



# Town of Farmville

## Town Council

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December 14, 2022 at 7:00 PM  
Council Chamber of the Town Hall  
116 North Main Street, Farmville, VA

### AGENDA

1. **Call to Order and Welcome Guests**
2. **Invocation by Rev. Dr. J. Adam Tyler, Pastor of Farmville Baptist Church**
3. **Pledge of Allegiance led by Vice-Mayor Reid**
4. **Roll Call**
5. **Town Employee 25th Anniversary Recognition - Randy Biggers/Water Treatment Plant**
6. **Introduction of Farmville Police Department New Officers**
7. **Introduction of New Communications Operators**
8. **Presentation: Proclamation in Recognition of Jerry Todt**
  - a. Proclamation
9. **Request Adoption of Resolution of Appreciation - Council Member Greg Cole**
10. **Request Adoption of Resolution of Appreciation - Mayor David Whitus**
11. **Public Hearing - Ordinance No. 216 - Adding Section 29-22.1, Additional Height Regulations**
  - a. Public Hearing Notice
12. **Public Comment Period - Please Limit Comments to Three Minutes**
13. **Request Approval of the Consent Agenda**
  - a. Draft Minutes of the Regular Council Meeting held on November 9, 2022
14. **Request Approval of the Finance Report**
  - a. Report by Finance Director Julie Moore
15. **New Business**
  - a. Request Adoption of Ordinance No. 216 - Adding Section 29-22.1, Additional Height Regulations
  - b. Request Adoption of Resolution 2022-12-01 Providing American Rescue Plan Act Funds for General Government Use for Elevator Renovations at the Water Treatment Plant
  - c. Request Authorization to Advertise 2023 Town Council Meeting Dates
16. **Staff Reports**
17. **Standing Committee Reports**
18. **Comments by the Mayor and Members of Town Council**
19. **Closed Session**

- a. 2.2-3711 (A)(1) Discussion of performance of the Town Manager and discussion of performance of the Clerk of Council

**PROCLAMATION  
IN RECOGNITION OF  
JERRY TODT**

**WHEREAS**, Jerry Todt is recognized for the accomplishments received as a local author; and

**WHEREAS**, the Hallmark Channel's Countdown to Christmas 2022 schedule includes a movie based on the story from Jerry Todt's first book in the Maple Valley series; and

**WHEREAS**, this story, *A Maple Valley Christmas*, has aired this holiday season for all to enjoy; and

**WHEREAS**, Jerry Todt's success as an author continues with his second book in the series, *A Maple Valley Wedding*; and

**NOW, THEREFORE**, I, David E. Whitus, Mayor of the Town of Farmville, ask the residents of the Town of Farmville to join him in extending congratulations on the success of local author, Jerry Todt; and

**IN OFFICIAL RECOGNITION WHEREOF**, I hereby affix my signature and the Town of Farmville seal on this 14<sup>th</sup> day of December, 2022.

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David E. Whitus, Mayor

David E. Whitus  
Mayor

Mary H. McKay  
Clerk of Council



COUNCIL  
A. D. "Chuckie" Reid  
Brian Vincent  
Daniel E. Dwyer  
Donald L. Hunter  
Greg Cole  
Sallie O. Amos  
Tommy Pairet

Town of Farmville  
Town Council  
PUBLIC HEARING NOTICE

The Farmville Town Council will hold a public hearing on Wednesday, December 14, 2022, at 7:00 PM in the Council Chamber, located on the second floor of the Town Hall, 116 North Main Street, Farmville Virginia to receive public comment on the following item:

- **Ordinance No. 216 - Additional Height Regulations - 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.

The full text of the proposed ordinance amendment is available by contacting the Clerk of Council at (434) 392-9465 and online at [www.farmvilleva.com](http://www.farmvilleva.com).

The Farmville Town Council will consider the amendment following the public hearing. Any person(s) wishing to comment on the above matter should plan to attend this meeting or submit written comments. If you do not feel comfortable attending the meeting, you can participate by contacting the Clerk of Council's office and ask to participate in the public hearing by phone. Once a person has formally made this request, they will be provided with a conference call number. Please send your requests to Mary McKay at [mmckay@farmvilleva.com](mailto:mmckay@farmvilleva.com) or by calling (434) 392-9465 by 5:00 PM on Wednesday, December 14, 2022.

Questions and comments related to the public hearing may be directed to the Department of Community Development, 116 North Main Street, PO Drawer 368, Farmville, Virginia, 23901 or by calling (434) 392-8465, between the hours of 8:00 AM and 5:00 PM, Monday through Friday.

It is the intent of the Town to comply with the Americans with Disabilities Act. Should you need special accommodation, please contact C. Scott Davis, LP.D., Town Manager, at (434)392-5686, prior to the meeting.



# Town of Farmville

## Agenda Item Summary

**MEETING DATE:** December 14, 2022

**ITEM NUMBER:** 13.a. – Draft Minutes of the Regular Council Meeting held on November 9, 2022

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**BACKGROUND:** The Consent Agenda includes the Draft Minutes of the Regular Council Meeting held on November 9, 2022.

**RECOMMENDATION:** Approve the Consent Agenda, as presented.

**FISCAL IMPACT:**

**ATTACHMENTS:**

1. 2022-11-09 Regular Meeting Minutes (DRAFT)

**REGULAR MEETING OF THE FARMVILLE TOWN COUNCIL**  
**HELD ON NOVEMBER 9, 2022**

At the regular meeting of the Farmville Town Council held on Wednesday, November 9, 2022, at 7:00 PM, in the Council Chamber of the Town Hall, located at 116 North Main Street, Farmville, Virginia, there were present: Mayor D.E. Whitus, presiding, and Council members D.L. Hunter, T.M. Pairet, A.D. Reid, B.R. Vincent, G.C. Cole, S.O. Amos and D.E. Dwyer.

