parking spaces and driveways for ~~other than single family dwelling units developments subject to special site plan review~~ shall be constructed of concrete, asphalt, brick or paving stones.

(Zoning Ord. 2003, § 18.1-602.04.1)

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Sec. 24-513. - Amount of off-street parking required.

The off-street parking required by this article shall be provided and maintained on the basis of the following table, except as otherwise provided in this article:

Outdoor sales and display	1 for each <del>500</del> 5,000 square feet of open sales and display area
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Sec. 24-515. - Parking requirements ~~in the central business district.~~ for historic buildings.

~~(a) Consistent with the purpose of this chapter, the town council and planning commission desire to preserve and enhance downtown Amherst. As such, the role of downtown Amherst, as a desired location for community activities and local businesses, will be encouraged.~~

~~(b) To encourage the use of older buildings in the Town of Amherst downtown area, no additional off-street parking will be required in the case of a change in use of a building that is more than 30 years old and in the CBD Central Business District.~~ However, this relief shall not apply when calculating the parking required for any new building footprint.

(Zoning Ord. 2003, § 18.1-602.08)

## Business Friendliness Ideas

### 2. Site Plans

#### DIVISION 2. - SITE PLAN REVIEW

##### Sec. 24-73. - Intent.

Site plan review is intended to ensure proper design in types of development which can have deleterious effects on their surroundings. These effects are subject to modification or reduction through the physical design of such development. Review of the design, therefore, is aimed at the greatest possible benefit to the community as a result of building and site design.

(Zoning Ord. 2003, § 18.1-1101)

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##### Sec. 24-74. - Procedure for site plan review.

- (a) Whenever the owner or proprietor of any tract of land located within the town desires to develop any class of use listed in section 24-75, he shall submit a plan of the proposed development to the zoning administrator for processing.
- (b) The owner or his representative is encouraged to consult with the zoning administrator for advice and assistance on the development. The owner may submit sketch plans and data showing existing conditions within the site and in its vicinity and the proposed layout of the development. The zoning administrator shall return a copy of the submitted sketch plans to the developer with written comments indicating where the plans do not comply with the requirements set forth herein. Submission of said sketch plans and accompanying data shall not constitute the official filing of a proposed subdivision.
- (c) When the zoning administrator determines that an application involves development requiring site plan review, the zoning administrator shall notify the applicant that such review is required and shall require the documentation listed in this section. Any development meeting the criteria in section 24-75 shall be reviewed and be made subject to approval by the ~~planning commission~~ zoning administrator. The ~~planning commission~~ zoning administrator may approve, approve with conditions, or deny approval of a site plan.
- (d) Any person proposing a development that requires a site plan under section 24-75 shall submit to the zoning administrator six copies of a site plan showing the general design and layout of the development. The zoning administrator shall transmit copies of the site plan to VDOT, the health department, the erosion and sediment control officer, or any other relevant agency or department.
- (e) The site plan shall be reviewed in accordance with the procedures set forth in this section.
- (f) Within 45 days after submission of the site plan and accompanying documents to the zoning administrator, the ~~commission~~ zoning administrator shall approve, approve with conditions, or disapprove the site plan; the ~~commission~~ zoning administrator shall cause to have prepared two copies of a statement noting reasons for ~~commission~~ zoning administrator disapproval or conditional approval, if applicable, and shall return one

## Business Friendliness Ideas

### 2. Site Plans

copy of statement and plat to the developer with notification in writing of the action of the ~~commission zoning administrator~~. One copy of said statement and preliminary plat shall be retained by the zoning administrator for comparison with future site plans, where applicable, submitted by the developer.

- (g) The approval for any site plan approved by the ~~planning commission zoning administrator~~ shall expire and be null and void 12 months after the ~~vote for~~ approval if construction has not begun.
- (h) The approval of site plans solely involving parcels of commercial real estate by the ~~planning commission zoning administrator~~ or other agent shall be governed by subsections (i) through (m) of this section. For the purposes of this section, the term "commercial" means all real property used for commercial or industrial uses.
- (i) The ~~planning commission zoning administrator~~ shall act on any proposed commercial site plan within 60 days after it has been officially submitted for approval by either approving or disapproving the plan in writing and giving with the latter specific reasons therefor. The ~~planning commission zoning administrator~~ or other agent shall not delay the official submission of any commercial site plan by requiring presubmission conferences, meetings, or reviews. The ~~commission zoning administrator~~ or agent shall thoroughly review the plan and shall in good faith identify, to the greatest extent practicable, all deficiencies, if any, with the initial submission. However, if approval of a feature or features of the plan by a state agency or public authority authorized by state law is necessary, the ~~commission zoning administrator~~ or agent shall forward the plan to the appropriate state agency for review within ten business days of receipt of such plat or plan. Specific reasons for disapproval shall be contained either in a separate document or on the plan itself. The reasons for disapproval shall identify deficiencies in the plan that caused the disapproval by reference to specific duly adopted ordinances, regulations, or policies and shall identify, to the greatest extent practicable, modifications or corrections that will permit approval of the plan.
- (j) In the review of a resubmitted commercial site plan that has been previously disapproved, the ~~planning commission zoning administrator~~ or other agent shall consider only deficiencies it had identified in its review of the initial submission of the plan that have not been corrected in such resubmission and any deficiencies that arise as a result of the corrections made to address deficiencies identified in the initial submission. In the review of the resubmission of a plan, the ~~planning commission zoning administrator~~ or other agent shall identify all deficiencies with the proposed plan that caused the disapproval by reference to specific duly adopted ordinances, regulations or policies and shall identify modifications or corrections that will permit approval of the plan. Upon the second resubmission of such disapproved plan, the local ~~planning commission zoning administrator~~ or other agent's review shall be limited solely to the previously identified deficiencies that caused its disapproval.
- (k) The local ~~planning commission zoning administrator~~ or other agent shall act on any commercial site plan that it has previously disapproved within 45 days after the plan has been modified, corrected and resubmitted for approval. The failure of the ~~planning commission zoning administrator~~ or other agent to approve or disapprove a

## Business Friendliness Ideas

### 2. Site Plans

resubmitted plat or plan within the time periods required by this section shall cause the plan to be deemed approved.

- (l) Notwithstanding the approval or deemed approval of any **commercial** site plan, any deficiency in any proposed plat or plan that, if left uncorrected, would violate local, state or federal law, regulations, mandatory state department of transportation engineering and safety requirements, and other mandatory engineering and safety requirements, shall not be considered, treated or deemed as having been approved by the ~~planning commission~~ **zoning administrator** or other agent. Should any resubmission include a material revision of infrastructure or physical improvements from the earlier submission or if a material revision in the resubmission creates a new required review by the state department of transportation or by a state agency or public authority authorized by state law, then the ~~planning commission~~ **zoning administrator** or other agent's review shall not be limited to only the previously identified deficiencies identified in the prior submittals and may consider deficiencies initially appearing in the resubmission because of such material revision.
- (m) Upon receipt of the approvals from all state agencies and other agencies, the local agent shall act upon a plat within 35 days.

(Zoning Ord. 2003, § 18.1-1102)

State Law reference— Site plan approval, Code of Virginia, § 15.2-2259.

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

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

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

(Zoning Ord. 2003, § 18.1-1103)

## Business Friendliness Ideas

### 2. Site Plans

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Sec. 24-76. - Documentation.

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

- (1) Site plans shall be submitted at a scale of not less than one inch equals 100 feet.
- (2) Six clearly legible blue-line or black-line copies of the site plan shall be submitted. Additional copies may be required by the zoning administrator if deemed necessary by the zoning administrator.
- (3) The names and addresses of owner and developer and a scale and north arrow shall be included on all maps.
- (4) The following information shall be included on the map of existing conditions:
  - a. Names and addresses of owners of record of all adjacent properties;
  - b. Current zoning boundaries, including surrounding areas to a distance of 100 feet from the property in question;
  - c. Easements, rights-of-way, or other reservations affecting the property;
  - d. Topography;
  - e. Location of watercourses, marshes, rock outcroppings and wooded areas;
  - f. Location of buildings existing on the tract to be developed and on adjacent tracts within a distance of 100 feet, indicating whether existing buildings on the tract are to be retained, modified or removed; and
  - g. Location of existing water mains, culverts, drains, pipe sizes, grades and direction of flow.
- (5) The following information shall be included on the map of proposed development:
  - a. Stormwater management and erosion control measures as required by relevant law and regulations. Approval of the measures by the applicable regulatory agency shall not be required prior to the town's site plan review, but confirmation of drawings have been delivered to such agencies shall accompany the site plan;
  - b. Location and size of proposed buildings and uses thereof;
  - c. Proposed topography;
  - d. Proposed streets and other access and egress facilities (indicating curblines, sidewalk lines and public right-of-way lines); profiles and cross-sections of streets. Certification from VDOT that the site plan meets all appropriate VDOT criteria shall be included in the site plan application package;
  - e. Layout of off-street parking;
  - f. Location of proposed utility lines, indicating where they already exist and whether they will be underground;
  - g. Proposed water and sanitary sewer facilities, including pipe type, size, grades and design factors as appropriate. Certification from the town that a satisfactory plan to install the proposed new facilities has been provided shall accompany the site plan;

## Business Friendliness Ideas

### 2. Site Plans

- h. Proposed location, direction of, power, and time and use of outdoor lighting. Lighting facilities shall be provided and arranged so that light is directed downward and not horizontally or at adjacent properties with special care to as to not negatively impact residential areas;
  - i. Proposed planting, including all landscaping and screening, and indicating existing trees to be retained and areas to be left undisturbed;
  - j. Location, size and design of proposed signs;
  - k. Facilities for disposal of trash and other solid waste;
  - l. Elevations of buildings to be built or altered on site; and
  - m. Vicinity map at a scale no smaller than 600 feet to one inch, showing all streets and property within 1,000 feet of the property for which the application is made. All properties owned or controlled by the applicant in this area shall be identified.
- (6) The ~~planning commission~~ zoning administrator may require additional information for a special use to determine its eligibility under this chapter.

(Zoning Ord. 2003, § 18.1-1104)

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#### Sec. 24-77. - General site plan review.

For those permitted uses not requiring special site plan review under section 24-75, two copies of an acceptable site plan and sketch reasonable information shown thereon shall be submitted to the zoning administrator along with the zoning certificate application. Such site plan shall include, as a minimum, the following: lot dimensions with property line monuments located thereon, location and size of existing and proposed structures; yard dimensions and the use of structures; easements (private and public); watercourses; fences; street names and street right-of-way lines; and such other information regarding abutting property as directly affects the application.

(Zoning Ord. 2003, § 18.1-1105)

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#### ~~Sec. 24-78. — Developments subject to a minor site plan review.~~

- ~~(a) The following types of development shall be subject to the site plan review provisions under section 24-77 for a minor site plan of this article:
  - ~~(1) A proposed revision to a site plan where an existing major site plan is on file;~~
  - ~~(2) All development requiring a commercial entrance permit from the Virginia Department of Transportation; and~~
  - ~~(3) Any new commercial development on a commercially zoned lot.~~~~
- ~~(b) The following requirements shall govern documents submitted for minor site plan review:~~

## Business Friendliness Ideas

### 2. Site Plans

- ~~(1) The scale shall be no less than one inch equals to 100 feet. The zoning administrator or planning director may accept a scale which is sufficient to clearly show all required details on the plat;~~
- ~~(2) Drawings may be submitted on paper size as small as 11" x 17" if all notes are clearly legible; and~~
- ~~(3) The names and addresses of owner and developer, a scale and north arrow shall be included on all maps.~~
- ~~(c) The following information shall be included on the map of existing conditions:~~
  - ~~(1) Names and addresses of owners of record of all adjacent properties and tax map numbers;~~
  - ~~(2) Current zoning boundaries, including surrounding to a distance of 300 feet;~~
  - ~~(3) Easements, rights of way, or other reservations affecting the property;~~
  - ~~(4) Topography and flood plain elevation, if applicable;~~
  - ~~(5) Location of watercourses, marshes, rock out cropping and wooded areas;~~
  - ~~(6) Location of buildings existing on the tract to be developed indicating whether existing buildings on the tract are to be retained, modified or removed;~~
  - ~~(7) Location of existing water mains, culverts, drains, pipe sizes, grades and direction of flow; and~~
  - ~~(8) The location of mapped dam break inundation zones and their impact on the development.~~
- ~~(d) The following information shall be included on the map of proposed development:~~
  - ~~(1) Signature blocks for the zoning administrator, or his/her designee, Virginia Department of Transportation, and the Health Department, when applicable;~~
  - ~~(2) Location and size of proposed buildings and uses thereof;~~
  - ~~(3) Proposed streets and other ingress and egress facilities (indicating curb lines, sidewalk lines and public right of way lines); meeting the Minimum Standards of Entrances to the State Highways;~~
  - ~~(4) Layout of off-street parking;~~
  - ~~(5) Location of proposed utility lines, indicating where they already exist and whether they will be underground;~~
  - ~~(6) Proposed planting, including all landscaping and screening and indicating existing trees to be retained and areas to be left undisturbed;~~
  - ~~(7) Facilities for disposal of trash and other solid waste;~~
  - ~~(8) Elevations of buildings to be built or altered on-site; and~~
  - ~~(9) All private waste disposal systems including their reserve areas.~~

~~(Ord. No. 240410B, 4-10-2024)~~

[Note: There are numerous other references to "Planning Commission" in the code that will need to be changed to "Zoning Administrator" if changing the approval level for site plans.]

Business Friendliness Ideas  
3. Definitions and Classification of Districts

Sec. 24-2. - Definitions and rules of construction.

*Abutting* means a lot or parcel of land that shares a common boundary with another lot or parcel of land.

*Adjacent* means a lot or parcel of land that is next to, but not necessarily abutting, another lot or parcel. This includes lots or parcels that may be separated by a street or alley.

*Adjoining* means an abutting lot or parcel of land.

*Outdoor display* means ~~the outdoor display of goods or equipment for sale or rent outside of business. Where goods are typically those that are outdoor in nature, such as automobiles, trailers, farm equipment, outdoor display is permitted without limitation as governed by the zoning district. Where the goods are typically inside, a small display of goods may be outside of the building, limited to no more than 20 square feet of area, so long as the display is not in any required area, such as parking, setbacks, public rights-of-way.~~

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

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Sec. 24-199. - Classification of districts.

For the purpose of this chapter, the A-1 Agricultural District is classified as an agricultural district. The R-1 Limited Residential District, the R-2 General Residential District, ~~T-1 Transitional Use Zone District~~, R-3 High-Density Residential District and R-4 Manufactured Home District are classified as residential districts. The ~~T-1 Transitional Use Zone District~~, B-1 Light Commercial District, CBD Central Business District and B-2 General Commercial District are classified as ~~mixed-use business~~ districts. The E-1 Business Park District and M-1 Industrial District are classified as industrial districts.

(Zoning Ord. 2003, § 18.1-506)

Sec. 24-467. - Minimum yard requirements.

(a) Within the district herein defined, the following minimum yard requirements shall apply:

	Front Yard Setback	Corner Lot	Other Lots	Rear Yard Setback
A-1 Agricultural	50'	15'	15'	25'
R-1 Limited Residential	60'	20'	15'	35'
R-2 General Residential	50'	15'	10'	35'
T-1 Transitional Use Zone	50'	(b)	(b)	35'
R-3 High Density Res.	30'	15'	15'	35'
R-4 Manufactured Home	30'	15'	15'	35'
B-1 Light Commercial	50'	(c)	(c)	(c)
CBD Central Business District	None	(c)	(c)	(c)
B-2 General Commercial	<del>50'</del> None	(c)	(c)	(c)
E-1 Business Park	50'	(c)	(c)	(c)
M-1 Industrial	50'	(c)	(c)	(c)

(b) The minimum side yard shall be 15 feet on corner lots and ten feet on other lots, except that no building or structure shall be erected within 25 feet of a residentially zoned lot.

(c) No minimum requirement except that no building or structure shall be erected within 25 feet of a residentially zoned lot.

(d) The front yard setback requirement for any lot in the A-1 Agricultural District, R-1 Limited Residential District, R-2 General Residential District, R-3 High-Density Residential District, or R-4 Manufactured Home District shall be reduced when 50 percent or more of the building lots on the same side of the street within the same block are improved with buildings, and no building on that same side of the street within the same block shall be required to have a front yard setback greater than the average front yard setback of the existing buildings on the same side of the street. However, when there are buildings on the lots on both sides of the lot, the required front yard setback for that lot shall not be greater than the average of the front yard setbacks of the buildings on such adjacent lots. The sideline of a building on a corner lot shall not be a factor in these calculations. For the purposes of this section, the term "block" shall be defined as the area between the next adjacent street intersection or 500 feet of the lot in question, whichever is less, on both sides of the lot in question. A property owner shall be responsible for providing the appropriate documentation to support the reduction in front yard setback requirement prior to issuance of a zoning certificate.

