

TOWN OF AMHERST PLANNING COMMISSION
Wednesday, September 2nd, 2026 AGENDA

1. **Call to Order** – *Chairperson Driskill*
2. **Determination of Quorum**
3. **Citizen Comment-** *This time is provided for citizens to bring concerns or comments to the Commission that are not scheduled for a public hearing. This is not meant to be a discussion or an exchange, but rather an opportunity for citizens to have their concerns be heard.*
4. **Approval of August 5, 20026 meeting minutes** – *Chairperson Driskill- The minutes of the July 1, 2026, meeting are attached.*
5. **Monthly Development Report-** *The monthly development report is attached.*
6. **Public Hearing: Special Use Permit for Bed and Breakfast at 214 Waughs Ferry Road-** *Susan McCafferty is applying for a Special Use Permit for a bed and breakfast at 214 Waughs Ferry Road. This time has been set aside for the public hearing for this proposal.*
7. **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.*
8. **Concerns of Commissioners**
9. **Adjournment**

**Town of Amherst Planning Commission
Minutes
August 5, 2026**

A meeting of the Town of Amherst Planning Commission was called to order by Chairperson June Driskill on August 5, 2026, at 7:00 P.M., in the Council Chambers of Town Hall at 174 S. Main Street.

It was noted that a quorum was present as follows:

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

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

The Chair opened the floor for citizen comments.

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

Mr. Thomas made a motion that was seconded by Mr. Ruff to approve the minutes of the July 1, 2026, meeting.

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

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

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

Town Manager McGuffin reported on the proposed site plan of Cedar Street Duplexes Subdivision, a patio home development at the end of Cedar Street. 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, subject to all agency approvals. Staff recommended that the Planning Commission grant conditional approval of both the site plan and the subdivision plat.

Mr. Ruff made a motion, seconded by Mr. Thomas, to conditionally approve the site plan and subdivision plat subject to all agency approvals, as recommended by staff.

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

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

Town Manager McGuffin presented a report on an application for a Special Use Permit submitted by Susan McCafferty to operate a bed-and-breakfast at 214 Waughs Ferry Road in the Town of Amherst. Staff requested that the Commission set a public hearing on the application for the September 2, 2026, meeting.

Mr. Thomas made a motion, seconded by Ms. Butcher, to set a public hearing on the application for the Commission's September 2, 2026, meeting, as recommended by staff.

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

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

The Chair opened the floor for citizen comments.

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

There being no further business, on motion of Mr. Thomas, seconded by Ms. Thomas, the meeting adjourned at 7:09 PM.

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

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

June Driskill, Chairperson

Attest: _____

Planning Commission

Monthly Reporting Sheet- through August 20, 2026

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 and will be moving forward with minor changes. A planned public hearing is scheduled for September.

Zoning Cases:

- McCafferty SUP- Susan McCafferty has requested a Special Use Permit for a bed and breakfast at 214 Waughs Ferry Road. The Commission is holding a public hearing for the request on September 2, 2026.
- **Site Plans:**
- Amherst Woods- end of Whitehead Drive, 78 unit townhouse development, awaiting final HOA documents and easements
- Cedar Street Patio Homes- end of Cedar Street, 20 semi-detached units (PUD zoning designation requires site plan approval), Commission has granted conditional approval upon approval by all agencies.

Subdivisions:

- Amherst Woods- awaiting HOA documents and easements
- Cedar Street- conditionally approved

Zoning Complaints/Violations/BZA Actions:

- One zoning complaint under investigation/remediation

Approved Zoning Certificates:

Date:	Type of Permit:	Address:
8/6/2026	Zoning Permit for exterior renovation	Food Lion Mountain View Plaza
8/12/2026	Zoning Certificate for construction of a new shed	128 Walnut Street
8/14/2026	Change in use for a business in a residence	126 Meadow Green Court

8/14/2026	Zoning Verification Letter	173 Brockman Park Drive
8/20/2026	Change in use for a home based business	254 Ridge Drive



STAFF REPORT SPECIAL USE PERMIT

Susan McCafferty
Planning Commission Public Hearing

General Information:

Processing schedule: The Planning Commission has set a public hearing on this request for the September meeting, The application is anticipated to be before the Council in October to set a public hearing and to hold the hearing in November.