The staff members present were Town Manager C. Scott Davis, Town Attorney Gary Elder, Finance Director Julie Moore, Community Development Director Lee Pambid, Deputy Police Chief and Captain William Hogan, Public Works Director Robin Atkins, Fire Chief Daniel Clark, IT Support Ashley Atkins-Austin, Deputy Clerk Jacqueline Vaughan, and Clerk Mary McKay.

Mayor Whitus called the meeting to order and welcomed all guests.

Rev. Tochi Iwuji, Pastor of St. Theresa Catholic Church provided the Invocation, followed by the Pledge of Allegiance led by Vice-Mayor Reid.

The Clerk called the roll noting all Council members were present.

**PRESENTATION BY BROWN, EDWARDS & COMPANY, L.L.P. OF THE TOWN'S 2021-2022 AUDIT**

A brief presentation of the audit findings was provided by Chris Murray, CPA and Director of the Lynchburg office of Brown, Edwards & Company, L.L.P. At an earlier meeting at 6:00 PM, the Finance and Ordinance Committee was provided with an in-depth presentation of the financial audit. Mr. Murray reported no audit adjustments were made and the Town received a clean, unmodified opinion.

**PUBLIC HEARING – ORDINANCE NO. 213-ADDING SECTION 29-23.1 OF ARTICLE IV OF CHAPTER 29-ZONING AND SUBDIVISION KNOWN AS ROBERT RUSSA MOTON MUSEUM GATEWAY OVERLAY DISTRICT**

Chip Jones, Chair of the Farmville Area Chamber of Commerce, addressed Council and reported on the Chamber's support of the Robert Russa Moton Museum's efforts to achieve the world heritage designation and reported the Chamber also supports the proposed Moton Gateway Overlay District. Mr. Jones noted the increased tourism and exposure from the world heritage designation will help to support economic development of the community.

Cainan Townsend, resident of Putney Street and Managing Director of the Robert Russa Moton Museum, addressed Council on its behalf. Mr. Townsend reported on the Museum's support of the Proposed Moton Gateway Overlay District and noted if approved, the overlay district would be a key part towards a successful nomination for the world heritage designation.

Dr. Larissa Smith, long-term Farmville resident and Professor of American History at Longwood University serving as the University's Provost and Vice-President for Academic Affairs and the University Liaison to the Moton Museum, was present to address Council. Dr. Smith reported on a Memorandum of Understanding and Longwood University's commitment to abide by the language of the Overlay District Ordinance. Dr. Smith also reported on Longwood's interest in protecting the historical character of the Robert Russa Moton Museum and its neighborhood and promoting its designation as a world heritage site.

Doug Stanley, Prince Edward County Administrator, addressed the Council to speak on the proposed Moton Gateway Overlay District. He noted an overlay district will serve to guide future development and redevelopment in the area around Robert Russa Moton Museum to ensure its compatibility with that of a world heritage site. Also noted were the benefits that heritage tourism provides to the community.

With no one else wishing to speak, the Public Hearing was closed.

**PUBLIC HEARING – ORDINANCE NO. 214 – AMENDING THE OFFICIAL ZONING MAP OF THE TOWN OF FARMVILLE TO PROVIDE FOR THE ROBERT RUSSA MOTON MUSEUM GATEWAY OVERLAY DISTRICT**

With no one wishing to speak, the Public Hearing was closed.

**PRINCE EDWARD COUNTY UPDATE – DOUG STANLEY, COUNTY ADMINISTRATOR**

- Mr. Doug Stanley reported the Prince Edward Board of Supervisors has accepted a bid from Caryn Kayton to purchase the Scope Building on Griffin Boulevard.
- Prince Edward County is working with a developer to build a meat processing facility at the Industrial Park.
- The Department of Conservation and Recreation held a groundbreaking ceremony on October 24, 2022, for the new High Bridge State Park Trail Center, with an anticipated completion date of fall 2023.
- A limited notice to proceed was issued to J.R. Caskey Inc. for the construction of an access road at the Prince Edward Industrial Park with an anticipated completion date of fall 2023.

- Prince Edward County Solid Waste Manager is now licensed as a Class 3 Virginia Waste Management Facility Operator along with the Assistant Director, providing two licensed operators at the facility.
- Virginia Department of Transportation held a ribbon cutting ceremony on October 31, 2022, to mark the completion of the Kingsville roundabout project.
- Local telecom provider Kinex received a Virginia Telecommunication Initiative (VATI) grant through the Commonwealth Regional Council. Five subcontractors are working on the broadband project to install fiber throughout rural Prince Edward County.
- The Courthouse Lawn project is nearing completion.
- Prince Edward County is working with the Commonwealth Regional Council to submit a Request for Proposals for reassessment firms. The county will change from a six-year to a four-year reassessment cycle. Field work will begin July 2023, with the general reassessment to take effect on January 1, 2025.

**PUBLIC COMMENT PERIOD**

With no one signed up or wishing to speak, Mayor Whitus returned the Council to the regular order of business.

**REQUEST APPROVAL OF THE CONSENT AGENDA**

On a motion by Mr. Hunter, seconded by Mrs. Amos, and with all Council members voting “aye”, the consent agenda was approved as presented. The consent agenda includes the draft minutes of the October 12, 2022 Regular Council meeting.

**REQUEST APPROVAL OF THE FINANCE REPORT**

On a motion by Mr. Pairet, seconded by Mr. Vincent, and with all Council members voting “aye”, the Treasurer’s Report was approved as presented.

**BACKGROUND:** Finance Director reported the set aside account declined by \$1.3 million due to making the required bond payment on October 1. The Airport Fund declined by \$376,000 due to payments being made on an ongoing project. Ms. Moore reported on the combined account balance of the outstanding bond, which is \$5,445,000, after payment had been made. She noted also there was an earned income this month of \$23,888.73 from the funds placed with the Local Government Investment Pool (LGIP), making a total of \$58,337.68 earned since investing with the LGIP.

