Town of Farmville Planning Commission
Town Council Chamber of the Town Hall
116 North Main Street, Farmville, VA 23901
Wednesday, April 20, 2022

Planning Commission Members Present: Chairperson John Miller, Vice-Chairperson Cameron Patterson, Secretary Abigail O'Connor, Sherry Honeycutt, and Jayne Johnson.

Planning Commission Members Absent: Patrick Crute

Staff Present: Director of Community Development Lee Pambid, IT Support 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 motion by Ms. Johnson, 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 -February 16, 2022
Chairperson Miller noted that the minutes had been likewise distributed and asked if there were any corrections or revisions. Ms. O'Connor indicated that it needed to be a correction of the spelling of her name. She noted that her name was spelled as O'Conner in some instances and that the correct spelling was O'Connor. On motion by Ms. O'Connor, Seconded by Mr. Patterson and with all present members voting "aye", the minutes from February 16, 2022, were approved with the necessary corrections.

PUBLIC PARTICIPATION
There was no public participation.

PUBLIC HEARINGS
There were no public hearings scheduled.

STAFF UPDATES
Mr. Pambid reported to the Commission that there was a monthly department report included in their meeting package that they had received. He noted 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 sales.

Mr. Pambid reported that the Town of Farmville is currently accepting applications for the Building Official position. He explained that Phillip Moore, Building Official, was currently working with the Town of Farmville two days out of the week as an employee of Prince Edward

County. Mr. Moore had officially ended his full-time employment with the Town of Farmville back in the fall of 2021.

Mr. Pambid informed the Commission that the Board of Zoning Appeals will be meeting on Thursday, April 28, 2022, at 3:00 pm at the Town Council Chambers. He also informed the Commission that the Community Development staff will hold a Development Processes Information Session on May 19, 2022, from 9:00 am until 12:00 pm in in the Emergency Operations Center at the Town of Farmville Town Hall Building.

Mr. Pambid reported that there had been a review of the Zoning Ordinances resulting in a significant list of changes that need to be made.

Mr. Pambid recommended that the Commission hold a meeting on May 18, 2022, so the staff could present the list of proposed amendments, among them a Civil Rights Gateway Overlay District so that the Moton Museum can achieve its World Heritage site status.

Mr. Patterson stated that the Moton Museum is currently going through the World Heritage designation process. They have been working with thirteen other Civil Rights sites across the South to submit a joint serial nomination. He indicated that the World Heritage status is the highest form of historic designation that a site can receive. He expressed that there are no guarantees during the process, but he felt that they have a strong case to make in connection with those other thirteen sites.

Mr. Patterson expressed that the museum was heavily protected via easement and by the National Historic Landmark designation status. He indicated that they were working on the buffer zones that surrounds the museum site as part of the Overlay District to ensure that the Museum's site lines remain in good enough condition to move forward with this effort. He concluded by expressing his excitement for working with the Town on this matter.

Chairperson Miller added that he thought that the Overlay District was congruent with what is already in the current Comprehensive Plan. Mr. Pambid reiterated on the remarks of Chairperson Miller and Mr. Patterson briefing on the current Comprehension Plan in relation to the Overlay District.

Chairman Miller expressed that he was excited to hear about some of staff's recommendations and wanted to clarify the recommendation of a work session in comparison to a regular meeting.

Mr. Pambid indicated that his thoughts of a work session was to discuss specific materials rather than perform any business.

Mr. Patterson expressed that he loved the workshop that staff has been putting together and extended the Commission's support.

OLD BUSINESS

There was no old business before the Commission.

NEW BUSINESS

Ethics and the Planning Commission: A Local Primer

Chairperson Miller opened the Ethics Discussion portion of the meeting by elucidating the purpose of the discussion. He then asked Mr. Pambid to provide a brief overview to the Commission.

Mr. Pambid provided a brief overview of the origin and key concepts of ethics relating to the Planning Commission. He indicated that the discussion materials were provided with the preliminary agenda and were pulled from several resources. Mr. Pambid had 8 slides for material and 4 slides for hypothetical scenarios. He expressed that the discussion would be better if it were a Commission driven discussion, however, Staff can slightly lead from their perspective.

Mr. Pambid said that this topic originated from the Commission's Professional Development Program, which was a goal from their 2021 Annual Report to the Town Council.

Mr. Pambid briefed on other key concepts such as applied ethics, public trust, and improper actions. He then turned the discussion back over to the Chair for further discussion.

Chairperson Miller continued the discussion by referring to the typical local government scenarios. He asked the Commission and Staff to share thoughts or questions about confidentiality.

The Commission and Staff collectively discussed personal instances and provided their personal scenarios of confidentiality, conflict of interest, ex parte communications, proffers, and other topics as it related to the discussion. There was no time left for hypothetical scenario, but the staff promised to forward the slide deck to the Commission.

OTHER ITEMS OF INTEREST

There were no other items on interest.

ADJOURNMENT

With no other items of interest, Chairperson Miller called for a motion to adjourn the meeting. On motion by Mr. Patterson, seconded by Secretary- O'Connor and with all present members voting "aye", the meeting was adjourned at 8:24 PM.

Respectfully submitted by Michelle D. Watkins, Administrative Assistant II

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Dr. John Miller, Chairperson Abigail O'Connor, Secretary

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