



Town of Farmville Planning Commission

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

Agenda
Wednesday, January 18, 2023 @ 7:00pm

- 1. Call to Order** (please silence devices)
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Annual Organizational Meeting – Election of Officers**
 - a. Nomination and Election of Chairperson
 - b. Nomination and Election of Vice-Chairperson
 - c. Nomination and Election of Secretary
- 5. Consideration of Minutes-** Regular Planning Commission Meeting – December 21, 2022
- 6. Public Participation – Speakers have three (3) minutes to make statements on non-agenda items.**
- 7. Public Hearing-Case POD22-004 (DEFERRED AT APPLICANT'S REQUEST):** David and Amy Hufcut request site plan approval for a 30' x 35', 1,050 square foot specialty food store (ice cream) per Town Code Sections 29-13.e.2 and 29-13.e.4.e The 0.505-acre site is located on the east line of East Third Street at its intersection with Hylawn Avenue on parcel 0023A09(20)00-012. This property is zoned B-2 Transitional Commercial and is on public water and sewer.
 - a. Staff Report
 - b. Public Participation- Speakers have three (3) minutes to make statements.
 - c. Planning Commission Deliberation
- 8. Public Hearing- Case CUP22-003:** William W. Coffey, III on behalf of The Rosemyr Corporation, requests a conditional use permit to allow a one (1) story, one hundred sixteen (116) unit, 19,870 square foot mini warehouse (self-storage building) per Town Code Section 29-13.c. The 9.101- acre site is located on the west line of South Main Street at its intersection with Milnwood Road on parcel 0023A13(0A)00-008A. This property is zoned B-3 Highway Commercial and is on public water and sewer.
 - a. Staff Report
 - b. Public Participation- Speakers have three (3) minutes to make statements.
 - c. Planning Commission Deliberation

9. Old Business

10. New Business

- a. Adoption of 2022 Annual Report and 2023 goals
- b. Floodplain Ordinance Update-Staff Briefing
- c. Staff and Commission Items
 - Department update and upcoming major cases
 - Commission's annual report to Town Council
 - Other Items of interest

11. Staff Updates

12. Adjournment

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

Planning Commission Members Present: Chairperson John Miller, Vice-Chair 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 advised that the agenda needs to be amended by adding Flood Zone Overlay to New Business under Staff Items. On a motion by Mr. Patterson, seconded by Ms. O'Connor, with all present members voting "aye", the amended agenda was adopted with no further corrections.

CONSIDERATION OF MINUTES

Minutes of Regular Planning Commission Meeting -November 16, 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 Mr. Davenport, and with six (6) members voting "aye," one (1) Abstention from Vice-Chair Patterson, the minutes from November 16, 2022, were approved as presented. Vice-Chair Patterson abstained due to his absence during the November meeting.

INTRODUCTION OF NEW STAFF

Mr. Pambid introduced Nicholas Bowles, Town of Farmville's new Building Official. His start date was on November 28, 2022. Nicholas has experience in the carpentry and structural trades and local government, having worked in Henrico County for three years. Nicholas expressed his gratitude for being selected for the Building Official position. Chairperson Miller and commissioners welcomed Nicholas to the Town of Farmville and thanked him for his service.

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

There was no public hearing scheduled.

OLD BUSINESS

There was no old business before the Commission.

NEW BUSINESS

Planned Unit Development (PUDs)-Staff Briefing

Chairperson Miller provided a brief preface about the PUD's process, concept, and objectives.

Mr. Pambid summarized information that was provided from a previous introduction to PUD. He also provided slides and charts as he expounded on the process and objective of placing PUD in the ordinance. Planned Unit Development (PUD) is a concept that allows flexibility for design in conjunction with a master plan. The PUD processes includes rezoning, site plan, and if applicable, subdivision. The process will likely require multiple public hearings.

The Town of Farmville Department of Community Development will be holding a community information session to discuss Planned Unit Developments on Thursday, January 12, 2023, at 6:00 PM at the Robert Russa Moton Museum located at 900 Griffin Boulevard, Farmville, VA.

Staff Items

The Planning Commission will be meeting on January 18, 2023. The following items will likely be on the agenda:

- Commercial Site plan (Ice Cream)
- AA Storage Expansion CUP (Conditional Use Permit)
- PUDs discussion
- Floodplain ordinance language review

Floodplain ordinance language review

Mr. Pambid provided an introduction of the floodplain ordinance language review. Virginia Department of Conservation and Recreation (DCR) recommended enhanced policies and procedures relating to management, enforcement, and permit review after their community assistance visit to the Town of Farmville. The intention of the ordinance is to enhance community safety and mitigate repeated damage and loss to properties within the special flood hazard areas.

Mr. Pambid and Ashley Atkins-Austin recently attended a (4) day training from December 5 to December 8, 2022, for Community Rating System and Floodplain Ordinances through the Department of Conservation and Recreation (DCR). The projected timeline for the Floodplain ordinance amendment is February and March 2023.

STAFF UPDATES

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. Additional statistics in the staff report showing a chart of the Farmville Regional Airport KFXV arrivals and departures was provided.

ADJOURNMENT

With no further business, Chairperson Miller called for a motion to adjourn the meeting. On a motion by Mr. Weiss, seconded by Mr. Patterson and with all present members voting "aye", the meeting was adjourned at 8:26 PM.

