



BOOK 39
Page 248-255



AMHERST COUNTY
BOARD OF SUPERVISORS

Board of Supervisors

Claudia Tucker, Chair
District 2
Tom Martin, Vice-Chair
District 1
David W. Pugh, Jr., Supervisor
District 4
Chris Adams, Supervisor
District 3
Drew Wade, Supervisor
District 5

MINUTES

December 16, 2025
Administration Building - 153 Washington
Street - Public Meeting Room
Amherst, Virginia 24521
Meeting Convened - 7:00 PM

County Administrator
Jeremy Bryant

County Attorney
Mark Popovich

I. Call to Order

At a regular meeting of the Amherst County Board of Supervisors held on December 16, 2025, at 7:00 p.m., the following members were present:

BOARD OF SUPERVISORS:

Claudia D. Tucker, Chair
Tom Martin, Vice-Chair
David W. Pugh, Jr., Supervisor
Chris Adams, Supervisor

ABSENT:

Drew Wade, Supervisor

STAFF:

Jeremy S. Bryant, County Administrator
Mark Popovich, County Attorney
Kristen Freeman, Clerk

Chair Tucker called the meeting to order at 7:00 p.m.

NOTE: All Board of Supervisors' meetings are now streamed live on Facebook and YouTube.

II. Approval of Agenda

By motion of Vice Chair Martin and with the following vote, the Board approved the agenda.

AYE: Mrs. Tucker, Mr. Martin, Mr. Pugh, Mr. Adams

NAY: None

ABSENT: Mr. Wade

Vice-Chair Martin withdrew the original motion.

By motion of Vice-Chair Martin and with the following vote, the Board approved the agenda with the amendment to add item F. Amherst County Service Authority Board Vacancy under Section IX. County Administrator's Report.

AYE: Mrs. Tucker, Mr. Martin, Mr. Pugh, Mr. Adams

NAY: None

ABSENT: Mr. Wade

III. Invocation and Pledge of Allegiance

Supervisor Adams led the Invocation and Vice-Chair Martin led the Pledge of Allegiance.

IV. Citizen Comment

Mark Labadie addressed the Board regarding not receiving requested information from the Real Estate Assessors, Pearson Appraisal.

Amber Lissie addressed the Board regarding information she believed should be in the real estate reassessment notice, but was not included in that notice according to her.

Whitney Gregory addressed the Board regarding the possibility of revoking Special Exception 2024-154.

V. Public Hearing

A. Ordinance 2025-7 Home Occupations

Amending and reenacting §§ 703 – Limited Residential District R-1, §§ 711 – Mixed Use/Traditional Neighborhood Development (MU/TND) District, and §§ 712 – Residential Mixed-Use District RMU-1 of Article VII. Use Requirements by Zoning Districts and §§905 – Home Occupations of Article IX – Special Provisions Ordinance, of Appendix A – Zoning and Subdivisions Ordinance to the Code of the County of Amherst, Virginia. The purpose of this ordinance is to define what businesses may constitute as a home occupation and to establish additional regulations and opportunities to administer home occupations.

The Amherst County Planning Commission held a workshop on October 30, 2025, and discussed changes to the County's home occupation regulations. The changes were put into the form of an ordinance and were recommended for approval by the Commission to the Board of Supervisors on November 20, 2025.

The Board of Supervisors, at its December 2, 2025, meeting, directed staff to make changes to the ordinance relating to the advertisement of home occupations.

Change from first read: 905.02.8: On-site signs advertising the home occupation shall not be permitted.

The Public Hearing was opened.

Proponents: None

Opponents: None

The Public Hearing was closed.

By motion of Supervisor Adams and with the following vote, the Board adopted Ordinance 2025-7 as presented.

AYE: Mrs. Tucker, Mr. Martin, Mr. Pugh, Mr. Adams

NAY: None

ABSENT: Mr. Wade

B. Special Exception 2025-582 (Phillips)

Planning Commission recommended approval of Special Exception 2025-582, 6-0.

Based on the Analysis, the Planning Commission recommends to the Board of Supervisors approval of Special Exception 2025-582 at 201 Williams Road to allow a short-term tourist rental of a dwelling with the following conditions:

1. Lighting: All outdoor lighting will be glare-shielded and directed so as to prevent illumination across the property line.
2. Sewerage Facilities: The applicant shall follow all regulations prescribed by the Virginia Department of Health.
3. Parking: Guest shall be required to park on the property and not park on neighboring lots or on any right-of-way outside of their property unless they have written permission.
4. Short-Term Tourist Rental: The applicant shall meet all requirements of Section 916.

Shane and Jackie Phillips, the applicants, addressed the Board.

The Public Hearing was opened.

Proponents: None

Opponents: None

The Public Hearing was closed.

By motion of Vice-Chair Martin and with the following vote, the Board approved Special Exception 2025-582 with the outlined conditions.

