



# Town of Farmville Board of Zoning Appeals

**Members**  
Pam Butler, CBZA, Chair  
Penny Pairet, CBZA, Vice Chair  
Cameron Patterson  
Sam Carey  
Zach Preston

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

## Agenda for Thursday, January 26, 2023 @ 3:00pm

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1. **Call to Order** (Please Silence Devices)
2. **Roll Call**
3. **Determination of Quorum**
4. **Introduction of New Staff and New Board Members**  
One (1) new staff member, Nicholas Bowles, Building Official in training joined the Community Development Department on November 28, 2022.
5. **Consideration of Minutes**
  - a. Minutes of the Regular Board of Zoning Appeals Meeting – July 28, 2022
6. **Election of Officers**
  - a. Election of Chairperson
    - i. Nominations
    - ii. Vote
  - b. Vice-Chairperson
    - i. Nominations
    - ii. Vote
7. **Unfinished Business**
8. **New Business**
  - a. Adopt Standing Meeting Schedule for 2023
  - b. Certified BZA Course
  - c. Other Items of Interest
    - i. Ordinance Updates
    - ii. Routine Residential Projects Info Session Friday 1/27/2023 @10am
    - iii. Director's Report
9. **Adjournment**

**Town of Farmville Board of Zoning Appeals  
Farmville Town Hall Council Chambers  
116 North Main Street, Farmville, VA  
Thursday July 28, 2022**

**Members Present:** Chairperson Pam Butler, Sam Carey, Cameron Patterson, and Zachary Preston

**Member Absent:** Vice-Chairperson Penny Pairet

**Staff Present:** Director of Community Development Lee Pambid, Administrative Assistant II Michelle Watkins, GIS/IT Manager Ashley Atkins-Austin

**Others Present:** Shannon Hinkle, Representative of WRE LLC, DBA Discount Furniture Center

**Call to Order:** Chairperson Butler called the meeting to order at 3:03 pm.

**Determination of Quorum:** Four members being present and one member being absent, a quorum was established.

**APPROVAL OF MINUTES**

**Minutes of Board of Zoning Appeals Meeting- April 28, 2022**

On motion by Mr. Patterson, Seconded by Mr. Carey, with all present members voting “aye”, the minutes were approved with no corrections.

**HEARING OF THE CASE**

**BZA22-002-VAR- WRE LLC dba Buddy’s Home Furnishing -1407 South Main Street, Tax Parcel# 0023A13(0A)00-002.**

Background: GIS/IT Manager Ashley Atkins-Austin provided a staff report with the following information:

Shannon Hinkle representing WRE LLC, dba Buddy’s Home Furnishing has submitted a zoning appeal requesting a variance for one additional sign to the Wall Sign maximum of one sign per business per street frontage, a 70 square foot variance to the 25 square foot maximum sign area for wall signs, and a 19.25-foot variance to the 15-foot maximum sign height in the B-3 District as stated in Section 29-31.f. Two signs totaling 95 square feet are desired. The 8.211 acre site is located at 1407 South Main Street in the Shoppes at College Park Shopping Center at the intersection of Gilliam Drive and South Main Street on Parcel 0023A13(0A)00-002. This property is zoned B-3 Highway Commercial.

The staff recommended denial of the variance request by the applicant.

Furthermore, Staff does not believe that the request meets requirements of Code of the standards set forth in Section 29-13. d.2.d of the Town Code for granting a variance. There are other sign regulations currently under consideration. Those proposed sign regulations have been heard in a public hearing from the Planning Commission and is currently scheduled to be heard by the Town Council in a public hearing on August 10, 2022.

Shannon Hinkle addressed the Board and provided them with verbal information supporting their case. She asked the board to consider the fact that Buddy’s Furnishing is losing window space due to Dollar General’s canopy that is adjacent to their business. She expressed that their current sign proposal will be more visible to the road frontage and will afford them the opportunity to attract

more customers.

**REQUEST FOR A SIGN VARIANCE ON BEHALF OF BUDDY’S FURNISHING.**

On motion by Mr. Patterson, seconded by Mr. Carey, with all present members voting “aye”, the motion to deny the request for a variance was passed.

