

**Town of Farmville Planning Commission
Town Council Chamber of the Town Hall
116 North Main Street, Farmville, VA 23901
Wednesday, September 21, 2022**

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

Planning Commission Members Absent: Patrick Crute

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 7:02 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. O'Connor, and with all present members voting "aye", the agenda was approved with no corrections.

CONSIDERATION OF MINUTES

Minutes of Regular Planning Commission Meeting -August 17, 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. Johnson, and with all present members voting "aye," the minutes from August 17, 2022, were approved as presented.

PUBLIC PARTICIPATION

Chairperson Miller opened the public participation portion of the meeting. Mr. Pambid reported that staff had not received any comments or requests to speak from the public.

PUBLIC HEARING

CUP22-002- David Furlong for Locket Creek Real Estate Group, 1306 Longwood Avenue, Conditional Use Permit for a multifamily dwelling containing four (4) apartment units per Town Code Section 29-22.a.

Chairperson Miller opened the public hearing portion of the meeting.

Ms. Atkins-Austin expounded relevant information from the staff report with supporting slides. She reported that the application appears to meet the standards of review for Conditional Use Permits set forth in Section 29-13.c.1 of the Town Zoning Ordinance. The application is substantially consistent with the Future Land Use Map and Mixed-Use Districts. There are no significant impacts to the capacities of the utility or transportation systems. There are no significant environmental impacts to the site or adjacent properties. An approval in this single instance will not have a detrimental effect on the neighborhood fabric or neighboring properties because a change to a multi-family dwelling will not change the character of the dwelling from the road or from a land use perspective.

Therefore, the staff recommends approval of the Conditional Use Permit for a multi-family dwelling with the following conditions.

- All eight (8) required off-street parking spaces may be paved with at least chip-and-tar paving. Gravel is prohibited. The parking area shall be swept free of excess gravel prior to the issuance of a certificate of occupancy.
- Required off-street parking shall be provided in bays of four (4) spaces separated by a pathway a minimum of five (5) feet in width in order to provide pedestrian access to the front units.
- Mailboxes or any other appurtenances required to serve these units shall not be located within the sidewalk or public right-of-way.
- The applicant shall provide improved pathways with clear, delineated edges from the front to the rear units.
- Improve the landing area of current steps leading from the rear exits of the main floor units.
- In addition to the standard plot plan requirements for a single-family dwelling, the applicant shall provide the following information at the time of application for zoning and building permits: the dimensions and locations of all proposed improvements including parking spaces and arrangement, trash receptacle locations, pathways, underground utility connections, and mailbox(es).
- The applicant shall provide a scaled copy of a current survey of the property.

Ms. Atkins-Austin concluded the staff's report and presentation and offered to field any questions.

The Commissioners and staff had a brief discussion regarding the proposed recommended conditions.

Mr. Furlong provided the Commissioners with a packet and summarized the revised plans that was presented to staff moments before the meeting was called to order.

Mr. Pambid mentioned that the proposed changes was new information to the staff and therefore, was not accounted for in the conditions and staff report. Conceptionally, the staff had no objections to the revised proposal.

With no one else signed up so speak, Chairperson Miller called for a motion to close the Public Hearing.

On a motion by Mr. Patterson, seconded by Ms. O'Connor and with all present members voting "aye", the motion was passed to close the public hearing.

The Commissioners and staff had a brief discussion while wordsmithing and revising some of the proposed conditions. Mr. Furlong provided clarification on his proposal regarding the required parking spaces and the walkway at the site. He stated that he would like to have both a rear and front option, however, his goal is to place the spaces to the rear of the site and provide a safe walkway for the residents.

On a motion by Mr. Davenport, seconded by Mr. Weiss, and with all present members voting “aye”, the motion to recommend to Town Council to approve CUP22-002 with the amended conditions was approved.

The amended conditions are as follows:

1. The parking and driveway spaces within 25’ of the right-of-way shall be paved with at least chip-and-tar paving. Gravel is prohibited. The parking area shall be swept free of excess gravel prior to the issuance of a certificate of occupancy.
2. Four (4) required off-street spaces shall be provided to the rear of the site.
3. Mailboxes or any other appurtenances required to serve these units shall not be located within the sidewalk or public right-of-way.
4. Improve the landing area of current steps leading from the rear exits of the main floor units.
5. In addition to the standard plot plan requirements for a single-family dwelling, the applicant shall provide the following information at the time of application for zoning and building permits: the dimensions and locations of all proposed improvements including parking spaces and arrangement, trash receptacle locations, pathways, underground utility connections, and mailbox(es).
6. The applicant shall provide a scaled copy of a current survey of the property.

