



Town of Farmville Planning Commission

Town Council Chambers of the Town Hall
116 North Main Street, Farmville, Virginia

Agenda Wednesday, November 16, 2022 @ 7:00pm

1. **Call to Order** (please silence devices)
2. **Roll Call**
3. **Approval of Agenda**
4. **Consideration of Minutes**
 - a. Minutes of the Regular Planning Commission Meeting – October 19, 2022
5. **Public Participation – Speakers have three (3) minutes to make statements on non-agenda items.**
 - a. World GIS Day Comments by Dr. Ravi Darwin Sankar, PhD, Assistant Professor of Environmental Science, Longwood University, and others
 - b. Public Participation
6. **Public Hearing – ZTA22-001- Additional Height Regulations-** Planning Commission recommendation to amend the zoning ordinance by adding *Section 29-22.1- Additional height regulations*. This will regulate the height of certain structures and architectural features and provide more definitive measurements where none exist currently for said structures and features.
 - a. Staff Report
 - b. Public Hearing/ Participation-Speakers have three (3) minutes to make statements
 - c. Commission Deliberation and Decision
7. **Public Hearing – REZ22-005- Political and Campaign Signage-** Planning Commission recommendation to amend certain sign regulations contained in *Section 29-31- Signs* to regulate timing, size, and location of political and campaign signs.
 - a. Staff Report
 - b. Public Hearing/ Participation-Speakers have three (3) minutes to make statements
 - c. Commission Deliberation and Decision
8. **Old Business**
9. **New Business**
 - a. Planned Unit Developments- Introductory brief
 - b. Staff and Commission Items
10. **Staff Updates**
11. **Adjournment**

**Town of Farmville Planning Commission
Town Council Chamber of the Town Hall
116 North Main Street, Farmville, VA 23901
Wednesday, October 19, 2022**

Planning Commission Members Present: Chairperson John Miller, Vice-Chairperson Cameron Patterson, Secretary Abigail O'Connor, Jerry Davenport, Jayne Johnson, Patrick Crute, and Rhett Weiss.

Planning Commission Members Absent: No Commissioners were absent

Staff Present: Director of Community Development Lee Pambid, GIS Analyst/Grants Manager Ashley Atkins- Austin, and Administrative Assistant II Michelle Watkins

CALL TO ORDER

Chairperson Miller called the Planning Commission meeting to order at 7:00 PM.

APPROVAL OF AGENDA

Chairperson Miller noted the agenda was distributed and asked if there were any corrections. On a motion by Mr. Patterson, seconded by Ms. Johnson, and with all present members voting "aye", the agenda was approved with no corrections.

CONSIDERATION OF MINUTES

Minutes of Regular Planning Commission Meeting -September 21, 2022

Chairperson Miller noted that the minutes had been likewise distributed and asked if there were any corrections or revisions. On a motion by Mr. Weiss, seconded by Ms. O'Connor, and with all present members voting "aye," the minutes from September 21, 2022, were approved as presented.

PUBLIC PARTICIPATION

Chairperson Miller opened the public participation portion of the meeting. Ms. Watkins reported that Staff had not received any comments or requests to speak from the public.

PUBLIC HEARING

Public Hearing – ZTA22-003- Moton Museum Gateway Overlay District Zoning Ordinance

Language - Recommendation to the Town Council to amend the zoning ordinance by adding Section 29-23.1 to provide language for an overlay district for the purposes of protecting and enhancing the vicinity of the Robert Russa Moton Museum.

Staff Report

Mr. Pambid provided relevant information from the staff report with supporting slides. The report combined the cases ZTA22-003 and REZ22-001. The key components discussed were:

- Future Timeline of Moton Museum Gateway Overlay District.
- Public Input and Notice- Multiple meetings, Engagement session at Moton Museum, Public Hearings, local publications (The Farmville Herald), email (1), and phone calls (2).
- Recap of Overlay District-Definition, Examples.
- Recap of Major Themes-Design Requirements, Process, Design guidelines from other localities.

In conclusion, Staff found that the proposed ordinance language was consistent with the Comprehensive Plan, therefore, recommended approval of both cases.