Respectfully submitted by Michelle D. Watkins, Administrative Assistant II

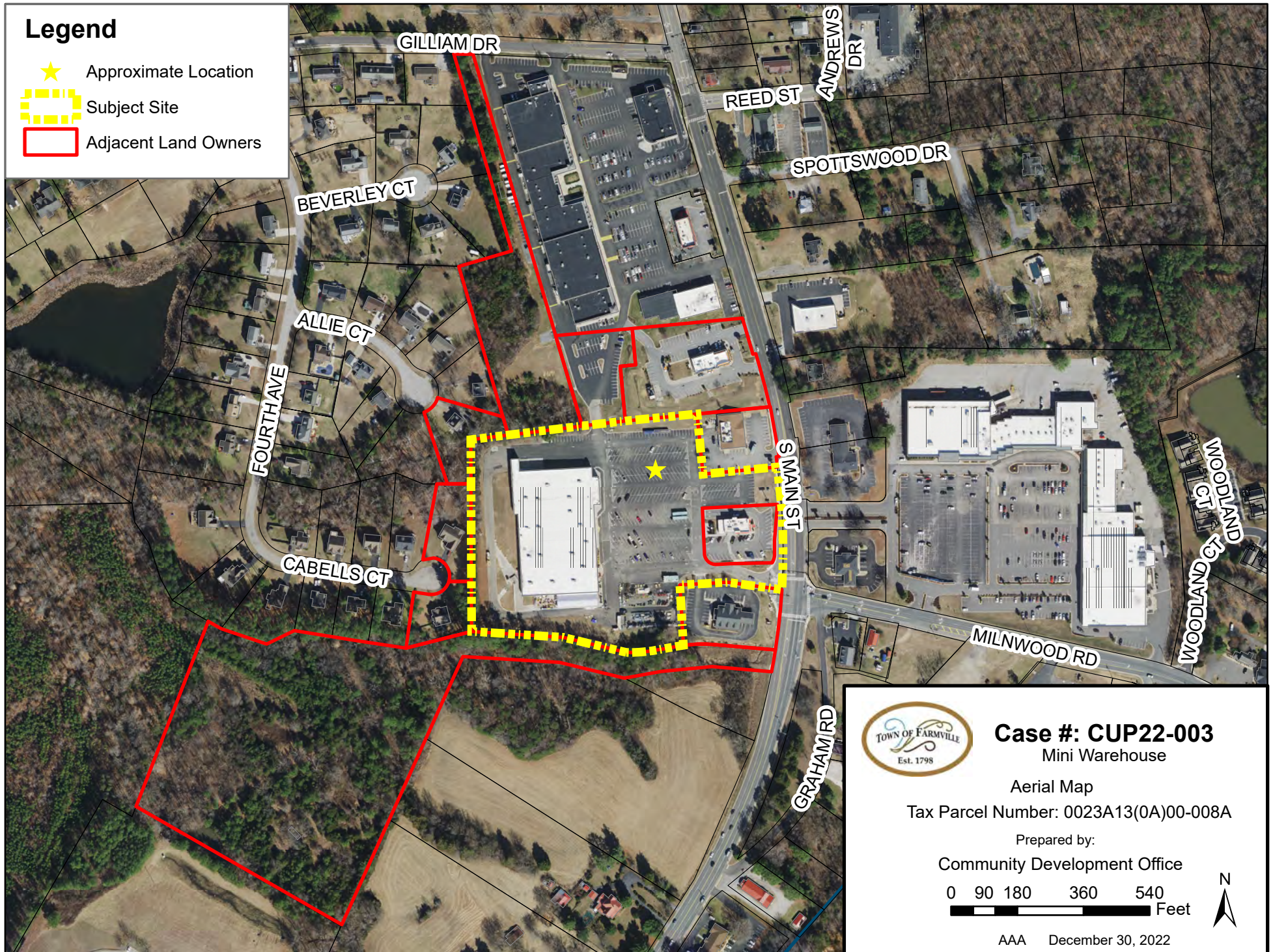
Dr. John Miller, Chairperson

Abigail O'Connor, Secretary

DRAFT

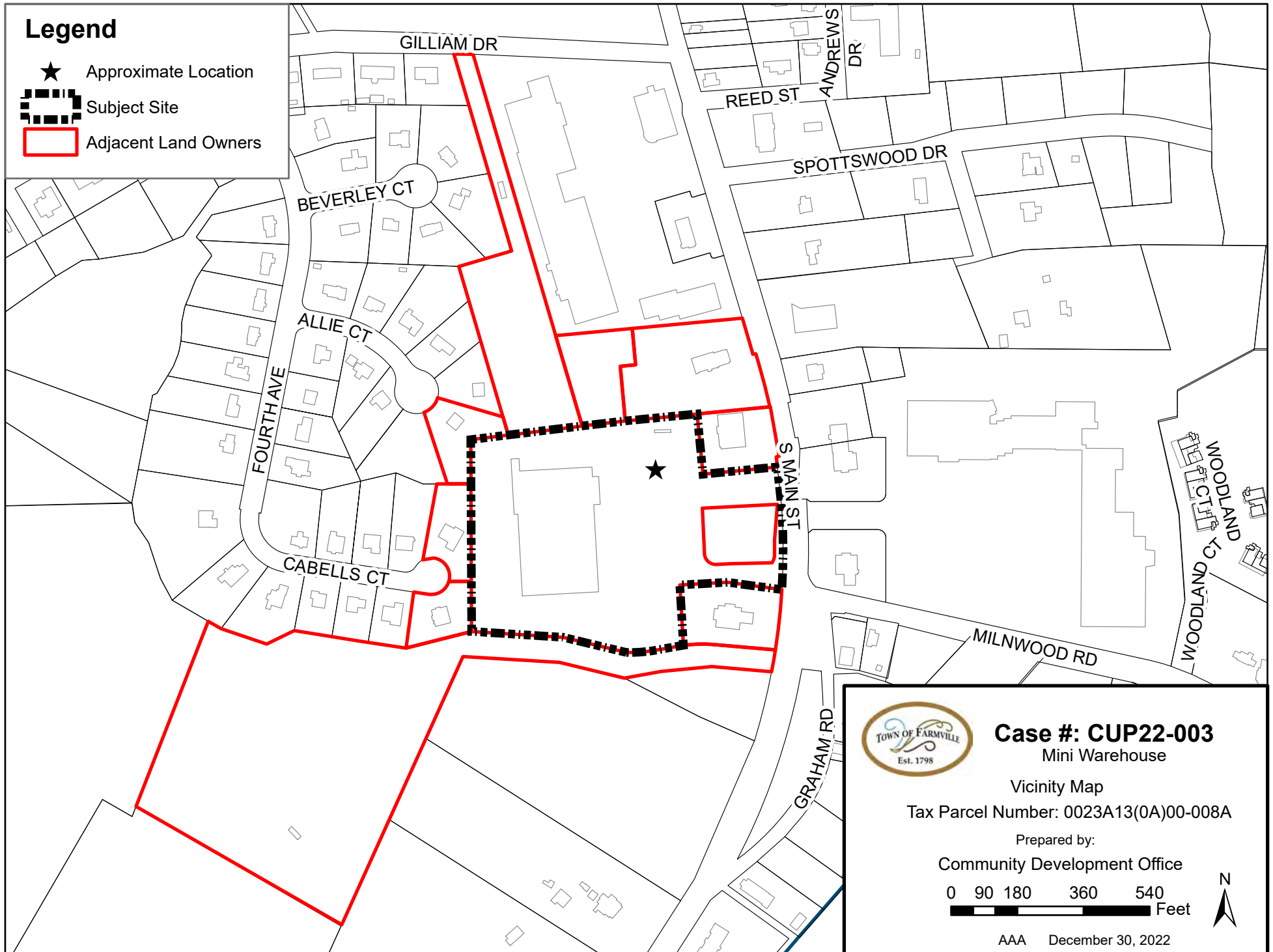
Legend

- ★ Approximate Location
- Subject Site
- Adjacent Land Owners



Legend

- ★ Approximate Location
- Subject Site
- Adjacent Land Owners





Identification and Location Information

Applicant	William W. Coffey, III representing The Rosemyr Corporation
Property Owner	The Rosemyr Corporation
Location	1505 South Main Street, Tax Map # 0023A13(0A)00-008A
Ward	A, Council Member J. Hardy
Acreage	396,440sf, 9.101 acre
Zoning	B3 Highway Commercial
Density	N/A
Future Land Use Recommendation	General Commercial
Overlays	Enterprise Zone
Adjacent Zoning	B3 Highway Commercial to the left, right, and across South Main Street. R1 Low Density Residential to the rear.
Adjacent Uses	Single family dwellings to the rear, commercial to the left, right, and across South Main Street.
Staff Contact	Ashley Atkins-Austin, GIS Analyst/Grant Administrator Phone: 434-392-8465 Email: aaustin@farmvilleva.com

Background and Existing Conditions

The request is to add a free-standing climate-controlled storage building that will be part of the AA Self-Storage operation. The one-story building will be approximately 20,000 square feet with 116 units. All units are interior, and the building will have two (2) loading access doors on one side of the building. A self-storage building is by definition a mini warehouse. See *Zoning Ordinance Considerations* for additional background.