**REQUEST ADOPTION OF ORDINANCE NO. 213 – ADDING SECTION 29-23.1 OF ARTICLE IV OF CHAPTER 29 – ZONING AND SUBDIVISION KNOWN AS ROBERT RUSSA MOTON MUSEUM GATEWAY OVERLAY DISTRICT**

On a motion by Mr. Hunter, seconded by Mrs. Amos, and with a recorded vote of Council members Hunter, Pairet, Vincent, Amos, Cole, and Dwyer voting “yes”, the motion passed to adopt Ordinance No. 213. Mr. Reid abstained from voting as he serves as Chair of the Moton Museum Board and is a member of the Board of Trustees.

**BACKGROUND:** Community Development Director Lee Pambid provided a presentation on the proposed Moton Museum Gateway Overlay District at the September 7, 2022 Work Session. A Community Meeting and Conversation event was held at the museum on September 8, 2022, to discuss the World Heritage Initiative and the proposed overlay district. A Public Hearing was held this evening on the proposed ordinance.

**ORDINANCE NO. 213**

**Adding Section 29-23.1 of Article IV of Chapter 29 – Zoning and Subdivision known as Robert Russa Moton Museum Gateway Overlay District.**

**THE TOWN OF FARMVILLE HEREBY ORDAINS:**

1. Section 29-23.1 of Article IV of Chapter – Zoning and Subdivision is added as follows:

*Sec. 29-23.1. Robert Russa Moton Museum Gateway Overlay District*

*(a) Intent of district.*

*The intent of the Robert Russa Moton Museum Gateway Overlay District is to preserve and protect an area of important historic, architectural, archaeological, or cultural interest within the Town. In addition, the purpose of the district is to carry out comprehensive plan policies for protecting the historic character of the Town, specifically, the areas adjacent to and nearby the Robert Russa Moton Museum, which is an historical and international center of civil rights.*

*The district fosters the goal of protecting individual historic landmarks, not only for their own value as community resources, but also because of their contribution to the Town's unique character; to encourage the protective maintenance of nearby structures; to protect, enhance and perpetuate such buildings, structures, and landscape features which represent elements of the Town's cultural, social, economic, political and architectural*

*history; to stabilize and improve property values; to foster civic pride in the Town's past; to protect and enhance the Town's attractions to tourists and visitors; to promote quality infill development; to support and stimulate business and strengthen the economy of the Town; and to promote the use of districts and historic resources for the education, pleasure, and welfare of the citizens of the Town.*

*(b) Application of the district.*

- 1. Designation of the Moton Museum Overlay District, and any subsequent amendments thereto, shall be in accordance with Section 29-14(a) of the Town Code.*
- 2. Regulations of the underlying zoning district shall apply.*
- 3. In the event of conflicting regulations, the more stringent regulation shall apply.*

*(c) The planning commission/ town council may adopt design guidelines to assist the Town Manager in reviewing applications and to assist applicants in undertaking work properly.*

*(d) Procedures for reviewing work in the overlay district shall be as follows:*

- 1. Applications for work in the overlay district requiring a certificate of appropriateness shall be made to the zoning administrator on forms provided. A processing fee may be charged for an application.*
- 2. Applications for a certificate of appropriateness shall not require a public hearing. However, the Town Manager shall give, or require the applicant to give, all adjoining property owners written notice of the request for a certificate of appropriateness, and an opportunity to respond to the request within twenty-one (21) days of the date of the notice.*
- 3. The Town Manager, after consulting with the Zoning Administrator, shall consider an application and make a decision within thirty days of submission.*
- 4. Following the Town Manager's decision, the applicant shall be provided with a written statement of their findings and any applicable conditions for undertaking the proposed work.*
- 5. If the Town Manager disapproves an application, the applicant shall be notified in writing of the findings, reasoning, and any recommendations made by them. An amended application may be filed within ninety (90) calendar days of the Town Manager's decision.*
- 6. A certificate of appropriateness shall be valid for one year from the date of action by the Town Manager. If work has not commenced within one year, then the certificate of appropriateness shall be null and void, and a new certificate shall be required.*
- 7. The Town Manager may refer any development proposal to the planning commission for review and approval in accordance with the provisions of this section.*

*(e) Certificate of appropriateness required for work.*

- 1. A certificate of appropriateness shall be required from the Town Manager for all work undertaken in the overlay district, except for ordinary maintenance.*
- 2. A certificate of appropriateness shall be required prior to issuing a building or zoning permit.*
- 3. Ordinary maintenance shall not require a certificate of appropriateness.*
  - a. The term "ordinary maintenance," for the purposes of this section, means exterior work that is undertaken on a frequent and routine basis to maintain the functional and structural integrity of an existing building, structure, or architectural or appurtenant features.*
  - b. Furthermore, the term "ordinary maintenance" means repair work that maintains, and does not change, the architectural material, design, style, size and scale, arrangement, detailing or texture of the feature.*
- 4. No building or structure, including signs, shall be erected, reconstructed, altered, rehabilitated, or restored within any such district unless the Town Manager finds that the work is in conformance with the design requirements adopted for the district and is architecturally compatible with the historic building, structure, and/or the existing scale and character of the district and issues a certificate of appropriateness. This includes work on walls, fences, signs, exterior light fixtures, and aboveground utility structures, among others.*
- 5. No historic landmark, building or structure within the district shall be razed, demolished, or moved until approved and a certificate of appropriateness is issued.*

*(f) Standards for review.*

- 1. In reviewing an application for a certificate of appropriateness, the Town Manager shall consider the following:*
  - a. The appropriateness of the proposed alteration or construction on the character defining features of the building, structure, landscape, or district. This includes consideration of the overlay district design requirements, site context; building scale, mass, and orientation; relationship to other buildings or elements; and the suitability of a material, design, style, arrangement, scale, detailing, and texture.*
  - b. The consistency of the work with supplemental design guidelines that have been adopted by the Planning Commission.*
  - c. The applicability of adopted Secretary of the Interior standards for the treatment of historic properties with state and national designations, including guidelines for preservation, rehabilitation, restoration, reconstruction, and historic landscapes.*
- 2. In reviewing a certificate of appropriateness application for a proposed alteration, expansion, construction, demolition or moving ("activity") of a building or structure, the Town Manager shall consider the following:*