Public Hearing/Participation

Chairperson Miller opened the public hearing portion of the meeting.

Mr. Tom Dennison, local resident and retired architect, provided the Commissioners with some insight on the proposed language. He spoke about constant and unpredictable change in the residential districts, effects of the Overlay language, and possible consideration of additional inclusions to the Overlay District such as the courthouse and schools.

With no one else signed up to speak, Chairperson Miller closed the public hearing.

Planning Commission Deliberation and Decision

Vice-Chair Patterson provided the Commissioners with a background of the Moton Museum and the World Heritage program. The World Heritage status is the highest form of historic designation that a site can receive.

The Commissioners and staff had a brief discussion about the proposed language of the Overlay District. The provisions for porch elements were discussed and revised, and all references to lighting were removed..

With no further deliberation, Chairperson Miller called for a motion to vote. On a motion by Ms. Johnson, seconded by Mr. Weiss, with a recorded vote of six (6) “ayes” and one (1) abstention, the motion was passed to recommend to Town Council to approve ZTA22-003 with revised language. Vice-Chair Patterson abstained from voting due to his affiliation with the Moton Museum as Executive Director.

PUBLIC HEARING

Public Hearing – REZ22-001- Establishment of the Moton Museum Gateway Overlay District Boundaries- Recommendation to the Town Council to establish the boundaries of the Moton Museum Gateway Overlay District. Ordinance provisions of the overlay district will apply to all properties within the proposed boundaries.

Staff Report

The Staff’s previous combination report also covered this case.

Public Hearing/Participation

Chairperson Miller opened the public hearing portion of the meeting. Ms. Watkins reported that staff had not received any comments or requests to speak from the public.

Chairperson Miller called for a motion to close the public hearing. On a motion by Mr. Crute, seconded by Ms. O’Connor, with a recorded vote of six (6) “ayes” and one (1) abstention, the motion was passed to close the public hearing. Vice-Chair Patterson abstained from voting due to his current affiliation as the Executive Director of Moton Museum.

Planning Commission Deliberation and Decision

Commissioners and Staff had a brief discussion. On a Motion by Mr. Weiss, seconded by Mr. Crute, with a recorded vote of six (6) “ayes” and one (1) abstention, the motion was passed to recommend to Town Council to approve REZ-001. Vice-Chair Patterson abstained from voting

due to his affiliation with the Moton Museum as Executive Director.

OLD BUSINESS

Commissioners and Staff briefly discussed the interest in further review, recommendations, and future public hearings for the political signs and height regulations language.

NEW BUSINESS

Staff Items

Staff recommended an informational discussion about Planned Unit Development at the next Planning Commission meeting.

Commission Items

Commissioners and Staff had a brief discussion about moving forward with their ongoing interest to coordinate meetings with other bodies within the town and county to establish relationships, useful trainings and discuss items of mutual interest as they relate to their roles.

STAFF UPDATES

A monthly department report was included in the Commission's meeting packet. The report contained qualitative information of what Staff has been doing from a training standpoint and other activities in the department. He shared that the report also contained statistics on permit approval, FAB Ridership, and Airport fuel sales.

The Board of Zoning Appeals does not have any applications and will not meet in October.

The Building Official positions is open for the third round of applications. There have been four (4) applicants screened. Interviews have been scheduled for the upcoming week.

Staff's ongoing trainings and certifications are as follows:

- Lee Pambid recently completed an exam for the Certified Transportation Manager by the Virginia Association of Zoning Officials.
- Michelle Watkins completed the Core Course by the Jack A. Proctor Virginia Building Code Academy as well as the Permit Technician Certification Course by the Department of Housing and Community Development.
- Ashley Atkins-Austin has become a Certified Planning Commissioner, Certified Board of Zoning Appeals, and Certified Zoning Administrator.