(Zoning Ord. 2003, § 18.1-80)

# Event

September 26, 2026  
6 - 9 p.m.  
Will hire off duty  
law enforcement

Parking  
Courthouse  
AFD Field  
2nd Street

Will Coordinate  
with business  
owners and residents



Mayor D. Dwayne Tuggle called a work session of the Amherst Town Council to order on June 10, 2026, at 5:00 P.M., in the Council Chambers of the Town Hall, 174 S. Main Street, Amherst, Virginia.

It was noted that a quorum was present as follows:

P	D. Dwayne Tuggle	P	Michael Driskill
A	Janice N. Wheaton	P	Kenneth S. Watts
P	Jared S. Martin	P	Sonny Sundaramurthy

Also present were the following staff members.

Sara E. McGuffin	Town Manager - Remote	Vicki K. Hunt	Clerk of Council
Patricia Martin	Treasurer	Kelley Kemp	Town Attorney - Remote

The purpose of the work session was to review and discuss the results of the park-naming survey and to consider proposed amendments to Town Code Sections 20 and 24 regarding inoperable vehicles.

Mayor Tuggle read two letters from young citizens outlining ideas for the Town park expressing their interest and enthusiasm in the park and its future development.

Mayor Tuggle opened discussion on the park names submitted by Town citizens, Amherst County residents, and other individuals. Council reviewed and discussed the list of proposed names.

By consensus, the following five names will be submitted in a second survey to allow participants to select a final name for the park:

- Five Oaks Park
- Freedom Park
- Amherst Meadows Park
- Dogwood Park
- The Park on Main

A suggestion was made by Mayor Tuggle to have a video created to announce the name of the new Town Park with the video to be placed on the Town’s website and Facebook page.

After discussion, Council reached a consensus that staff will create and post a video on the Town website and Facebook page announcing the winning name of the park.

Town Manager McGuffin presented a report on proposed amendments to the Town Code regarding inoperable vehicles. Staff recommended retaining the authority to remove inoperable vehicles under Chapter 20 while eliminating criminal penalties associated with violations. Staff also proposed adding a provision addressing the removal of inoperable vehicles from public

rights-of-way. Regarding Chapter 24 (Zoning), staff incorporated revisions based on a Council member's comments.

Following discussion, the Town Manager was directed to prepare a memorandum regarding Chapter 24, including options for consideration. The matter was deferred to the July 10, 2026, work session for further discussion.

There being no further business, at 5:54 p.m. the meeting recessed until July 10, 2026, at 7:00 P.M.

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D. Dwayne Tuggle, Mayor

ATTEST: \_\_\_\_\_  
Clerk of Council

Mayor D. Dwayne Tuggle called a regular monthly meeting of the Amherst Town Council to order on June 10, 2026, at 7:00 P.M., in the Council Chambers of the Town Hall, 174 S. Main Street.

It was noted that a quorum was present as follows:

P	D. Dwayne Tuggle	P	Michael Driskill
A	Janice N. Wheaton	P	Kenneth S. Watts
P	Jared S. Martin	P	Sonny Sundaramurthy

Also present were the following staff members:

Sara E. McGuffin	Town Manager - Remote	Ryan Watts	Police Chief
Vicki Hunt	Clerk of Council	Kelley Kemp	Town Manager - Remote
Patty Martin	Treasurer		

Recitation of the Pledge of Allegiance to the Flag was followed by an invocation by Steve Martin.

A request was received from Amherst County Parks, Recreation, Tourism, and Cultural Development for permission to hang a banner over South Main Street promoting Amherst County’s “Day in the Park” event, scheduled for July 26, 2025, at Mill Creek Lake. Council was advised by Clerk of Council Hunt that the Town’s banner policy requires that eligible events be held within the Town or at Sweet Briar College. Staff requested Council’s direction regarding the banner request.

Regina Rice, Special Events Coordinator for the Amherst County Recreation & Tourism Department, was present to speak and answer questions.

Mr. Driskill made a motion that was seconded by Mr. Sundaramurthy to approve the County’s request to hang a banner to advertise the Day in the Park event.

The motion carried 4-0 as follows:

D. Dwayne Tuggle		Kenneth S. Watts	Aye	
Janice N. Wheaton	Absent	Michael Driskill	Aye	
Jared S. Martin	Aye	Sonny Sundaramurthy	Aye	

Treasurer Martin gave a report on a proposed FY25/26 Budget amendment. State Code requires a budget amendment if budget expenditures exceed the adopted budget amount by more than 1%, due to increased costs associated with the purchase of a Town pool car, acquisition of land for the park, reimbursement from insurance claim for July 2025 Water Plant lightning strike damage, and revenue from recycled meters appropriated to maintenance expenditures. Staff recommended adoption of an ordinance amending the FY25/26 budget.

Mayor Tuggle opened a duly advertised public hearing on the proposed FY25/26 budget amendment at 7:03 P.M.

There being no one present in person or otherwise who wished to speak, the public hearing closed at 7:04 P.M.

Mr. Watts made a motion that was seconded by Mr. Martin to adopt an ordinance amending the FY25/26 budget, as recommended by staff.

There being no discussion, the motion carried 4-0 via the roll call method as follows:

D. Dwayne Tuggle		Kenneth S. Watts	Aye	
Janice N. Wheaton	Absent	Michael Driskill	Aye	
Jared S. Martin	Aye	Sonny Sundaramurthy	Aye	

A copy of the FY 25/26 Amended Budget is attached to and made a part of these minutes.

Town Manager McGuffin reported that the Planning Commission had conducted public hearings on proposed amendments to Articles I, II, III, and VIII of the Town of Amherst Zoning Code and recommended Council approval of the amendments, including revisions made by the Commission. The proposed amendments are intended to promote a more business-friendly environment. Staff recommended that Council hold the public hearing and defer action on the amendments to allow for further discussion at a future Council work session.

Mayor Tuggle opened a duly advertised public hearing on the proposed business friendly amendments to the Town Code at 7:08 P.M.

Steve Martin, a local business owner, spoke in favor of the Planning Commission's recommendations regarding amendments to the Zoning Code expressing support for allowing additional surface treatment options for business parking lots within the Town.

There being no one else present in person or otherwise who wished to speak, the public hearing closed at 7:10 p.m.

No action was taken and the matter was deferred to the July 8, 2026, work session.

Mayor Tuggle opened the floor to citizen comments.

There being no individuals listed on the citizen comment sign-in sheet, and no one else requesting to speak, no public comments were made.

Mr. Sundaramurthy made a motion that was seconded by Mr. Driskill to approve the minutes of the May 12, 2026, work session, May 12, 2026, regular session, and June 1, 2026, special session, as presented by staff.

There being no discussion, the motion carried 4-0 as follows:

D. Dwayne Tuggle		Kenneth S. Watts	Aye	
Janice N. Wheaton	Absent	Michael Driskill	Aye	
Jared S. Martin	Aye	Sonny Sundaramurthy	Aye	

Mr. Watts made a motion that was seconded by Mr. Martin to approve the check registry for the month of May 2026, as presented by staff.

There being no discussion, the motion carried 4-0 as follows:

D. Dwayne Tuggle		Kenneth S. Watts	Aye	
Janice N. Wheaton	Absent	Michael Driskill	Aye	
Jared S. Martin	Aye	Sonny Sundaramurthy	Aye	

Town Manager McGuffin presented a proposal from WW Associates to provide engineering services necessary to satisfy the Virginia Water Protection (VWP) Permit requirements for the design of a gaging station at the Town’s existing raw water intake. The project includes the preparation of plans and specifications for a flow-measurement gaging station that will utilize the existing intake dam as the primary flow-measuring element for determining Buffalo River flow rates. Upon completion, the plans and specifications will be submitted to the Virginia Department of Environmental Quality (DEQ) for review and concurrence. Staff requested approval of the engineering costs associated with the plan in the amount of \$59,500.00, to be paid on a monthly basis.

Mr. Watts made a motion that was seconded by Mr. Sundaramurthy to approve the WW Associates Engineering Fee Proposal in the amount of \$59,500.00.

There being no discussion, the motion carried 4-0 as follows:

D. Dwayne Tuggle		Kenneth S. Watts	Aye	
Janice N. Wheaton	Absent	Michael Driskill	Aye	
Jared S. Martin	Aye	Sonny Sundaramurthy	Aye	

Town Manager McGuffin gave a report on existing vacancies on Town boards, including the Board of Zoning Appeals, the Planning Commission, the Property Maintenance Investigation Board and the Economic Development Authority.

Mr. Sundaramurthy made a motion that was seconded by Mr. Martin to approve the appointment of the following individual to the board and for the term listed below subject to his willingness to serve:

<b>Board</b>	<b>Appointed</b>	<b>Term of Office</b>
Planning Commission	John Ruff	07/01/26 – 06/30/30

There being no discussion, the motion carried 4-0 as follows:

D. Dwayne Tuggle		Kenneth S. Watts	Aye	
Janice N. Wheaton	Absent	Michael Driskill	Aye	
Jared S. Martin	Aye	Sonny Sundaramurthy	Aye	

Mr. Sundaramurthy made a motion that was seconded by Mr. Watts to approve the reappointment of the following individual to the board and for the term listed below subject to her willingness to serve:

<b>Board</b>	<b>Appointed</b>	<b>Term of Office</b>
Economic Development Authority	Sharon W. Turner	07/01/26 – 06/30/30

There being no discussion, the motion carried 4-0 as follows:

D. Dwayne Tuggle		Kenneth S. Watts	Aye	
Janice N. Wheaton	Absent	Michael Driskill	Aye	
Jared S. Martin	Aye	Sonny Sundaramurthy	Aye	

Mayor Tuggle opened the floor to citizen comments.

There being no individuals listed on the citizen comment sign-in sheet, and no one else requesting to speak, no public comments were made.

There being no further business, on motion of Mr. Martin and seconded by Mr. Sundaramurthy, at 7:17 p.m. the meeting adjourned until July 8, 2026, at 7:00 p.m.

The motion carried 4-0 as follows:

D. Dwayne Tuggle		Kenneth S. Watts	Aye	
Janice N. Wheaton	Absent	Michael Driskill	Aye	
Jared S. Martin	Aye	Sonny Sundaramurthy	Aye	

\_\_\_\_\_  
D. Dwayne Tuggle, Mayor

ATTEST: \_\_\_\_\_  
Clerk of Council

AN ORDINANCE TO ESTABLISH THE **BUDGET** FOR THE TOWN OF AMHERST, VIRGINIA FOR THE FISCAL YEAR BEGINNING JULY 1, 2025 AND ENDING JUNE 30, 2026, MAKING REVENUE ESTIMATES AND APPROPRIATIONS FOR SAME.

**BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF AMHERST, VIRGINIA:**

**A. SOURCES OF FUNDS**

That for the support of the Town Government and its General Fund, for the tax year beginning on January 1, 2025, all taxes, fees, charges and penalties shall remain as heretofore set out by Ordinance, Resolution or other appropriate action of the Town Council except as the Town Council may establish or amend herein.

**B. FUND ACCOUNTING**

That the following projected sources and use of funds are hereby approved as the FY26 Town of Amherst budget and approved appropriations for the respective funds.

**Estimated Revenues**

General Fund	\$2,277,147
Water Fund	\$1,671,113
Sewer Fund	\$1,284,487
Garbage Fund	\$171,850
EDA Fund	\$73,476

**Estimated Expenditures**

General Fund	\$2,277,147
Water Fund	\$1,671,113
- Operations	\$1,217,066
- Debt Service	\$454,047
Sewer Fund	\$1,284,487
- Operations	\$898,644
- Debt Service	\$385,843
Garbage Fund	\$171,850
EDA Fund	\$73,476

**C. TAX RATES**

The proposed budget includes a continuation of the real estate tax rate at \$0.00/\$100.00 of assessed value and the personal property tax rate at \$0.00/\$100.00 of assessed value.

The proposed budget includes a continuation of the meals and beverage tax included in the Town Code at 6%.

The annual vehicle license fee for passenger motor vehicles, trucks and motorcycles shall be \$25/year for cars, 11.00/year for motorcycles and 8.00 for trailers

The rate for Business and Professional Occupational License Taxes shall be set at:

- Contractors: \$0.16 per \$100 of gross receipts
- Financial, Real Estate and/or Professional Services: \$0.50 per \$100 of gross receipts
- Retailers: \$0.10 per \$100 of gross receipts
- Wholesalers: \$0.04 per \$100 of gross receipts
- Repair, Personal, Business and other services: \$0.31 per \$100 of gross receipts
- The rate for Itinerant Merchants and Peddlers shall be set at \$20/year for door to door peddlers, \$200/month for itinerant merchants (\$500/yr max) and peddler of fresh produce \$50/year

**D. UTILITY RATES AND CHARGES**

See attached Utility Rate and Fee Policy for rates related to water and sewer. The FY 26 budget includes an increase in water and sewer rates as well as an increase in water and sewer connection fees.

The monthly garbage rate remains unchanged from FY25’s rate of \$12.50

**E. DONATIONS**

That donations to the following organizations are hereby authorized for the purposes listed subject to the conditions noted. These funds are to be disbursed on a reimbursement basis upon delivery of appropriate receipts:

<b>Amount</b>	<b>Organization</b>	<b>Purpose/Conditions</b>
<b>\$15,000</b>	Amherst Fire Department	Operating Costs, including water, sewer, electric, training, equipment.
<b>\$3,000</b>	Village Garden Club	Civic Beautification
<b>\$2,500</b>	Amherst County Museum and Historical Society	Utilities, Programming and repairs to the Museum building.
<b>\$1,000</b>	Neighbors Helping Neighbors	Supplies for Food Bank
<b>\$2,000</b>	Amherst/Nelson Tech Club	Technical assistance with events
<b>\$23,500</b>	Total Donations	

**F. FUND BALANCE REQUIRMENTS**

The Town of Amherst maintains a Fund Balance Policy to ensure that the Town has adequate funds to address emergency situations and ensure the Town’s credit worthiness. Required balances for the FY26 fiscal year are as follows:

General Fund Permanent Fund		\$472,236
General Fund Contingency		\$56,668
Water Fund Permanent Fund		\$757,822
Sewer Fund Permanent Fund		\$614,254
Garbage Fund Permanent Fund		\$42,962

**G. PERSONNEL**

To maintain the work that has been done to keep salaries fair and competitive, the budget includes a Cost-of-Living increase for all employees of 2.8%, with an opportunity for merit raises of an additional 2%. This is consistent with changes in the Consumer Price Index last year.

Health insurance costs increased 12% this year.

**H. CONDITIONS**

The intent being to authorize spending according to this budget, all appropriations articulated herein are declared to be maximum and conditional such that outlay shall be made only in the event the aggregate revenues collected and other resources available to the Town in the respective funds are sufficient. All debts of the Town shall be paid in full when due and payable. All expenditures shall be made in accordance with the Ordinance, the Town Charter, Town Code and Purchasing Policy and administrative rules and procedures.