- a. *The historic significance of the individual building;*
- b. *The contribution of the individual building to the overlay district;*
- c. *The effect of the activity regarding the building on the overlay district;*
- d. *The structural condition of the building;*
- e. *The proposed new use and development of the property as it pertains to intent of the district and in accordance with adopted design guidelines.*

*(g) Appeals*

1. *Any applicant for a certificate of appropriateness or property owner with standing aggrieved by a decision of the Town Manager regarding a certificate of appropriateness may appeal the decision to the town council. After consultation with the Town Manager, the council may uphold the decision of the Town Manager, modify, or overturn the decision and issue a certificate of appropriateness.*
2. *Any person aggrieved by the decision of the planning commission may appeal the decision to the town council within thirty (30) calendar days.*
3. *A decision of the town council may be appealed to the circuit court if filed within 30 days via a certified petition. The court may affirm the decision, or it may reverse or modify the decision if it finds that the decision is contrary to law or is arbitrary and capricious.*

*(h) District design regulations.*

*An application for new development shall be submitted to the Zoning Administrator and established fee paid prior to seeking a zoning permit and shall include the following information:*

1. *Site development plan drawn to scale showing setbacks, dimensions, and height of proposed addition or new building, and any parking areas;*
2. *Detailed elevation views of proposed addition or new building or structure drawn to scale showing architectural features including location, detailing, and exterior materials for porches, windows, doors, and roof (including pitch);*
3. *Preliminary landscape plan showing location of areas to be landscaped and existing trees to be removed or retained;*
4. *Utility plan showing locations of water, sewer, electricity, gas, etc., to serve the new building or structure.*

*(i) Residential building and site design*

*To encourage compatible construction of new buildings or structures and additions in the Moton Museum Gateway Overlay District, the following design requirements shall apply to non-multi-family residential buildings:*

1. *New building location, mass and scale.*

- a. *Design new buildings to fit in with the surrounding building and development patterns;*
  - b. *Position and orient buildings so that they face the primary street and are set back consistent with other buildings on the street;*
  - c. *Size buildings that that they are similar in height, form, and scale to existing houses on the street;*
  - d. *The maximum overall height of new construction shall be limited to 35' in height.*
  - e. *Use exterior materials, architectural features, and colors that are complementary to those found in the neighborhood, particularly those of the Robert Russa Moton Museum.*
2. *Addition location, mass, and scale.*
  - a. *Make the addition subordinate to the main structure;*
  - b. *Use similar, compatible architectural details and materials;*
  - c. *Maintain the scale of the addition so that it does not overwhelm or compete with the main building (a good rule of thumb is to limit the addition to approximately one-third the size of the original structure);*
  - d. *Set the addition back from the face of the existing building to distinguish it from the main building wall;*
  - e. *Place an addition to the side or rear.*
3. *Roofs.*
  - a. *Use roof forms that reflect the existing roof patterns and pitch in the neighborhood;*
  - b. *Use similar exterior materials or ones that are compatible with existing roofing materials in the neighborhood;*
  - c. *Position any roof feature toward the rear of the building so that it is not visible from the street (e.g., skylight, chimney, solar panel, vents). Exceptions may be made for the orientation of solar panels in order to maximize their efficiency.*
4. *Porches and entrances.*
  - a. *Include a primary, visible entrance that is centrally located on the front of the building;*
  - b. *Include a front porch on the new building that is similar in design and scale to other front porches on the street;*
  - c. *Provide proper porch roof pitch to ensure proper drainage and ensure that roofing material is appropriate for the pitch;*
  - d. *Install porch elements properly, especially railings and lattice under-pinning;*
  - e. *Porch elements shall have a finished appearance. Unpainted or unstained lumber shall be prohibited;*
  - f. *Do not enclose a front porch for added interior living space.*

5. *Windows and doors.*
  - a. *Include appropriately detailed and sized windows and doors similar to those found on other buildings on the street;*
  - b. *Include windows on all exterior walls;*
  - c. *Locate windows symmetrically on a building wall;*
  - d. *Position doors so that they are clearly visible from the street and centered within a focused entrance;*
  - e. *Ensure that windows and doors have sufficient trim to provide visible dimension and framing of the opening.*

6. *Parking.*
  - a. *Minimize driveway and parking pavement, especially in the front yard;*
  - b. *Locate parking to the side or rear of the main building, if possible.*

7. *Accessory structures.*
  - a. *Locate a garage, deck, or patio to the rear of the house where they are not visible from the street;*
  - b. *Use covered risers on all stairs;*
  - c. *Fence elements shall have a finished appearance. Unpainted or unstained lumber shall be prohibited.*

*(j) Commercial building and site design*

*To encourage compatible construction of new sites and buildings or structures and additions in the Moton Museum Gateway Overlay District, the following design requirements shall apply to all other buildings, including multi-family buildings:*

1. *Exterior veneer. Buildings shall be clad primarily in red brick veneer similar in size, color, and bond that match the Museum building.*
2. *Contemporary or modern materials. Use of materials with modern appearances including but not limited to concrete masonry units, cinder block, stucco, exterior insulation, and finish systems, corrugated or sheet metal, reflective glass, vinyl, and PVC shall be prohibited as primary building and façade materials. Use of such materials shall be limited to no more than 10% of the façade or for architectural accents and features.*
3. *Height. Overall height shall be limited to 40' in height.*
4. *Orientation. Building facades and entrances shall be oriented toward the primary means of vehicular access.*
5. *Building bulk and mass. The treatment of buildings shall include vertical architectural treatment at least every 25 feet to break down the scale of the building into smaller components.*