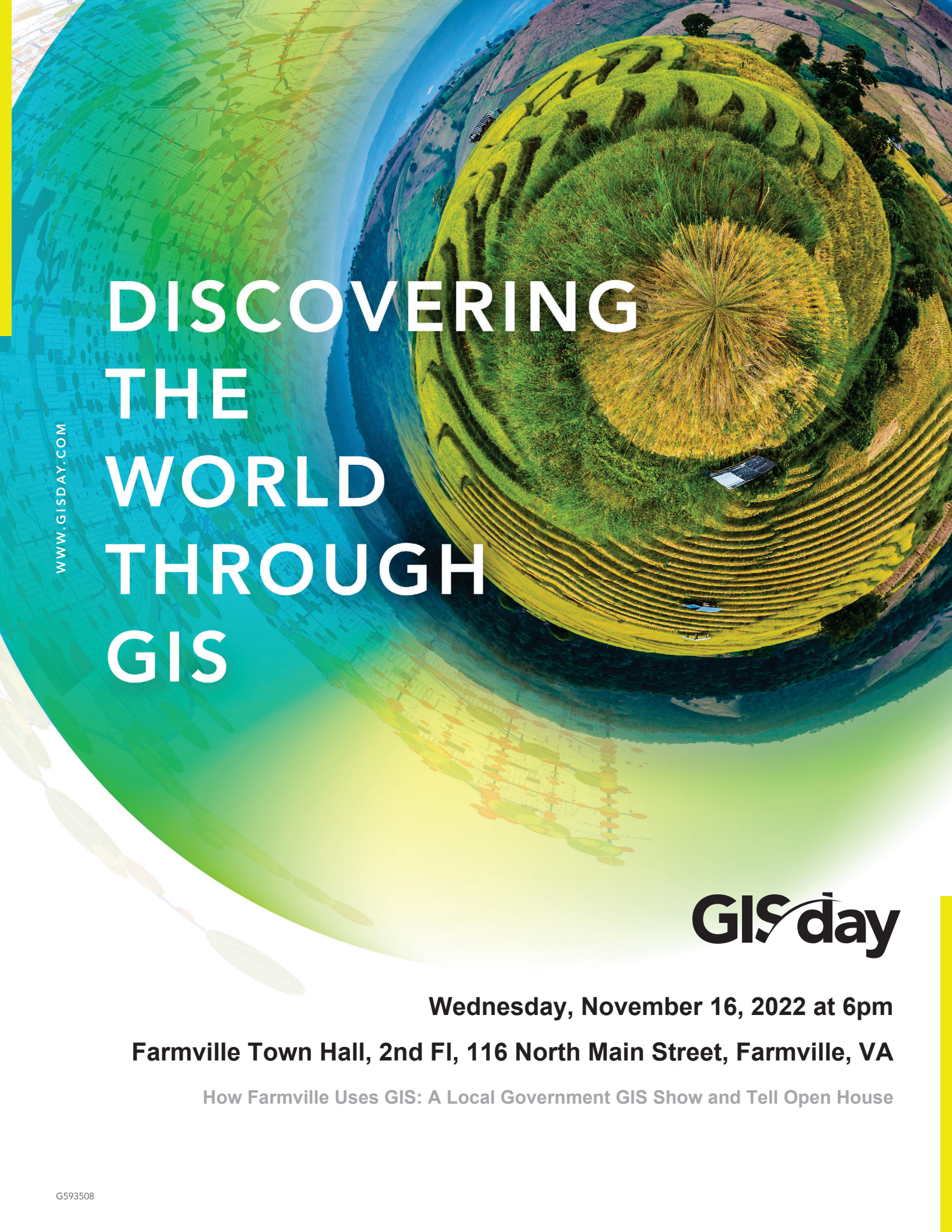
ADJOURNMENT

With no further business, Chairperson Miller called for a motion to adjourn the meeting. On a motion by Mr. Davenport, seconded by Ms. O'Connor and with all present members voting "aye", the meeting was adjourned at 8:25 PM.

