



AMHERST COUNTY PLANNING COMMISSION MEETING



MINUTES

December 19, 2024
Administrative Office Complex
153 Washington Street
Public Meeting Room
Meeting Convened - 7:00 PM

1. Call to Order

Members Present: Beverly Jones (Chair), Jim Thompson, Derin Foor, Michael Martineau, Catherine Gamble, David Pugh (Board of Liaison Non-Voting Member) and Calvin Kennon (EDA Liaison Non-Voting Member)

Members Absent: Michael Bryant, Emerson Bryant (Youth Participant Non-Voting Member) and Beyla Cunningham (Youth Participant Non-Voting Member)

Staff Present: Tyler Creasy (Director of Community Development) and Stacey Stinnett (Administrative Assistant)

Staff Absent: Sarah Nichols (Assistant Zoning Administrator)

Madam Chair Jones called the meeting to order at 7:00 pm.

2. Invocation & Pledge of Allegiance

Madam Chair Jones led in prayer and then led in the Pledge of Allegiance.

3. Approval of Agenda

The agenda was approved as submitted.

Planning Commission Recommendation:

Motion: Motion to approve the agenda.

Motion made by: Martineau

Second: Foor

Motion carried by a 5-0 vote.

4. Citizens Comments

Mr. Timothy Waldren spoke in favor of denying the resolution for the revocation of Special Exception 2020-380. Mr. Waldren briefly explained the progress that he had made and his timeline regarding finishing what was left of his recommended conditions.

5. Public Hearing - Ordinance

A. Ordinance 2024-6 Flood Hazard Overlay District

Amending and reenacting §§ 714 of Article VII – Flood Hazard Overlay District (FH), of Appendix A – Zoning and Subdivisions Ordinance to the Code of the County of Amherst, Virginia. The purpose of this ordinance is to update the Flood Insurance Rate Map and Flood Insurance Study dates, definitions, liability disclosure, and Federal Emergency Management Agency (FEMA) formatting requirements.

Mr. Creasy explained that the flood maps were last updated in 2007. Mr. Creasy stated that the county is given 88 days to draft an ordinance and send to FEMA. Virginia Department of Conservation and Recreation and FEMA dictate our county ordinance. In order for county residents to maintain their flood insurance, the county must submit the ordinance to be updated by February 14, 2025.

Madam Chair Jones opened the public hearing.

No one spoke in favor or opposition, therefore, Madam Chair Jones closed the public hearing portion.

The Commission had a brief discussion with staff regarding requirements and the deadline.

Planning Commission Recommendation:

Motion: Motion to recommend approval of ordinance 2024-6 to the Board of Supervisors.

Motion made by: Gamble

Second: Foor

Motion carried by a 5-0 vote.

6. Non Public Hearing - (Timothy Waldren)

A. Resolution 2024-11

A non-public hearing to consider a resolution for the revocation of Special Exception 2020-380 pursuant to Section 1003.03(11) of the Amherst County Zoning Ordinance. Special Exception 2020-380, with conditions, was previously approved by the Board of Supervisors for a trucking business and is located at Tax Map No. 82-A-15A. The Commission, at their October meeting, tabled the resolution to provide the property owner more time to correct the entrance issues

with the Virginia Department of Transportation.

Staff reminded the Commission that they have 100 days to provide its recommendation to the Board of Supervisors. A recommendation must be provided to the Board by December 28, 2024. Therefore, the Commission must provide a recommendation to the Board at their December 19, 2024 meeting.

The previously recommended motion was to approve Resolution 2024-11.

Mr. Creasy gave the Commission a brief overview of what has transpired over time and handed out recent pictures of the property that were taken today.

Staff recommends approval of Resolution 2024-11.

The Commission had questions for Mr. Waldren regarding the necessary conditions that had yet not been met. Mr. Waldren assured the Commission that he would get those taken care of in a timely manner.