6. *Visible architectural details. Architectural details shall continue on all facades visible from the public right-of-way.*
  7. *Scale and proportion. New commercial construction shall feature balanced ratios of height to width and the ratio of mass (building) to void (openings). The scale and mass of a proposed project shall relate to the Moton Museum, nearby buildings, and the streetscape. New construction shall incorporate high-quality architectural design and provides gradual transitions to surrounding land uses using design features, such as setbacks, height step downs, and landscaping.*
  8. *Landscape islands. Parking lot landscape islands at least 9 feet in width are required at the ends of all rows of parking. Easements shall avoid islands to the greatest extent possible.*
  9. *Signs. Signs shall comply with the regulations for the site's underlying zoning district.*
  10. *Outside storage of goods. Outside storage of goods shall be completely screened from the view of the corridor roadway, as approved on the site plan. Outside display of goods are allowed as long as the goods are brought inside at the close of business each day.*
  11. *Utilities. Utility lines, including electric, cable and telephone, to serve the development project shall be installed underground. All utility pad fixtures, meter boxes, access boxes, junctions, pedestals, and similar appurtenances. shall be shown on the Site Plan and shall be screened and integrated with the architectural elements of the site.*
  12. *Fences. Fences exceeding four feet in height shall be located in the side and rear yards only. Chain-link fences, including those with slats, are prohibited.*
  13. *Mechanical equipment. Mechanical equipment shall be screened from the public view and designed to be perceived as an integral part of the building.*
  14. *Dumpster screening. Dumpsters shall be screened from public view with enclosures similar in appearance to the primary building. Gates shall be opaque and not sag.*
2. This ordinance shall be in full force and effect upon approval.

Approved: \_\_\_\_\_  
Mayor

Attest: \_\_\_\_\_  
Clerk of Council

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I certify that the above ordinance was:

Adopted on \_\_\_\_\_.

Ayes: \_\_\_\_\_. Nays: \_\_\_\_\_. Absent: \_\_\_\_\_. Abstain: \_\_\_\_\_.

The Honorable A.D. “Chuckie” Reid: \_\_\_\_\_.

The Honorable Sallie O. Amos \_\_\_\_\_.

The Honorable Daniel E. Dwyer \_\_\_\_\_.

The Honorable Tommy Pairet \_\_\_\_\_.

The Honorable Brian Vincent \_\_\_\_\_.

The Honorable Donald L. Hunter \_\_\_\_\_.

The Honorable Greg Cole \_\_\_\_\_.

**REQUEST ADOPTION OF ORDINANCE NO. 214 – AMENDING THE OFFICIAL ZONING  
MAP OF THE TOWN OF FARMVILLE TO PROVIDE FOR THE ROBERT RUSSA MOTON  
GATEWAY OVERLAY DISTRICT**

On a motion by Mr. Vincent, seconded by Mr. Cole, and with a recorded vote of Council members Pairet, Vincent, Amos, Cole, Dwyer, and Hunter voting “yes”, the motion passed to adopt Ordinance No. 214. Mr. Reid abstained from voting as he is Chair of the Moton Museum Board representing the Town of Farmville and is a member of the Board of Trustees.

**BACKGROUND:** Community Development Director Lee Pambid provided a presentation on the proposed Moton Museum Gateway Overlay District at the September 7, 2022 Work Session. A Community Meeting and Conversation event was held at the museum on September 8, 2022, to discuss the World Heritage Initiative and the proposed overlay district. A Public Hearing was held this evening on the proposed ordinance.

**ORDINANCE NO. 214**

**Amending the Official Zoning Map of the Town of Farmville to provide for the Robert Russa Moton Museum Gateway Overlay District.**

**WHEREAS**, the Town Council of the Town of Farmville has amended the Zoning and Subdivision Ordinance to include the Robert Russa Moton Museum Gateway Overlay District and the Zoning Map needs to be amended; and

**WHEREAS**, the amended Zoning Map (Exhibit 1) reflects the changes in the Zoning Ordinance and serves as the Official Zoning Map of the Town; and

**NOW, THEREFORE, BE IT ORDAINED**, by the Town Council of the Town of Farmville, this Zoning Map Amendment (Exhibit 1) repeals and replaces the current Zoning Map in its entirety; and

**BE IT FURTHER ORDAINED** that this ordinance shall be effective on upon passage.

Approved: \_\_\_\_\_

Mayor

Attest: \_\_\_\_\_

Clerk of Council

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I certify that the above ordinance was:

Adopted on its first reading on \_\_\_\_\_.

Ayes: \_\_\_\_\_. Nays: \_\_\_\_\_. Absent: \_\_\_\_\_. Abstain: \_\_\_\_\_.

The Honorable A.D. “Chuckie” Reid: \_\_\_\_\_.

The Honorable Sallie O. Amos \_\_\_\_\_.

The Honorable Daniel E. Dwyer \_\_\_\_\_.

The Honorable Tommy Pairet \_\_\_\_\_.

The Honorable Brian Vincent \_\_\_\_\_.