Respectfully submitted by Michelle D. Watkins, Administrative Assistant II

Dr. John Miller, Chairperson

Abigail O'Connor, Secretary



DISCOVERING THE WORLD THROUGH GIS

WWW.GISDAY.COM

GIS day

Wednesday, November 16, 2022 at 6pm

Farmville Town Hall, 2nd Fl, 116 North Main Street, Farmville, VA

How Farmville Uses GIS: A Local Government GIS Show and Tell Open House



Background

On **June 10, 2020**, after several months of input and deliberation, the Town of Farmville adopted new zoning and subdivision ordinances (Chapter 29 of the Farmville Town Code) and a comprehensive plan. With this new ordinance came a bulk regulation chart that specifies the various minimum lot sizes, street frontages, and setbacks and maximum building heights. However, there is currently no mention of exceptions to the height maximums for various unoccupied features, and therefore, these features must comply with the stated maximums. It is customary to allow taller heights for unoccupied features or spaces such as elevator shafts, mechanical equipment, cupolas, steeples, domes, and minarets. In a comparison of other jurisdictions' height regulations, the Staff determined that their lack of a specified maximum height was undesirable and therefore included specific dimensions of 50' overall height in residential districts and 75' overall height in business districts.

To more clearly state this, the Staff proposes amendments to **Article III** of the zoning ordinance to add more specific regulations regarding the heights of various architectural and site features. The amendment adds Section 29-22.1, *Additional height regulations*. **Attachment 1** is a redlined version of the ordinance showing these amendments.

At the June 15, 2022 Planning Commission meeting, the Commission recommended approval of proposed ordinance text amendments. At their September 14, 2022 regular meeting, the Town Council voted not to amend the ordinance based on concerns about the flagpole heights and referred this back to the Planning Commission. Specific guidance regarding flagpole heights (20' in residential and 40' in commercial districts) was also provided by the Finance and Ordinance Committee. Please note that the Staff included a local government exception to this section because certain public infrastructure features required to serve the citizens may need to exceed the proposed height maximums.

Recommendations

- ☐ The Staff recommends **approval** of the proposed ordinance text amendments listed in **Attachment 1**.

Additional Information

None

Attachments

Proposed ordinance language is in **Attachment A** and bulk regulations chart

Staff Contact

Leander N. "Lee" Pambid, CZA, MURP, MPA, Director of Community Development
Phone: 434-392-8465 | Email: lpambid@farmvilleva.com

Add the following under the above referenced article where no regulation exists currently:

Section 29-22.1, Additional height regulations.

- a. *Applicability of height regulations.* Notwithstanding the maximum height regulations set forth in this chapter, the following uses, structures, or similar appurtenances or mechanical structures attached to a building and not intended for human occupancy and containing no signs or other advertising may have a height of up to 50 feet in residential districts and 75 feet in business districts:
 1. Belfries;
 2. Chimneys and flues;
 3. Fire, bulkhead and parapet walls extending no more than four feet above the height limit applicable to the building;
 4. Ornamental towers, spires, minarets, domes, and cupolas;
 5. Roof-mounted mechanical equipment such as heating, air conditioning, cooling towers, ventilating shafts, elevator penthouses, solar collector panels, and similar equipment for the operation and maintenance of the building when not exceeding 25 percent of the roof area;
 6. Monuments;
 7. Tanks;
 8. Water towers and standpipes; and
 9. Windmills.
- b. *Height of parapet walls.* Parapet walls may exceed the height limit applicable in a district by not more than four (4) feet.
- c. *Height of flagpoles.*
 1. The maximum height to which flagpoles may be erected in any residential zoning district is twenty (20) feet from grade.
 2. The maximum height to which flagpoles may be erected in any non-residential zoning district is forty (40) feet from grade.
 3. Flagpole toppers, finials, caps, or other ornaments may extend an additional one (1) foot in height above the maximum.
- d. *Height of accessory structures.* No accessory structure shall exceed the height of the main building on the lot, nor shall any accessory structure exceed fifteen (15) feet in height when located within any portion of a side or rear yard setback that would be required for a main building on the lot.
- e. *Local government exemption.* Prince Edward County, Cumberland County, and the Town of Farmville are exempt from the provisions of this section.



MEETING DATE: Wednesday, November 19, 2022 (Planning Commission)

ITEM NO.: 6

REQUEST: **ZTA22-001**, Amend Chapter 29 to add *Section 29-22.1- Additional height regulations*.

