**AMHERST COUNTY**

**PLANNING COMMISSION MEETING**

**THURSDAY, OCTOBER 3, 2013**

**MINUTES**

**VIRGINIA**

 A public meeting for the Amherst County Planning Commission was held on Thursday, October 3, 2013, in the Board of Supervisors Room located in the Administration Building at 153 Washington Street, Amherst, VA.

**MEMBERS PRESENT:** Leslie Irvin, Chairman

Donald Kidd, Board of Supervisors Liaison

Michael Martineau

Beverly Jones

 Lillian Floyd

George Brine

**MEMBERS ABSENT:** Derin Foor, Vice Chairman

**STAFF PRESENT:** Jeremy Bryant, Director of Planning/Zoning

 Austin Mitchell, Assistant Zoning Administrator/Planner

 Stacey Stinnett, Administrative Assistant

1. Call to Order
2. Approval of Agenda
3. Citizens Comments

4. Site Plan Review

 A. Sweet Briar Storage (Tax Map # 124-A-107A,

 124B-1-B)

5. Old/New Business

 6. Monthly Report for September 2013

 7. Approval of Minutes for August 15, 2013,

 September 5, 2013 and September 19, 2013

 8. Adjournment

**1. CALL TO ORDER**

The meeting was called to order at 7:00 PM.

**2. APPROVAL OF AGENDA**

The agenda was approved as submitted.

**Planning Commission Action:**

**Motion:** JonesMotion to approve the agenda.

**Second:** Brine

**The motion carried by a 5-0 vote**

**3. CITIZENS COMMENTS**

There were none.

**4.** **SITE PLAN REVIEW**

 A. Sweet Briar Storage (Tax # 124-A-107A, 124B-1-B)

 In accordance with Section 1103 of the Code of Amherst County, a major site plan has been submitted by William M. Mays, Jr. for the construction of a 3,000 square foot self-service mini-storage building comprising 32 units as an expansion of the current storage facility on property located at 1744 S. Amherst Highway. The proposed development will not add any additional parking spaces. A special exception for the expansion of the current self-service mini-storage facility was approved by the Board of Supervisors on June 18, 2013. Copies of the plans were reviewed by the Development Review Committee on September 10, 2013. The following sections summarize staff and agency comments with respect to the major elements of the plan.

Mr. Mitchell presented the Staff report and concluded his comments by stating that Staff recommends the following conditions:

1. An erosion & sediment control bond must be established with Amherst County in the total amount of the cost implementing the erosion and sediment control measures shown in the plan.

2. A Virginia Stormwater Management Permit must be obtained.

3. A Safe, Adequate and Proper Review of the drainfields and private onsite sewage systems shall be completed and approved by the Virginia Department of Health prior to the issuance of a Zoning Permit.

4. VDOT approval of the site plan, if necessary.

5. Access lane width around the new building shown in accordance with the requirements of the Director of Public Safety.

**Planning Commission Action:**

**Motion:** JonesMotion to approve site plan for Sweet Briar Storage (Tax # 124-A-107A, 124B-1-B) with staff recommendations.

**Second:** Brine

**The motion carried by a 5-0 vote**

**5. OLD/NEW BUSINESS**

Mr. Bryant updated the Planning Commission on the new Stormwater requirements that the state is requiring as of July 1, 2014. Mr. Bryant stated that currently the Planning and Zoning Department has been spending a lot of time preparing for this new regulation. Mr. Bryant stated that at the last Board of Supervisors meeting he requested an additional staff member, preferably an environmental officer, for the Planning and Zoning Department that would handle the increasing workloads pertaining to Stormwater requirements and regulations.

M s. Jones asked if Staff needed a recommendation from the Planning Commission considering his request to the Board of Supervisors. Mr. Bryant stated that it was not necessary at this time; however, he would be updating the Board of Supervisors again in November on this topic.

**6. MONTHLY REPORT FOR AUGUST 2013**

The monthly report for September 2013 was reviewed.

Mr. Bryant commented that over the past few months many single-family dwellings have occurred in Stratford Place Subdivision and that this subdivision has had more single family zoning permits than any other subdivision in Amherst County.

Ms. Jones asked the current status on the road connection from Stratford Place subdivision to Woody’s Lake Rd. Mr. Bryant replied VDOT and the developer have agreed to pave and widen Woody’s Lake Road.

 **7. APPROVAL OF MINUTES FOR AUGUST 15, 2013, SEPTEMBER 5, 2013 &**

 **SEPTEMBER 19, 2013**

August 15, 2013 Minutes

**Planning Commission Action:**

**Motion:** JonesMotion to approve the August 15, 2013 Planning Commission minutes with two (2) changes.

**Second:** Martineau

**The motion carried by a 5-0 vote**

September 5, 2013 Minutes

**Planning Commission Action:**

**Motion:** BrineMotion to approve the September 5, 2013 Planning Commission minutes as submitted.

**Second:** Martineau

**The motion carried by a 5-0 vote**

The September 19, 2013 Planning Commission Minutes were unable to be approved and would be reviewed at the next scheduled Planning Commission Meeting.

**8. ADJOURNMENT**

There being no more business to discuss the meeting was adjourned at 7:20 p.m.

**Planning Commission Recommendation:**

**Motion:** Brine Motion to adjourn.

 **Second:** Martineau

 **The motion carried by a 5-0 vote.**

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/ss/10.08.13 Chairman