Planning Commission Recommendation:

Motion: Motion to approve Resolution 2024-11 at this time.

Motion made by: Thompson

Motion died for lack of a second to the motion.

Motion: Motion to deny Resolution 2024-11 and allow Special Exception 2020-380 to continue with staff's recommended conditions.

Motion made by: Jones

Second: Gamble

Motion carried by a 4-1 vote. (Thompson)

7. Subdivision Plat Approval

A. River Run Phase 1 Townhouses

In accordance with Section 1207.03 of the Amherst County Zoning Ordinance, a subdivision exceeding 10 new lots has been submitted for approval in Madison Heights, located at tax map parcels 161-A-1, 161-A-2, 161-A-3, 161-A-4, and 161-A-5. The parcels, on which the development will be built, currently comprises a total of 49.5 acres. The property has road frontage on Wright Shop Road, Communication Court, and Phelps Road. Phase 1 includes townhouses, the main road, and a clubhouse on 24.6 acres. There are 93 townhouse lots proposed, ranging in size from 3,060 to 1,700 square feet, with an average lot size of 2,197 square feet. The total area in lots is 4.7 acres, with 19.9 acres outside of lots including common areas, parking, walkways, recreation facilities, private streets, clubhouse, pool, and open space. Concept plans were reviewed by the Developmental Review Committee on

November 20, 2024.

Mr. Creasy presented the staff report and concluded his comments by stating that staff recommended that the final subdivision plat be approved with the following condition:

1. The subdivision plat that includes townhouses lots shall be accompanied by a special site plan for the townhouse development that meets all of the requirements of the Virginia Department of Transportation, Amherst County Service Authority, Amherst County Public Safety, and Erosion and Sediment Control Administrator.

Mr. Martineau discussed the topography of this area with staff.

Mrs. Gamble was concerned about the major roads and accessing the subdivision.

Amy Siepes, engineer, with Accupoint, stated that the original house that is there will be physically removed, the entrance into the subdivision would be heavily landscaped. Ms. Siepes stated that a third party engineer is currently working with the Amherst County Service Authority, making sure that the water and sewer facilities can support the subdivision of that capacity. Also, that all private roads within the subdivisions will be built to public road standards.

Planning Commission Recommendation:

Motion: Motion to approve the subdivision plat with staff's recommended conditions.

Motion made by: Foor

Second: Gamble

Motion carried by a 5-0 vote.

8. Site Plan Review

A. Site Plan Updates

Mr. Creasy updated the Planning Commission on the current site plans.

9. Planning Commission Meeting Dates for 2025

A. Attachment

Mr. Creasy presented the Planning Commission meeting dates for 2025. Staff proposed that the meetings continue on the third Thursday of each month. It was recognized that June 19, 2025 is a holiday. Staff stated that closer to that time the commission can reschedule that meeting.

Planning Commission Recommendation:

Motion: Motion to approve the 2025 Planning Commission Meeting dates.

Motion made by: Foor

Second: Martineau

Motion carried by a 5-0 vote.

10. Old/New Business

Mr. Creasy announced that Sarah Nuchols, the Assistant Zoning Administrator, had put in her resignation and that position would be advertised immediately.

Mrs. Gamble asked staff if there were any updates on the Training Center and is Region 2000 working on developing new marketing strategies to promote potential developers.

Mr. Thompson was curious on any updates from staff on the entrance to Madison Heights Town Center.

11. Approval of Minutes for November 21, 2024

A. Minutes

Planning Commission Recommendation:

Motion: Motion to approve the November 21, 2024 Planning Commission Meeting minutes as submitted.

Motion made by: Foor

Second: Gamble

Motion carried by a 5-0 vote.

12. Adjournment

There being no further business to discuss, the meeting was adjourned at 7:39 pm.

Planning Commission Recommendation:

Motion: Motion to adjourn.

Motion made by: Foor

Second: Thompson

Motion carried by a 5-0 vote.


Chairman

Stumpf & Sohn