**UNFINISHED BUSINESS**

Staff provided an update on the BZA meeting dates and BZA By-Laws example materials. Additionally, the staff recapped the Development Process Session held on May 19, 2022.

**NEW BUSINESS**

**Other Items of interest-Certified BZA Course**

Staff provided members with registration information for the Certified Board of Zoning Appeals Course.

Ashley Atkins-Austin provided the members with a brief update on her participation in the Certified Board of Zoning Appeals Program.

**ADJOURNMENT**

With no further business before the Board of Zoning Appeals, Chairperson. Butler called for a motion to adjourn.

On a motion by Mr. Patterson, seconded by Mr. Preston, with all members present voting “aye”, the meeting was adjourned at 3:48 pm.

Respectfully submitted by Michelle D. Watkins, Administrative Assistant II

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Pam Butler, Chairperson

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Lee Pambid, Director of Community Development



## MEMORANDUM

**To:** Farmville Board of Zoning Appeals  
**From:** Leander N. "Lee" Pambid, CZA, MURP, MPA, Director of Community Development  
**Date:** Friday, January 20, 2023  
**Subject:** Meeting Notes for the regularly scheduled BZA meeting on **Thursday, January 26, 2023 at 3pm**

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In the absence of any cases and given the administrative housekeeping nature of this meeting, there are no staff reports to present. These notes are provided as background for a few of the agenda items.

### Officer Elections

The zoning ordinance section pertaining to the BZA is provided as background for your officer elections and your meeting schedule discussion. Please note the following:

- Per the zoning ordinance, one member shall be a Planning Commissioner. Cameron Patterson's membership fulfills this requirement.
- The BZA does not have a standalone set of by-laws- The Staff suggests that this be discussed at your next opportunity.

### Certified BZA Course

The next offering of the Certified BZA Course through the Land Use Education Program at Virginia Commonwealth University will be on Thursday, February 16 and Friday, February 17, 2023 VIRTUALLY from 9am to 3:30. The closing session will be on Friday, April 28, 2023 IN PERSON.

The Town Council highly recommends that the BZA and PC members obtain their respective certifications, and excellent information and networking opportunities are provided.

**As soon as possible**, please contact **Michelle Watkins at 392-8465 or [mwatkins@farmvilleva.com](mailto:mwatkins@farmvilleva.com)** to get set up. Funding is available, so all you need is to let the Staff know, and we will take care of your registrations, and lodging, if needed.

You can find additional information online at <https://cura.vcu.edu/land-use-education/>.

## Ordinance Updates

The Staff has been prepping the Planning Commission for updates to the zoning ordinance:

- Floodplain Ordinance amendments required by the Virginia Department of Conservation and Recreation to stay current with them and to stay in good standing with the National Flood Insurance Program.
- Planned Unit Development ordinance recommended by the Town Staff to provide more flexibility in site plan/ subdivision layout, design, and use.
- The Moton Museum Gateway Overlay District was approved by the Council and is now in effect.

## Routine Residential Projects Information Session

As I emailed earlier, the Community Development Staff is pleased to present the session “How to Pull Permits for Routine Residential Projects” this coming Friday, January 27, 2023 at 10am.

Please see the flyer included in your packet and help us spread the word!

## Community Development Director’s Report

This is standard information that we provide monthly to you.

Please feel free to contact me at 392-8465 or [lpambid@farmvilleva.com](mailto:lpambid@farmvilleva.com). Be well.

### **Ex-Parte Communications Notice**

Ex-parte communications rules apply to all of your cases.