*This Ordinance was passed by a vote of the Amherst Town Council on the 10<sup>th</sup> of June, 2026 and reflects the complete budget for July 1, 2025 to June 30, 2026.*

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Mayor

Attest:

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Clerk of Council

Account Name	Account Code	FY 25 Approved	FY 24 Actual	FY 25 @ 12/31/24	FY 26 Department Request	FY 26 TM Recommended	FY 26 Approved	FY 26 Amended Total	FY 26 Recommended less FY25 Adopted=Difference
GENERAL FUND REVENUES									
Real Property Taxes-Current	11010-0001								-
Real Property Taxes-Delinquent	11010-0002								-
Personal Property Tax-Current	11030-0001								-
Personal Property Tax-Delinquent	11030-0002								-
Penalties on Del Taxes	11060-0001								-
Interest on Del Taxes	11060-0002								-
Local Sales & Use Tax	12010-0001	168,000.00	176,512.24	86,367.85	168,000.00	168,000.00	168,000.00	168,000.00	-
Consumer Utility Tax-Gas, Elec	12020-0001	25,000.00	28,509.16	12,981.41	25,200.00	25,200.00	25,200.00	25,200.00	200.00
Electric Consumption Tax	12020-0002	15,000.00	19,089.78	6,775.87	13,200.00	13,200.00	13,200.00	13,200.00	(1,800.00)
Business License Tax	12030-0006	180,000.00	210,746.40	12,981.41	200,000.00	200,000.00	200,000.00	200,000.00	20,000.00
Business Lic Tax-Interest & Pen	12030-0007	4,000.00	14,241.90	2,753.19	4,000.00	4,000.00	4,000.00	4,000.00	-
Motor Vehicle Licenses	12050-0001	42,000.00	41,670.91	42,882.62	42,000.00	42,000.00	42,000.00	42,000.00	-
Motor Vehicle Licenses Penalties/Interest	12050-0002	500.00	639.84	275.79	500.00	500.00	500.00	500.00	-
Bank Stock Fee	12060-0001	65,000.00	66,637.00	-	65,000.00	65,000.00	65,000.00	65,000.00	-
Cigarette Tax	12080-0001	30,000.00	30,078.78	24,000.00	30,000.00	30,000.00	30,000.00	30,000.00	-
Lodging Tax	12100-0001	20,000.00	20,322.05	8,870.28	17,000.00	17,000.00	17,000.00	17,000.00	(3,000.00)
Meals Tax	12110-0001	760,000.00	770,878.06	386,192.54	770,000.00	770,000.00	770,000.00	770,000.00	10,000.00
Meals Tax-Pen & Int.	12110-0002	600.00	2,341.92	762.54	1,500.00	1,500.00	1,500.00	1,500.00	900.00
Zoning Permits	13030-0007		580.00	900.00					-
Fines & Forfeitures	14010-0001	12,000.00	12,579.62	3,740.94	7,400.00	7,400.00	7,400.00	7,400.00	(4,600.00)
Interest on Bank Deposits	15010-0001	60,000.00	62,383.26	25,995.19	51,000.00	51,000.00	51,000.00	51,000.00	(9,000.00)
Interest on Investments	15010-0002	96,000.00	146,277.88	77,251.19	150,000.00	150,000.00	150,000.00	150,000.00	54,000.00
VIP Unrealized Gain/Loss	15010-0003	20,000.00	17,868.56	15,434.69	20,000.00	20,000.00	20,000.00	20,000.00	-
Tower Lease	15020-0005	10,859.16	10,859.16	5,429.58	10,859.16	10,859.16	10,859.16	10,859.16	-
Rent-Firing Range	15020-0006								-
Police Security	16030-0001	5,000.00	2,525.10		5,000.00	5,000.00	5,000.00	5,000.00	-
Refunds	18030-0001	5,544.00	8,143.64	3,366.38	5,220.00	5,220.00	5,220.00	5,220.00	(324.00)
Returned Check Fee	18030-0005	500.00	950.00	650.00	1,200.00	1,200.00	1,200.00	1,200.00	700.00
Accident Reports	18030-0006	300.00	210.00	105.00	300.00	300.00	300.00	300.00	-
Misc Rev	18030-0007		72.34	14,690.48	-	0.00	0.00	0.00	-
Collection Fee	18030-0008	2,000.00	1,998.55	198.77	1,500.00	1,500.00	1,500.00	1,500.00	(500.00)
Donations-Police	18990-0003		1,349.00	2,006.00	-	0.00	0.00	0.00	-
Sale of Surplus Property/Salvage	18990-0005		3,752.88	1,559.15	-	0.00	0.00	0.00	-
DMV Stop Fees	19020-0005	2,000.00	1,669.45	1,179.09	2,000.00	2,000.00	2,000.00	2,000.00	-
Rolling Stock Tax	22010-0007	2,600.00	5,500.57	2,879.17	2,800.00	2,800.00	2,800.00	2,800.00	200.00
Personal Property Tax Relief	22010-0009	17,455.92	17,455.92	17,455.92	17,455.92	17,455.92	17,455.92	17,455.92	-
Rental Tax	22010-0010	2,200.00	2,684.97	904.13	2,000.00	2,000.00	2,000.00	2,000.00	(200.00)
Game of Skills Tax			-						-
Communication Tax from State	22010-0030	66,000.00	67,469.19	32,963.05	65,000.00	65,000.00	65,000.00	65,000.00	(1,000.00)

Account Name	Account Code	FY 25 Approved	FY 24 Actual	FY 25 @ 12/31/24	FY 26 Department Request	FY 26 TM Recommended	FY 26 Approved	FY 26 Amended Total	FY 26 Recommended less FY25 Adopted=Difference
DCJS Grants	24010-0001		17,721.91	3,769.19					-
State Police Aid	24010-0003	64,664.00	51,010.00	35,224.00	70,448.00	70,448.00	70,448.00	70,448.00	5,784.00
Fire Programs Grant	24020-0001	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	-
Other Public Safety Grants	24020-0004								-
DCJS Federal Justice Grants	33010-0009		17,003.00	3,342.00					-
CARES Act Funding	33020-0002		(1,192,052.11)						-
Insurance Claims	41010-0001								-
Sale of Land/Vehicles/Buildings	41020-0001		1,200.00	500.00					-
Carryover from previous year for budget balance									-
FOIA Request	41040-0006		12.79						-
Transfers from Other Funds	41050-0006								-
Reserve Funds	42000-0000	0.00				127,861.40	127,861.40	513,564.00	127,861.40
<b>General Fund Revenues Totals</b>		<b>1,692,223.08</b>	<b>655,893.72</b>	<b>849,387.42</b>	<b>1,763,583.08</b>	<b>1,891,444.48</b>	<b>1,891,444.48</b>	<b>2,277,147.08</b>	<b>199,221.40</b>

Account Name	Account Code	FY 25 Approved	FY 24 Actual	FY 25 @ 12/31/24	FY 26 Department Request	FY 26 TM Recommended	FY 26 Approved	FY 26 Amended Total	FY 26 Recommended less FY25 Adopted=Difference
<b>GENERAL FUND EXPENSES</b>									
<b>TOWN COUNCIL</b>									
Council Pay	11010-1100	11,400.00	11,400.00	5,475.00	11,400.00	11,400.00	11,400.00	11,400.00	-
FICA	11010-2100	872.10	572.40	418.98	872.10	872.10	872.10	872.10	-
Travel-Milage/Hotels/Conference	11010-5501	6,000.00	3,248.43	1,615.75	4,000.00	4,000.00	4,000.00	4,000.00	(2,000.00)
Employee Recognition	11010-5811								-
<b>Town Council Totals</b>		<b>18,272.10</b>	<b>15,220.83</b>	<b>7,509.73</b>	<b>16,272.10</b>	<b>16,272.10</b>	<b>16,272.10</b>	<b>16,272.10</b>	<b>(2,000.00)</b>
<b>TOWN MANAGER</b>									
Wages	12110-1100	45,449.80	52,791.63	29,351.38	47,656.85	47,656.85	47,656.85	47,656.85	2,207.05
PT Wages	12110-1300	43,627.09	39,529.42	21,719.49	45,740.03	45,740.03	45,740.03	45,740.03	2,112.94
FICA	12110-2100	6,814.38	8,470.74	3,961.95	7,144.86	7,144.86	7,144.86	7,144.86	330.48
VRS	12110-2200	10921.59	11363.04	8882.18	11451.94	11451.94	11451.94	11451.94	530.35
Health Insurance	12110-2300	6,390.38	7,742.38	4,353.43	6,508.32	6,508.32	6,508.32	6,508.32	117.94
Group Life Insurance	12110-2400	536.31	709.93	347.32	562.35	562.35	562.35	562.35	26.04
STD/Long-Term Disability	12110-2500	239.97	264.88	101.88	69.00	69.00	69.00	69.00	(170.97)
Unemployment Insurance	12110-2600	20.00	17.64		20.00	20.00	20.00	20.00	-
Worker's Comp	12110-2700	131.80	125.03		98.43	98.43	98.43	98.43	(33.37)
Professional Svcs	12110-3150	4,000.00	1,996.32	45.25	8,000.00	8,000.00	8,000.00	8,000.00	4,000.00
Printing & Binding	12110-3500		-						-
Advertising	12110-3600	2,500.00	1,819.21	193.91	2,500.00	2,500.00	2,500.00	2,500.00	-
Contingency requirement	12110-5000	51,000.00	15,144.63	10,020.74	-	52,907.00	52,907.00	52,907.00	1,907.00
Postage	12110-5210	400.00	687.85	83.82	800.00	800.00	800.00	800.00	400.00
Telecommunications	12110-5230	1,080.00	990.00	540.00	1,080.00	1,080.00	1,080.00	1,080.00	-
Crime & Cyber Insurance	12110-5307	2,225.00	2,225.00	-	2,025.00	2,025.00	2,025.00	2,025.00	(200.00)
Tuition Reimbursement	12110-5400				4,500.00	4,500.00	4,500.00	4,500.00	4,500.00
Travel-Mileage/Hotel/Conference	12110-5501	3,500.00	3,823.58	2,001.24	4,000.00	4,000.00	4,000.00	4,000.00	500.00
Dues & Memberships	12110-5810	2,500.00	3,541.83	567.19	4,000.00	4,000.00	4,000.00	4,000.00	1,500.00
Capital Improvement Program	12110-8000								-
<b>Town Manager Totals</b>		<b>181,336.32</b>	<b>151,243.11</b>	<b>82,169.78</b>	<b>146,156.79</b>	<b>199,063.79</b>	<b>199,063.79</b>	<b>199,063.78</b>	<b>17,727.47</b>
Town Attorney	12210-3150	28,274.75	26,920.87	22,199.02	50,000.00	50,000.00	50,000.00	50,000.00	21,725.25
Independent Auditor	12240-3150	20,000.00	20,450.00	-	21,000.00	21,000.00	21,000.00	21,000.00	1,000.00
<b>FINANCE DEPARTMENT</b>									
	12420-1100	54,869.29	55,936.81	28,384.31	59,568.58	59,568.58	59,568.58	59,568.58	4,699.29
PT Wages	12420-1300	5,376.13	4,481.83	2,272.32	5,636.33	5,636.33	5,636.33	5,636.33	260.20
FICA	12420-2100	4,608.77	4,855.36	2,525.07	4,988.18	4,988.18	4,988.18	4,988.18	379.41
VRS	12420-2200	11,634.26	10,490.37	7,494.58	12,616.97	12,616.97	12,616.97	12,616.97	982.71
Health Insurance	12420-2300	10,819.12	11,173.54	9,121.63	11,050.68	11,050.68	11,050.68	11,050.68	231.56
Group Life Insurance	12420-2400	647.46	826.52	382.96	702.91	702.91	702.91	702.91	55.45

Account Name	Account Code	FY 25 Approved	FY 24 Actual	FY 25 @ 12/31/24	FY 26 Department Request	FY 26 TM Recommended	FY 26 Approved	FY 26 Amended Total	FY 26 Recommended less FY25 Adopted=Difference
Hybrid Disability	12420-2500	55.76	48.40	18.60	58.46	58.46	58.46	58.46	2.70
Unemployemnt Insurance	12420-2600	32.00	34.67	45.35	50.00	50.00	50.00	50.00	18.00
Worker's Comp	12420-2700	112.99	104.04	-	86.66	86.66	86.66	86.66	(26.33)
DMV Stops	12420-3009	2,000.00	1,950.00	750.00	2,000.00	2,000.00	2,000.00	2,000.00	-
Professional Svcs	12420-3150	3,800.00	22.86	46.48	3,800.00	3,800.00	3,800.00	3,800.00	-
Banking Service Charges	12420-3160	100.00	715.77	686.54	1,000.00	1,000.00	1,000.00	1,000.00	900.00
VIP Management Fee	12420-3170	3,500.00	2,386.08	1,547.21	3,500.00	3,500.00	3,500.00	3,500.00	-
Service Contracts	12420-3320	4,600.00	4,299.33	4,474.93	4,800.00	4,800.00	4,800.00	4,800.00	200.00
Advertising	12420-3600	200.00	855.66	174.96	200.00	200.00	200.00	200.00	-
Postage	12420-5210	3,000.00	3,638.16	1,212.73	3,600.00	3,600.00	3,600.00	3,600.00	600.00
Telecommunications	12420-5230	1,080.00	1,080.00	540.00	1,080.00	1,080.00	1,080.00	1,080.00	-
Tuition Reimbursement	12420-5400	1,200.00	5,506.00	-	1,200.00	1,200.00	1,200.00	1,200.00	-
Travel-Mileage/Hotel/Conference	12420-5501	3,000.00	1,374.63	1,001.29	2,000.00	2,000.00	2,000.00	2,000.00	(1,000.00)
Dues & Memberships	12420-5810	520.00	560.00	235.00	560.00	560.00	560.00	560.00	40.00
Office Supplies	12420-6001	4,000.00	6,170.19	1,099.09	4,000.00	4,000.00	4,000.00	4,000.00	-
<b>Finance Totals</b>		<b>115,155.78</b>	<b>116,510.22</b>	<b>62,013.05</b>	<b>122,498.77</b>	<b>122,498.77</b>	<b>122,498.77</b>	<b>122,498.77</b>	<b>7,342.99</b>

Account Name	Account Code	FY 25 Approved	FY 24 Actual	FY 25 @ 12/31/24	FY 26 Department Request	FY 26 TM Recommended	FY 26 Approved	FY 26 Amended Total	FY 26 Recommended less FY25 Adopted=Difference
<b>Information Technology</b>									
I.T. Services	12510-3150	15,000.00	12,837.21	5,106.92	15,000.00	15,000.00	15,000.00	15,000.00	-
Phone Maintenance	12510-3330		-						-
Website Maintenance	12510-3340	1,000.00	450.00	450.00	1,000.00	1,000.00	1,000.00	1,000.00	-
Microsoft Office Service	12510-5600	10,000.00	6,516.80	3,883.60	10,000.00	10,000.00	10,000.00	10,000.00	-
Tech Club Donation	12510-5610			2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
I.T. Supplies	12510-6002	5,000.00	4,169.24	1,930.51	5,000.00	5,000.00	5,000.00	5,000.00	-
I.T. Equipment	12510-8001	5,000.00	12,391.42	1,319.00	20,000.00	20,000.00	20,000.00	20,000.00	15,000.00
<b>I.T. Totals</b>		<b>36,000.00</b>	<b>36,364.67</b>	<b>14,690.03</b>	<b>53,000.00</b>	<b>53,000.00</b>	<b>53,000.00</b>	<b>53,000.00</b>	<b>17,000.00</b>
<b>POLICE DEPARTMENT</b>									
Wages	31100-1100	489,307.91	434,532.70	192,023.54	459,837.21	459,837.21	459,837.21	459,837.21	(29,470.70)
Overtime	31100-1200	9,667.19	11,351.18	5,709.98	10,000.00	10,000.00	10,000.00	10,000.00	332.81
PT Wages	31100-1300	30,000.00	22,146.78	9,384.48	31,482.64	31,482.64	31,482.64	31,482.64	1,482.64
Other Pay/Holiday	31100-1400	15,798.25	10,807.56	5,984.14	14,562.53	14,562.53	14,562.53	14,562.53	(1,235.72)
Security Wages	31100-1500	5,000.00	2,557.50	-	5,000.00	5,000.00	5,000.00	5,000.00	-
FICA	31100-2100	41,676.89	35,311.65	15,393.35	39,396.24	39,396.24	39,396.24	39,396.24	(2,280.65)
VRS	31100-2200	101,323.94	71,182.49	38,885.86	95,315.81	95,315.81	95,315.81	95,315.81	(6,008.13)
Health Insurance	31100-2300	83,575.80	69,160.19	32,430.31	85,182.00	85,182.00	85,182.00	85,182.00	1,606.20
Group Life Insurance	31100-2400	5,773.83	5,501.14	2,197.45	5,426.08	5,426.08	5,426.08	5,426.08	(347.75)
STD/Long-Term Disability	31100-2500	131.10	103.30	43.72	137.47	137.47	137.47	137.47	6.37
Unemployment Insurance	31100-2600	68.73	85.22	18.78	69.15	69.15	69.15	69.15	0.42
Worker's Comp	31100-2700	16,356.36	14,140.75	-	15,902.11	15,902.11	15,902.11	15,902.11	(454.25)
LODA Insurance	31100-2710	3,300.00	2,642.00	-	3,621.00	3,621.00	3,621.00	3,621.00	321.00
Maint Services	31100-3310	2,000.00	425.00	5.98	2,000.00	2,000.00	2,000.00	2,000.00	-
Professional Services	31100-3320	8,000.00	17,399.00	3,375.00	5,000.00	5,000.00	5,000.00	5,000.00	(3,000.00)
CODE RED	31100-3400	2,700.00	2,700.00	-	2,700.00	2,700.00	2,700.00	2,700.00	-
Advertising	31100-3600	1,200.00	1,212.74	206.56	1,200.00	1,200.00	1,200.00	1,200.00	-
Postage	31100-5210	500.00	66.00	22.36	500.00	500.00	500.00	500.00	-
Telecommunications	31100-5230	11,640.00	10,392.81	3,658.98	11,640.00	11,640.00	11,640.00	11,640.00	-
Motor Vehicle Insurance	31100-5305	2,933.78	2,844.68	-	3,451.55	3,451.55	3,451.55	3,451.55	517.77
Other Property Insurance	31100-5306	534.96	163.69	-	689.54	689.54	689.54	689.54	154.58
Tuition Reimbursement	31100-5400		-	-	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00
Travel-Mileage/Conference/Hotel	31100-5501	8,000.00	2,277.49	763.70	3,000.00	3,000.00	3,000.00	3,000.00	(5,000.00)
Public Safety Event	31100-5700	15,000.00	6,474.10	1,127.66	15,000.00	15,000.00	15,000.00	15,000.00	-
Fire Range Fees	31100-5800	3,000.00	755.26	80.85	5,400.00	5,400.00	5,400.00	5,400.00	2,400.00
Attorney Fees	31100-5801	2,000.00	2,490.00	450.00	2,500.00	2,500.00	2,500.00	2,500.00	500.00
Dues & Memberships	31100-5810	6,000.00	4,448.00	6,396.00	8,000.00	8,000.00	8,000.00	8,000.00	2,000.00
Office Supplies	31100-6001	3,000.00	2,154.41	376.09	3,000.00	3,000.00	3,000.00	3,000.00	-
K-9 Supplies	31100-6003	4,500.00	2,521.91	1,135.92	-	0.00	-	-	(4,500.00)
Fuel	31100-6008	20,000.00	16,120.13	8,227.60	20,000.00	20,000.00	20,000.00	20,000.00	-