Additional landscaping is being provided along the north property line where none currently exists. Two (2) light poles located in the parking area are being removed. However twelve (12) flat lens, full-cut off building mounted light fixtures will be installed.

The site is located within a shopping center, which includes Tractor Supply Company and AA Self-Storage. Adjoining the shopping center are a bank, fast food restaurant, sit down restaurant, a second shopping center, and a residential subdivision. The parcel is currently zoned B-3, Highway Commercial District. In the B-3 district, mini warehouses are allowed by Conditional Use Permits.

Zoning Ordinance Considerations

Mini-warehouses are permitted by **Conditional Use Permit** in the B3 Highway Commercial District pursuant to the zoning use matrix in Section 29-22.a (Table 1, Zoning Use Matrix). A *mini-warehouse* is defined in Section 29-81- Definitions as the following:

- *Mini-warehouse.* A building designed to provide rental storage space in cubicles where each cubicle has a maximum floor area of four hundred (400) square feet. Each cubicle shall be enclosed by walls and ceiling and have a separate entrance for the loading and unloading of



stored goods. The conduct of sales, business or any other activity within the individual storage units, other than storage, shall be prohibited.

The B3 District's purpose and intent is as follows:

- *B-3 highway commercial; purpose and intent. Highway commercial district, B-3, is intended to accommodate general business areas, highway-oriented commercial uses, and wholesaling operations which by nature or space requirements do not lend themselves to being concentrated within a centralized shopping area. This district recognizes the demand for a variety of commercial land uses which might not be compatible with the land uses in many areas of town.*

There are no separate design standards for this specific use in Section 29-35.

Comprehensive Plan Considerations

Land Use – B-3 Business (Highway Commercial)¹

- *The B-3 district is found in outlying areas of Farmville and are areas for shopping centers, national chain retailers, and light industrial uses where access to regional roads is available. The district does not match the historic downtown character of Farmville but provides a space for well-designed necessary services for residents and visitors.*

Land Use – General Commercial²

- *General Commercial land uses are a lower-density element of Farmville's commercial economy. General commercial lacks the historic significance or tourism interest of the downtown but provides goods and services that are necessary to the life of the Town. These commercial uses include grocery, pharmacy, general retail, fueling, automotive service, and other day-today uses, and may include national chain retailers. This zone also differs from the downtown in that it is primarily automobile oriented rather than pedestrian oriented like the downtown, including shopping centers that focus on providing ample parking. Despite the practical nature of general commercial uses, Farmville should expect high-quality design and construction in these areas that line important entrance corridors to the Town.*

Utilities

The property is on the Town's public water and sewer system. The proposed AA Self-Storage building will not be sprinklered and will not contain restrooms. No connections to the Town public water and sewer systems are proposed.

¹ P. 52, Town of Farmville Comprehensive Plan, Adopted 6/10/2020

² P. 57, Town of Farmville Comprehensive Plan, Adopted 6/10/2020



Transportation/ Streets

Site is located within a shopping center at the intersection of South Main Street and Milnwood Road. There is adequate parking within the shopping center, and no improvements are required to public streets.

Environmental

The site is not located in a floodplain or other protected area. There are no impacted watercourses, steep slopes, or other atypical environmental factors. Emissions (dust, heat, noise, light, vibrations, etc.) should be minimal for this commercial use.

Findings and Recommendations

Staff's Findings

- 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 General Commercial 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.

Staff's Recommendations

The Staff recommends **approval** of the Conditional Use Permit for a mini warehouse.

- No staff recommended conditions at this time.

Additional Information

1. In response to the CUP application question, *Will proposed use have any detrimental effects on adjoining property owners? If so, please describe (ex. Noise, dust, fumes, etc.),* the applicants stated:

"There should be minimal traffic impact as self-storage does not generate a lot of daily visits from tenants."

2. While there are no zoning or code enforcement violations pending against AA Self Storage, staff was contacted by one adjacent property owner regarding Tractor Supply Company. The homeowner voiced concerns over the lack of screening between the subdivision and the rear of Tractor Supply Company. Staff conducted a site visit and noted the lack of screening between the properties and the improper storage of a dumpster and pallets in the drive aisle.



Attachments

1. Vicinity and aerial maps
2. Images
3. Proposed layout
4. Building elevations, floor plans, and lighting plan

Standards for Review

Section 29-13.c- Standards for review (of a Conditional Use Permit)