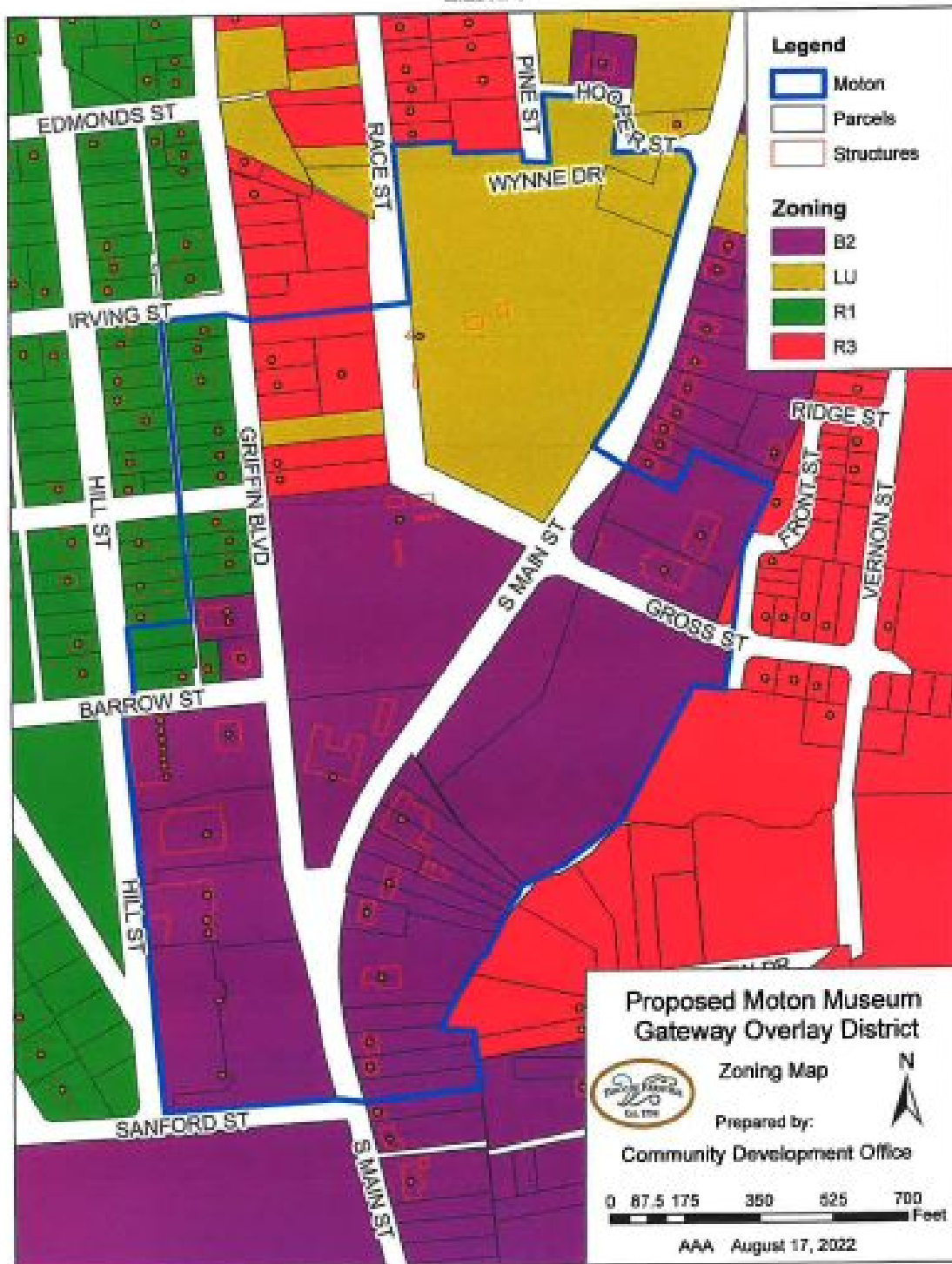
The Honorable Donald L. Hunter \_\_\_\_\_.

The Honorable Greg Cole \_\_\_\_\_.

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DRAFT

Exhibit 1



**REQUEST ADOPTION OF ORDINANCE NO. 215 – PERMITS THE INSTALLATION OF A WATER METER INSIDE OF THE BUSINESS KNOWN AS NATURCHEM INC. IN ORDER TO MORE ACCURATELY REFLECT THE WATER CONSUMED AND THE WATER RETURNED TO THE TOWN SEWAGE SYSTEM BY THE BUSINESS**

On a motion by Mr. Cole to adopt Ordinance No. 215, seconded by Mr. Pairet, and with a recorded vote of Council members Reid, Vincent, Amos, Cole, Dwyer, Hunter and Pairet voting “yes”, the motion passed unanimously.

**BACKGROUND:** A verbal report was provided by the Town Manager. A request was received from NaturChem to help offset some of the cost of their sewer bill. The sewer bill is 120% of the usage of the water bill. The majority of the business’ water usage is being placed into their truck tanks and is not going back into the town’s sewer system. The installation of a water meter inside NaturChem will determine more accurately the amount of water being returned to the Town sewer system.

**ORDINANCE NO. 215**

PERMITS THE INSTALLATION OF A WATER METER INSIDE OF THE BUSINESS KNOWN AS NATURCHEM INCORPORATED IN ORDER TO MORE ACCURATELY REFLECT THE WATER CONSUMED AND THE WATER RETURNED TO THE TOWN SEWAGE SYSTEM BY THE BUSINESS

WHEREAS, the Town of Farmville provides water meters to monitor water usage in buildings located in the Town of Farmville; and

WHEREAS, bills for water/sewer are based on the premise that a similar amount of water enters and exits the premises; and

WHEREAS, NaturChem Incorporated has requested that the Town reduce its utility bill on the basis that it brings in water that is used for the use of mixing with chemicals and is never released back into the Town sewer system;

WHEREAS, the Town of Farmville is willing to assist NaturChem Incorporated by providing it with a second meter that will measure the amount of water entering its tanks for producing a water/chemical mixture (and thereby not being released into the Town sewer system);

NOW THEREFORE BE IT ORDAINED by the Farmville Town Council this 9th day of November, 2022, that a water meter will be installed inside of NaturChem Incorporated for the purpose of measuring the water that enters the business’s chemical tanks, and that the utility bill

for this business shall be calculated by subtracting the amount of water that is reflected on the interior meter from the amount of water that enters the building on the exterior meter. NaturChem shall be solely responsible for the cost of the installation of the water meter and shall be required to obtain any and all necessary plumbing permits.

Approved: \_\_\_\_\_  
Mayor

Attest: \_\_\_\_\_  
Clerk of Council

\*\*\*\*\*

I certify that the above ordinance was:

Adopted on its first reading on \_\_\_\_\_.

Ayes: \_\_\_\_\_. Nays: \_\_\_\_\_. Absent: \_\_\_\_\_. Abstain: \_\_\_\_\_.

The Honorable A.D. "Chuckie" Reid: \_\_\_\_\_.

The Honorable Sallie O. Amos \_\_\_\_\_.

The Honorable Daniel E. Dwyer \_\_\_\_\_.

The Honorable Tommy Pairet \_\_\_\_\_.

The Honorable Brian Vincent \_\_\_\_\_.

The Honorable Donald L. Hunter \_\_\_\_\_.

The Honorable Greg Cole \_\_\_\_\_.