AYE: Mrs. Tucker, Mr. Martin, Mr. Pugh, Mr. Adams

NAY: None

ABSENT: Mr. Wade

C. Special Exception 2025-672 (Sandrof Auto Body)

Planning Commission recommended approval of Special Exception 2025-672, 6-0.

Based on the Analysis, I move that the Board approve Special Exception 2025-627 at 138 Amelon Expressway with the following conditions:

1. Lighting: All outdoor lighting will be glare-shielded and directed so as to prevent illumination across the property line.
2. Parking: All vehicles shall be required to park on the property and not park on neighboring lots that are not of common ownership or on any right-of-way outside of their property unless they have written permission. No vehicle waiting for repair shall stay on the lot longer than ten (10) consecutive business days.
3. Outdoor Storage: There shall be no outside storage. All materials and equipment shall be kept within an enclosed structure.
4. The owner shall apply for a change of use permit for the structure and receive final approval from the Building Official prior to the issuance of a zoning permit.
5. The minimum landscaping and screening (fenced-in area for storage of vehicles waiting for repair) requirements in Article XVI of the Amherst County Zoning and Subdivision Ordinance shall be met.
6. All requirements set forth by the Amherst County Fire Marshall shall be met.

7. All requirements from the Virginia Department of Transportation shall be met prior to the issuance of a zoning permit.

The applicants addressed the Board.

The Public Hearing was opened.

Proponents: Nate Jones, Jim Thompson

Opponents: None

The Public Hearing was closed.

By motion of Vice-Chair Martin and with the following vote, the Board approved Special Exception 2025-672 with the added condition that the parking lot be paved.

AYE: Mrs. Tucker, Mr. Martin, Mr. Pugh, Mr. Adams

NAY: None

ABSENT: Mr. Wade

VI. Consent Agenda

By motion of Supervisor Pugh and with the following vote, the Board approved the Consent Agenda for December 16, 2025.

AYE: Mrs. Tucker, Mr. Martin, Mr. Pugh, Mr. Adams

NAY: None

ABSENT: Mr. Wade

A. Minutes - December 2, 2025

It was moved that the Board adopt the minutes of December 2, 2025.

VII. Old Business

A. IT Strategic Plan Adoption

By motion of Vice-Chair Martin and with the following vote, the Board adopted the IT Strategic Plan as presented.

AYE: Mrs. Tucker, Mr. Martin, Mr. Pugh, Mr. Adams

NAY: None

ABSENT: Mr. Wade

VIII. New Business

A. Appropriation - Code Enforcement

Supervisor Adams stated that the county is using internal resources for demolition and asked if that needs to be evaluated and possibly compared to private contractors to make sure costs are being covered at a proper rate. Mr. Adams asked the County Administrator to partner with Mr. Young, Sheriff Ayers, and Mr. Lombardo and come back to the Board with information to make sure that the costs are being addressed appropriately as far as the financial and fiscal aspect of this matter.

By motion of Supervisor Adams and with the following vote, the Board appropriated the transfer of \$36,000

in recovered Code Enforcement funds into the Code Enforcement operating budget.

AYE: Mrs. Tucker, Mr. Martin, Mr. Pugh, Mr. Adams

NAY: None

ABSENT: Mr. Wade

IX. County Administrator's Report

A. Central Virginia Community College Board Vacancy

By motion of Supervisor Adams and with the following vote, the Board appointed Wayne Patton to the Central Virginia Community College Board for the remainder of Mrs. McBride's term expiring on June 30, 2026.

AYE: Mrs. Tucker, Mr. Martin, Mr. Pugh, Mr. Adams

NAY: None

ABSENT: Mr. Wade

B. Horizon Behavioral Health Board Vacancy

By motion of Chair Tucker and with the following vote, the Board reappointed Mr. Robert Shifflet to the Horizon Behavioral Health Board to serve another 3-year term ending December 31, 2028.

AYE: Mrs. Tucker, Mr. Martin, Mr. Pugh, Mr. Adams

NAY: None

ABSENT: Mr. Wade

C. Reassessment/Board of Equalization

By motion of Supervisor Adams and with the following vote, the Board moved to recommend to the Circuit Court Judge the appointment of Hannah Potts to replace Jenny Woollett as an alternate Board of Equalization member.

AYE: Mrs. Tucker, Mr. Martin, Mr. Pugh, Mr. Adams

NAY: None

ABSENT: Mr. Wade

D. Landfill Expansion Cell 2 Permit

In a letter from the Department of Environmental Quality, dated December 8, 2025, Amherst County has received authorization to operate Cell 2 of the Amherst County Landfill as indicated on the design drawings contained in Permit Number 563. With this certificate, Amherst County will be able to start placing trash into Cell 2 immediately, which will have approximately 14 years of landfill life. This process has been underway for over three years. For the construction of Cell 2, only a few change orders were received/allowed, which allowed the County to save \$7,431.52 on the total contract. The Cell was finished in the middle of September, and all documents were sent to DEQ the first week in October. Since October, inspections were completed, financial assurance delivered, and answered questions from DEQ to get a permit.