BACKGROUND: Written staff report and other supporting materials and verbal report by Lee N. "Lee" Pambid, Director of Community Development

RECOMMENDATION: That the Planning Commission recommend approval to the Town Council of **ZTA22-001** to Amend Chapter 29 to add *Section 29-22.1- Additional height regulations*.

MOTION: _____

SECONDED: _____

Commissioner	Yes	No
O'Connor		
Weiss		
Johnson		
Davenport		
Patterson		
Crute		
Miller		



Background

On **June 10, 2020**, after several months of input and deliberation, the Town of Farmville adopted new zoning and subdivision ordinances (Chapter 29 of the Farmville Town Code) and a comprehensive plan. With this new ordinance came specific sign regulations. An excerpt from a November 2021 BZA variance Staff report encapsulates the Staff's position then and now regarding the proliferation of signage and the lack of signage regulations in the previous zoning ordinance. This excerpt was provided in previous Staff reports for ZTA22-002 and is not repeated here. What is clearly stated in the excerpt is the desire to 1) apply consistency, objectivity, and fairness to signage reviews and decisions; 3) apply best practices regarding signage and its relation to placemaking in order to; 3) maintain a rural, small town identity.

The Planning Commission at its meeting on **Wednesday, June 15, 2022** recommended **approval** to the Town Council of proposed ordinance text amendments for B-2 and B-3 sign regulations in ZTA22-002. **However, it held back provision 8 regarding political and campaign signs.** This provision was originally included at the request of the Town Manager's office. The Commission wanted to discuss that provision further, particularly the timing. At that meeting, Vice Chair Patterson suggested that the eligibility for a political or campaign sign be event-based (ballot qualification) instead of time-based (no sooner than 90 days before a ballot/ election). The Town Council subsequently voted to amend the ordinance as recommended, without provision 8.

Coming back to this provision, Staff has included language for **Section 29-31.h.8** regarding temporary signs to provide specific guidance on the **timing** (allowed on ballot qualification but removed within 5 days after the election), **size** (32 sf maximum), and **location** (not in the public right-of-way) of **political and campaign signs. Attachment 2** is a redlined version of the ordinance showing these amendments.

Recommendations

- ☐ The Staff recommends **approval** of the proposed ordinance text amendments listed in **Attachment 2.**

Additional Information

None

Attachments

Proposed ordinance language is in **Attachment 2.**

Staff Contact

Leander N. "Lee" Pambid, CZA, MURP, MPA, Director of Community Development
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Amend Section 29-31. Signs with the following addition.

Sec. 29-31. Signs.

(h) *Temporary signs.*

- (8) *Political and campaign signs.* Upon qualification to appear on a ballot, additional temporary political and campaign signs not to exceed thirty-two (32) square feet, and no taller than 6 feet in height are permitted in all zoning districts. Such signs shall be prohibited from any public right-of-way and shall be removed five (5) days following an election.



MEETING DATE: Wednesday, November 19, 2022 (Planning Commission)

ITEM NO.: 7

REQUEST: **ZTA22-005**, Amend Chapter 29 to add certain sign regulations contained in *Section 29-31- Signs* to regulate timing, size, and location of political and campaign signs.

BACKGROUND: Written staff report and other supporting materials and verbal report by Lee N. "Lee" Pambid, Director of Community Development

RECOMMENDATION: **That the Planning Commission recommend approval to the Town Council of ZTA22-005** to Amend Chapter 29 to add certain sign regulations contained in *Section 29-31- Signs* to regulate timing, size, and location of political and campaign signs.

MOTION: _____

SECONDED: _____

Commissioner	Yes	No
O'Connor		
Weiss		
Johnson		
Davenport		
Patterson		
Crute		
Miller		



Background

On **June 10, 2020**, after several months of input and deliberation, the Town of Farmville adopted new zoning and subdivision ordinances (Chapter 29 of the Farmville Town Code) and a comprehensive plan. With this new ordinance came the understanding that it would require occasional amendment to address situations as they arise. Since adoption, Staff has fielded multiple development inquiries that include potential and desirable elements that are not currently enabled. A **Planned Unit Development (PUD) ordinance** allows flexibility in a development's layout, functionality, and density.

