



Town of Farmville Planning Commission

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

Agenda Wednesday, July 20, 2022 @ 7:00pm

1. **Call to Order** (please silence devices)
2. **Roll Call**
 - a. Introduction of new Commissioner Rhett Weiss
3. **Approval of Agenda**
4. **Consideration of Minutes**
 - a. Minutes of the Regular Planning Commission Meeting – June 15, 2022
5. **Public Participation – Speakers have three (3) minutes to make statements on non-agenda items.**
6. **Public Hearings (none) - Speakers have three (3) minutes to make statements.**
 - a. Staff Report
 - b. Public Participation
 - c. Planning Commission Deliberation
7. **Staff Updates**
8. **Old Business**
 - a. Status of ZTA22-001 and ZTA22-002
9. **New Business**
 - a. Upcoming amendments
 - a. Moton Museum Gateway Overlay District update
 - b. Other Chapter 29 (Zoning and Subdivision) amendments
 - b. Staff Items
 - c. Commission Items
10. **Adjournment**

**Town of Farmville Planning Commission
Town Council Chamber of the Town Hall
116 North Main Street, Farmville, VA
23901 Wednesday, June 15, 2022**

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

Planning Commission Members Absent: Patrick Crute and Sherry Honeycutt

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 a motion by Mr. Patterson, seconded by Ms. Johnson, and with all present members voting "aye", the agenda was approved with no corrections.

CONSIDERATION OF MINUTES

Minutes of Regular Planning Commission Meeting -May 18, 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. Davenport, seconded by Ms. O'Connor, and with all present members voting "aye," the minutes from May 18, 2022, were approved as presented.

PUBLIC PARTICIPATION

Chairperson Miller opened the public participation portion of the meeting. Mr. Pambid reported that staff had not received any comments or requests to speak from the public.

ADOPTION OF RESOLUTION

Chairperson Miller announced the Adoption of a Resolution Initiating Amendments to Chapter 29, Zoning and Subdivision and noted that it was the Commission's first time adopting a resolution. He asked Mr. Pambid to provide the Commission with a background on the necessity of the resolution before the Commission considers it.

Mr. Pambid reported to the Commission that by reviewing the Farmville Zoning Ordinance and making sure the procedural due process was met he found that there were three ways to initiate the Zoning Text Amendment. The initiation could begin by a Resolution from the Planning Commission, Resolution from Town Council, or Petition by a Stakeholder. He noted that Staff had crafted a resolution for the Commission.

On a motion by Mr. Patterson, seconded by Ms. Johnson, and with all present members voting "aye", the motion was passed to adopt the Resolution Initiating Amendments to Chapter 29, Zoning and Subdivision for ZTA22-001 and ZTA22-002.

PUBLIC HEARING

Zoning Text Amendment ZTA22-001- Recommendation to the Town Council to amend height regulations by adding *Section 29-22.1- Additional height regulations* to regulate the height of certain structures and architectural features and provide more definitive measurements where none exist currently for said structures and features.

Chairperson Miller opened the public hearing portion of the meeting.

Mr. Pambid noted that there would be two separate public hearings to conduct. He stated that the first public hearing would be for height regulations and the second public hearing would be for sign regulations. Mr. Pambid provided a detailed staff report and presentation regarding the height regulation to the Commission. He discussed the following components:

- No existing exceptions for non-occupied features
- Other similar localities reviewed by Staff have no maximum height for said features.
- Staff did not like this and therefore included specific dimensions (50' in residential and 75' in business)
- No existing maximum for flagpoles.
- 20' recommended for flagpoles Town-wide.

Mr. Pambid concluded the staff report and presentation.

Chairperson Miller opened the public participation portion of the hearing. There were no participants that had questions or wished to speak. With no further business Chairperson Miller called for a motion to close the public hearing.

On a Motion by Ms. O'Connor, seconded by Mr. Patterson, and with all present members voting "aye", the motion to close the Public Hearing for ZTA22-001 was passed.

Mr. Patterson received a brief clarification from Mr. Pambid regarding Height and compliance with new zoning regulations.

The planning Commission briefly discussed flag sizes.