Account Name	Account Code	FY 25 Approved	FY 24 Actual	FY 25 @ 12/31/24	FY 26 Department Request	FY 26 TM Recommended	FY 26 Approved	FY 26 Amended Total	FY 26 Recommended less FY25 Adopted=Difference
Vehicle/Power Equipment Supplies	31100-6009	9,000.00	2,655.37	1,045.75	6,000.00	6,000.00	6,000.00	6,000.00	(3,000.00)
Police Supplies	31100-6010	20,000.00	36,541.41	10,496.19	40,000.00	40,000.00	40,000.00	40,000.00	20,000.00
Uniforms	31100-6011	4,000.00	5,177.81	2,431.70	7,000.00	7,000.00	7,000.00	7,000.00	3,000.00
Crime Prevention	31100-6030	5,000.00	1,894.03	781.82	2,000.00	2,000.00	2,000.00	2,000.00	(3,000.00)
Investigation Expense	31100-6032	3,000.00	1,696.52	129.29	3,000.00	3,000.00	3,000.00	3,000.00	-
Vehicles	31100-8005	70,000.00	130,685.00	74,263.60				-	(70,000.00)
<b>Police Department</b>		<b>1,003,988.74</b>	<b>930,617.82</b>	<b>417,046.66</b>	<b>913,513.33</b>	<b>913,513.33</b>	<b>913,513.33</b>	<b>913,513.33</b>	<b>(90,475.41)</b>

PUBLIC SAFETY									
Fire Dept Contributions	32200-5600	15,000.00	15,000.00	-	15,000.00	15,000.00	15,000.00	15,000.00	-
Fire Programs Grants	32200-5701	15,000.00	15,000.00	-	15,000.00	15,000.00	15,000.00	15,000.00	-
<b>Public Safety</b>		<b>30,000.00</b>	<b>30,000.00</b>	<b>0.00</b>	<b>30,000.00</b>	<b>30,000.00</b>	<b>30,000.00</b>	<b>30,000.00</b>	<b>0.00</b>

Streetlights	41320-5100	34,135.00	33,221.56	13,775.73	35,665.00	35,665.00	35,665.00	35,665.00	1,530.00
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Account Name	Account Code	FY 25 Approved	FY 24 Actual	FY 25 @ 12/31/24	FY 26 Department Request	FY 26 TM Recommended	FY 26 Approved	FY 26 Amended Total	FY 26 Recommended less FY25 Adopted=Difference
<b>GENERAL PROPERTIES</b>									
Wages	43200-1100	45,631.89	30,793.62	13,396.55	\$ 26,473.99	26,473.99	26,473.99	26,473.99	(19,157.90)
PT Wages	43200-1300	16,343.74	9,778.44	5,911.51	19,834.36	19,834.36	19,834.36	19,834.36	3,490.62
Other Pay/Holiday	43200-1400	392.71	261.92	24.14	410.62	410.62	410.62	410.62	17.91
FICA	43200-2100	4,771.18	3,380.32	1,481.92	3,574.00	3,574.00	3,574.00	3,574.00	(1,197.18)
VRS	43200-2200	10,070.09	6,058.71	3,164.55	5,435.11	5,435.11	5,435.11	5,435.11	(4,634.98)
Health Insurance	43200-2300	11,674.40	6,766.51	2,938.70	5,632.20	5,632.20	5,632.20	5,632.20	(6,042.20)
Group Life Insurance	43200-2400	538.46	540.61	179.42	312.39	312.39	312.39	312.39	(226.07)
Long-Term Disability	43200-2500	105.88	24.06	15.52	19.42	19.42	19.42	19.42	(86.46)
Unemployment Insurance	43200-2600	64.00	57.87		64.00	64.00	64.00	64.00	-
Worker's Comp	43200-2700	849.24	237.00		149.53	149.53	149.53	149.53	(699.71)
Maintenance Contracts	43200-3310		-						-
Electric	43200-5100	10,350.00	9,781.68	4,460.45	10,385.00	10,385.00	10,385.00	10,385.00	35.00
Heating Services	43200-5110	4,000.00	2,103.22	437.74	3,000.00	3,000.00	3,000.00	3,000.00	(1,000.00)
Water/Sewer	43200-5120	3,720.00	3,076.64	2,076.07	4,303.82	4,303.82	4,303.82	4,303.82	583.82
Telecommunication	43200-5230	12,084.00	13,247.14	7,737.19	12,588.00	12,588.00	12,588.00	12,588.00	504.00
Property Insurance	43200-5304	384.01	358.22	-	511.50	511.50	511.50	511.50	127.49
Motor Vehicle Insurance	43200-5305	1,162.05	1,126.76	-	1,367.14	1,367.14	1,367.14	1,367.14	205.09
Other Property Insurance	43200-5306	2,841.13	1,281.25	-	3,421.11	3,421.11	3,421.11	3,421.11	579.98
General Liability Insurance	43200-5308	5,475.00	5,433.00	-	5,553.00	5,553.00	5,553.00	5,553.00	78.00
Lease of Equipment	43200-5410	10,000.00	2,012.68	798.94	7,000.00	7,000.00	7,000.00	7,000.00	(3,000.00)
Travel-Mileage/Conference/Hotel	43200-5501	4,000.00	3,399.99	555.00	4,000.00	4,000.00	4,000.00	4,000.00	-
Dues & Memberships	43200-5810		-						-
Office Supplies	43200-6001	750.00	89.31	95.98	750.00	750.00	750.00	750.00	-
Janitorial Supplies	43200-6005	3,000.00	699.22	689.07	2,000.00	2,000.00	2,000.00	2,000.00	(1,000.00)
Repair & Maint. Supplies	43200-6007	21,500.00	21,703.92	7,302.84	20,000.00	20,000.00	20,000.00	20,000.00	(1,500.00)
Fuel	43200-6008	20,000.00	10,465.39	6,513.14	20,000.00	20,000.00	20,000.00	20,000.00	-
Vehicle/Power Equipment Supplies	43200-6009	24,000.00	18,228.17	3,522.34	24,000.00	24,000.00	24,000.00	24,000.00	-
Uniforms	43200-6011	3,000.00	3,102.02	96.08	3,000.00	3,000.00	3,000.00	3,000.00	-
Christmas Decorations	43200-6012	4,000.00	4,525.90	85.11	4,000.00	4,000.00	4,000.00	4,000.00	-
Ag Supplies	43200-6013	2,500.00	224.00	160.00	2,500.00	2,500.00	2,500.00	2,500.00	-
Equipment/Vehicles	43200-8005		21,260.78	148,552.00		20,000.00	20,000.00	47,798.00	20,000.00
<b>General Properties Totals</b>		<b>223,207.78</b>	<b>180,018.35</b>	<b>210,194.26</b>	<b>190,285.18</b>	<b>210,285.18</b>	<b>210,285.18</b>	<b>238,083.19</b>	<b>(12,922.60)</b>
Second Stage Contri	71300-5600	1,000.00	1,000.00		2,000.00	0.00			(1,000.00)
Amherst Mountain Bike Club	71500-5600		-						-
Village Garden Club Contri.	72100-5600	3,000.00	3,000.00		3,000.00	3,000.00	3,000.00	3,000.00	-
Museum Contributions	72200-5600	2,500.00	3,000.00		3,000.00	2,500.00	2,500.00	2,500.00	-

Account Name	Account Code	FY 25 Approved	FY 24 Actual	FY 25 @ 12/31/24	FY 26 Department Request	FY 26 TM Recommended	FY 26 Approved	FY 26 Amended Total	FY 26 Recommended less FY25 Adopted=Difference
<b>Planning/Zoning</b>									
Professional Services	81100-3100		-		10,000.00	10,000.00	10000.00	10000.00	10,000.00
Advertising	81100-3600	800.00	1,017.64	749.75	1,500.00	1,500.00	1,500.00	1,500.00	700.00
Postage	81100-5210	100.00	10.16		100.00	100.00	100.00	100.00	-
Dues/Memberships	81100-5810	1,227.00	1,172.00	1,227.00	1,227.00	1,227.00	1,227.00	1,227.00	-
<b>General Properties Totals</b>		<b>2,127.00</b>	<b>2,199.80</b>	<b>1,976.75</b>	<b>12,827.00</b>	<b>12,827.00</b>	<b>12,827.00</b>	<b>12,827.00</b>	<b>10,700.00</b>
<b>Community Development</b>									
Chamber of Commerce Contri.	81600-5600								-
Neighbors Helping Neighbors Contri.	83500-5600	2500.00	2,500.00	2,500.00	2,000.00	1,000.00	1000.00	1000.00	(1,500.00)
<b>Community Development Totals</b>		<b>2,500.00</b>	<b>2,500.00</b>	<b>2,500.00</b>	<b>2,000.00</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>(1,500.00)</b>
Transfer to EDA	94000-????					4,349.58	4349.58	4,349.58	4,349.58
Transfer to Sewer	94000-????	0				216,469.73	216469.73	216,469.73	216,469.73
Purchase of Land/Building	94000-8000							357,904.6	-
<b>General Fund Expense Total</b>		<b>1,703,497.47</b>	<b>1,552,267.23</b>	<b>834,075.01</b>	<b>1,601,218.17</b>	<b>1,891,444.48</b>	<b>1,891,444.48</b>	<b>2,277,147.08</b>	<b>187,947.01</b>

**WATER FUND**

WATER FUND		FY 25 Budget			FY 26 BUDGET				
Account Name	Account Code	FY 25 Approved	FY 24 EOY	FY 25 @ 12/31/24	FY 26 Department Request	FY 26 TM Recommended	FY 26 Approved	FY 26 AMENDED	FY 26 Recommended less FY25 Adopted=Difference
<b>WATER FUND REVENUE</b>									
Water In-Town Base Charges	16080-0005	258,869.76	249,644.35	136,740.97	285,052.37	285,052.37	285,052.37	285,052.37	26,182.61
Water OT Base Charges	16080-0006	154,342.85	150,803.73	86,608.50	176,256.18	176,256.18	176,256.18	176,256.18	21,913.33
Water In-Town Usage Charge	16080-0007	392,788.62	392,458.15	200,990.42	429,477.74	429,477.74	429,477.74	429,477.74	36,689.12
Water OT Usage Charges	16080-0008	256,224.77	247,955.97	138,850.72	291,011.27	291,011.27	291,011.27	291,011.27	34,786.50
Penalties	16080-0009	35,000.00	30,309.65	13,670.58	25,000.00	25,000.00	25,000.00	25,000.00	(10,000.00)
Trip Charges	16080-0010	8,000.00	9,950.00	4,000.00	8,000.00	8,000.00	8,000.00	8,000.00	-
Dormant Acct Fee	16080-0011	3,540.63	3,618.04	1,705.28	3,380.94	3,380.94	3,380.94	3,380.94	(159.69)
Fire Sprinklers	16080-0012	4,764.00	4,764.00	2,382.00	4,599.00	4,599.00	4,599.00	4,599.00	(165.00)
Avalability Fee	16080-0013	5,000.00	13,629.95	2,739.23	5,000.00	5,000.00	5,000.00	5,000.00	-
Water Charges-SBC	16080-0014	96,300.00	96,300.00	48,752.20	106,200.00	106,200.00	106,200.00	106,200.00	9,900.00
Water Construction Reimbursement	16080-0016	26,227.20	26,227.20	13,113.60	26,227.20	26,227.20	26,227.20	26,227.20	-
SALVAGED/SOLD PROPERTY	18990-0005							9,039.60	
Reimbursement of Const. Cost	19020-0004								-
Grant Revenue-Lead Service Line	21000-0000	187,000.00							(187,000.00)
Grant Revenue-Sunset Project	21000-0001	1,300,000.00		69,000.00					(1,300,000.00)
	33020-0002								-
INSURANCE CLAIM REIMBURSEMENT	41010-0001							18,425.85	
Transfer from Reserve	41040-0006					278,442.35	278,442.35	278,442.35	278,442.35
Transfer from General Fund									-
Utility Account Deposits	41060-0007	1,000.00		621.79	5,000.00	5,000.00	5,000.00	5,000.00	4,000.00
Transfer from Other Fund		415,101.10							(415,101.10)
<b>Revenue Totatls</b>		<b>3,144,158.93</b>	<b>1,225,661.04</b>	<b>719,175.29</b>	<b>1,365,204.71</b>	<b>1,643,647.06</b>	<b>1,643,647.06</b>	<b>1,671,112.51</b>	<b>(1,500,511.87)</b>

**WATER FUND**

WATER FUND		FY 25 Budget			FY 26 BUDGET				
Account Name	Account Code	FY 25 Approved	FY 24 EOY	FY 25 @ 12/31/24	FY 26 Department Request	FY 26 TM Recommended	FY 26 Approved	FY 26 AMENDED	FY 26 Recommended less FY25 Adopted=Difference
<b>WATER FUND EXPENSES</b>									
<b>TOWN MANAGER</b>									
Wages	12110-1100	61,355.59	49,542.04	24,367.67	64,335.01	64,335.01	64,335.01	64,335.01	2,979.42
PT Wages	12110-1300	5,453.39	5,155.80	2,714.94	5,717.50	5,717.50	5,717.50	5,717.50	264.11
FICA	12110-2100	5,110.89	4,252.69	2,173.56	5,359.02	5,359.02	5,359.02	5,359.02	248.13
VRS	12110-2200	14,743.75	9,602.24	6,429.19	15,459.70	15,459.70	15,459.70	15,459.70	715.95
Health Insurance	12110-2300	7,261.80	4,448.03	2,223.67	8,135.40	8,135.40	8,135.40	8,135.40	873.60
Group Life Insurance	12110-2400	724.00	614.35	286.08	674.28	674.28	674.28	674.28	(49.72)
STD/Long-Term Disability	12110-2500	323.96	213.96	86.16	339.69	339.69	339.69	339.69	15.73
Unemployment Insurance	12110-2600								-
Contingency	12110-5000								-
<b>Town Manager Totals</b>		<b>94,973.38</b>	<b>73,829.11</b>	<b>38,281.27</b>	<b>100,020.61</b>	<b>100,020.61</b>	<b>100,020.61</b>	<b>100,020.61</b>	<b>\$ 5,047.23</b>
<b>FINANCE DEPARTMENT</b>									
Wages	12420-1100	42,815.36	39,384.13	21,850.29	45,911.90	45,911.90	45,911.90	45,911.90	3,096.54
PT Wages	12420-1300	10,752.27	8,963.59	4,544.65	11,272.66	11,272.66	11,272.66	11,272.66	520.39
FICA	12420-2100	4,097.92	3,453.47	1,894.44	4,374.62	4,374.62	4,374.62	4,374.62	276.70
VRS	12420-2200	9,513.12	5,907.43	4,091.07	10,183.95	10,183.95	10,183.95	10,183.95	670.83
Health Insurance	12420-2300	7,820.40	6,545.13	1,387.69	8,761.20	8,761.20	8,761.20	8,761.20	940.80
Group Life Insurance	12420-2400	505.22	467.61	230.59	541.76	541.76	541.76	541.76	36.54
Hybrid Disability	12420-2500	109.09	94.60	36.40	114.39	114.39	114.39	114.39	5.30
Unemployment Insurance	12420-2600		-						-
Professional Services	12420-3120								-
Banking Service Charges	12420-3160	200.00	28.00						(200.00)
Support Contracts	12420-3320	3,500.00	3,208.33	3,208.33	3,500.00	3,500.00	3,500.00	3,500.00	-
Misc Exp	12420-5000								-
Postage	12420-5210	4,000.00	3,791.93	2,051.54	4,200.00	4,200.00	4,200.00	4,200.00	200.00
Supplies	12420-6001	2,000.00	1,723.00	1,845.00	2,000.00	2,000.00	2,000.00	2,000.00	-
<b>Finance Totals</b>		<b>\$ 85,313.38</b>	<b>\$ 73,567.22</b>	<b>\$ 41,140.00</b>	<b>90,860.47</b>	<b>90,860.47</b>	<b>\$ 90,860.47</b>	<b>\$ 90,860.47</b>	<b>\$ 5,547.09</b>
Legal Fees/Study	12210-3150				100,000.00	100,000.00	100000	100000	100,000.00