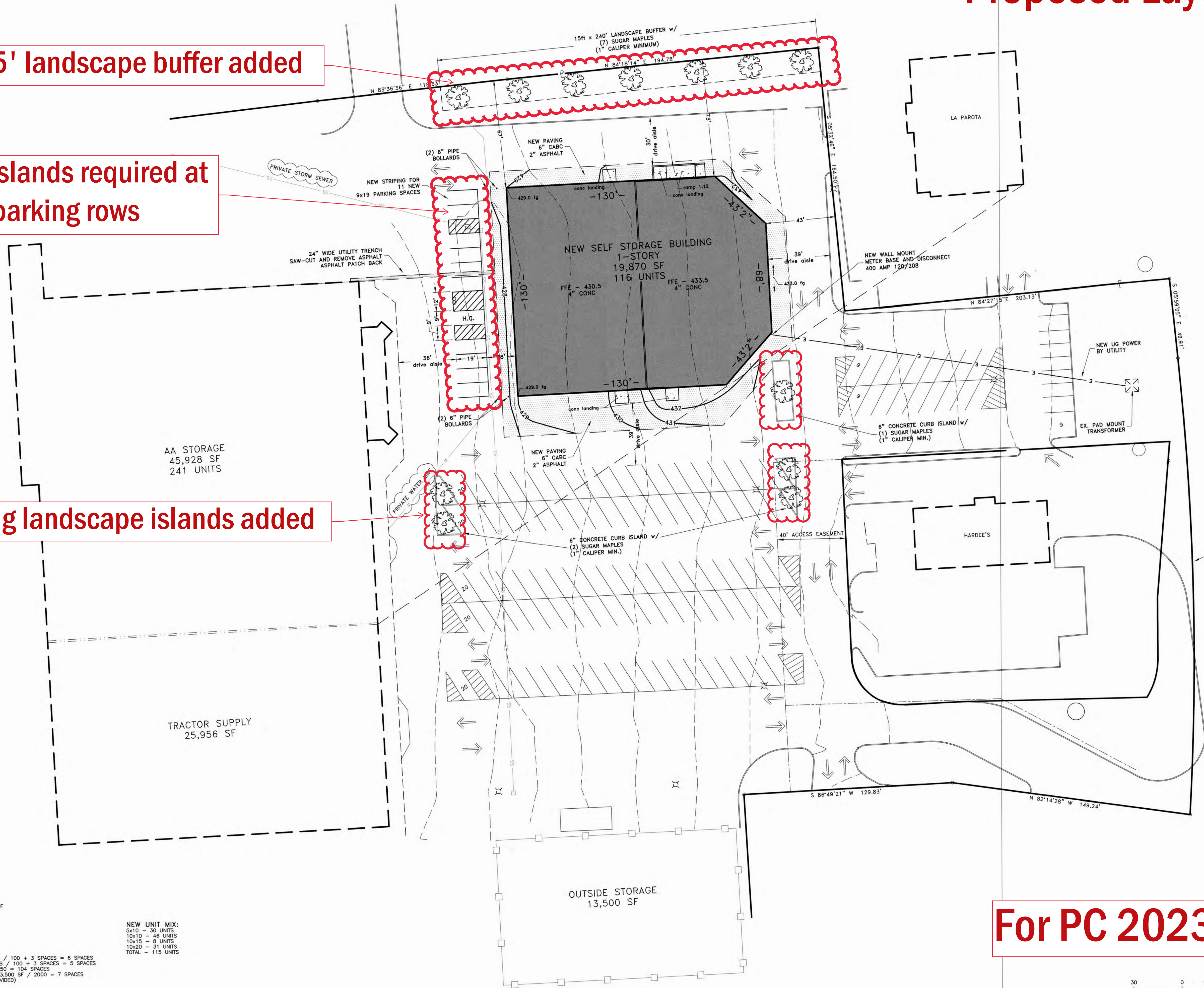
1. Conditional use permits may be issued for any of the uses for which a conditional use permit is required by the provisions of this chapter, provided that the governing body, upon a recommendation by the planning commission, shall find that:
 - A. The proposed use will not affect adversely the health or safety of persons residing or working in the neighborhood of the proposed use.
 - B. The proposed use will not be detrimental to the public welfare or unduly injurious to property values or improvements in the neighborhood.
 - C. The proposed use will not be in conflict with the policies and principles of the town's adopted comprehensive plan.
 - D. Adequate public services, including streets and other trafficways, utilities, police and fire protection, are or reasonably will be available to support the proposed use.
2. In granting any conditional use permit, the governing body shall give due consideration to these relevant factors, as well as to any other reasonable land use and zoning considerations as may be required by the nature of the proposed use or as may be otherwise appropriate to effectuate the intent of this chapter, and the governing body shall designate such conditions as it deems necessary to carry out the intent of this chapter. The application for such conditional use permit shall be accompanied by such written and graphic material as may be necessary to enable the planning commission and the governing body to make the recommendation and findings set forth above.

Proposed Layout

Required 15' landscape buffer added

Landscape islands required at the ends of parking rows

Parking landscape islands added



PROJECT DATA:

PROPOSED BUILDING USE: SELF STORAGE

MAXIMUM BUILDING HEIGHT: 15 FT
EXISTING BUILDING SQUARE FOOTAGE: 71,884 SF
PROPOSED BUILDING SQUARE FOOTAGE: 19,870 SF
TOTAL BUILDING SQUARE FOOTAGE: 91,754 SF

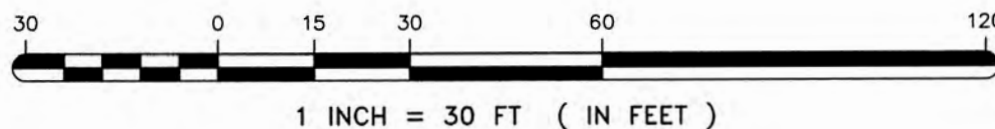
PARKING REQUIREMENTS:
EXISTING PARKING SPACES: 266
EXISTING SPACES TO BE REMOVED: 148
NEW SPACES TO BE ADDED: 11
TOTAL PARKING SPACES PROVIDED: 129
EX. SELF STORAGE PARKING REQUIRED: 241 UNITS / 100 + 3 SPACES = 6 SPACES
NEW SELF STORAGE PARKING REQUIRED: 115 UNITS / 100 + 3 SPACES = 5 SPACES
RETAIL STORE PARKING REQUIRED: 25,956 SF / 250 = 104 SPACES
OUTDOOR STORAGE/DISPLAY PARKING REQUIRED: 13,500 SF / 2000 = 7 SPACES
TOTAL PARKING SPACES REQUIRED: 122 (129 PROVIDED)