Application Information:

Owner and Applicant:	Susan McCafferty
Requested Action:	Special Use Permit for bed and breakfast
Location:	214 Waughs Ferry Road
Existing Zoning:	R-1
Proposed Zoning:	R-1 with SUP for bed and breakfast
Existing land uses:	Residential
Comp. plan area:	Residential

Summary of Request and Background Information:

Susan McCafferty has applied for a Special Use Permit for a bed and breakfast in her home. There is an existing apartment in the home that she would like to use for short term rentals. As the Commission remembers, the Town differentiated between 'bed and breakfast' and 'short term rental' based primarily upon the residence of the owner. A bed and breakfast lodging is allowed by SUP, "provided that the owner and family must occupy the residence and own the business, the single-family dwelling appearance be maintained, and adequate off-street parking is provided to the rear of the front setback of the dwelling." A short-term rental has the same process, but allows the owner to live elsewhere and requires additional information from the owner regarding a management plan, floor plan, assurance of insurance, and contact information for the property.

In the past, the Town has been more receptive to uses that were in the bed and breakfast category than ones that were in the short-term rentals. Overall, most citizens believe that if the owner lives on site, the owner will be much more likely to address issues with renters if they arise.

Public Notice

The proposal has been advertised for public hearing for two consecutive weeks, as required by State Code, and adjacent property owners will receive a public notice, also as required by Code. The property has been posted with a Town notice, and adjacent property owners have received required notice of the hearing. No comments on this request have been received.

Consistency with the Comprehensive Plan:

The use is consistent with the long-term plan for the area of residential uses,

Consistency with the Zoning Ordinance:

The proposed use of the subject property is compatible with surrounding zoning and the intent of the district, subject to addressing citizen concerns as well as providing parking and ensuring that the intent of the Ordinance is met regarding the low-density single-family nature of the neighborhood.

Citizen Comments:

None at this time.

Conclusion:

The proposed use in this area is in compliance with the Comprehensive Plan.

Recommendation:

Should the Commission wish to recommend approval of this request, staff recommends consideration of conditions for the proposal. Staff proposes the following possible conditions:

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



APPLICATION FOR SPECIAL USE PERMIT
TOWN OF AMHERST
POST OFFICE BOX 280
AMHERST, VIRGINIA 24521
(804) 946-7885

DATE _____

APPLICANT
ADDRESS

Susan McCafferty
214 Waughs Ferry Rd

OWNER
ADDRESS

Susan McCafferty
214 Waughs Ferry Road
Amherst, Virginia 24521

CITY

Amherst, Virginia

CITY

TELEPHONE NO.

434-944-5133

TELEPHONE NO.

434-944-5133

REPRESENTATIVE _____

ADDRESS _____

CITY _____

TELEPHONE NO. _____

LOCATION OF REQUEST

214 Waughs Ferry Road, Amherst, VA. 24521

TAX MAP NO. _____

LOT AREA _____

EXISTING ZONING _____

PROPOSED SPECIAL USE

Short term rental via Airbnb

STATEMENT BY APPLICANT

I have a "Mother-in-Law" suite located in the lower level of my home. It contains 1 bedroom, Living space, Small Kitchen and Small bathroom. Since my mother recently Passed away, I intend to use it as an Airbnb.

Applicants are reminded that §18.1-1002 of the Town Code requires signs describing the action requested under this application to be posted on the property.