**DISCUSSION OF FARMVILLE DOWNTOWN PARTNERSHIP USING THE CABOOSE AS  
AN OFFICE**

Mr. Reid made a motion to allow the Farmville Downtown Partnership to use the caboose as an office, seconded by Mrs. Amos, and with all Council members voting "aye", the motion passed.

**BACKGROUND:** The Town Manager reported on an inquiry made by the Farmville Downtown Partnership Board of Directors and the current Executive Director to use the caboose as a business office. The building official was asked to look at the caboose to determine its suitability as an office. The facility does have electricity, heating, and air conditioning; however, internet capability is still needed. The Town Manager recommended to Council to allow the Farmville Downtown Partnership (FDP) to use the caboose as an office with FDP paying for any utilities. No rent would be charged for the use of the caboose.

Mr. Pairet asked about the available parking, with the Town Manager anticipating no issues.

Mr. Dwyer inquired if the stage could remain in the same location. The Town Manager reported no changes will be made to the stage, and the plaza will continue to be used for events.

### **STAFF REPORTS**

The Town Manager reported on the following:

- The Christmas Tree Lighting is scheduled for Friday, November 18, 2022, at 5:00 PM.
- Jaycee's Christmas Parade is scheduled for Sunday, December 4, 2022, at 2:00 PM.
- The Employee Christmas Luncheon is Thursday, December 8, 2022, from 11:30 AM to 2:00 PM at the Fireman's Sports Arena.

Fire Chief Daniel Clark provided an update. He noted also that the department is accepting applications for a firefighter position.

### **STANDING COMMITTEE REPORTS**

Finance and Ordinance Committee Chair Greg Cole reported the committee met before the Council meeting and had one recommendation to bring before Council.

### **YEAR-END INCENTIVE FOR TOWN EMPLOYEES USING ARPA FUNDS**

Mr. Cole made a motion to provide a year-end incentive in December for full-time employees (\$1000)/part-time employees (\$500) using ARPA funds with the total cost including the employee's FICA being \$138,330.25, seconded by Mr. Dwyer, and with a recorded vote of Council members Amos, Cole, Dwyer, Hunter, Pairet, Reid, and Vincent voting "yes", the motion passed unanimously.

Mr. Pairet, Chair of the Infrastructure Committee, asked the Town Manager to provide an update on the lighting at Jesse's Way.

**COMMENTS BY THE MAYOR AND MEMBERS OF TOWN COUNCIL**

No comments were offered.

**CLOSED SESSION 2.2-3711(A)(39) DISCUSSION RELATED TO ECONOMIC DEVELOPMENT, CLOSED SESSION 2.2-3711(A)(1) DISCUSSION OF PERFORMANCE OF THE TOWN MANAGER AND DISCUSSION OF PERFORMANCE OF THE CLERK OF COUNCIL**

On a motion by Mr. Vincent, seconded by Mr. Hunter, and with all Council members voting “aye”, Council went into closed session under paragraph A.39 of Section 2.2-3711 of the Code of Virginia, for the discussion related to economic development and paragraph A.1 of Section 2.2-3711 for the discussion of performance of the Town Manager and discussion of performance of the Clerk of Council.

Council returned to the regular order of business.

**CLOSED MEETING CERTIFICATION**

WHEREAS, the Farmville Town Council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the Farmville Town Council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Farmville Town Council hereby certifies that, to the best of each member’s knowledge, only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Farmville Town Council.

VOTE: Seven “ayes”, No “nays”

MOTION: Vincent

SECOND: Hunter

AYES: Cole, Hunter, Vincent, Pairet, Dwyer, Reid and Amos

NAYS: None

ABSENT DURING VOTE: None

ABSENT DURING MEETING: None

**ENTERPRISE ZONE ECONOMIC DEVELOPMENT INCENTIVE FOR ACCN FARMVILLE LLC**

Mr. Vincent made a motion to provide \$4,025 to ACCN Farmville LLC for an Enterprise Zone economic development incentive for architectural design reimbursement and future incentive will be considered, seconded by Mr. Pairt, and with Council members Hunter, Vincent, Pairt, Dwyer, Reid, Amos and Cole voting “yes”, the motion passed unanimously.

**APPROVAL OF AUDIT FOR FISCAL YEAR ENDING JUNE 30, 2022**

Mr. Cole made a motion to accept the audit for fiscal year ending June 30, 2022, as presented by Brown, Edwards, seconded by Mr. Hunter, and with Council members Amos, Cole, Dwyer, Hunter, Pairt, Reid and Vincent, the motion passed unanimously.

There being no other business, on a motion by Mr. Hunter, seconded by Mr. Cole, and with all Council members voting “aye”, the meeting adjourned at 8:14 PM.

APPROVED:

ATTEST:

\_\_\_\_\_  
David E. Whitus, Mayor

\_\_\_\_\_  
Mary H. McKay, Clerk of Council



# Town of Farmville

## Agenda Item Summary

**MEETING DATE:** December 14, 2022

**ITEM NUMBER:** 14.a. – Report by Finance Director Julie Moore

---

**BACKGROUND:**

**RECOMMENDATION:** Approve the Finance Report, as presented.

**FISCAL IMPACT:**

**ATTACHMENTS:** None



# Town of Farmville

## Agenda Item Summary

**MEETING DATE:** December 14, 2022

**ITEM NUMBER:** 15.a. – Request Adoption of Ordinance No. 216 - Adding Section 29-22.1, Additional Height Regulations

---

**BACKGROUND:** Verbal report by the Town Manager.

**RECOMMENDATION:** Adopt Ordinance No. 216-Adding Section 29-22.1 of Article III of Chapter 29-Zoning and Subdivision.

**FISCAL IMPACT:**

**ATTACHMENTS:**

1. Ordinance 216 Zoning Amendment - Height Regulations

## **ORDINANCE NO. 216**

### **Adding Section 29-22.1 of Article III of Chapter 29 – Zoning and Subdivision.**

#### **THE TOWN OF FARMVILLE HEREBY ORDAINS:**

1. That Section 29-22.1 of Article III of Chapter 29 – Zoning and Subdivision is added as follows:

#### *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 non-residential 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. *Public 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.*

2. This ordinance shall be in full force and effect upon approval.

Approved: \_\_\_\_\_  
Mayor

Attest: \_\_\_\_\_  
Clerk of Council

\*\*\*\*\*

I certify that the above ordinance was:

Adopted on \_\_\_\_\_.