On April 15, 2025, Amherst County borrowed \$5,290,812 million dollars for the construction and engineering of the landfill cell 2. The awarded construction contract was for \$3,888,574. However, Amherst County was credited approximately \$7,431.52 less than the approved contract. To date, the engineering fees are approximately \$365,000. We expect that the total savings on the project will be approximately \$1,044,506.85.

Staff will come back to the Board in the future on a recommendation regarding the savings.

E. SEID Grant Award

In July of 2025, Amherst County and the Amherst County Service Authority worked diligently together to submit a grant application to the Southeast Crescent Regional Commission for their second cycle of the State Economic and Infrastructure Development Grant Program (SEID Grant).

This is the second time Amherst County and the Amherst County Service Authority has applied for this Funding Opportunity for the same project. In 2024, we were denied funding. Once word of a second cycle was received, the County Grant Administrator and Project manager reached out to the SCRC to inquire how to best strengthen the application – through a solid collaborative effort between the three parties, Amherst County was able to submit a strong application for the 2025 cycle.

After several months of anticipation, Amherst County and the Amherst County Service Authority are proud to announce they have been awarded \$500,000.00 through the SEID Grant Program for the Gateway Project in Amherst County.

F. Amherst County Service Authority Board Vacancy (Added by Agenda Amendment)

By motion of Vice-Chair Martin and with the following vote, the Board appointed Trevor Gillispie to serve a four-year term on the Service Authority Board.

AYE: Mrs. Tucker, Mr. Martin, Mr. Pugh, Mr. Adams

NAY: None

ABSENT: Mr. Wade

X. County Attorney's Report

The County Attorney had no matter to discuss.

XI. Citizen Comment

Robert Richards addressed the Board regarding the twenty-five-dollar license fee charged on personal property taxes.

Mark Labadie addressed the Board regarding an experience he recently had with the Public Safety Department and raised concerns over that experience with some of the staff.

Stuart Gregory addressed the Board regarding Three Oaks Manor, and its possible special exception permit revocation.

Abby Thompson addressed the Board thanking them for appointing her to the School Board nine years ago. She also asked the Board to consider the revocation of special exception 2024-154.

XII. Matters from Members of the Board of Supervisors

Supervisor Adams stated that the Christmas program put on by the Sheriff's Office went very well and the funds raised go to the DARE program for children.

Supervisor Pugh had no matter to discuss.

Vice-Chair Martin apologized to Mr. Labadie for the experience that he brought up during the citizen comment.

Chair Tucker mentioned that she has concerns over vape shops and she does not believe they serve any good purpose for our community, she asked if the other Board members would be willing to ask the County Attorney to look into any options the county may have by ordinance or any other means to get rid of this blight on the community. The other Board members agreed, and the Board directed the County Attorney to move forward with that information.

XIII. Closed Session

- A. A closed session for the limited purpose of consultation with legal counsel retained by this Board regarding specific legal matters requiring the provision of legal advice by such counsel related to the possible revocation of the Fisher special exception pursuant to Section 2.2-3711(A)(8) of the Code of Virginia.

Vice-Chair Martin motioned to go into closed session and was approved with the following vote:

AYE: Mrs. Tucker, Mr. Martin, Mr. Pugh, Mr. Adams

NAY: None

ABSENT: Mr. Wade

Supervisor Adams motioned to come out of closed session and was approved with the following vote:

AYE: Mrs. Tucker, Mr. Martin, Mr. Pugh, Mr. Adams

NAY: None

ABSENT: Mr. Wade

XIV. Certification of Closed Session CERTIFICATION OF CLOSED MEETING

I move that the Amherst County Board of Supervisors certify by a recorded vote that, to the best of each Board member's knowledge, only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the motion authorizing the closed session were heard, discussed, or considered in the closed session.

Mrs. Tucker: AYE

Mr Martin: AYE

Mr. Pugh: AYE

Mr. Adams: AYE

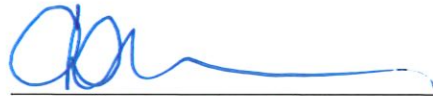
XV. Adjournment

By motion of Supervisor Pugh and with the following vote, the Board adjourned at 9:13 pm.

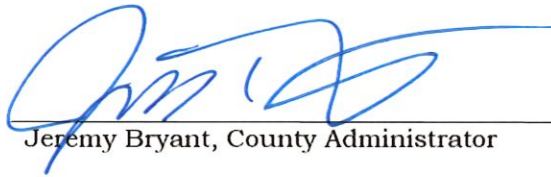
AYE: Mrs. Tucker, Mr. Martin, Mr. Pugh, Mr. Adams

NAY: None

ABSENT: Mr. Wade



Claudia D. Tucker, Chair
Amherst County Board of Supervisors



Jeremy Bryant, County Administrator