

**Town of Farmville Planning Commission
Town Council Chamber of the Town Hall
116 North Main Street, Farmville, VA 23901
Wednesday, February 16, 2022**

Planning Commission Members Present: Chairperson John Miller, Abigail O'Connor, Sherry Honeycutt, Jayne Johnson, and Jerry Davenport

Planning Commission Members Absent: Cameron Patterson and Patrick Crute

Staff Present: Director of Community Development Lee Pambid, Executive Assistant Jackie Vaughan, 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.

ROLL CALL

Dr. John Miller, Abigail O'Connor, Sherry Honeycutt, Jayne Johnson, and Jerry Davenport were present. Cameron Patterson and Patrick Crute were absent.

APPROVAL OF AGENDA

Chairperson Miller noted the agenda was distributed and asked if there were any corrections. The agenda was adopted with no corrections.

CONSIDERATION OF MINUTES

Minutes of Regular Planning Commission Meeting -January 19, 2022

Chairperson Miller noted that the minutes had been likewise distributed and asked if there were any corrections or changes. On motion by Ms. Honeycutt with all present members voting "aye", with no opposition, the minutes from January 19, 2022, were approved.

PUBLIC PARTICIPATION

Chairperson Miller opened the public participation portion of the meeting. Mr. Pambid reported that staff had not received any comments from the public as of the deadline of February 16, 2022, at 4:00 pm., the day of the meeting.

PUBLIC HEARINGS

**CUP22-001 Chatelain Accessory Dwelling -703 First Avenue, Ward B, Tax Map#
0023A07(14)00-031- Conditional Use Permit for an accessory dwelling per Section 29-22.a.**

Chairperson Miller opened the public hearing portion of the meeting and asked Mr. Pambid to share the relevant parts of the staff report.

Mr. Pambid expounded relevant information from the staff report with supporting slides and reported that staff was trying to retroactively complete the requirement for the Conditional Use Permit. He then stated that the staff found that the standards for review of conditional use

permits were met for the application and that the comprehensive plan's land use goals and strategies had been met. He expressed that the dwelling would have no significant impact to the Town's utility, environment, or transportation systems and that the use poses no detriment to the neighborhood or adjacent properties.

The staff recommended approval of the CUP with 4 conditions:

1. This Conditional Use Permit runs with the land and shall apply only to the +/- 13,769sf listed on the deed (attached herewith) referenced in this staff report.
2. The lot shall remain whole and shall not be subdivided in a such a way that separates the two structures, nor shall the accessory dwelling be segregated in ownership from the primary dwelling.
3. The accessory dwelling unit must use the same street address and mailbox as the primary dwelling.
4. Any curb cuts required to access the site/ structure shall comply with Town standards as specified by the Department of Public Works and shall be installed at the applicant's expense.

Mr. Pambid concluded the staff's report and presentation and offered to field any questions. He informed the Commission that the applicants, Mark and Bonnie Chatelain, were also present and available to answer questions.

Chairperson Miller asked Mr. and Mrs. Chatelain if they had any concerns, questions, or comments.

Mr. Chatelain offered apologies to the Commission as he felt that he had been completing the process backwards. He stated that he thought they had followed all the rules and applied for required permits. He shared that he wishes to do things the proper way.

Mrs. Chatelain then expressed her apologies and stated that their plans had previously been approved by the town's building inspector before Mr. Pambid's arrival. She gave a brief overview of the property and explained that they were seeking approval for a Conditional Use Permit for an accessory dwelling to provide more space at their current residence for out-of-town family and friends.

On motion by Mr. Davenport, seconded by Ms. O'Connor and with all members voting "aye", the public hearing was closed.

Chairperson Miller then opened Commission discussion and asked if anyone had questions.

Ms. Honeycutt stated that she had a problem with approval because of the precedent that it will possibly set. She stated that she will vote no.

Chairman Miller then clarified Ms. Honeycutt's objectives and concerns and asked Mr. Pambid if he could brief the Commission on steps that the staff are putting into place to avoid future similar oversights.

Mr. Pambid stated that in the defense of the Applicants, the applicants had done what was required of them and that the issue was an oversight by staff. He assured the Commission that such oversights would not occur anymore. He shared that the staff's reviews will be more stringent, thorough, and detailed. He reiterated that the issue was not Mr. and Mrs. Chatelain's fault. He stated that staff have put checklists into place and will be requiring more information from applicants. With new staff, ordinances, and a comprehensive plan comes new processes. He stated that staff will be paying more attention to plans as well as expecting and requiring much better information from applicants and contractors.

Chairman Miller asked Ms. Honeycutt if Mr. Pambid's briefing had swayed her anxiety. Ms. Honeycutt expressed her appreciation of Mr. Pambid's briefing and stated that it still will not change her vote. She stated that the builder had been in place long enough and he knows what to do, and even if there was a glitch, she blames the builder in part.

Chairman Miller stated that he can't recall any applicants being denied in the past for the permit in question.

Mr. Davenport added that he felt that what Ms. Honeycutt had bought up regarding the precedent was important. He stated that he could read in between the lines when he reviewed the staff report a week and a half ago and had determined that there was an oversight in the permit process. He felt that the dwelling was positive for the area and that they were fortunate to be able to have a second review.

Ms. Honeycutt reiterated her concerns and stated she was done with her deliberation.