**WATER FUND**

		FY 25 Budget			FY 26 BUDGET				
Account Name	Account Code	FY 25 Approved	FY 24 EOY	FY 25 @ 12/31/24	FY 26 Department Request	FY 26 TM Recommended	FY 26 Approved	FY 26 AMENDED	FY 26 Recommended less FY25 Adopted=Difference
<b>WATER OPERATIONAL DEPARTMENT</b>									
Wages	44000-1100	167,842.87	147,214.96	85,682.54	138,693.83	138,693.83	138,693.83	138,693.83	(29,149.04)
Overtime	44000-1200		1,478.93	1,472.71	0.00	-			-
PT Wages	44000-1300	30,209.05	24,876.61	13,332.33	31,677.00	31,677.00	31,677.00	31,677.00	1,467.95
Other/Holiday	44000-1400	6,621.08	6,116.24	2,069.12	5,023.13	5,023.13	5,023.13	5,023.13	(1,597.95)
FICA	44000-2100	15,657.48	13,817.54	7,869.19	13,417.64	13,417.64	13,417.64	13,417.64	(2,239.84)
VRS	44000-2200	37,375.38	24,728.11	18,583.70	31,626.29	31,626.29	31,626.29	31,626.29	(5,749.09)
Health Insurance	44000-2300	33,516.00	38,683.13	16,798.53	31,290.00	31,290.00	31,290.00	31,290.00	(2,226.00)
Group Life Insurance	44000-2400	1,980.55	2,622.87	1,006.47	1,636.59	1,636.59	1,636.59	1,636.59	(343.96)
Long-Term Disability	44000-2500	440.09	316.08	151.24	475.57	475.57	475.57	475.57	35.48
Unemployment Insurance	44000-2600	32.00	53.62	3.67	32.00	32.00	32.00	32.00	-
Worker's Comp	44000-2700	4,105.22	4,115.07	-	2,281.86	2,281.86	2,281.86	2,281.86	(1,823.36)
Testing Services	44000-3140	31,000.00	3,243.59	1,576.80	31,000.00	20,000.00	20,000.00	20,000.00	(11,000.00)
Professional Svcs	44000-3150	3,200.00	3,000.00	1,500.00	3,200.00	6,200.00	6,200.00	6,200.00	3,000.00
Repair & Maint. Svcs	44000-3310	10,000.00	2,655.79	3,250.00	10,000.00	10,000.00	10,000.00	10,000.00	-
Advertising	44000-3600	2,000.00	-	-	2,000.00	2,000.00	2,000.00	2,000.00	-
Electrical Svcs	44000-5100	68,952.59	69,986.10	33,817.38	75,400.00	75,400.00	75,400.00	75,400.00	6,447.41
Water & Sewer	44000-5120	104,400.00	55,295.82	32,784.67	93,830.71	93,830.71	93,830.71	93,830.71	(10,569.29)
Postage	44000-5210	2,000.00	8.13	1,334.95	2,000.00	2,000.00	2,000.00	2,000.00	-
Telecommunications	44000-5230	7,500.00	5,170.13	2,443.61	7,500.00	7,500.00	7,500.00	7,500.00	-
Property Insurance	44000-5304	2,215.50	1,976.14	-	2,951.04	2,951.04	2,951.04	2,951.04	735.54
Motor Vehicle Insurance	44000-5305	372.00	360.70	-	437.65	437.65	437.65	437.65	65.65
Travel-Mileage/Hotel/Conference	44400-5501	3,000.00	725.00	301.00	3,000.00	1,500.00	1,500.00	1,500.00	(1,500.00)
Lease/Rent Equipment	44000-5410								-
Permits	44000-5600	7,000.00	13,558.00	3,833.33	7,000.00	7,000.00	7,000.00	7,000.00	-
Dues & Memberships	44000-5810	2,000.00	1,167.00	708.24	2,000.00	2,000.00	2,000.00	2,000.00	-
Office Supplies	44000-6001	2,000.00	2,675.75	154.52	2,000.00	2,000.00	2,000.00	2,000.00	-
Lab Supplies	44000-6004	15,000.00	14,026.93	2,011.38	20,000.00	20,000.00	20,000.00	20,000.00	5,000.00
Repair & Maint. Supplies	44000-6007	20,000.00	26,734.94	9,780.16	30,000.00	30,000.00	30,000.00	48,425.85	10,000.00
Fuel/Oil	44000-6008	3,000.00	-	381.95	3,000.00	2,000.00	2,000.00	2,000.00	(1,000.00)
Vehicle & Equip Supplies	44000-6009	3,000.00	1,668.00	548.95	3,000.00	3,000.00	3,000.00	3,000.00	-
Uniforms	44000-6011	1,500.00	1,127.56	-	1,500.00	1,500.00	1,500.00	1,500.00	-
Chemicals	44000-6051	108,000.00	84,354.10	60,724.57	108,000.00	108,000.00	108,000.00	108,000.00	-
Equipment	44000-8005	15,000.00	1,795.10	5,774.53	15,000.00				(15,000.00)

**WATER FUND**

		FY 25 Budget			FY 26 BUDGET				
Account Name	Account Code	FY 25 Approved	FY 24 EOY	FY 25 @ 12/31/24	FY 26 Department Request	FY 26 TM Recommended	FY 26 Approved	FY 26 AMENDED	FY 26 Recommended less FY25 Adopted=Difference
Operational Totals		708,919.81	553,551.94	307,895.54	678,973.30	653,473.30	653,473.30	671,899.15	(55,446.51)

**WATER FUND**

		FY 25 Budget			FY 26 BUDGET				
Account Name	Account Code	FY 25 Approved	FY 24 EOY	FY 25 @ 12/31/24	FY 26 Department Request	FY 26 TM Recommended	FY 26 Approved	FY 26 AMENDED	FY 26 Recommended less FY25 Adopted=Difference
<b>WATER MAINTENANCE DEPARTMENT</b>									
Wages	45000-1100	137,919.66	121,996.01	63,338.29	132,369.94	132,369.94	132,369.94	132,369.94	(5,549.72)
PT Wages	45000-1200	791.17	673.41	622.32	3,529.57	3,529.57	3,529.57	3,529.57	2,738.40
Other Pay/Holiday	45000-1300	1,963.56	-		2,053.10	2,053.10	2,053.10	2,053.10	89.54
FICA	45000-2100	10,761.59	9,407.08	4,910.26	10,553.38	10,553.38	10,553.38	10,553.38	(208.21)
VRS	45000-2200	28,665.84	20,262.85	12,862.70	27,175.55	27,175.55	27,175.55	27,175.55	(1,490.29)
Health Insurance	45000-2300	27,930.00	25,131.02	12,358.36	28,161.00	28,161.00	28,161.00	28,161.00	231.00
Group Life Insurance	45000-2400	1,627.45	1,615.82	739.43	1,561.97	1,561.97	1,561.97	1,561.97	(65.48)
Long-Term Disability	45000-2500	52.94	12.03		97.10	97.10	97.10	97.10	44.16
Unemployment Insurance	45000-2600								-
Worker's Comp	45000-2700	6,031.12	3,172.62		5,376.92	5,376.92	5,376.92	5,376.92	(654.20)
Repair & Maint. Svcs	45000-3310	1,000.00							(1,000.00)
Professional Services	45000-3320								-
Miss Utility	45000-5130	800.00	428.45	170.20	800.00	800.00	800.00	800.00	-
Telecommunication	45000-5230								-
Motor Vehicle Insurance	45000-5305	1,162.05	1,126.76		1,367.14	1,367.14	1,367.14	1,367.14	205.09
Lease of Equipment	45000-5410	5,000.00			5,000.00	5,000.00	5,000.00	5,000.00	-
Travel-Mileage/Conference/Hotel	45000-5501	2,000.00			2,000.00	2,000.00	2,000.00	2,000.00	-
Dues & Memberships	45000-5810	200.00			200.00	200.00	200.00	200.00	-
Repair & Maint. Supplies	45000-6007	25,000.00	24,161.23	6,463.11	25,000.00	25,000.00	25,000.00	34,039.60	-
Fuel	45000-6008								-
Vehicle/Power Equipment Supplies	45000-6009		336.50						-
Uniforms	45000-6011								-
Equipment/Vehicles	45000-8005		3,713.81						-
<b>Maintenance Totals</b>		<b>250,905.38</b>	<b>212,037.59</b>	<b>101,464.67</b>	<b>245,245.67</b>	<b>245,245.67</b>	<b>245,245.67</b>	<b>254,285.27</b>	<b>(5,659.71)</b>
Revenue Refunds	92000-9000								-
WTP Improvements	94000-8002		15,730.00	392,958.00					-
Sunset Waterline Replacement	94000-8003	1,300,000.00		5,000.00					(1,300,000.00)

**WATER FUND**

		FY 25 Budget			FY 26 BUDGET				
Account Name	Account Code	FY 25 Approved	FY 24 EOY	FY 25 @ 12/31/24	FY 26 Department Request	FY 26 TM Recommended	FY 26 Approved	FY 26 AMENDED	FY 26 Recommended less FY25 Adopted=Difference
<b>Debt Payments</b>									
60W W/L Principle	95000-9000	17,722.64		8,795.36	18,258.30	18,258.30	18,258.30	18,258.30	535.66
60W W/L Interest	95000-9001	11,321.28	11,841.24	5,726.60	10,785.62	10,785.62	10,785.62	10,785.62	(535.66)
Mainstreet W/L Principle	95000-9004	81,938.15		20,735.93	83,792.13	83,792.13	83,792.13	83,792.13	1,853.98
Mainstreet W/L Interest	95000-9005	41,013.53	42,826.48	40,739.91	39,159.55	39,159.55	39,159.55	39,159.55	(1,853.98)
Sterling Debt Refi Prin	95000-9006	105,720.27		52,860.12	109,311.69	109,311.69	109,311.69	109,311.69	3,591.42
Sterling Debt Refi Interest	95000-9007	21,482.95	24,956.32	11,183.49	17,891.54	17,891.54	17,891.54	17,891.54	(3,591.41)
Water Plant Upgrades Prin	95000-9008	96,853.57		46,209.12	95,099.78	95,099.78	95,099.78	95,099.78	(1,753.79)
Water Plant Upgrades Interest	95000-9009	77,994.61	80,049.50	41,214.97	79,748.40	79,748.40	79,748.40	79,748.40	1,753.79
Debt Reserve	95000-9010								-
Capital Improvement Program		250,000.00							(250,000.00)
<b>Debt Totals</b>		<b>704,047.00</b>	<b>159,673.54</b>	<b>227,465.50</b>	<b>454,047.01</b>	<b>454,047.01</b>	<b>454,047.01</b>	<b>454,047.01</b>	<b>(249,999.99)</b>
<b>Water Fund Expense Totals</b>		<b>3,144,158.95</b>	<b>1,088,389.40</b>	<b>1,114,204.98</b>	<b>1,669,147.06</b>	<b>1,643,647.06</b>	<b>1,643,647.06</b>	<b>1,671,112.51</b>	<b>(1,500,511.89)</b>

**SEWER FUND**

FY 25 Budget

FY 26 BUDGET

Account Name	Account Code	FY 25 Approved	FY 24 EOY	FY 25 @ 12/31/24	FY 26 Department Request	FY 26 TM Recommended	FY 26 Approved	FY 26 AMENDED	FY 26 Recommended less FY25 Adopted=Difference
<b>SEWER REVENUE</b>									
Sewer In-Town Base Charges	16080-0005	390,945.22	373,715.51	185,118.35	408,714.71	408,714.71	408,714.71	408,714.71	17,769.49
Sewer OT Base Charges	16080-0006	97,260.45	100,408.23	63,233.76	124,433.56	124,433.56	124,433.56	124,433.56	27,173.11
Sewer In-Town Usage Charge	16080-0007	292,422.04	271,027.65	127,730.63	320,678.09	320,678.09	320,678.09	320,678.09	28,256.05
Sewer OT Usage Charges	16080-0008	79,168.59	81,066.10	51,144.05	101,102.27	101,102.27	101,102.27	101,102.27	21,933.68
Penalties	16080-0009	25,000.00	28,960.44	14,173.93	25,000.00	25,000.00	25,000.00	25,000.00	-
Dormant Acct Fee	16080-0011	5,353.58	5,466.72	2,510.93	5,010.30	5,010.30	5,010.30	5,010.30	(343.28)
Avalability Fee	16080-0012		3,438.08	250.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
SBC-Rut. Creek Operations	19020-0003	55,000.00	66,380.97	39,474.54	68,000.00	68,000.00	68,000.00	68,000.00	13,000.00
SBC Sewer Rehab	19020-0004	11,172.00	11,172.00	5,586.00	11,172.00	11,172.00	11,172.00	11,172.00	-
Reimbursement of Const. Cost	19020-0005								-
Nutrient Credit	24040-0003	400.00	389.47	1,405.60	400.00	400.00	400.00	400.00	-
CARES Act Utility Forgiveness	33020-0002								-
Transfer from Reserve		582,655.53	1,263,871.21					30,205.00	(582,655.53)
Transfer from General Fund						218,976.28	218,976.28	218,976.28	218,976.28
INSURANCE CLAIM REIMBURSEM	41010-0001							14,057.22	
USDA Grant Funds	41040-0006								-
<b>Revenue Totals</b>		<b>1,539,377.41</b>	<b>2,205,896.38</b>	<b>490,627.79</b>	<b>1,065,510.94</b>	<b>1,284,487.22</b>	<b>1,284,487.22</b>	<b>1,328,749.43</b>	<b>(254,890.19)</b>

**SEWER FUND**

FY 25 Budget

FY 26 BUDGET

Account Name	Account Code	FY 25 Approved	FY 24 EOY	FY 25 @ 12/31/24	FY 26 Department Request	FY 26 TM Recommended	FY 26 Approved	FY 26 AMENDED	FY 26 Recommended less FY25 Adopted=Difference
<b>SEWER EXPENSES</b>									
<b>TOWN MANAGER</b>									
Wages	12110-1100	36,705.65	34,701.99	18,275.77	41,053.95	41,053.95	41,053.95	41,053.95	4,348.30
PT Wages	12110-1300	5,453.39	4,640.22	2,443.47	5,717.50	5,717.50	5,717.50	5,717.50	264.11
FICA	12110-2100	3,225.17	3,154.01	1,661.44	3,578.02	3,578.02	3,578.02	3,578.02	352.85
VRS	12110-2200	8,820.37	7,201.77	4,821.97	9,865.26	9,865.26	9,865.26	9,865.26	1,044.89
Health Insurance	12110-2300	3,686.76	3,336.12	1,667.80	4,005.12	4,005.12	4,005.12	4,005.12	318.36
Group Life Insurance	12110-2400	433.13	460.87	214.54	484.44	484.44	484.44	484.44	51.31
STD/Long-Term Disability	12110-2500	193.81	167.97	64.64	216.76	216.76	216.76	216.76	22.95
Unemployment Insurance	12110-2600								-
Contingency	12110-5000								-
<b>Town Manager Totals</b>		<b>58,518.28</b>	<b>53,662.95</b>	<b>29,149.63</b>	<b>64,921.05</b>	<b>64,921.06</b>	<b>64,921.06</b>	<b>64,921.06</b>	<b>6,402.78</b>

