



AMHERST COUNTY PLANNING COMMISSION MEETING



MINUTES

November 20, 2025
Administrative Office Complex
153 Washington Street
Public Meeting Room
Meeting Convened - 7:00 PM

1. Call to Order

MEMBERS PRESENT: Derin Foor (Chair), Michael Bryant (Vice Chair), Beverly Jones, Michael Martineau, Jim Thompson, Susan Schjonning, Calvin Kennon (EDA Liaison – Non-voting)

MEMBERS ABSENT: David Pugh (Board of Supervisors Liaison)

STAFF PRESENT: Tyler Creasy (Director of Community Development), Tyler Amburgey (Assistant Zoning Administrator)

Chairman Foor called the meeting to order at 7:01 pm.

2. Invocation & Pledge of Allegiance

Michael Martineau led the invocation and then the Pledge of Allegiance

3. Approval of Agenda

The agenda was approved with one change. The change was the removal of item 5. A. which was a withdrawn application for a rezoning for Guy and Karen Green.

Planning Commission Recommendation:

Motion: Motion to approve the agenda with the removal of item 5.A.

Motion made by: Martineau

Second: Jones

Motion carried by a 6-0 vote.

4. Citizens Comments

There were no citizen comments made at this meeting.

5. Public Hearing

A. 5A has been withdrawn.

B. 2025-582 Shane and Jacqueline Phillips – Special Exception

Request by James Carter for a special exception for a short-term tourist rental of a dwelling at 201 Williams Rd.

Mr. Creasy presented the staff report and concluded his comments by stating that staff recommends the following conditions.

- 1) Lighting: If exterior lighting is provided, all proposed lighting shall 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: Guests 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.

Chairman Foor opened the public hearing.

Shane and Jacqueline Phillips, property owners and petitioners, spoke in favor of the request highlighting the separate entrance to the basement rental area that is locked off from the rest of the house.

No one spoke in opposition to the request; therefore, Chairman Foor closed the public hearing.

Planning Commission Recommendation:

Motion made by Thompson: Motion to approve special exception 2025-582 for the Phillips' Short-term Tourist Rental with staff recommendations.

Second: Bryant

Motion carried by a 6-0 vote.

C. 2025-627 Sandrof Auto Body – Special Exception

Request by Sandrof Auto Body for a special exception for an automotive repair garage in the B-2 General Commercial district at 138 Amelon Expressway.

Mr. Creasy presented the staff report and concluded his comments by stating that staff recommends the following conditions.

- 1) Lighting: If exterior lighting is provided, all proposed lighting shall 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

Chairman Foor opened the public hearing.

Jason Sandrof, petitioner, spoke in favor of the request highlighting the high standards and level of service of Sandrof Auto Body.

Emanuel Seewald of Sandrof Auto Body spoke in favor of the request and presented a powerpoint presentation of the proposed site plan. He highlighted Sandrof's respected reputation in neighboring localities and family-focus along with their desire to bring highly skilled jobs to the community.

Nate Jones, a resident, spoke in favor of the request.

Phillip Pantana, former customer, spoke in favor highlighting Sandrof's great communication and excellent service after his daughter had a wreck that required her car to be repaired.

No one spoke in opposition to the request; therefore, Chairman Foor closed the public hearing.

Jim Thompson, Planning Commissioner, spoke very highly of the company and family through personal experience.

Planning Commission Recommendation:

Motion made by Jones: Motion to approve special exception 2025-627 for Sandrof Auto Body with staff recommendations.

Second: Thompson

Motion carried by a 6-0 vote.

D. Ordinance 2025-7

Mr. Creasy presented the updated ordinance changes for the Home Occupation ordinance. The Commission held a workshop on October 30th to assist with drafting the changes. These changes add some flexibility to the requirements of the home occupation ordinance to benefit citizens.

Chairman Foor opened the public hearing. There were no public comments; so, Chairman Foor closed the public hearing.

Planning Commission Recommendation:

Motion made by Bryant: Motion to approve Ordinance 2025-7 as presented.

Second: Thompson

Motion carried by a 6-0 vote.

6. Board of Zoning Appeals Request

A. 2025-630 Variance for Alston Keyes

Mr. Creasy presented the staff report related to a variance request to reduce the side property line setback from 25 feet to 5 feet for a detached accessory structure (carport). Mr. Creasy let the Commission know that they were not required to provide a recommendation to the Board of Zoning Appeals but had the option if they wanted to.

Alston Keyes, the applicant, presented his case and spoke about not wanting to disturb the neighbor's views but has 4 vehicles that he would like to keep under roof if possible.

The Commission discussed the case and decided not to make a recommendation to the Board of Zoning Appeals.

7. Old/New Business

Beverly Jones requested a laptop or tablet for our youth participant. Mr. Creasy stated he would check with IT on the options but was not sure if they are able to approve these types of requests.

8. Site Plan Update

Mr. Amburgey presented an update regarding the current site plans, erosion and sediment control plans, and subdivisions over 10 lots in the county.

9. Approval of Minutes

A. October 16, 2025 Minutes

Planning Commission Recommendation:

Motion made by Jones. Motion to approve the October 16, 2025 Meeting Minutes.

Second: Martineau

Motion carried by a 4-0 vote (Schjonning and Thompson abstained)

B. October 30, 2025 Minutes

Planning Commission Recommendation:

Motion made by Thompson. Motion to approve the October 30, 2025 Workshop Minutes.

Second: Jones

Motion carried by a 5-0 vote (Bryant abstained)

10. Adjournment

There being no further business to discuss, the meeting was adjourned at 8:06 pm.

Planning Commission Recommendation:

Motion made by Bryant

Second: Martineau

Motion carried by a 6-0 vote.

A handwritten signature in blue ink, appearing to be 'D. Bryant', is written over a horizontal line.

Chairman