Process- A Planned Unit Development District is a zoning district a developer would apply for as a rezoning from a standard zoning district such as R-1 to "PUD". They would propose a design that may deviate from the requirements of the zoning ordinance. The PUD rezoning application would list and propose certain design standards and a layout, and proffers would be appropriate to discuss, as well. As a rezoning case, this would involve Planning Commission and Town Council public hearings. There will also be other site plan hearings and subdivision hearings required.

Timeline for adoption- Staff proposes rounds of discussion and public engagement in December and January with February and March public hearings for a Zoning Text Amendment (ZTA).

Explanation- Below is an excerpt statement of intent from a sample ordinance (City of Lexington, Virginia) which explains in general what a PUD is.

Planned Unit Development Districts are intended to provide for variety and flexibility in design necessary to implement the varied goals of the City as set forth in the Comprehensive Plan. Through a Planned Unit Development District approach, the regulations of this division are intended to accomplish the purposes of zoning and other applicable regulations to the same extent as regulations of conventional districts. Additionally, Planned Unit Development Districts are intended to implement the specific goals enunciated by the Comprehensive Plan.

It is intended that Planned Unit Development Districts be established in areas designated as mixed use, commercial use, or special planning areas on the future land use map and be established in areas with adequate infrastructure, including roadway, water, sewer, etc. Planned district master plans should demonstrate a unified development with an interconnected system of internal roads, sidewalks, and paths as well as manage access points along existing roads in order to maximize safety and the efficiency of existing roads. Pavement widths of internal and external roads shall minimize paving requirements as described in the Comprehensive Plan while accommodating projected traffic generated from the district. Planned developments allow for a higher density of development for a more efficient use of the land. Other benefits of a planned development include fewer infrastructure costs, more efficient provision of public safety services, less environmental impact, and, through the provision of affordable housing, achieve significant economic and social integration.



The goal of a Planned Unit Development District is to encourage a development form and character that is aesthetically pleasing and is different from conventional suburban development by providing the following characteristics:

- (1) Pedestrian orientation;*
- (2) Neighborhood-friendly streets and paths;*
- (3) Interconnected streets and transportation networks;*
- (4) Parks and open space as amenities;*
- (5) Neighborhood centers;*
- (6) Buildings and spaces of appropriate scale;*
- (7) Relegated parking;*
- (8) Mixture of uses and use types;*
- (9) Mixture of housing types and affordability;*
- (10) Environmentally sensitive design; and*
- (11) Clear boundaries with any surrounding rural areas*

Staff Contact

Leander N. "Lee" Pambid, CZA, MURP, MPA, Director of Community Development
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MEMORANDUM

To: C. Scott Davis, LPD, Town Manager
From: Leander N. "Lee" Pambid, CZA, MURP, MPA Director of Community Development
Date: Friday, November 4, 2022
Subject: Director's Monthly Report (October 2022), Department of Community Development

Statistics

Item	Amounts	Notes
Zoning Permits	12	
Building Permits	15	
	0	New single-family construction
	0	Manufactured homes
	8	Trades (mechanical, electrical, plumbing)
	1	Structural (interior renovations)
	3	Structural (exterior improvements)
	3	Signs
FAB Ridership	11,235 riders total 16,198 miles 1,182.5 service hours	
Fuel Sold at KVVX	76 sales totaling \$16,796.74 and 2,730.80 gallons	1,878.30 gallons AV 852.50 gallons Jet A
Arrivals/Departures at KVVX	See chart	Figures represent 7-day trailing averages only. South Boston (W78) and Mecklenburg (KAVC) also provided.