**You must not discuss this case** with the applicant, the landowner, or agent or attorney for either.

Reference: [Code of Virginia § 15.2-2308.1](#). *Boards of zoning appeals, ex parte communications, proceedings*

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**Sec. 29-12. Boards and commissions.**

(a) *Planning commission.*

**(Content removed)**

(b) *Board of zoning appeals.*

(1) *Appointment; membership.* Pursuant to Code of Virginia, § 15.2-2308, a board of zoning appeals shall be created and organized as follows:

- a. A board of zoning appeals consisting of five (5) members shall be appointed by the circuit court of Prince Edward County. Board members shall receive salaries or other compensation for their services as shall be fixed by the town council. Appointments for vacancies occurring otherwise than by expiration of term shall in all cases be for the unexpired term.
- b. The term of office shall be for five (5) years; except, that of the first five (5) members appointed, one (1) shall serve for five (5) years, one (1) for four (4) years, one (1) for three (3) years, one (1) for two (2) years and one (1) for one (1) year. One (1) of the five (5) appointed members shall be an active member of the planning commission.
- c. Any board member or alternate may be removed for malfeasance, misfeasance or nonfeasance in office, or for other just cause, by the court which appointed him, after a hearing held after at least fifteen (15) days' notice.
- d. Any board member shall be disqualified to act upon a matter before the board with respect to property in which the member has an interest.
- e. The board shall choose annually its own chairperson and vice-chairperson. The vice-chairperson shall act in the absence of the chairperson.

(2) *Power and duties.* Pursuant to Code of Virginia, § 15.2-2309, a board of zoning appeals shall have the following powers and duties:

- a. Appeals.
  1. To hear and decide appeals from any order, requirement, decision, or determination made by an administrative officer in the administration or enforcement of this chapter.
  2. No such appeal shall be heard except after notice and hearing as provided by Code of Virginia, § 15.2-2204.
- b. Variance.
  1. To authorize upon appeal or original application a variance, as defined in Code of Virginia, § 15.2-2201, from the terms of this chapter when a literal enforcement of the provisions of this chapter will result in unnecessary hardship; provided that the spirit of this chapter shall be observed and substantial justice done.
  2. No such variance shall be heard except after notice and hearing as provided by Code of Virginia, § 15.2-2204.

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c. Boundary interpretations.

1. To hear and decide applications for interpretation of the district map where there is any uncertainty as to the location of a district boundary. After notice to the owners of the property affected by any such question, and after public hearing with notice as required by Code of Virginia, § 15.2-2204, the board may interpret the map in such way as to carry out the intent and purpose of this chapter for the particular section or district in question.
2. The board shall not have the power to change substantially the locations of district boundaries as established by ordinance.
3. No provision of this section shall be construed as granting the board the power to rezone property.

(3) *Rules and regulations; meetings.*

- a. The board shall adopt such rules and regulations as it may consider necessary.
- b. The board may adopt policies regarding ex parte communication that are accordance with Code of Virginia, § 15.2-2308.1.
- c. Pursuant to Code of Virginia, § 15.2-2287, members shall be required to disclose any property interest in petitions brought before the board and may be disqualified from acting upon the matter.
- d. Meetings of the board shall be held at the call of its chairman or at such time as a quorum of the board may determine.
- e. The chairman or, in his absence, the acting chairman may administer oaths and compel the attendance of witnesses.
- f. The board shall keep minutes of its proceedings, showing the vote of each member upon each question or, if absent or failing to vote, indicating such fact. It shall keep records of its examinations and other official actions, all of which shall be immediately filed in the office of the board and shall be public record.
- g. All meetings of the board shall be open to the public.
- h. A quorum shall be at least three (3) members.
- i. A favorable vote of three (3) members of the board shall be necessary to reverse any order, requirement, decision or determination of any administrative official or to decide in favor of the applicant on any matter on which the board is required to pass.

( Ord. No. 196 , 6-10-2020)



## Farmville Board of Zoning Appeals 2023 Meeting Schedule

Farmville Board of Zoning Appeals meetings are scheduled monthly on the 4<sup>th</sup> Thursday at 3:00 p.m., **only as needed** and unless otherwise scheduled. The BZA meetings are held in the Council Chamber on the second floor of the Town Hall, at 116 North Main Street, Farmville Virginia.

Staff requests that the BZA consider alternate dates for **November and December**.