As (OWNER) (CONTRACT PURCHASER WITH OWNER'S WRITTEN CONSENT, ATTACHED) (OWNER'S AGENT) of the property listed above, I/we hereby petition the Amherst Town Council to rezone the above described property.

Susan E. McCafferty
Signature of Applicant

7-20-26
Date

PLANNING COMMISSION PUBLIC HEARING

Time _____

Date _____

PLANNING COMMISSION ACTION

Zoning Administrator

Date _____

TOWN COUNCIL PUBLIC HEARING

Time _____

Date _____

TOWN COUNCIL ACTION

Clerk of Council

Date _____

Susan McCafferty
214 Waughs Ferry Road
Amherst, Virginia 24521
434-944-5133
susanmccafferty1990@gmail.com

July 20, 2026

Town of Amherst
Amherst Town Council
Post Office Box 280
Amherst, Virginia 24521
434-946-7885

Re: Request for Approval to Operate a Short-Term Rental (Airbnb) at 214 Waughs Ferry Road, Amherst, Virginia 24521.

Dear Members of the Council,

I am writing to respectfully request approval to operate a short-term rental (Airbnb) within my primary residence located at **214 Waughs Ferry Road, Amherst, Virginia 24521**.

My goal is to provide a clean, safe, and well-maintained accommodation for visitors while remaining a responsible homeowner and neighbor. I understand the importance of protecting the character of our community and am committed to operating the property in a manner that minimizes any impact on surrounding residents.

If approved, I will:

- Comply with all applicable local ordinances, zoning requirements, licensing, and tax regulations.
- Maintain the property in a safe and attractive condition.
- Limit occupancy to a reasonable number of guests.

- Provide adequate off-street parking whenever possible.
- Establish clear house rules regarding noise, parking, trash disposal, and respectful behavior.
- Be readily available to address any concerns that may arise during a guest's stay.

Operating a short-term rental would provide supplemental income that would help offset the costs of homeownership while allowing me to welcome visitors to our community and support local businesses.

I appreciate the Council's consideration of my request and would be grateful for the opportunity to discuss my application or provide any additional information that may be required.

Thank you for your time, service, and thoughtful consideration.

Respectfully,



Susan McCaffery

Adjacent property owner information for

Special Use Permit Application - Rezoning Application - Conditional Zoning Application - Variance Application - Appeal Application

§ 15.2-2204 of the Code of Virginia requires that a notice of pending action to be mailed to the owners, their agent or the occupant, of all abutting property and property immediately across the street or road from the property affected, including those parcels which lie outside the Town; and, if any portion of the affected property is within a planned unit development, then to such incorporated property owner's associations within the planned unit development that have members owning property located within 2,000 feet of the affected property. The purpose of this form is to assist the applicant to collect the needed information from the Amherst County Commissioner of the Revenue's office.

Tax Map #	Physical Address	Owner's Name	Owner's Mailing Address
	198 Waughs Ferry Rd. Amherst, VA 24521	Jessica and Tim Dechant	198 Waughs Ferry Rd. Amherst, VA 24521
	230 Waughs Ferry Rd. Amherst, VA 24521		

Applicants should use as many forms as are needed to provide the needed information.

Note: Applicants are reminded that §18.1-1002 of the Town Code requires signs describing pending action by the Planning Commission, Town Council or Board of Zoning Appeals to be posted when approval of a site plan, subdivision, special use permit, rezoning, conditional zoning, variance, or appeal is requested.

The M.B. Land Trust
252 Waughs Ferry Road
Amherst, VA 24521

Timothy and Jessica Dechant
P. O. Box 1514
Amherst, VA 24521

Donald and Jana Wood
P. O. Box 265
Amherst, VA 24521

Richard and Margaret Kostal
233 Waughs Ferry Road
Amherst, VA 24521

Joan Lingerfelt
230 Waughs Ferry Road
Amherst, VA 24521

Ronald and Susan McCafferty
214 Waughs Ferry Road
Amherst, VA 24521