<b>FINANCE DEPARTMENT</b>									
Wages	12420-1100	35,042.28	36,313.03	17,958.73	37,720.66	37,720.66	37,720.66	37,720.66	2,678.38
PT Wages	12420-1300	10,483.46	8,739.47	4,431.05	10,990.84	10,990.84	10,990.84	10,990.84	507.38
FICA	12420-2100	3,482.72	2,914.75	1,593.62	3,726.43	3,726.43	3,726.43	3,726.43	243.71
VRS	12420-2200	7,676.26	4,968.36	3,419.36	8,249.54	8,249.54	8,249.54	8,249.54	573.28
Health Insurance	12420-2300	6,636.17	5,177.33	1,332.24	6,758.64	6,758.64	6,758.64	6,758.64	122.47
Group Life Insurance	12420-2400	413.50	393.26	193.47	445.10	445.10	445.10	445.10	31.60
	12420-2500		63.03	24.28					-
Unemployment Insurance	12420-2600								-
Banking Service Charges	12420-3160		33.00						-
Service Contracts	12420-3320	3,500.00	3,208.34	3,208.24	3,500.00	3,500.00	3,500.00	3,500.00	-
Postage	12420-5210	4,000.00	3,791.98	2,051.51	4,500.00	4,500.00	4,500.00	4,500.00	500.00
Supplies	12420-6001	2,000.00	1,723.00	1,845.00	2,000.00	2,000.00	2,000.00	2,000.00	-
<b>Finance Totals</b>		<b>73,234.39</b>	<b>67,325.55</b>	<b>36,057.50</b>	<b>77,891.22</b>	<b>77,891.22</b>	<b>77,891.22</b>	<b>77,891.22</b>	<b>4,656.83</b>

**SEWER FUND**

FY 25 Budget

FY 26 BUDGET

Account Name	Account Code	FY 25 Approved	FY 24 EOY	FY 25 @ 12/31/24	FY 26 Department Request	FY 26 TM Recommended	FY 26 Approved	FY 26 AMENDED	FY 26 Recommended less FY25 Adopted=Difference
<b>SEWER OPERATIONAL DEPARTMENT</b>									
Wages	44000-1100	202,634.89	193,141.14	102,934.76	176,872.50	176,872.50	176,872.50	176,872.50	(25,762.39)
PT Wages	44000-1300			1,443.20					-
Other/Holiday	44000-1400	6,588.68	4,625.84	3,351.22	7,152.32	7,152.32	7,152.32	7,152.32	563.64
FICA	44000-2100	16,005.60	14,439.15	7,910.86	14,077.90	14,077.90	14,077.90	14,077.90	(1,927.70)
VRS	44000-2200	43,304.92	32,236.92	21,588.40	38,098.65	38,098.65	38,098.65	38,098.65	(5,206.27)
Health Insurance	44000-2300	33,516.00	24,512.99	16,717.47	31,290.00	31,290.00	31,290.00	31,290.00	(2,226.00)
Group Life Insurance	44000-2400	2,391.09	1,885.98	1,219.04	2,087.10	2,087.10	2,087.10	2,087.10	(303.99)
Long-Term Disability	44000-2500	257.06	220.56	85.72	269.54	269.54	269.54	269.54	12.48
Unemployment Insurance	44000-2600		24.00	-	24.00	24.00	24.00	24.00	24.00
Worker's Comp	44000-2700	3,762.31	3,359.10	-	3,396.67	3,396.67	3,396.67	3,396.67	(365.64)
Sludge & Trash Removal-Rut.Crk	44000-3120	5,000.00	356.50	38,754.55	10,000.00	10,000.00	10,000.00	10,000.00	5,000.00
Testing Services	44000-3140	53,655.29	30,888.52	14,399.30	53,655.29	53,655.29	53,655.29	53,655.29	-
Professional Svcs	44000-3150	3,000.00	3,967.73	1,500.00	3,000.00	3,000.00	3,000.00	3,000.00	-
Repair & Maint. Svcs-Rut Crk	44000-3310	18,666.00	2,790.37	3,562.00	25,000.00	25,000.00	25,000.00	25,000.00	6,334.00
Advertising	44000-3600	500.00	-		500.00	500.00	500.00	500.00	-
Electrical Svcs-Rut. Crk	44000-5100	53,000.00	56,647.05	33,601.43	66,000.00	66,000.00	66,000.00	66,000.00	13,000.00
Water, Sewer -Rut. Crk	44000-5120	7,400.00	4,149.56	6,581.12	10,644.56	10,644.56	10,644.56	10,644.56	3,244.56
Electrical Svcs-Pump Station	44000-5130	2,370.00	1,556.96	895.55	1,850.00	1,850.00	1,850.00	1,850.00	(520.00)
Water, Sewer-Pump Station	44000-5140	220.00	187.20	95.15	204.60	204.60	204.60	204.60	(15.40)
Postage	44000-5210	250.00	25.04	-	50.00	50.00	50.00	50.00	(200.00)
Telecommunications	44000-5230	5,796.00	6,214.82	3,275.16	5,976.00	5,976.00	5,976.00	5,976.00	180.00
Property Insurance	44000-5304	3,302.41	3,572.70	-	4,398.81	4,398.81	4,398.81	4,398.81	1,096.40
Motor Vehicle Insurance	44000-5305	353.07	360.70	-	415.38	415.38	415.38	415.38	62.31
Travel-Mileage/Hotel/Conference	44000-5501	3,000.00	-	200.00	3,000.00	3,000.00	3,000.00	3,000.00	-
Permits	44000-5600	4,000.00	4,180.00	4,408.00	4,000.00	4,000.00	4,000.00	4,000.00	-
Dues & Memberships	44000-5810	2,000.00	2,621.88	303.40	2,000.00	2,000.00	2,000.00	2,000.00	-
Office Supplies	44000-6001	2,000.00	2,730.58	64.00	2,000.00	2,000.00	2,000.00	2,000.00	-
Lab Supplies	44000-6004	8,235.00	3,608.49	4,507.72	10,000.00	10,000.00	10,000.00	10,000.00	1,765.00
Repair & Maint. Supplies-Rut. Crk	44000-6007	35,000.00	17,869.67	33,077.03	45,000.00	45,000.00	45,000.00	89,262.21	10,000.00
Fuel/Oil	44000-6008	3,000.00	3,189.49	1,337.73	3,000.00	3,000.00	3,000.00	3,000.00	-
Vehicle & Equip Supplies	44000-6009	3,000.00	999.89	212.93	3,000.00	3,000.00	3,000.00	3,000.00	-
Uniforms	44000-6011	2,000.00	661.98	-	2,000.00	2,000.00	2,000.00	2,000.00	-
Chemicals-Rut Crk	44000-6051	4,615.00	2,015.45	-	10,000.00	10,000.00	10,000.00	10,000.00	5,385.00
Vehicles	44000-8005	15,000.00	1,795.08	5,774.53	15,000.00	-	-	-	(15,000.00)
<b>Treatment Totals</b>		<b>543,823.32</b>	<b>424,835.34</b>	<b>307,800.27</b>	<b>553,963.32</b>	<b>538,963.32</b>	<b>538,963.32</b>	<b>583,225.53</b>	<b>(4,860.00)</b>

**SEWER FUND**

FY 25 Budget

FY 26 BUDGET

Account Name	Account Code	FY 25 Approved	FY 24 EOY	FY 25 @ 12/31/24	FY 26 Department Request	FY 26 TM Recommended	FY 26 Approved	FY 26 AMENDED	FY 26 Recommended less FY25 Adopted=Difference
<b>SEWER MAINTENANCE DEPARTMENT</b>									
Wages	45000-1100	137,518.60	121,910.99	63,338.29	132,369.94	132,369.94	132,369.94	132,369.94	(5,148.66)
PT Wages	45000-1300	791.17	850.44	501.64	3,529.57	3,529.57	3,529.57	3,529.57	2,738.40
Other Pay/Holiday	45000-1400	1,963.56		120.68	2,053.10	2,053.10	2,053.10	2,053.10	89.54
FICA	45000-2100	10,730.91	9,404.15	4,910.26	10,553.38	10,553.38	10,553.38	10,553.38	(177.53)
VRS	45000-2200	28,569.46	20,257.62	12,862.70	27,175.55	27,175.55	27,175.55	27,175.55	(1,393.91)
Health Insurance	45000-2300	30,600.11	25,114.77	12,358.36	28,161.00	28,161.00	28,161.00	28,161.00	(2,439.11)
Group Life Insurance	45000-2400	1,622.72	1,615.41	739.43	1,561.97	1,561.97	1,561.97	1,561.97	(60.75)
Long-Term Disability	45000-2500		12.03		97.10	97.10	97.10	97.10	97.10
Unemployment Insurance	45000-2600								-
Worker's Comp	45000-2700								-
Repair & Maint. Services	45000-3310								-
Professional Services	45000-3320								-
Telecommunication	45000-5230								-
Motor Vehicle Insurance	45000-5305	1,162.05	1,126.76		1,367.14	1,367.14	1,367.14	1,367.14	205.09
Lease of Equipment	45000-5410	5,000.00	-						(5,000.00)
Travel-Mileage/Conference/Hotel	45000-5501								-
Misc	45000-5800								-
Dues & Memberships	45000-5810								-
Repair & Maint. Supplies	45000-6007	10,000.00	21,157.20	4,479.44	10,000.00	10,000.00	10,000.00	10,000.00	-
Fuel	45000-6008								-
Vehicle/Power Equipment Supplies	45000-6009								-
Uniforms	45000-6011								-
Equipment/Vehicles	45000-8005		3,713.80						-
<b>Maintenance Totals</b>		<b>227,958.58</b>	<b>205,163.17</b>	<b>99,310.80</b>	<b>216,868.75</b>	<b>216,868.75</b>	<b>216,868.75</b>	<b>216,868.75</b>	<b>(11,089.83)</b>
Sliplining Project	94000-8000			284,625.00					-
WWTP Centrifuge	94000-8002			78,572.88					-

**SEWER FUND**

FY 25 Budget

FY 26 BUDGET

Account Name	Account Code	FY 25 Approved	FY 24 EOY	FY 25 @ 12/31/24	FY 26 Department Request	FY 26 TM Recommended	FY 26 Approved	FY 26 AMENDED	FY 26 Recommended less FY25 Adopted=Difference
<b>Debt Payments</b>									
Sterling Bank WWTP Refi Prin	95000-9002	224655.57		112,327.80	232,287.34	232,287.34	232287.3404	232287.3404	7,631.77
Sterling Bank WWTP Refi Int	95000-9003	45651.27	53,032.31	23,765.01	38,019.53	38,019.53	38019.5276	38019.5276	(7,631.74)
Sewer Rehab Principle	95000-9004	71110.29		35,372.08	72,094.24	72,094.24	72094.24	72094.24	983.95
Sewer Rehab Interest	95000-9005	44,425.71	45,518.78	22,395.92	43,441.76	43,441.76	43,441.76	43,441.76	(983.95)
Debt Reserve	95000-9010								-
Capital Program		250,000.00							(250,000.00)
<b>Debt Totals</b>		<b>635,842.84</b>	<b>98,551.09</b>	<b>193,860.81</b>	<b>385,842.87</b>	<b>385,842.87</b>	<b>385,842.87</b>	<b>385,842.87</b>	<b>(249,999.97)</b>
<b>Sewer Fund Expense Totals</b>		<b>1,539,377.41</b>	<b>849,538.10</b>	<b>1,029,376.89</b>	<b>1,299,487.22</b>	<b>1,284,487.22</b>	<b>1,284,487.22</b>	<b>1,328,749.43</b>	<b>(254,890.19)</b>

**GARBAGE FUND**

FY 25 Budget

FY 26 BUDGET

Account Name	Account Code	FY 25 Approved	FY 24 EOY	FY 25 @ 12/31/24	FY 26 Department Request	FY 26 TM Recommended	FY 26 Approved	FY 26 AMENDED	FY 26 Recommended less FY25 Adopted=Difference
<b>GARBAGE REVENUE</b>									
Garbage IT Charges	16080-0005	146,975.00	141,233.17	74,222.27	147,337.50	147,337.50	147,337.50	147,337.50	362.50
Garbage OT Charges	16080-0006	20,812.50	19,773.37	10,271.46	19,512.50	19,512.50	19,512.50	19,512.50	(1,300.00)
Penalties	16080-0009	5,000.00	5,020.56	2,165.34	5,000.00	5,000.00	5,000.00	5,000.00	-
Transfer from Garbage Reserve	41040-0006								-
Transfer for Other Funds									-
<b>Revenue Totals</b>		<b>\$ 172,787.50</b>	<b>\$ 166,027.10</b>	<b>\$ 86,659.07</b>	<b>171,850.00</b>	<b>\$ 171,850.00</b>	<b>\$ 171,850.00</b>	<b>\$ 171,850.00</b>	<b>\$ (937.50)</b>

**GARBAGE FUND**

FY 25 Budget

FY 26 BUDGET

Account Name	Account Code	FY 25 Approved	FY 24 EOY	FY 25 @ 12/31/24	FY 26 Department Request	FY 26 TM Recommended	FY 26 Approved	FY 26 AMENDED	FY 26 Recommended less FY25 Adopted=Difference
<b>TOWN MANAGER</b>									
Wages	12110-1100	3,670.57	3,456.17	1,827.55	1,282.94	1,282.94	1,282.94	1,282.94	(2,387.63)
PT Wages	12110-1300		533.86	271.46	-	-	-	-	-
FICA	12110-2100	280.80	319.49	168.25	98.14	98.14	98.14	98.14	(182.66)
VRS	12110-2200	882.04	720.10	482.18	308.29	308.29	308.29	308.29	(573.75)
Health Insurance	12110-2300	368.68	333.89	166.79	125.16	125.16	125.16	125.16	(243.52)
Group Life Insurance	12110-2400	43.31	46.13	21.50	15.14	15.14	15.14	15.14	(28.17)
STD/Long-Term Disability	12110-2500	19.38	12.16	6.40	6.77	6.77	6.77	6.77	(12.61)
Contingency	12110-5000	5,146.67			7,087.50	7,087.50	7,087.50	7,087.50	1,940.83
<b>Town Manager Totals</b>		<b>\$ 10,411.45</b>	<b>\$ 5,421.80</b>	<b>\$ 2,944.13</b>	<b>8,923.94</b>	<b>\$ 8,923.94</b>	<b>\$ 8,923.94</b>	<b>\$ 8,923.94</b>	<b>\$ (1,487.51)</b>
<b>FINANCE DEPARTMENT</b>									
Wages	12420-1100	1804.44	1,656.49	919.56	1,043.58	1,043.58	1043.58	1043.58	(760.86)
PT Wages	12420-1300	268.81	224.07	113.61	281.82	281.82	281.82	281.82	13.01
FICA	12420-2100	158.6	133.99	74.01	169.42	169.42	169.42	169.42	10.82
VRS	12420-2200	402.59	246.95	171.26	430.50	430.50	430.50	430.50	27.91
Health Insurance	12420-2300	368.68	278.50	55.44	375.48	375.48	375.48	375.48	6.80
Group Life Insurance	12420-2400	21.29	19.54	9.58	22.81	22.81	22.81	22.81	1.52
Hybrid Disability	12420-2500	4.85	4.07	1.41	5.08	5.08	5.08	5.08	0.23
<b>Finance Totals</b>		<b>3,029.26</b>	<b>2,563.61</b>	<b>1,344.87</b>	<b>2,328.67</b>	<b>2,328.67</b>	<b>2,328.67</b>	<b>2,328.67</b>	<b>(700.59)</b>
<b>GARBAGE EXPENSES</b>									
Collection In-Town	43200-3160	132,949.92	126,412.32	66,552.00	135,559.68	135,559.68	135,559.68	135,559.68	2,609.76
Collection Out of Town	43200-3170	21,403.20	17,540.16	9,246.48	20,824.80	20,824.80	20,824.80	20,824.80	(578.40)
<b>Garbage Totals</b>		<b>\$ 154,353.12</b>	<b>\$ 143,952.48</b>	<b>\$ 75,798.48</b>	<b>156,384.48</b>	<b>\$ 156,384.48</b>	<b>\$ 156,384.48</b>	<b>\$ 156,384.48</b>	<b>\$ 2,031.36</b>