Thursday, January 26, 2023  
Thursday, February 23, 2023  
Thursday, March 23, 2023  
Thursday, April 27, 2023  
Thursday, May 25, 2023  
Thursday, June 22, 2023  
Thursday, July 27, 2023  
Thursday, August 24, 2023  
Thursday, September 28, 2023  
Thursday, October 26, 2023

### **Thursday, November 23, 2023**

This regularly scheduled date conflicts with Thanksgiving Day, also observed on this date.  
(alt. date 3<sup>rd</sup> Thursday, November 16, 2023)

### **Thursday, December 28, 2023**

This regularly scheduled date falls between Christmas and New Years, a typical vacation week.  
(alt. date 3<sup>rd</sup> Thursday, December 21, 2023)

This list does not include any special meetings which may be called occasionally.

This schedule allows us to set a six (6) week application deadline in advance of a public hearing, accounting for intake and review, required public notices, and packet distribution.

# Save the Date!

## Routine Residential Projects Information Session

The Department of Community Development invites the development community and interested citizens to this session which will provide information on how to pull permits for routine Residential Projects including:

- Applications intake and processing
- Single Family Homes
- Structural
- Decks, Propane Tanks, Pools, Sheds, ADUs (Accessory Dwelling Units)
- Trades (Electrical, Plumbing, Mechanical)

We will also highlight briefly Floodplain and Mapping and Permitting for emergency repairs.

### Date

**Friday January 27, 2023**

### Time

**10am - 12pm**

### Place

Farmville Town Hall  
2nd Floor, EOC

### Cost

Free, with refreshments!

### Intended Audience

Real estate agents, contractors, surveyors, engineers, architects, developers, attorneys, property owners, interested citizens

Farmville Town Hall  
116 South Main Street  
Farmville, Virginia 23901

Phone: 434-392-8465

Fax: 434-392-3160

Web: [www.farmvilleva.com](http://www.farmvilleva.com)

**Attendance is limited to  
25 participants.**

To RSVP, please contact Michelle Watkins at 434-392-8465  
or [mwatkins@farmvilleva.com](mailto:mwatkins@farmvilleva.com).

The Town of Farmville intends to comply with the Americans with Disabilities Act. Should you need special accommodations, please contact the Department of Community Development.





## 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

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### Statistics

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

- DHCD Virginia Building Code Academy- Residential Plumbing, Henrico, 12/5 – 12/7 (Bowles)
- Virginia Building Code Officials Association (VBCOA) Region IV Meeting, Charlottesville, 12/15 (Bowles)
- Commonwealth Regional Council (CRC) Meeting (virtual) 12/21 (Pambid)
- Prince Edward/ Farmville Development Review Committee (DRC) Meeting, 12/22 (Atkins-Austin, Bowles, Pambid)
- Farmville Regional Airport (KFVX) updates:
  - 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.
  - They heard briefs regarding Planned Unit Developments and floodplain regulations.
  - 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.
  - They are scheduled to meet on **Thursday, January 26, 2023** for an organizational meeting.
- Community Development will host the following January events:
  - **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.
  - **Wednesday, January 25, 2023** at 7pm in Town Hall- The Planning Commission is scheduled to hold a worksession on PUDs.
  - **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	<a href="mailto:aaustin@farmvilleva.com">aaustin@farmvilleva.com</a>	434-392-2114
Nicholas Bowles	Building Official ( <i>in-training</i> )	<a href="mailto:nbowles@farmvilleva.com">nbowles@farmvilleva.com</a>	434-392-8465
Phillip Moore	Building Official ( <i>Interim</i> )	<a href="mailto:pmoore@farmvilleva.com">pmoore@farmvilleva.com</a>	434-392-8465
Leander N. "Lee" Pambid	Director of Community Development	<a href="mailto:lpambid@farmvilleva.com">lpambid@farmvilleva.com</a>	434-392-8465
Michelle Watkins	Administrative Assistant II	<a href="mailto:mwatkins@farmvilleva.com">mwatkins@farmvilleva.com</a>	434-392-8465

## December 2022 Arrivals and Departures

### Farmville Regional Airport KFVX

Date	Day	KFVX Arrivals & Departures * Farmville	KFVX 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