Mr. Pambid then stated that they approve each application based on its merits and the facts of the case. He concluded by reiterating the staff's recommendation for approval with the 4 conditions put in place.

Ms. Honeycutt wanted to make a comment on the format before the Commission proceeded to the voting process by stating that she felt there was a question on the application regarding the property being a detriment to the neighborhood and felt like it should be removed from the application because of the lack of purpose.

Mr. Davenport stated that it was more of a soft check.

Mr. Pambid stated that staff will review applications from an objective, fair and thorough standpoint.

Ms. O'Connor expressed that some of her concerns developed from her previous experience of watching the beautiful historic neighborhood in the R1 zoning district transition from single-family homes to local campus living.

On Motion by Mr. Davenport, seconded by Ms. Johnson, the motion was passed to recommend approval of the Conditional Use Permit with 4 conditions to the Town Council.

STAFF UPDATES

Mr. Pambid informed the Commission of the Town Council Meeting that will be held on March 9, 2022, at 7:00 pm at the Town Hall Council Chambers. He shared with the commissioners a verbal and visual monthly quantitative report for the month of January that he prepares for the Town Council and Town Manager monthly as follows:

- 7 Zoning permits were issued (Numbers will increase)
- 8 Building permits were issued (Numbers will increase)
- Farmville Area Bus 5,803 riders total; 13,235 miles driven; 974.5 service hours (2 Inclement weather days)
- Fuel sold at KFXV 501 gallons AV, 2494.1 gallons Jet A (Totals-\$13,553.64, 2,995.1 gallons)

Mr. Pambid indicated that he had spent the month of January 2022 and some of December 2021 with the staff assessing needs, reviewing processes, and revising forms, all while conducting regular operations. He noted that the building inspector is only staffed with the department twice a week and there had been no Administrative Assistant since September of 2021. He expressed that he wants to make sure that staff is doing due diligence and making good decisions that are based in fact through a fair, objective, and thorough manner. He stated that the general assessment activities will be on-going. He mentioned that any necessary changes will be incremental, and that he wanted to introduce change in an incremental and positive manner. He stated that he does not like to deny permits and that he would rather hold them until he can gather all information that is needed to complete a review.

Mr. Pambid shared with the commissioners that Mr. Will Nash, long time surveyor, worked his final day with the Town of Farmville on Friday January 14, 2022. He also reported that the Administrative Assistant II interviews had been conducted and the new selected candidate was amongst the Planning Commission meeting. He reintroduced the New Administrative Assistant II for the Department of Community Development, Michelle Watkins, to the Commissioners. He briefed on her duties and objectives with the department as well as sharing that she has over 17 years of administrative office experience through a variety of Local government, State government, Private sector, and Community service background.

Mr. Pambid shared with the Commission that the KFXV maintenance building was nearly complete. He then concluded staff updates.

OLD BUSINESS

There was no old business before the Commission.

NEW BUSINESS

Topics for Professional Development program pursuant to 2022 Commission goals

Chairperson Miller stated that an ongoing Professional Development Program was introduced in the previous annual report, and it can help everyone increase their knowledge so that decisions will continue to be made off best practices, law, and skills. He shared that this could be used as an opportunity to brainstorm some potential topics that we could have Mr. Pambid and staff develop and discuss at monthly meetings to include monthly meetings when there is no business. Chairperson Miller then noted that the application process could be a prospective topic and opened discussions for ideas.

Ms. O'Connor suggested that we have a speaker or workshop to address topics in the comprehensive plan such as affordable housing, economic development, tourism, and how to attract a younger dynamic to the town.

Chairperson Miller shared with the Commission that affordable housing was one of his topics of interest as well as ethics (Not that it was a current problem with ethics but to maintain awareness).

Mr. Pambid stated that there were some documents regarding ethics from the American Planning Association and the American Institute of Certified Planners Code of Ethics that they could reference to for briefing.

Ms. Honeycutt shared that Mike Chandler, a previous speaker that had provided a training session, would be a good resource if he could come back and expound on some of the current topics.

Chairperson Miller stated that another goal shared in the annual report was to learn more about the CIP for situational awareness and informational purposes.

Ms. Honeycutt asked the Commission if they thought it would be beneficial if they held an annual meeting with the Town Council. Chairperson Miller suggested that they contact Mayor Whitus or Mr. Scott Davis to see if that would be something they would be interested in.

Certified Planning Course

Mr. Pambid shared that 4 Planning Commissioners are currently certified. He noted that the staff's goal was 7 of 7 and he hoped that the Commission shared the same goal. He noted that Ms. Johnson was registered for an upcoming session and shared that there were 3 more sessions available for this year as follows:

- March 7-May 24, 2022
- June 13-August 23, 2022
- September 8-November 18, 2022

Mr. Pambid stated that the courses were offered online, and that the certification does not expire. He shared that the CPC course was sponsored by The Land Use Education Program at Virginia Commonwealth University and that there was funding from the Town available. He

asked the Commissioners to contact Michelle Watkins directly if they wanted to be registered for any upcoming sessions. Town funding is available.

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 Ms. O'Connor, seconded by Mr. Davenport and with all present members voting "aye", the meeting was adjourned at 8:00 PM.

Respectfully submitted by Michelle D. Watkins, Administrative Assistant II

Dr. John Miller, Chairperson

Abigail O'Connor, Secretary