ZONING: B3 CONDITIONAL USE

NEW UNIT MIX:
5x10 - 30 UNITS
10x10 - 46 UNITS
10x15 - 8 UNITS
10x20 - 51 UNITS
TOTAL - 115 UNITS

OUTSIDE STORAGE
13,500 SF

For PC 2023-01-18



Project Title:
AA STORAGE
1505 S. MAIN ST.
FARMVILLE, VA

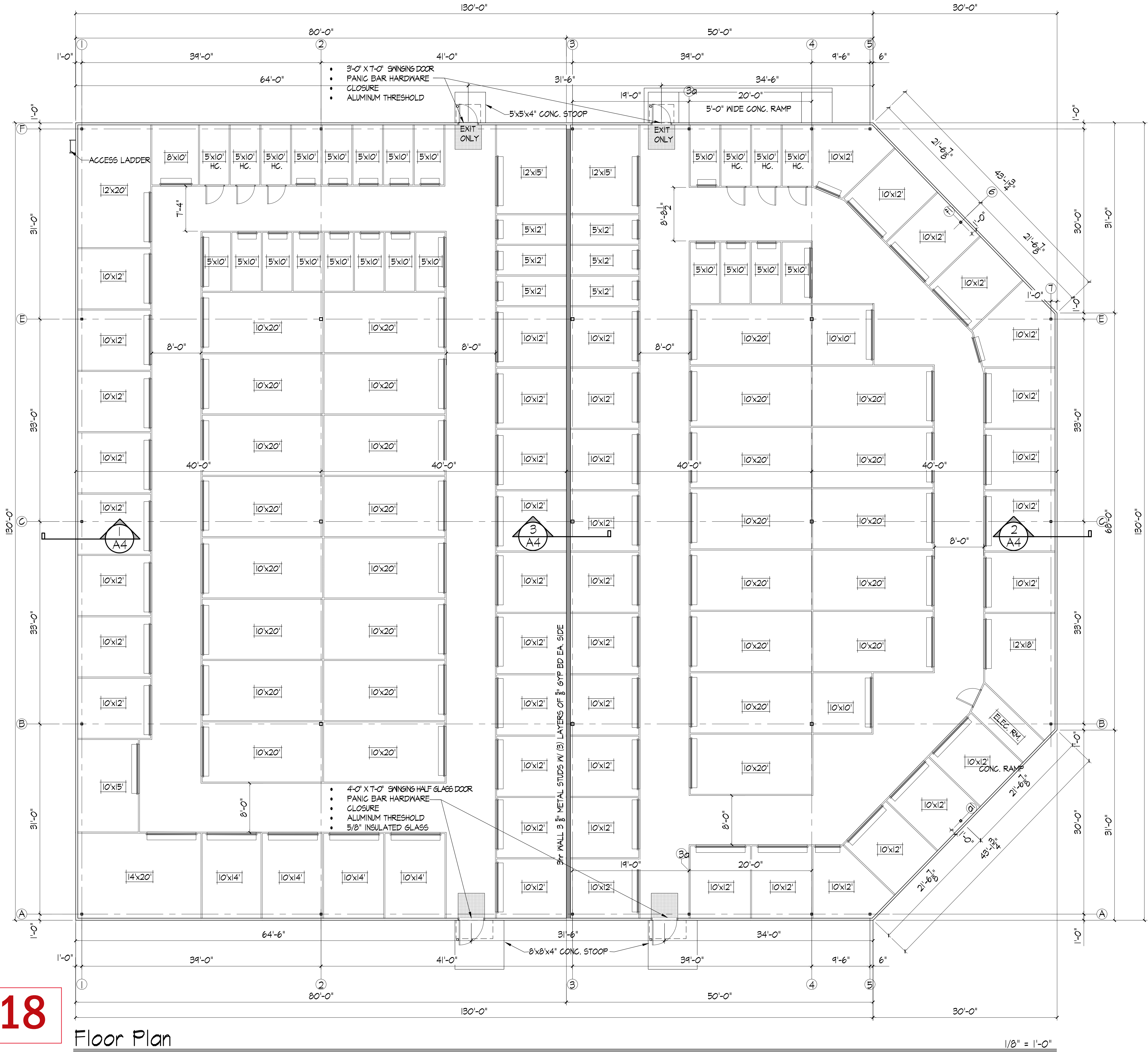
Client:
SMITHSON
General Contractor/Design Builder
1681 South Western Blvd.
P.O. Box 1731
Rocky Mount, North Carolina 27852
Phone: (252) 977-0352 Fax: (252) 985-2864

Professional Engineer
DANIEL W. PROCTOR
NO. 034298
1/5/23

E.G. SMITHSON & ASSOCIATES, INC.
A PROFESSIONAL CORPORATION
1505 S. MAIN ST., SUITE 200
P.O. BOX 1731
ROCKY MOUNT, VA 27852
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Date: 11-8-22
Drawn by: DWP
Proj. number: DP295
Scale: 1" = 30'
Job number:
22-989
Sheet number:
C2

Floor Plan



For PC 2023-01-18

Floor Plan

PROJECT TITLE:

AA SELF STORAGE

1505 S. MAIN STREET
FARMVILLE, VA.

E.G. SMITHSON & ASSOCIATES, INC.
A PROFESSIONAL CORPORATION
P.E. Corp. #C-1189
Arch. Cert. #1275
PHONE: (252) 977-3055
FAX: (252) 985-2864
www.smithsoninc.com

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MAILING ADDRESS: P.O. BOX 1731, ROCKY MOUNT, NORTH CAROLINA 27802

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CLIENT:

SMITHSON
General Contractor Design Builder
P.O. Box 1731
1681 South Wesleyan Blvd.
Rocky Mount, North Carolina 27802
Phone (252) 977-3055 Fax (252) 985-2864

COMMONWEALTH OF VIRGINIA
RICHARD M. BELK
ARCHITECT
11-16-2022

KEY PLAN:

PROJECT NORTH

DRAWING SET:

	DATE
X PRELIMINARY	
X PRELIMINARY BID SET	
X ISSUED FOR PERMIT	
X ISSUED FOR CONSTRUCTION	

REVISIONS:

NO.	DESCRIPTION	DATE
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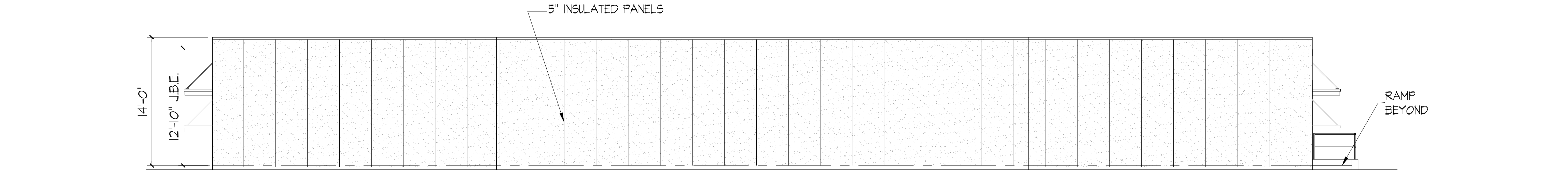
Floor Plan

DRAWN BY: Lee T.
SCALE: As Shown
ISSUE DATE: 11/16/22
PROJECT NO.: DP295 Job No: 22-989