**GARBAGE FUND**

FY 25 Budget

FY 26 BUDGET

Account Name	Account Code	FY 25 Approved	FY 24 EOY	FY 25 @ 12/31/24	FY 26 Department Request	FY 26 TM Recommended	FY 26 Approved	FY 26 AMENDED	FY 26 Recommended less FY25 Adopted=Difference
<b>GARBAGE MAINTENANCE DEPARTMENT</b>									
Wages	45000-1100	3,243.13	2,749.00	1,407.45	2,941.55	2,941.55	2,941.55	2,941.55	(301.58)
PT Wages	45000-1300								-
Other Pay/Holiday	45000-1400	43.63	-	2.68	45.62	45.62	45.62	45.62	1.99
FICA	45000-2100	251.44	210.15	108.31	228.52	228.52	228.52	228.52	(22.92)
VRS	45000-2200	679.85	456.40	285.88	334.54	334.54	334.54	334.54	(345.31)
Health Insurance	45000-2300	737.35	563.20	274.58	625.80	625.80	625.80	625.80	(111.55)
Group Life Insurance	45000-2400	38.27	36.35	16.50	34.71	34.71	34.71	34.71	(3.56)
Hybrid Disability					2.16	2.16	2.16	2.16	2.16
Maintenance Totals		\$ 4,993.67	\$ 4,015.10	\$ 2,095.40	4,212.90	4,212.90	4,212.90	4,212.90	(780.77)
<b>Garbage Fund Expense Totals</b>		<b>\$ 172,787.50</b>	<b>\$ 155,952.99</b>	<b>\$ 82,182.88</b>	<b>171,850.00</b>	<b>\$ 171,850.00</b>	<b>\$ 171,850.00</b>	<b>\$ 171,850.00</b>	<b>\$ (937.50)</b>

**ECONOMIC DEVELOPMENT AUTHORITY**

FY 25 Budget

FY 26 BUDGET

Account Name	Account Code	FY 25 Approved	FY 24 EOY	FY 25 @ 12/31/24	FY 26 Department Request	FY 26 TM Recommended	FY 26 Approved	FY 26 AMENDED	FY 26 Recommended less FY25 Adopted=Difference
<b>IDA REVENUES</b>									
Lease/Sale of Lots	701-41020-0001								-
BP Recoupment Rev	701-41030-0001	64,812.76	64,812.76		64,795.16	64,795.16	64,795.16	64,795.16	(17.60)
Zoning Fees									-
Bond Issue	701-41040-0001	3,890.00	5,148.76	3,890.00	2,612.50	2,612.50	2,612.50	2,612.50	(1,277.50)
Home Owners Reimb	701-41060-0001	1,923.00	1,923.36		1,718.82	1,718.82	1,718.82	1,718.82	(204.18)
Transfer from Other Funds					4,349.58	4,349.58	4,349.58	4,349.58	4,349.58
<b>Revenue Totals</b>		<b>70,625.76</b>	<b>71,884.88</b>	<b>3,890.00</b>	<b>73,476.06</b>	<b>73,476.06</b>	<b>73,476.06</b>	<b>73,476.06</b>	<b>2,850.30</b>
<b>IDA EXPENSES</b>									
PT Wages	45000-1300	9,494.03	8,080.69	6,019.63	12,654.87	12,654.87	12,654.87	12,654.87	3,160.84
FICA	45000-2100	726.29	618.16	460.46	968.10	968.10	968.10	968.10	241.81
Worker's Comp	45000-2700	273.74	-		449.22	449.22	449.22	449.22	175.48
Repair & Maint. Svcs	81500-3310								-
Professional Services	81500-3150								-
Electrical Svcs	81500-5100	300.00	343.84	173.57	330.00	330.00	330.00	330.00	30.00
Dues & Membership	81500-5810	2,800.00	2,690.00	2,658.00	2,800.00	2,800.00	2,800.00	2,800.00	-
Transfer to IDA fund bal	81500-9200	57,031.70			56,273.87	56,273.87	56,273.87	56,273.87	(757.83)
Small Business Grant									-
Capital expenses									-
<b>Expense Totals</b>		<b>70,625.76</b>	<b>11,732.69</b>	<b>9,311.66</b>	<b>73,476.06</b>	<b>73,476.06</b>	<b>73,476.06</b>	<b>73,476.06</b>	<b>2,850.30</b>
<b>Revenue Totals</b>		<b>6,619,172.68</b>	<b>4,325,363.12</b>	<b>2,149,739.57</b>	<b>4,439,624.79</b>	<b>5,064,904.82</b>	<b>5,064,904.82</b>	<b>5,522,335.08</b>	<b>(1,554,267.86)</b>
<b>Expense Totals</b>		<b>6,630,447.09</b>	<b>3,657,880.41</b>	<b>3,069,151.42</b>	<b>4,815,178.50</b>	<b>5,064,904.82</b>	<b>5,064,904.82</b>	<b>5,522,335.08</b>	<b>(1,565,542.27)</b>

## Town Manager Report to Council June, 2026

### Projects

- Pedestrian Access Improvement Project; The resolutions have been passed, the application is in, and now we wait. The County worked with the Town to get the application submitted and I'll let Council know when we hear about how we scored.
- Sunset Drive waterline: We are closing out the project with VDH.
- Water Withdrawal Permit: The permit has been completed and staff will now begin work on the compliance process for the permit. With the start of the new fiscal year, we are beginning work on the items required for compliance.
- Poplar Grove Sewer Line: The agreement with the railroad for the line crossing has been signed and Poplar Grove is continuing its work on the design.
- Park Master Planning Process: The park naming survey is complete. The first planning survey is complete. Staff will work on the next planning survey and get that out to the public in the next two weeks. We will also schedule a public meeting for the end of August/early September timeframe.

### On-going activities

- Summer is keeping staff busy with cutting grass and monitoring water flows in the Buffalo River. Staff is working with V/W Associates to ensure that we meet our compliance guidelines in the dry weather.
- Staff went and visited the three county lakes with Mr. White to determine how water could be taken from any of the lakes during a drought. Mr. White is going to produce some concept drawing so that staff can reach out to the County to start the process of coming to agreements on possible future water withdrawals.

### Land Development Activity

#### **Zoning Ordinance Changes:**

- Business Friendliness Amendments- Planning Commission has completed their review of the Council requested amendments. Planning Commission held two public hearings, one on the Council requested amendments and one on a compromise package. Amendments are before Council awaiting a worksession.

**Zoning Cases:** None pending.

**Site Plans:**

- Amherst Woods- Received Commission approval at their July 1, 2026 meeting.
- Cedar Street Patio Homes- end of Cedar Street, 20 semi-detached units (PUD zoning designation requires site plan approval), second submission received July 1, 2026. Review in progress.

**Subdivisions:**

- Amherst Woods- Approved.
- Cedar Street- Second submission received.

**Zoning Complaints/Violations/BZA Actions:**

- Two zoning complaints under investigation/remediation
- Appeal of Zoning Administrator’s Determination- Amherst Woods requested a decision from the Board of Zoning Appeals relative to whether any portion of a property owner owned sidewalk could count as part of the setback. The Board ruled that one foot of the sidewalk, since it is owned by individual property owners, could be counted towards the required setback.
- Appeal of Notice of Violation- The Board of Zoning Appeals heard an appeal to a Notice of Violation for a sign on South Main Street last year. The BZA deferred the item, hoping that Council would complete the changes to the Sign Ordinance relatively quickly. As it has been over a year, the BZA will be meeting in the next month to complete this appeal.

**Approved Zoning Certificates:**

Date:	Type of Permit:	Address:
6/3/2026	Addition to a home	162 N. Main Street
6/4/2026	New Accessory Structure - shed	160 Dogwood Drive
6/9/2026	Replacement of a mobile home	181 Town Court Lane
6/22/2026	New Accessory Structure- generator	135 Second Street
6/25/2026	Change in Use- Business in a home	134 Second Street
6/30/2026	Sign Permit	300, 302, 304 Lexington Turnpike

Upcoming Council Meetings

Worksessions:

- Sign Ordinance Revisions
- Park Master Planning
- Nuisance Ordinance
- Property Maintenance
- Noise
- Golf carts/UTV's on public streets

Regular Meeting Topics:

- Park Master Planning Process
- Ordinance amendment for inoperable vehicles on the public right of way
- Ordinance amendments for deletion of out of date or conflicting codes
- Policy review and updates
- Comprehensive Plan update



**WATTS JUNE 2026 MONTHLY REPORT**

CALLS FOR SERVICE	NUMBER
MOTORIST ASSIST	12
ALARM	6
PHONE COMPLAINT	30
BOLO	29
MISSING PERSON / RUNAWAY	1
LARCENY	3
PROBLEM WITH OTHERS	13
DOMESTIC VIOLENCE	1
CHECK WELFARE	2
ANIMAL COMP.	4
TRAFFIC CRASH	5
FIRE / EMS CALLS	7
DEATH INVESTIGATION	1
SUSPICIOUS PERSON	5
NOISE	3
CALLS AT AMBRIAR	4

OFFICER INITIATED	NUMBER
BUILDING CHECKS	36
BUSINESS VISIT	75
BUILDING SEARCH	3
PROPERTY WALK AROUNDS	3
EXTRA PATROLS / PARKS	75
SEARCH WARRANT	
TRAFFIC SUMMONS	43
WARRANT SERVICE	8
WARRANTS OBTAINED	2
PARKING TICKETS	
MISD. INVESTIGATION	8
FELONY INVESTIGATION	4
NARCOTICS INVESTIGATION	2
OTHER COMPLAINTS	17
IN TOWN COMMUNITY POLICING	7
CITIZEN CONTACT	458

TRAFFIC WARNINGS	NUMBER
SPEEDING	7
EQUIPMENT VIOLATION	1
RECKLESS DRIVING	
SUSPENDED LICENSE	2
INSPECTION / REGISTRATION	18
SEAT BELT / TEXTING	
ALL OTHER VIOLATIONS	11

TRAFFIC STOPS TICKETED	NUMBER
SPEEDING	8
EQUIPMENT VIOLATION	
RECKLESS DRIVING	1
SUSPENDED LICENSE	3
INSPECTION/REGISTRATION	9
SEAT BELT / TEXTING	1
ALL OTHER VIOLATIONS	21

OTHER	NUMBER
ASSIST OTHER OFFICER	35
ASSIST OTHER AGENCY	33
COURT	5
REPORTS	9
CAREER DEVELOPMENT / IN-SERVICE	4
MEETINGS	2
TOWED / IMPOUNDED VEH	1

ARREST	NUMBER
MISDEMEANOR	4
FELONY	1
EPO / PPO	3
ECO	
NARCOTICS VIOLATION	
DUI / DUID	1
DRUNK IN PUBLIC	2



PLEASE LIST ALL PASS ON'S, INVESTIGATIONS, ARREST, IMPOUNDED VEHICLES WITH REASON AND LOCATION, AND BUSINESSES WITH OPEN DOORS OR ANY OTHER SIGNIFICANT COMPLAINTS.

**MONTH OF JUNE 2026 ACTIVITIES:**

06/10/2026- Chief Watts attended the Council Meeting.

06/27/2026- All Officers worked the Independence Day Celebration. It was a success thanks to an amazing collaboration between multiple departments.

Clarkson attended and completed ALERT training. 40 hrs.

**AFTER HOURS CALLS**

06/03/2026	Dulwich Dr.	Suspicious Person	Advice
06/03/2026	Foxfield Run	Alarm	False Alarm
06/04/2026	Newington Dr.	Problems with Others	Advice
06/04/2024	Newington Dr.	Suspicious Vehicle	No Disposition
06/08/2026	60 East	Alarm	False Alarm
06/16/2026	South Main St.	Suspicious Vehicle	Advice
06/20/2026	Newington Dr.	Problems with Others	Information
06/21/2026	Dogwood St.	Check Welfare	Advice



06/23/2026	Loch Lane	Problems with Others	Advice
06/28/2026	60 East	Alarm	Building Secure

### NOISE COMPLAINTS

06/17/2026	South Main At Second St.	Idling TT	Advice
06/02/2026	137 Newington Dr	Party	Advise

**CLERK OF COUNCIL REPORT**  
**June 2026**

**COMMITTEE MEETINGS**

**Economic Development Authority**

*6/1/26 Regular Meeting:* Schedule meeting; receive and review agenda materials; assemble packet for meeting, distribute, and post to Town website; prepare for and attend meeting; draft minutes for approval; post to Town website.

**Town Council Meeting**

*6/10/26 Work Session and Regular Meeting:* Receive and review agenda materials; assemble packet for meeting and post to Town website; prepare for and attend both meetings; draft minutes for approval; post to Town website.

**Board of Zoning Appeals**

*6/23/26 Called Meeting:* Schedule meeting; receive and review agenda materials; assemble packet for meeting, distribute, and post to Town website; prepare for and attend meeting; draft minutes for approval; post to Town website.

**Quorums:** Coordinated with board and commission members to confirm quorums for scheduled meetings and to communicate meeting cancellations as necessary.

**TOWN WEBSITE ADMINISTRATOR - DESIGN AND CONTENT MANAGEMENT**

Administered and maintained the Town's website through ongoing content creation and management by regularly uploading and updating information and documents; creating informational posts, public notices, announcements, and web pages to support Town operations and communicate timely information to residents and visitors; managing links to internal and external resources; monitoring website traffic and performance; maintaining the site's design and appearance, including layout, graphics, photographs, and color schemes; and creating, editing, posting, updating, and removing content to ensure the website remained accurate, current, user-friendly, and visually appealing.

**FACEBOOK ADMINISTRATOR**

Administered the Town's Facebook page by creating, editing, and publishing content, sharing Town website updates, notices, meetings, news, and events, and monitoring engagement to ensure information remained accurate and current.

**FREEDOM OF INFORMATION ACT**

Received, reviewed, and responded to two (2) Freedom of Information Act (FOIA) requests in accordance with applicable requirements and established timelines.

**STREET BANNERS**

Day in the Park – Receive and review application to Town for display of street banner to promote event; correspond with Amherst County Recreation & Tourism Special Events Coordinator

**OTHER**

- Prepared and drafted legal advertisements, public hearing notices, and vacancy announcements; submitted advertisements through the newspaper portal and posted notices to the Town website.
- Converted and posted audio recordings of Council and various Board meetings to Town website
- Coordinated response efforts related to a Town website outage and worked with technical support to restore service.
- Made edits to Clerk of Council Job Description to more accurately reflect job responsibilities
- Prepared proposed adopting resolution for revisions to Town Code Chapter 24.

- Prepared Oaths of Office and corresponding transmittal letters to the Clerk of Court for appointments to various Town boards and commissions. Coordinated with newly appointed members by providing appointment information and communicating oath requirements.
- Corresponded with CivicPlus re WCAG 2.1 AA standards for website navigation, structure, and content.
- Coordinated meal arrangements for Town Council meetings.
- Responded to miscellaneous telephone inquiries and correspondence and conducted research on a variety of municipal matters.
- Submitted purchase receipts and supporting documentation to the Treasurer for payment

Town of Amherst Committees Report– June 30, 2026 - See Attached.

# Town of Amherst Committees as of June 30, 2026

Appointed/Term Expires

**TOWN COUNCIL**

D. Dwayne Tuggle, Mayor	01/01/23	12/31/26
Kenneth S. Watts	01/01/25	12/31/28
Michael Driskill	01/01/25	12/31/28
Jared S. Martin	01/01/25	12/31/28
Sonny Sundaramurthy	11/17/25	12/31/26
Janice N. Wheaton	01/01/23	12/31/26

**PLANNING COMMISSION**

June Driskill, Chairperson	07/01/24	06/30/28
Janice Wheaton	01/01/25	12/31/26 (TC rep)
William Jones	07/01/23	06/30/27
Veda Butcher	11/12/25	11/11/29
John Kendrick Vandervelde	07/01/22	06/30/26
	Vacancy created	
Harold Thomas	07/09/25	06/30/27
Anne Webster Day	07/01/22	06/30/26
	John Ruff Appointed June 10, 2026 to fill this position	

**BOARD OF ZONING APPEALS**

R.A. "Tony" Robertson - Chairperson	09/01/23	08/31/28
Ventris Gibson	08/25/25	08/31/26
Shannan C. Carter	09/01/22	08/31/27
Jason David Eagle	09/01/24	08/31/29 Vacancy created
June Driskill	09/01/25	08/31/30

**ECONOMIC DEVELOPMENT AUTHORITY**

Sharon Watts Turner - Chairperson	07/01/22	06/30/26 – reappointed 6/10/26
Jared Martin	07/09/25	12/31/28 TC Rep
Jaynene Stewart Casey	07/01/25	06/30/29
Steven A. Jefferson	07/01/24	06/30/28
Manly Rucker	07/01/25	06/30/29
Mark Millhous	08/18/22	08/31/26
Meredith Newman	09/10/25	04/31/28

**PROPERTY MAINTENANCE INVESTIGATION BOARD**

**CENTRAL VIRGINIA PLANNING COMMISSION/MPO**

D. Dwayne Tuggle	01/01/25	12/31/26
Sara McGuffin	01/01/25	12/31/26

Appointed/Term Expires

**CENTRAL VIRGINIA TRANSPORTATION COUNCIL (MPO)**

D. Dwayne Tuggle	01/01/25	12/31/26
Sara E. McGuffin	01/01/25	12/31/26

**Appointed/Term Expires**

**STANDING COUNCIL COMMITTEES 01/01/25 12/31/26**

Town Council will act as a whole in lieu of standing council committees.