OLD BUSINESS

Moton Museum Gateway Overlay District- Continuation of Discussion

Mr. Pambid provided an update regarding the Moton Museum Gateway overlay District. The Commissioners and staff reiterated on the major themes and the meeting that was held on September 8, 2022, at the Moton Museum.

The Commissioners had a discussion to standardize the new language for the commercial design standards from a conceptional standpoint. Staff provided an addendum containing the draft for basic language regarding the following:

- Building Materials and colors
- Height
- Lighting
- Site design, underground utilities, screening, and other requirements

NEW BUSINESS

Ordinance Amendment Resolution 2022-002 for Moton Museum Gateway Overlay

On a motion by Mr. Weiss, seconded by Ms. O’ Connor, and with all present members voting “aye”, the motion to adopt the Ordinance Amendment Resolution 2022-002 for Moton Museum Gateway overlay was passed.

Planning Commission Resolution 2022-002 Initiating an Amendment to the Farmville Town Code, Chapter 29, Zoning and Subdivision to Add a Moton Museum Gateway Overlay District

WHEREAS, the Moton Museum, a federally designated National Historic Landmark, is seeking, in concert with several other sites historically significant to the American Civil Rights Movement, a serial nomination and designation as a World Heritage Site through the United Nations Educational, Scientific, and Cultural Organization (UNESCO); and

WHEREAS, one UNESCO requirement for said designation is a protective buffer district around candidate sites; and

WHEREAS, the Code of Virginia, Section 15.2-2223 requires that all localities within the Commonwealth adopt a Comprehensive Plan to guide and accomplish a coordinated, adjusted, and harmonious development of the territory which will, in accordance with present and probable future needs and resources, best promote the health, safety, morals, order, convenience, prosperity and general welfare of the inhabitants, including the elderly and persons with disabilities; and

WHEREAS, on June 10, 2020, after 22 months of deliberation, discussion, and other due diligence, and in pursuit of advancing the previously said goals in the Code of Virginia, Section 15.2-2223, the Farmville Town Council adopted a Comprehensive Plan; and

WHEREAS, the Town of Farmville's adopted Comprehensive Plan recommends a Moton Museum Gateway Overlay District for the protection and enhancement of the vicinity immediately surrounding the museum site, and an overlay district in the zoning ordinance is the most appropriate tool to accomplish such protection and enhancement; and

WHEREAS, Section 29-14.a.2.a.1.B of the Farmville Town Code and §15.2-2286(7) of the Code of Virginia allow the Planning Commission to initiate amendments to the zoning ordinance; and

NOW THEREFORE BE IT RESOLVED that the Farmville Planning Commission hereby initiates the ordinance amendment process pursuant to the appropriate local ordinance and statutory authority to add a Moton Museum Gateway Overlay District to the Farmville Town Code, Chapter 29, Zoning and Subdivision.

Approved by the Farmville Planning Commission on this _____ day of _____, 2022.

Approved: _____
Planning Commission Chair

Attest: _____
Secretary

Staff Items

Mr. Pambid reported to the Commission that there was a monthly department report included in their meeting package that they had received. The report contained qualitative information in terms 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.

Mr. Pambid provided the Commissioners with a brief update on staff's training. He recently completed an exam for the Certified Transportation Manager by the Virginia Association of Zoning Officials. Michelle Watkins has recently earned a certificate of completion for the Core course by the Jack A. Proctor Virginia Building Code Academy and will be participating in the Permit Technician Certification course by the Department of Housing and Community Development. Ashley Atkins-Austin has attended the Fall VAZO conference and completed an exam for Certified Zoning Administrator by the Virginia Association of Zoning Officials.

The Board of Zoning Appeals will not be meeting for the month of September. The Building Official position is still open until filled.

Commission Items

Chairperson Miller offered his thanks to the Commissioners and the staff.

ADJOURNMENT

With no further business, Chairperson Miller called for a motion to adjourn the meeting. On a motion by Mr. Weiss, seconded by Mr. Davenport and with all present members voting "aye", the meeting was adjourned at 9:09 PM.

Respectfully submitted by Michelle D. Watkins, Administrative Assistant II

Dr. John Miller, Chairperson

Abigail O'Connor, Secretary