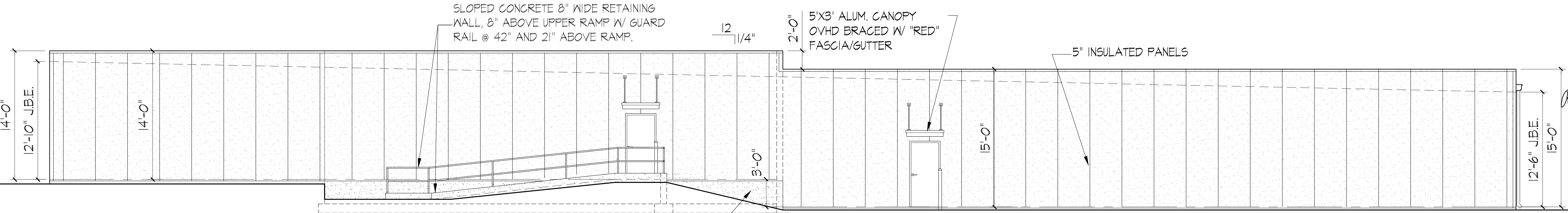
A1

Banding and color to match existing main AA Storage building

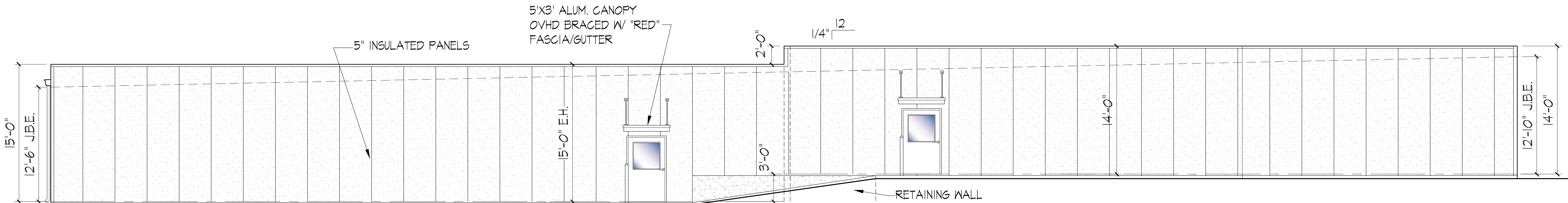
Building Elevations



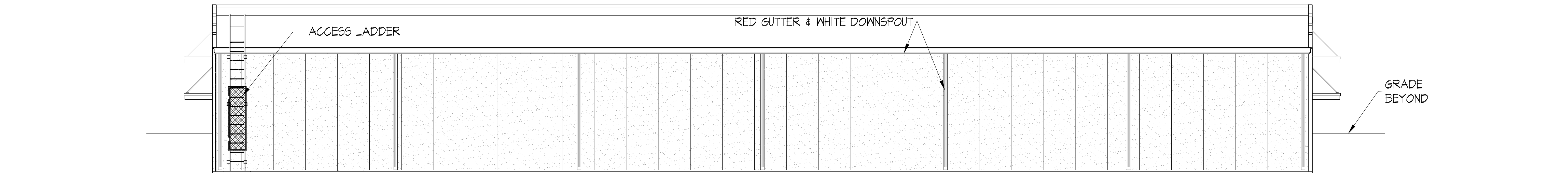
High Side Elevation



Side Elevation



Side Elevation



Low Side Elevation

PROJECT TITLE:

AA SELF STORAGE

1505 S. MAIN STREET
FARMVILLE, VA.

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A PROFESSIONAL CORPORATION
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CLIENT:

SMITHSON
General Contractor Design Builder
P.O. Box 1731
1661 South Wesleyan Blvd.
Rocky Mount, North Carolina 27802
Phone: (252) 977-3055 Fax: (252) 985-2864

COMMONWEALTH OF VIRGINIA
RICHARD M. BELK
LICENSE NO. 11-16-2022
Richard M. Belk Architect

PROJECT NORTH

DRAWING SET:

	DATE
X PRELIMINARY	
X PRELIMINARY BID SET	
X ISSUED FOR PERMIT	
X ISSUED FOR CONSTRUCTION	

REVISIONS:

NO.	DESCRIPTION	DATE
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DRAWING TITLE:

Exterior Elevations

DRAWN BY: Lee T.
SCALE: 3/16" = 1'-0"
ISSUE DATE: 11/16/22
PROJECT NO.: DP295 Job No: 22-989

A2

For PC 2023-01-18

Lighting Plan

1505 S. MAIN STREET
FARMVILLE, VA.

PHYSICAL ADDRESS:
1661 SOUTH WESLEYAN BLVD.
ROCKY MOUNT,
NORTH CAROLINA 27803

MAILING ADDRESS:
P.O. BOX 1731
ROCKY MOUNT,
NORTH CAROLINA 27803

CLIENT:



General Contractor Design Builder
P.O. Box 1731
1661 South Wesleyan Blvd.
Rocky Mount, North Carolina 27802
Phone (252) 977-3055 Fax (252) 985-2864

COMMONWEALTH OF VIRGINIA
 RICHARD M. BEEK
 LICENSE NO. 5356
 ARCHITECT

KEY PLAN:

PROJECT
NORTH

DRAWING SET

		DATE
X	PRELIMINARY	
X	PRELIMINARY BID SET	
X	ISSUED FOR PERMIT	
X	ISSUED FOR CONSTRUCTION	

REVISIONS:

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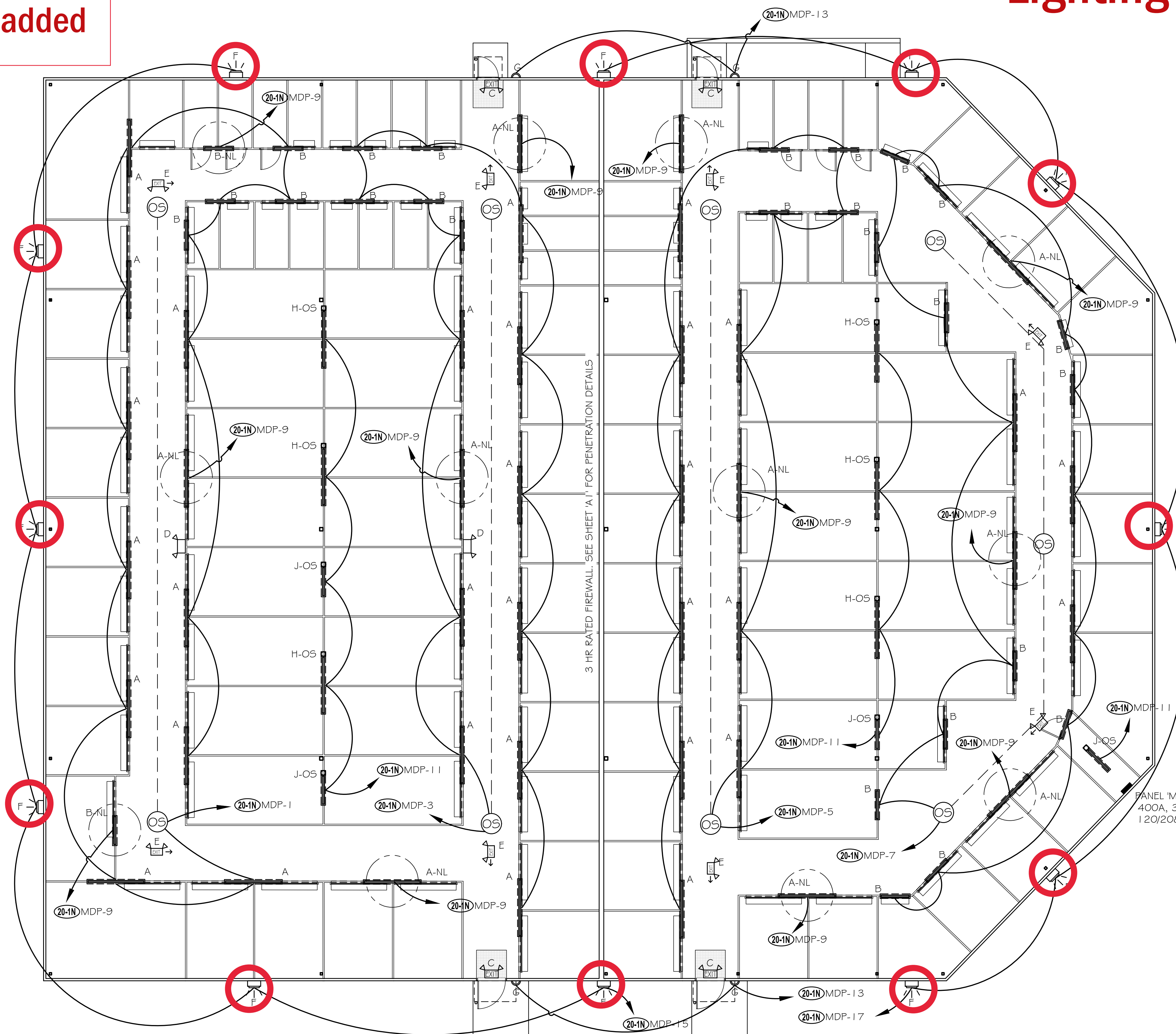
DRAWING TITLE:

