MEMORANDUM

To:	C. Scott Davis, LPD, Town Manager
From:	Leander N. "Lee" Pambid, CZA, MURP, MPA Director of Community Development
Date:	Monday, May 9, 2022
Subject:	Director's Monthly Report (April 2022), Department of Community Development

Statistics

Item	Amounts	Notes
Zoning Permits	10	
Building Permits	16 total	
	2	New single family construction
	1	Manufactured homes
	9	Trades (mechanical, electrical, plumbing)
	2	Structural (interior renovations)
	2	Structural (exterior improvements)
FAB Ridership	8,471 riders total 17,109 miles 1,266.5 service hours	
Fuel Sold at KFVX	95 sales $20,788.48 4,195.4 gallons	2,200.1 gallons AV 1,955.3 gallons Jet A

Items of interest

- Candidate reviews for the position of Building Official by Human Resources and the Director of Community Development have been conducted after one month of accepting applications, and interviews have been scheduled with two of the most qualified candidates so far. However, applications continue being accepted on a rolling basis until the vacancy is filled.
- Former Town Surveyor Will Nash is now under a professional services contract with the Town until the end of the fiscal year to conduct reviews and inspections for erosion and sediment control, floodplain management, and location of infrastructure for GIS mapping.
- The Staff is holding a Community Development Processes Information Session on Thursday, May 19 between 9am and 12noon in the Emergency Operations Center.
    - 13 of the 25 slots have been reserved. The limitation is based on room size. Staff will accept RSVPs up to the day before the session.
    - The session is geared towards those stakeholders who would routinely inquire about or apply for any zoning permit or land use process.
- The Staff participated in the following meetings and trainings in April:
    - Virginia Transit Equity and Modernization Study Update (Pambid)
    - STEPS Housing Services Brief (Pambid)

    - Certain VDEQ ESC/ SWM Prerequisites (Pambid, Atkins)
    - Certified Planning Commissioner Course (Atkins)
    - VDEM Emergency Management Grants Training (Atkins)
    - Virginia Building Code Academy course registrations (Watkins)
- Farmville Regional Airport (KFVX) updates:
    - The Staff is currently soliciting bids for Wetlands Nutrient Credits.
    - R&J Investment, LC submitted the winning bid for the sale of Phosphorus Nutrient Offset Credits to the Town of Farmville for their Runway Safety Area Grading Project.
    - The Runway Safety Area Grading Project, previously expected to begin on May 1, will most likely begin l**ater in the summer in July**. To recap, the project, once started, is expected to take 60 calendar days including holidays and weekends to complete. The airport closure will be limited to 45 days.
- The Planning Commission met on April 20, 2022.
    - They received at their request a briefing on ethics in planning. The session began with a 15 minute Staff presentation entitled "Ethics and the Planning Commission: A Local Primer". This was followed by approximately 45 minutes of self-led discussion by the Commission on variety of scenarios including improper actions (malfeasance, misfeasance, nonfeasance), confidentiality, conflicts of interest, ex-parte communications, and acting in the public interest vs. one's personal opinions or values.
    - One member of the Commission, Jayne Johnson, is currently going through the Certified Planning Commissioner Course.
    - **Time sensitive:** Please note that the terms of three (3) Commissioners expire on June 30, 2022. (J. Miller- Ward B; S. Honeycutt- Ward A; and J. Johnson- At-large).
    - The Planning Commission is scheduled to meet on Wednesday, May 18, 2022. No public hearings are scheduled, but they will receive an update on the zoning and subdivision ordinance review with a prioritized list of potential amendments.
- The Board of Zoning Appeals met on Thursday, April 28, 2022.
    - They are not scheduled to meet in May.
    - They re-elected Chair Pam Butler and Vice-Chair Penny Pairet.
    - New Board member Zach Preston and Staff Lee Pambid and Michelle Watkins were welcomed to their first BZA meeting.
    - They denied a variance request (Case BZA22-001-VAR) by Schewel's Home for an increase in sign area and height. The window for an appeal to the Prince Edward County Circuit Court expires on May 28, 2022.
    - They set the fourth Thursday of the month at 3pm as their regular meeting date and time, if needed.
    - One BZA member (P. Pairet) committed to taking the Certified BZA Course.

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