

**TOWN OF AMHERST PLANNING COMMISSION**  
**Wednesday, March 2, 2022**  
**AGENDA**

1. **Call to Order** – *Mrs. Driskill*
2. **Determination of Quorum**
3. **Citizen Comment-** *This time is provided for citizens to bring concerns or comments to the Commission that are not scheduled for a public hearing. This is not meant to be a discussion or an exchange, but rather, an opportunity for citizens to have their concerns be heard.*
4. **Approval of February 2, 2022 meeting minutes** – *Chair- The minutes of the February 2, 2022 meeting are attached.*
5. **Public Hearing: Capital Improvement Plan-** *A public hearing has been set and advertised for the proposed Capital Improvement Plan. After the hearing, staff recommends that the Planning Commission recommend the CIP to Council for their consideration.*
6. **Concerns of Commissioners**
7. **Adjournment**

**Town of Amherst Planning Commission  
Minutes  
February 2, 2022**

A meeting of the Town of Amherst Planning Commission was called to order by Chairperson June Driskill on February 2, 2022, at 7:00 P.M. in the Council Chambers of Town Hall at 174 S. Main Street.

It was noted that a quorum was present as indicated below:

P	June Driskill	P	Janice N. Wheaton
P	William Jones	P	John Vandervelde
P	Anne Webster Day	P	Nathaniel Holden Chase
A	Clifford Hart		

Town Manager Sara Carter and Clerk of Council Vicki Hunt, in her capacity as Secretary to the Commission, were present.

Town Manager Carter opened the floor for nominations for Chairman and Vice Chairman.

Ms. Day made a motion that was seconded by Mr. Jones that June Driskill and Clifford Hart remain Chairman and Vice Chairman, respectively.

After discussion and there being no further nominations, the motion carried 6-0 as follows:

June Driskill	Aye	Anne Webster Day	Aye
Janice Wheaton	Aye	John Vandervelde	Aye
William Jones	Aye	Nathaniel Holden Chase	Aye
Clifford Hart	Absent		

There being no one present to speak; no comments were made.

Mr. Vandervelde made a motion that was seconded by Ms. Wheaton to approve the minutes of the December 1, 2021, meeting.

There being no discussion, the motion to approve the December 1, 2021, minutes carried 6-0 according to the following:

June Driskill	Aye	Anne Webster Day	Aye
Janice Wheaton	Aye	John Vandervelde	Aye
William Jones	Aye	Nathaniel Holden Chase	Aye
Clifford Hart	Absent		

After Town Manager Carter gave a report on a proposed policy that addresses remote participation in a meeting by board members, Ms. Day made a motion that was seconded by Ms. Wheaton to adopt a Participation in Meetings by Electronic Communication Policy, as recommended by staff.

After discussion, the motion carried 6-0 according to the following:

June Driskill	Aye		Anne Webster Day	Aye
Janice Wheaton	Aye		John Vandervelde	Aye
William Jones	Aye		Nathaniel Holden Chase	Aye
Clifford Hart	Absent			

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

After Town Manager Carter gave a report on the development of the Town of Amherst FY22-23 Capital Improvement Program proposal that identifies acquisition, construction and improvement of town facilities, and acquisition of capital equipment, copies of which were distributed to the Commissioners, Mr. Chase made a motion that was seconded by Mr. Jones to hold a public hearing at its next meeting on March 2, 2022, on the Town of Amherst FY22-23 Capital Improvement Program proposal, as recommended by staff.

After discussion, the motion carried 6-0 according to the following:

June Driskill	Aye		Anne Webster Day	Aye
Janice Wheaton	Aye		John Vandervelde	Aye
William Jones	Aye		Nathaniel Holden Chase	Aye
Clifford Hart	Absent			

Town Manager Carter led a discussion on requirements for permitting and regulating short-term home or room rental, and Bed and Breakfast lodging. Further discussion was deferred.

Town Manager Carter reported that the Town’s Comprehensive Plan must be reviewed every five years. The Commissioners reviewed and discussed a draft survey prepared by Ada Hunsberger, Regional Planner, Central Virginia Planning District Commission, for citizen comment on community events, housing, transportation, pedestrian improvements, and capital improvement and spending, in preparation of potential amendments to the Town’s Comprehensive Plan. Further discussion on the comprehensive plan is deferred.

There being no further business, the meeting adjourned at 7:53 PM on motion by Ms. Wheaton seconded by Mr. Vandervelde.

The motion carried 6-0 according to the following:

June Driskill	Aye		Anne Webster Day	Aye
Janice Wheaton	Aye		John Vandervelde	Aye
William Jones	Aye		Nathaniel Holden Chase	Aye
Clifford Hart	Absent			

\_\_\_\_\_  
June Driskill, Chairperson

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

**TOWN OF AMHERST**  
**CAPITAL IMPROVEMENT PROGRAM FY22-23**

Project Description & Ranking	CIP Committee Evaluation	Planning Commission Ranking	Total Estimated Cost	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	Recommended Sources of Funds
<b>Police</b>									
Police Tahoe SUV-New	13		47,000.00	47,000.00			47000		General Fund
Police Interceptor-SUV	13		46,845.00		46,845.00	46,845.00			General Fund
<b>Community Development</b>									
<b>Maintenance</b>									
New Truck	11		45,000.00	45,000.00					All Funds
Mini Excavator	18		80,000.00		80,000.00				All Funds
UTV-Side by Side (shared)	19		16,500.00	16,500.00					All funds
Addition to Maintenance Shop	14		100,000.00		100,000.00				All Funds
Backhoe	19		120,000.00	-	120,000.00				All Funds
Tractor w/ bucket mower & backhoe	13		37,000.00	37,000.00					General Fund
<b>Plants</b>									
WWTP SCADA	22		160,590.00	\$ 160,590.00					WW Fund
Roof Replacement-Lab	19		6,800.00	6,800.00					WW Fund
<b>Water Line Replacements</b>									
Replace Author Court W/L			200,000.00		200,000.00				Grant and Water
Sunset Drive Replacement			1,019,260.00			1,019,260.00			Grant and Water
Waugh's Ferry Road Replacement			1,406,595.00			1,406,595.00			Grant and Water
Walnut Street Replacement			136,888.00				136,888.00		Grant and Water
Union Hill Replacement			420,416.00					420,416.00	Grant and Water
Zane Snead Replacement			294,400.00				294,400.00		Grant and Water
<b>TOTAL</b>			4,137,294.00	312,890.00	546,845.00	2,472,700.00	478,288.00	420,416.00	