Lighting Plan

DRAWN BY: Coleman
SCALE: As Shown
ISSUE DATE: 11/16/22

PROJECT NO.: DP295 Job No: 22-98

E2



Lighting Plan

Scale: $1/8" = 1'-0"$

For PC 2023-01-18



CUP22-003



T631LED

LARGE LED TRAPEZOIDAL
CUT-OFF WALL PACK

JOB INFORMATION	TYPE
	CATALOG NO
	PROJECT NAME
	COMMENTS
PREPARED BY	



USE OF PRODUCT

The intended use of this product is for decorative wall mount, building accents, pedestrian walkways, public access areas, or recreation areas.

HOUSING

Rugged die cast aluminum housing with hinged front frame. 1/2" coin plugs with O-rings for conduit & photocell.

FINISH

Matt-finished, architectural bronze powdercoat over a precise chromate conversion coating. Available in standard dark polyester bronze or consult factory for made to order architectural finishes.

OPTICS

Specular anodized aluminum reflector with clear tempered glass lens. Lens is sealed by one-piece silicon gasket prohibits entrance of outside contaminants.

LED

High output LEDs offer a minimum estimated operating life of 50,000 hours in 2700K, 3000K, 3500K, 4000K, or 5000K (standard) with CRI>83. LEDs placed on high performance aluminum heatsink for reduced junction temperatures and extended life.

EPA

Effective Projected Area (Sq. Ft.): 871 ft² (1 fixture).

DRIVER

Durable and long lasting LED driver operates at 120-277V and boasts a 90% power factor at 50 to 60 Hz with 0-10V Dimming Constant Current. Driver protections includes: Output open load, over-current and short-circuit, and over-temperature with auto recovery. -30°C Min Temp. to 40°C Max Temp. Step down transformer may be utilized for 480V or 347V applications.

MOUNTING

Cast-in template for mounting directly over a 4" recessed outlet box or 1/2" surface conduit.

LISTINGS/COMPLIANCE

- CEC compliant emergency driver.
- CSA - Listed for wet location.

Light Fixture "F"

ORDERING INFO

T631LED	84	UNV	40		BZ	
Series	Watt/lumens	Voltage	Color Temperature	Distribution Types	Finish	Generation
T-SERIES LED	20 - 20W/2167 lm 30 - 30W/3251 lm 40 - 40W/4335 lm 58 - 58W/6205 lm 84 - 84W/8756 lm 119 - 119W/12354 lm	UNV-120V-277V 347 ¹ - 347V 480 ¹ - 480V	30 - 3000K 35 - 3500K 40 - 4000K 50 - 5000K	T1 - Type I T2 - Type II T3 - Type III T4 - Type IV T5 ² - Type V	BZ ³ - Bronze MTO ⁴ - Made to order MGTO ⁴ - Marine grade made to order	G2 - 2nd Generation

Options	Wireless Control
PC1 - Photocell 120V PC2 - Photocell 277V WG - Wire guard MS - Motion Sensor (B-Level, Integral) EM - Emergency battery (Integral) CEM - Cold pack emergency battery (Integral) SP10 - Surge protection 10KV	LPH - Limelight by Lutron Integral module with PIR sensor and external antennae, - high mounting height LPM - Limelight by Lutron Integral module with PIR sensor and external antennae - medium mounting height LPL - Limelight by Lutron Integral module with PIR sensor and external antennae - low mounting height LRF - Limelight by Lutron Integral module with external antennae, RF Only

Notes:

1. Step down transformer required.
2. Standard distribution type.
3. Standard finish.
4. RAL number required.

For PC 2023-01-18











MEETING DATE: Wednesday, January 18, 2023 (Planning Commission)

ITEM NO.: 7

REQUEST: **CUP22-003**, William W. Coffey, III on behalf of The Rosemyr Corporation, requests a conditional use permit to allow a one (1) story, one hundred sixteen (116) unit, 19,870 square foot mini warehouse (self-storage building) per Town Code Section 29-13.c.

BACKGROUND: Written staff report and other supporting materials and verbal report by Ashley Atkins-Austin, GIS Analyst/ Grants Manager

RECOMMENDATION: That the Planning Commission recommend approval to the Town Council of **CUP22-003**, to allow a one (1) story, one hundred sixteen (116) unit, 19,870 square foot mini warehouse (self-storage building).

MOTION: _____

SECONDED: _____

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

REGION III ORDINANCE REVIEW

PLEASE SEE ADDENDUM



Planning Commission

2022 ANNUAL REPORT TO THE TOWN COUNCIL

Section 15.2-2221 of the Code of Virginia states:

A planning commission shall make recommendations and an annual report to the governing body concerning the operation of the commission and the status of planning within its jurisdiction.

Members

Jayne Johnson, CPC
1005 Seventh Avenue
Farmville, VA 23901
Term Expires: 6/30/2026
Ward A

Jerry Davenport
803 Bizarre Street
Farmville, VA 23901
Term Expires: 6/30/2025
Ward E

Rhett L. Weiss, CPC
809 Fourth Avenue
Farmville, VA 23901
Term Expires: 6/30/2026
Ward B

Abigail O'Connor, CPC
818 Creekwood Trail
Farmville, VA 23901
Term Expires: 6/30/2025
At-Large

Cameron Patterson, CPC
420 Griffin Boulevard
Farmville, VA 23901
Term Expires: 6/30/2025
Ward C

John D. Miller, CPC
309 Second Avenue
Farmville, VA 23901
Term Expires: 6/30/2026
At-Large

Patrick Crute
1402 Spottswood Drive
Farmville, VA 23901
Term Expires: 6/30/2025
Ward D

Appointments

John Miller – Chairperson
Cameron Patterson – Vice Chairperson
Abigail O'Connor – Secretary

Meetings

The Planning Commission held eleven meetings in calendar year 2022.