Ayes: \_\_\_\_\_. Nays: \_\_\_\_\_. Absent: \_\_\_\_\_. Abstain: \_\_\_\_\_.

The Honorable A.D. "Chuckie" Reid: \_\_\_\_\_.

The Honorable Sallie O. Amos \_\_\_\_\_.

The Honorable Daniel E. Dwyer \_\_\_\_\_.

The Honorable Tommy Pairret \_\_\_\_\_.

The Honorable Brian Vincent \_\_\_\_\_.

The Honorable Donald L. Hunter \_\_\_\_\_.

The Honorable Greg Cole \_\_\_\_\_.



# Town of Farmville

## Agenda Item Summary

**MEETING DATE:** December 14, 2022

**ITEM NUMBER:** 15.b. – Request Adoption of Resolution 2022-12-01 Providing American Rescue Plan Act Funds for General Government Use for Elevator Renovations at the Water Treatment Plant

---

**BACKGROUND:** Verbal Report by the Town Manager.

**RECOMMENDATION:** Adopt Resolution 2022-12-01 Providing American Rescue Plan Act Funds for General Government Use for Elevator Renovations at the Water Treatment Plant.

**FISCAL IMPACT:**

**ATTACHMENTS:**

1. Resolution 2022-12-01 ARPA-Elevator WTP

**Resolution #2022-12-01**

**Providing American Rescue Plan Act Funds for General Government Use**

WHEREAS, the Town of Farmville received funds from the United States Treasury through the American Rescue Plan Act in June of 2021 and the second phase of funding in June 2022; and

WHEREAS, the United States Treasury has issued a final ruling on the use of said funds by local governments; and

WHEREAS, general government use is an allowed use of American Rescue Plan Act Funding; and

WHEREAS, Town Council recognizes the need for the funding of the renovations of the elevator at the Water Treatment Plant; NOW THEREFORE,

BE IT RESOLVED BY THE TOWN OF FARMVILLE TOWN COUNCIL:

1. The Town of Farmville Town Council approves the funding of the renovations of the elevator at the Water Treatment Plant with a not to exceed cost of \$350,000 from the American Rescue Plan Act funds.
2. This resolution shall be in full force and effect upon passage.

Approved:

\_\_\_\_\_  
Mayor

Attest: \_\_\_\_\_  
Clerk of Council

\*\*\*\*\*

I certify that the above resolution was:

Adopted on \_\_\_\_\_.

Ayes: \_\_\_\_\_. Nays: \_\_\_\_\_. Absent: \_\_\_\_\_. Abstain: \_\_\_\_\_.

The Honorable A.D. "Chuckie" Reid: \_\_\_\_\_.

The Honorable Sallie O. Amos \_\_\_\_\_.

The Honorable Daniel E. Dwyer \_\_\_\_\_.

The Honorable Tommy Pairet \_\_\_\_\_.

The Honorable Brian Vincent \_\_\_\_\_.

The Honorable Donald L. Hunter \_\_\_\_\_.

The Honorable Greg Cole \_\_\_\_\_.



# Town of Farmville

## Agenda Item Summary

**MEETING DATE:** December 14, 2022

**ITEM NUMBER:** 15.c. – Request Authorization to Advertise 2023 Town Council Meeting Dates

---

**BACKGROUND:** The Council Meeting dates need to be advertised by calendar year due to the change in the election terms of office.

**RECOMMENDATION:** Approve the authorization to advertise the 2023 Town Council Meeting Dates, as presented.

**FISCAL IMPACT:**

**ATTACHMENTS:**

1. 2023 Town Council Meeting Dates

David E. Whitus  
Mayor

Mary H. McKay  
Clerk of Council



COUNCIL  
A. D. "Chuckie" Reid  
Brian Vincent  
Daniel E. Dwyer  
Donald L. Hunter  
Greg Cole  
Sallie O. Amos  
Tommy Pairt

### **Farmville Town Council Meeting Dates**

Farmville Town Council will hold their regular monthly Council meetings for 2023 on the following dates:

January 11, 2023  
February 8, 2023  
March 8, 2023  
April 12, 2023  
May 10, 2023  
June 14, 2023  
July 12, 2023  
August 9, 2023  
September 13, 2023  
October 11, 2023  
November 8, 2023  
December 13, 2023

Council meetings are held in the Council Chamber on the second floor of the Town Hall, at 116 North Main Street, Farmville, Virginia, at 7:00 PM, unless otherwise scheduled.

Council work sessions are held the first Wednesday of each month in the Council Chamber of the Town Hall at 11:00 AM – Town Hall address listed above.

This list does not include any special meetings which may be called from time to time.

To verify meeting dates, contact the Clerk of Council.

Mary H. McKay – Clerk of Council



# Town of Farmville

## Agenda Item Summary

**MEETING DATE:** December 14, 2022

**ITEM NUMBER:** 19.a. – 2.2-3711 (A)(1) Discussion of performance of the Town Manager and discussion of performance of the Clerk of Council

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**BACKGROUND:** Mr. Mayor,

I move that the Farmville Town Council convene in closed meeting pursuant to the Code of Virginia, in accordance with the provisions of paragraph A.1 of Section 2.2-3711, for discussion of the performance of the Town Manager and discussion of the performance of the Clerk of Council.

### **CERTIFICATION OF CLOSED MEETING**

WHEREAS, the Farmville Town Council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the Farmville Town Council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Farmville Town Council hereby certifies that, to the best of each member's knowledge, only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Farmville Town Council.

**RECOMMENDATION:**

**FISCAL IMPACT:**

**ATTACHMENTS:** None