# TOWN OF AMHERST



## Maintenance Department

173 Industrial Park Drive, Amherst, Virginia 24521  
PHONE: (434) 665-0604 FAX: (434) 946-2087

### June '26 Monthly Report

- Working on manhole inspections, while inspecting manholes we have found and completed several small projects like tree removal near Dulwich and a crossing that had washed out near Buffalo Air Handling.
- Sent both mowers to have the hydraulics serviced this month, which hasn't been done since we owned the mowers.
- Repaired water hydrant at the new park on main street.
- Cleaned up lower fence line at the water treatment plant.
- Been working with town hall staff on keeping up with the residential water meters. Some are being damaged by residents, and some need to be reset or replaced.
- We have ordered our new truck we went with a 1500 Chevrolet pickup it will be delivered in 4 months.
- 60 west pumping station is continuing to trip off; we will start looking into ordering and replacing the soft start.
- Marking VA-811 tickets.
- Met with Clearwater Inc. and calibrated Glad's sewer meter.
- Installed 6 new water connections.
- Raised a meter box for a resident on Garland who is going to have some work done on their driveway.
- Continuing to maintain town streets by spraying weed killer and vacuuming.
- Finally got the floor in the new building at the maintenance shop redone. Been back and forth with Harrisonburg Construction for almost a year so glad to get it done.

Floor in new building at Maintenance shop.



Fence line at the waterplant being cleared.



Cleaning the streets.



Some pictures of the water taps that were installed.



Raised meter on Garland.



One of the manholes found for inspection was 3 feet underground.



**Town of Amherst Planning Commission  
Minutes  
July 1, 2026**

A meeting of the Town of Amherst Planning Commission was called to order by Chairperson June Driskill on July 1, 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
A	William Jones	P	Veda Butcher
P	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 Ms. Butcher to approve the minutes of the May 6, 2026, meeting.

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

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

Town Manager McGuffin reported on the proposed Amherst Woods townhouse development at the end of Whitehouse Drive. Ms. McGuffin stated that the site plan, submitted by Hurt & Proffitt, had been reviewed by staff and was determined to be ready for conditional approval, pending recordation of the required easements and completion of homeowners' association (HOA) documents.

Town Manager McGuffin further reported that, at its June 23, 2026, meeting, the Board of Zoning Appeals heard an appeal of the Zoning Administrator's interpretation regarding compliance with the front yard setback requirements. The Board determined that the sidewalk is not part of the "common area" and that a one-foot portion of the sidewalk may be included in calculating the front yard setback to satisfy the requirement.

Staff recommended that the Planning Commission grant conditional approval of both the site plan and the subdivision plat.

Mr. Thomas made a motion, seconded by Mr. Ruff, to conditionally approve the site plan and subdivision plat subject to the completion of the HOA documents and the recordation of the required easements.

After discussion, the motion carried 5-0 according to the following:

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

Town Manager McGuffin presented the Town Manager's monthly report on development and zoning activity, which had been requested by the Planning Commission. Ms. McGuffin asked the Commission for guidance on whether any additional information should be included in future reports.

Following discussion, the Planning Commission directed Town Manager McGuffin to prepare updated reports and include them in future agenda packets.

There being no further business, on motion of Ms. Wheaton, seconded by Mr. Thomas, the meeting adjourned at 7:14 PM.

After discussion, the motion carried 5-0 according to the following:

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

---

June Driskill, Chairperson

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

**Town of Amherst  
Board of Zoning Appeals**

A meeting of the Town of Amherst Board of Zoning Appeals was called to order by Town Manager Sara E. McGuffin at 6:00 P.M. on June 23, 2026, in the Council Chambers of the Town Hall at 174 S. Main Street.

Town Manager McGuffin noted that a quorum was present as follows and asked for a moment of silence.

P	June Driskill	P	R. A. "Tony" Robertson
P	Shannan Carter		Vacant
P	Ventris Gibson		

Town Manager Sara McGuffin, and Clerk of Council Vicki Hunt, were also present.

Town Manager McGuffin called for nominations for Chairperson. A nomination was made by Ms. Driskill for R. A. "Tony" Robertson. Hearing no other nominations for Chairperson, the nominations were closed. R. A. "Tony" Robertson was elected Chairperson by a vote of 4-0 as follows:

June Driskill	Aye	Ventris Gibson	Aye
Shannon Carter	Aye	R. A. "Tony" Robertson	Aye
		Vacant	

Town Manager McGuffin turned the meeting over to Chairperson Robertson.

The Chair called for nominations for Vice Chairperson. A nomination was made by Mr. Robertson for Shannon Carter. Hearing no other nominations for Vice Chairperson, the nominations were closed. Shannon Carter was elected Vice Chairperson by a vote of 4-0 as follows:

June Driskill	Aye	Ventris Gibson	Aye
Shannon Carter	Aye	R. A. "Tony" Robertson	Aye
		Vacant	

Mr. Robertson made a motion that was seconded by Ms. Carter to approve the minutes of the March 10, 2025, meeting.

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

June Driskill	Aye	Ventris Gibson	Aye
Shannon Carter	Aye	R. A. "Tony" Robertson	Aye
		Vacant	

**Appeal of Bill Lane (Hurt & Proffitt) on Decision of Zoning Administrator of Violation of Town Code Section 24-477 (a) 3 Front Yard related to Amherst Woods Townhomes Project**

Town Manager McGuffin presented the appeal filed by Bill Lane of Hurt & Proffitt regarding the interpretation of the front yard setback requirements for the proposed townhouse development. A determination was made by the Zoning Administrator that Town Code Section 24-477 (a) 3. requires a minimum ten-foot setback measured from the building façade to the adjacent common area and that several units did not meet this requirement. The applicant contended that the sidewalk should be included within the required front yard area. Staff acknowledged that the ordinance language is unclear but determined that the HOA-maintained sidewalk constitutes a common area and that the setback must be measured from the edge of the sidewalk to the building façade. Based on this interpretation, portions of the proposed layout do not comply with the Town Code. Staff further noted that the ordinance would benefit from clarification and that changes necessary to achieve compliance could negatively affect the development design.

Upon the timely appeal of the Zoning Administrator's decision by Bill Lane of Hurt & Proffitt, a hearing was held. Staff reiterated that the ordinance language regarding the required front yard setback is unclear and noted that the sidewalk is located on property owned by the development, though it will be maintained by the Homeowners Association.

Staff did not make a recommendation to the Board but outlined the following options for consideration: (1) uphold the Zoning Administrator's determination requiring a minimum ten-foot setback between the front of the townhouse and the sidewalk; (2) determine that the sidewalk is not part of the "common area" and allow the sidewalk area to be included within the required setback; or (3) determine that only a portion of the sidewalk may be included in calculating the required setback.

Joel Hartman of Hurt & Proffitt, Bill Lane of Hurt & Proffitt, and Terry Morcom of Morcom Homes, were present to make statements and to answer questions.

After discussion, Ms. Driskill made a motion, seconded by Mr. Robertson, to determine that the sidewalk is not a part of the "common area" and that a one-foot portion of the sidewalk may be included in calculating the required front yard setback.

The motion carried 4-0 according to the following:

June Driskill	Aye	Ventris Gibson	Aye
Shannon Carter	Aye	R. A. "Tony" Robertson	Aye
		Vacant	

Mr. Robertson made a motion that was seconded by Ms. Driskill to convene a future meeting to further discuss the appeal of Steve and Jerry Martin on Decision of Zoning Administrator of Violation of the Sign Ordinance related to Martin's Paint and Body Shop.

The motion carried 4-0 according to the following:

June Driskill	Aye	Ventris Gibson	Aye
Shannon Carter	Aye	R. A. "Tony" Robertson	Aye
		Vacant	

There being no further business, the meeting adjourned at 6:40 P.M.

\_\_\_\_\_  
R. A. "Tony" Robertson, Chairperson

ATTEST: \_\_\_\_\_  
Secretary



## TOWN OF AMHERST

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

**To:** Town Council  
**From:** Sara McGuffin  
**Date:** July 2, 2026  
**Re:** Purchase Approval for new maintenance truck

---

The FY 26-27 budget contains funding for a new truck for the maintenance department. Staff has put together a purchase order for a Chevrolet Silverado 1500Crew Cab 4WD. The total cost of the vehicle is \$47,107.50. It is being purchased through a state contract, and should arrive at the Town in about four months.

Staff requests that Council approve this purchase. The price is about \$3,000 higher than anticipated in the budget, but this additional cost can be covered with already budgeted and appropriated funds.

# PURCHASE ORDER

**TOWN OF AMHERST**  
**174 S. MAIN ST P.O. BOX 280**  
**AMHERST, VA 24521**  
**PH. 434-946-7885 FAX 434-946-2087**

**REQUISITION #:**  
**DATE:** 6/16/26  
**P.O. #:** 07012026MT  
**ORDERED BY:** Buddy Smith  
**ORDER TAKEN BY:**

**VENDOR** RK Chevrolet's Fleet Manager  
 PO Box or St. 2661 Virginia Beach Blvd  
 City, State, Zip Virginia Beach, VA 23452  
 Phone 757-373-8056  
 Fax

**SHIP TO** Town of Amherst  
 174 S Main ST  
 Amherst, VA 24521  
 434-946-7885

SHIPPING METHOD	PAYMENT METHOD
<input type="checkbox"/> PICK UP <input checked="" type="checkbox"/> DELIVERY	<input type="checkbox"/> TOWN CREDIT CARD <input checked="" type="checkbox"/> TOWN
Internet order <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, please attach detailed internet order information and confirmation.	

QTY	UNITS	DESCRIPTION	UNIT PRICE	TOTAL	EXPENSE ACCT. NUMBER
1	1	Silverado 1500 Crew Cab 4WD Turbomax (Longbed)		\$ 47,107.50	100-4-43200-8005
2					
3					
4					
5					
6				\$ -	
7				\$ -	
8					
9					
10					

2. Please notify us immediately if you are unable to ship as specified.  
 3 To avoid delay in payments being made please mail all invoices to :

TOWN OF AMHERST  
 ATTN: ACCOUNTS PAYABLE  
 P.O. BOX 280  
 AMHERST, VA 24521  
 PH 434-946-7885  
 FAX 434-946-2087

SHIPPING/  
HANDLING  
  
TOTAL

\$ 47,107.50	PAY SHIPPING
\$ -	<input type="checkbox"/> YES <input type="checkbox"/> NO
\$ 47,107.50	<input type="checkbox"/> ACTUAL <input type="checkbox"/> ESTIMATE

*Patricia Martin*  
 \_\_\_\_\_  
 Authorized by

6/16/2026  
 \_\_\_\_\_  
 Date

Remarks:



# TOWN OF AMHERST

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

**To:** Town Council  
**From:** Sara McGuffin  
**Date:** July 2, 2026  
**Re:** Chapter 24 Inoperable Vehicles

---

At the last meeting, Council discussed edits to the Inoperable Vehicles Codes in Chapter 20 and 24. It was clear at that meeting that a broader discussion on how inoperable vehicles on private property was needed. Council has broad authority to regulate this issue through the Zoning Ordinance.

For residential property in the Town, staff would like to discuss the following questions:

- How many inoperable vehicles should one property be allowed to have?
- Does it matter if they are screened or covered?
- What qualifies as screening?
- Does the size of the lot matter for how many may be kept?
- Does the location on the lot matter (front yard, side yard, back yard or driveway)?
- Do different zoning districts (A-1, R-1, R-2, R-3) make a difference?

For commercially zoned properties, are the rules the same as for residential properties (excepting properties zoned for salvage or tow lots)?

Staff recommends discussing these questions to determine how the Council would like to proceed with regulation of inoperable vehicles on private property.



## TOWN OF AMHERST

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

**To:** Town Council  
**From:** Sara McGuffiin  
**Date:** July 2, 2026  
**Re:** Chapter 20 Inoperable Vehicles

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At the last meeting, Council discussed edits to the Inoperable Vehicles Codes in Chapter 20 and 24. Council came to broad agreement on the Chapter 20 edits, and staff is requesting that these be set for public hearing at the August meeting.

The Chapter 24 edits will require review by the Planning Commission and will proceed separately.

## **ARTICLE IV. ABANDONED VEHICLES<sup>1</sup>**

### **Sec. 20-141. Disposition of inoperable abandoned motor vehicles.**

When in the opinion of the chief of police any motor vehicle, trailer, semitrailer, or part thereof which is inoperable and which by virtue of its condition cannot be feasibly restored to operable condition, such vehicle, trailer or semitrailer may be disposed of to a demolisher. The chief of police shall thereupon certify on behalf of the town to the division of motor vehicles that such motor vehicle, trailer or semitrailer has been found or abandoned on property located within the town and was determined before it was demolished that it was inoperable and could not be feasibly restored to operable condition. The chief of police shall further request reimbursement from the state for demolishing such inoperable vehicle.

(Code 2005, § 16-74)

### **Sec. 20-142. Enforcement.**

The chief of police is directed to enforce the provisions of Code of Virginia, title 46, ch. 12, art. 1 (Code of Virginia, § 46.2-1200 et seq.).

(Code 2005, § 16-75)

### **Sec. 20-143. Inoperative motor vehicles on public rights of way on residential, commercial or agricultural property.**

~~Inoperative vehicles, as defined in the Code of Virginia, title 46.2, et seq, and 15.2 904, et seq, shall not be kept on any public right of way. Inoperable vehicles remaining on the public right of way for longer than seven days shall be removed at the owner's expense. It shall be unlawful for any person, firm, or corporation to keep, except within a fully enclosed building or structure or otherwise shielded or screened from public view, any motor vehicle, trailer or semitrailer, as such is defined in Code of Virginia, § 46.2-100 et seq., or its successor statute, which is inoperative. As used in this section, the term "inoperative motor vehicle" means any motor vehicle which is not in operating condition; or which, for a period of 60 days or longer, has been partially or totally disassembled by the removal of tires and wheels, the engine or other essential parts required for the operation of the vehicle, or on which there are displayed neither valid license plates nor a valid inspection decal. The provisions of this section shall not apply to any licensed business which, subsequent to June 26, 1970, is regularly engaged in business as an automobile dealer, salvage dealer or scrap processor. Any violation of this section shall be a Class 4 misdemeanor with a fine of not more than \$100.00 for each offense.~~

~~(Code 2005, § 16-76; Ord. of 3-8-2023 (2))~~

~~State law reference(s)—Penalty for ordinance violations, Code of Virginia, § 15.2-1429; punishments for Class 1—4 misdemeanors, Code of Virginia, § 18.2-11.~~

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<sup>1</sup>State law reference(s)—Abandoned vehicles, Code of Virginia, § 46.2-1200 et seq.; local restrictions on certain abandoned vehicles, Code of Virginia, § 15.2-904.

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**Sec. 20-144. Removal of inoperative motor vehicles.**

The owner of any property in any zoning district within the town shall remove from its property any inoperative motor vehicles, trailers or semitrailers as defined in Code of Virginia, title 46.2 et seq., that are not kept within a fully enclosed building or structure or otherwise screened from public view and adjacent properties. Any owner of property must remove any such vehicles, trailers or semitrailers within seven days after having received notice from the chief of police, the town manager or the town council. In the event that such vehicle, trailer or semitrailer is not removed within seven days of notice to remove the same, the town, through its agents or employees, may remove any such inoperative motor vehicle, trailer or semitrailer. In the event that the town removes any such inoperative motor vehicle, trailer or semitrailer after having given notice to remove the same, the town may sell, dispose, destroy or store such inoperative vehicle, trailer or semitrailer, as the town deems appropriate, after having given 15 days of advance notice to the owner. The cost of any such removal and disposal shall be chargeable to the owner of the vehicle and/or the owner of the premises upon which the inoperative vehicle, trailer or semitrailer was located, and may be collected when the taxes of the town are collected. The cost of removal and disposal as authorized by this section shall constitute a lien on the real estate from which the vehicle was removed and the lien shall continue until the payment of such costs have been made to the town. The provisions of this section shall not apply to any licensed business which on June 26, 1970, is regularly engaged in business as an automobile dealer, salvage dealer or scrap processor

(Code 2005, § 16-77; Ord. of 3-8-2023 (2))

**Secs. 20-145—20-171. Reserved.**