2022 Work Items

The Planning Commission's workload in 2022 can be grouped into three categories of tasks: actionable items, professional development, and community engagement. The most tangible were the first, the recommendations the commission made to council. Prior to these deliberations, though, the commissioners benefited from staff education on timely topics including overlay districts (August) and Planned Unit Developments (November and December) and more general subjects such as ethics and planning (April). We are re-scheduling joint training with the Board of Zoning Appeals in 2023. Additionally, the commission supported public outreach efforts on relevant topics including permitting processes (May) and overlay districts (September). The following includes the planning commission's actionable items:

- Reviewed and recommended Council approval of a conditional use permit request for an accessory dwelling at 703 First Avenue. (February)
- Reviewed the language of and recommended Council approval of the amending of certain sign regulations contained in Section 29-31 Signs to increase sign area and height in the B-2 and B-3 districts. (June)
- Reviewed and recommended Council approval of a conditional use permit request for a multifamily dwelling at 1306 Longwood Avenue. (September)
- Reviewed the language of and recommended Council approval of the amending of the zoning ordinance to add Section 29-23.1 to provide language for an overlay district for the Robert Russa Moton Museum Gateway. The overlay supports Moton's eligibility to become a UNESCO World Heritage site. (October)
- Reviewed the language of and recommended Council approval of the establishment of boundaries for the Moton Museum Gateway Overlay District. (October)
- Reviewed the language of and recommended Council approval of amending the zoning ordinance by adding Section 29-22.1 Additional height regulations. (November)

2023 Proposed Actions by Planning Commission and Requests to Town Council

The Commission aspires to and requests the following:

- Review zoning amendment, rezoning, conditional use permit requests and/or other issues that may be referred to the Planning Commission by Town Council.
- Review draft documents and final documents relating to the Comprehensive Plan, Zoning Ordinance, and Subdivision Ordinance, hear public comments on these documents, and make recommendations to Town Council.
- Continue the in-house professional development training with staff guidance on topics relevant to upcoming agenda items as well as trends in municipal planning.

- Request that Town Council continue to budget for two Planning Commissioners to attend the Certified Planning Commissioner Program that is conducted through the Land Use Education Program (LUEP) at Virginia Commonwealth University. Five commissioners have completed the training, two (Commissioners Johnson and Weiss) in 2022. Staff estimates that the combined cost for two commissioners in 2023 would be \$2,000.
- Request that Town Council budget \$875 for stipends for five Planning Commission work sessions as needed. Given the scope and detail involved in recent and prospective topics and ordinances before the commission—overlay districts, PUD processes—members believe additional periodic meetings to review, discuss, draft, and revise language are necessary. First, for the sake of due diligence and, second, to avoid impacting the timely consideration of customary agenda items.
- Prepare and submit the 2023 annual report to Town Council.

On behalf of the Farmville Planning Commission, I am pleased to provide the Commission's annual report for calendar year 2022. We would like to thank the Town Council for allowing us the opportunity to serve as an advisor to Council in planning for the town's future.

Respectfully submitted,

John D. Miller
Chairperson



MEMORANDUM

To: C. Scott Davis, LPD, Town Manager
From: Leander N. "Lee" Pambid, CZA, MURP, MPA Director of Community Development
Date: Monday, January 9, 2023
Subject: Director's Monthly Report (December 2022), Department of Community Development

Statistics

Item	Amounts	Notes
Zoning Permits	5	
Building Permits	8	
	0	New single-family construction
	0	Manufactured homes
	5	Trades (mechanical, electrical, plumbing)
	1	Structural (interior renovations)
	1	Structural (exterior improvements)
	1	Signs
FAB Ridership	4,480 riders total 11,928 miles 717 ¼ service hours	Ridership drop from 10,016 in November because of winter break
Fuel Sold at KVVX	31 sales totaling \$6,615.48 and 1,122.10 gallons	344.40 gallons AV 777.70 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

- Michelle Watkins is now a member of the Virginia Municipal Clerks Association. She essentially serves as the recording secretary to both the Planning Commission and the Board of Zoning Appeals.
- The Staff participated in the following meetings and trainings in December:
 - Department of Housing and Community Development (DHCD) Local Board of Building Code Appeals, 12/1 (Atkins-Austin, Bowles, Pambid, Watkins)
 - Regional Building Officials' Meeting, 12/1 (Bowles)
 - Department of Conservation and Recreation (DCR) L273 Training Course- Managing Floodplain Development through the NFIP, Hopewell, 12/4 – 12/7 (Atkins-Austin, Pambid)

- o DHCD Virginia Building Code Academy- Residential Plumbing, Henrico, 12/5 – 12/7 (Bowles)
 - o Virginia Building Code Officials Association (VBCOA) Region IV Meeting, Charlottesville, 12/15 (Bowles)
 - o Commonwealth Regional Council (CRC) Meeting (virtual) 12/21 (Pambid)
 - o Prince Edward/ Farmville Development Review Committee (DRC) Meeting, 12/22 (Atkins-Austin, Bowles, Pambid)
- Farmville Regional Airport (KFVX) updates:
 - o Additional airport usage figures are attached. 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.
- The Planning Commission met on December 21, 2022.
 - o They heard briefs regarding Planned Unit Developments and floodplain regulations.
 - o The Planning Commission is scheduled to meet on **Wednesday, January 18, 2023**. They will be further briefed on and discuss the concept of Planned Unit Developments. They will also be briefed on floodplain ordinance revisions recommended by the Department of Conservation and Recreation.
- The Board of Zoning Appeals did not meet in December.
 - o They are scheduled to meet on **Thursday, January 26, 2023** for an organizational meeting.
- Community Development will host the following January events:
 - o **Thursday, January 12, 2023** at 6pm at the Moton Museum- A community information and input session about potential amendments to add a **Planned Unit Developments** process to the zoning ordinance. The session is free, and the public is encouraged to attend.
 - o **Wednesday, January 25, 2023** at 7pm in Town Hall- The Planning Commission is scheduled to hold a worksession on PUDs.
 - o **Friday, January 27, 2023** in the morning at the Farmville Emergency Operations Center- A community information session on **how to apply for and pull permits for routine residential projects**. The session is free and RSVPs will be required due to limited classroom space. Additional details are forthcoming.

Staff Contacts | Department of Community Development

Ashley Austin	GIS Analyst/ Grants Coordinator	aaustin@farmvilleva.com	434-392-2114
Nicholas Bowles	Building Official (<i>in-training</i>)	nbowles@farmvilleva.com	434-392-8465
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

December 2022 Arrivals and Departures

Farmville Regional Airport KVVX

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

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