Items of interest

- Applications for the Building Official have been reviewed, and three candidates were interviewed. A decision is expected in the 2nd week of November.
- The Staff participated in the following meetings and trainings in October:
 - Virginia Building Code Academy Permit Technician Course, Henrico (Watkins)
 - Virginia Department of Housing and Community Development "Virginia Main Street: Development Ready Webinar Series" (x3, Pambid)
 - Virginia Association of Zoning Officials Regions 6/7 Training Session, Henrico (Atkins, Pambid)
 - NG911 GIS User Group Virtual Meeting (Atkins)
 - Prince Edward/ Farmville Development Review Committee (Pambid)
 - Virginia Department of Aviation (DOAV) Flight Information Exchange (FIX) Meeting and On-boarding (x3, Pambid)

- Virginia Department of Conservation (DCR) Floodplain Elevation, Flood Risk Products, and Virginia Flood Risk Information System (VFRIS) Webinar Training (Atkins, Watkins)
- Farmville Regional Airport (KFVX) updates:
 - In an effort to provide additional airport usage figures, I have begun compiling arrivals and departures in a chart. Flightaware.com provides 7-day trailing averages for free, and more specific data is available for purchase. For comparison, Staff includes the same data for William M. Tuck Airport (W78) in South Boston and Mecklenburg- Brunswick Regional Airport (KAVC) in Brodnax.
 - Staff participated in the Experimental Aircraft Association Chapter 1202 Young Eagles Discovery Flight event on October 15, 2022. Three pilots conducted 22 flights carrying 45 passengers, 31 of which were in the intended Young Eagles age range of 8 to 17 years old.
 - On October 27, 2022, Staff flew with one local pilot to conduct a nighttime aerial check of the airport runway and navigation lighting systems.
- The Planning Commission met on October 19, 2022.
 - They unanimously recommended approval to the Town Council for (ZTA22-003)-Moton Museum Overlay District Ordinance Language, and (REZ22-001) Establishment of the Moton Museum Gateway Overlay District Boundaries. Vice Chair Cameron Patterson abstained from voting due to his affiliation to Moton Museum as the Executive Director.
 - The Planning Commission is scheduled to meet on Wednesday, November 16, 2022 to hold 2 public hearings for ordinance amendments (political and campaign signs and additional height regulations) and to be briefed generally on the concept of Planned Unit Developments.
 - November 16 is also World GIS Day.
- The Board of Zoning Appeals did not meet in October.
 - They are not scheduled to meet in November.

Staff Contacts | Department of Community Development

Ashley Austin	GIS Analyst/ Grants Coordinator	aaustin@farmvilleva.com	434-392-2114
Phillip Moore	Building Official (<i>Interim</i>)	pmoore@farmvilleva.com	434-392-8465
Leander N. "Lee" Pambid	Director of Community Development	lpambid@farmvilleva.com	434-392-8465
Michelle Watkins	Administrative Assistant II	mwatkins@farmvilleva.com	434-392-8465

October 2022 Arrivals and Departures

Farmville Regional Airport KFBX

Date	Day	KFBX Arrivals & Departures * Farmville	KFBX Notes Farmville	W78 Arrivals & Departures * South Boston	KAVC Arrivals & Departures * Mecklenburg
10/1/2022	Saturday	0		0	2
10/2/2022	Sunday	0		0	0
10/3/2022	Monday	0		0	2
10/4/2022	Tuesday	2		6	2
10/5/2022	Wednesday	4		6	0
10/6/2022	Thursday	6		8	2
10/7/2022	Friday	7		8	2
10/8/2022	Saturday	7		0	3
10/9/2022	Sunday	8		0	3
10/10/2022	Monday	8		7	3
10/11/2022	Tuesday	8		0	3
10/12/2022	Wednesday	8		0	5
10/13/2022	Thursday	6		0	0
10/14/2022	Friday	5		4	0
10/15/2022	Saturday	12	22 actual flights; EAA Young Eagles	4	0
10/16/2022	Sunday	12		4	5
10/17/2022	Monday	11		4	0
10/18/2022	Tuesday	12		4	4
10/19/2022	Wednesday	12		4	3
10/20/2022	Thursday	12		4	4
10/21/2022	Friday	14		4	3
10/22/2022	Saturday	7		6	3
10/23/2022	Sunday	7		0	3
10/24/2022	Monday	8		0	2
10/25/2022	Tuesday	8		6	0
10/26/2022	Wednesday	8		0	3
10/27/2022	Thursday	8		6	4
10/28/2022	Friday	6		6	2
10/29/2022	Saturday	6		8	3
10/30/2022	Sunday	7		8	3
10/31/2022	Monday	0		5	3

* Source: FlightAware.com- 7-day trailing averages