On a motion by Mr. Patterson, seconded by Mr. Davenport, and with all present members voting "aye", the motion to Recommend to the Town Council to amend height regulations by adding *Section 29-22.1- Additional height regulations*. to regulate the height of certain structures and architectural features and provide more definitive measurements where none exist currently for said structures and features was passed.

PUBLIC HEARING

Zoning Text Amendment ZTA22-002- Recommendation to the Town Council to amend certain sign regulations contained in *Section 29-31- Signs* to increase sign area and height regulations in the B-2 and B-3 districts, and to regulate political and campaign signs.

Chairperson Miller opened the second public hearing portion of the meeting.

Mr. Pambid mentioned the need for a relaxation of some restrictive requirements in the B-2 and B-3 districts. He provided the Commission with a presentation and summary of the following Components:

- Multiple inquiries for more and larger signs in B-2 and B-3.
- Increase from 50 square feet to up to 150 square feet of total sign area.
- Increase freestanding signage from 25 square feet to 50 square feet
- Increase from 1 wall sign to 2 wall signs.
- Increase painted signs from 15% to 50% of wall area
- Height limit removed for wall signs
- Still controlled by 2 square feet/ 1 linear foot of frontage

Mr. Pambid stated that the Town Manager's office requested the consideration of the timing and dimensional standards for campaign and political signs. He provided the Commission with a presentation and summary of the following components:

- Request to include timing and dimensional standards for campaign and political signs.
- Limit of up to 32sf (4'x8') and 6' tall
- Can be displayed 90 days in advance of an election with removal within 5 days afterwards.

Mr. Pambid concluded the staff report and presentation.

The Commissioners briefly shared some of their viewpoints and received clarification from Mr. Pambid regarding the Sign Regulations.

Chairperson Miller Opened the public participation portion of the hearing.

Mr. Rick Ewing, Director of Central Virginia Regional Library, shared comments about their prospective sign updates. He offered his thanks to the Commission for their consideration to amend sign regulations and allowing him to speak. Mr. Ewing shared that he and his wife has been a resident of Farmville for six years.

Mr. Rhett Weiss, new Farmville resident and newly appointed Planning Commission member, shared some questions for the Commission to consider regarding specific definitions and regulations of a flag and flagpole.

With no one else signed up or wishing to speak, Chairperson Miller asked for a motion to close the public hearing.

On a motion by Mr. Patterson, seconded by Ms. O'Connor, and with all present members voting "aye," the motion to close the Public Hearing for ZTA22-002 was passed.

The Commissioners shared some viewpoints during their deliberations.

Ms. O'Connor received a brief explanation from Mr. Pambid on the specifications of temporary signs. She stated that she felt that more definitive information should be provided regarding temporary signs.

Mr. Patterson shared that he agrees with the political and campaign sign proposal except for the 90-day timing standard to erect campaign and political signs. He shared that he felt like the 90-day timing standard should be expanded. Mr. Patterson stated that he would like to request a withdrawal of the 90-day timing standard from the recommendation to Town Council and consider further deliberation, however, he did not want to derail the recommendation process.

Mr. Davenport mentioned that he felt like the 90-day timing standard to erect campaign and political signs was appropriate, but he was open to amending the recommendation to the Town Council.

On a Motion by Mr. Patterson, Seconded by Mr. Davenport, and with all present member voting “aye”, the motion to recommend to the Town Council to amend certain sign regulations contained in *Section 29-31- Signs* to increase sign area and height regulations in the B-2 and B-3 districts with further review on the political and campaign signs regulations at the Planning Commission level was passed.

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 mentioned to the Commission that the Community Development Informational Session held on May 19, 2022, was successful. He noted that there was an after-event survey that was conducted that had feedback from six out of thirteen participants. He stated that staff intends to hold additional sessions in the future, with the next session perhaps gearing toward how to properly apply for residential projects.

Mr. Pambid shared that the Board of Zoning Appeals will be meeting on June 23, 2022, for a sign Variance.

Chairperson Miller and the rest of the Commission offered their congratulations to Ms. Ashley Atkins-Austin and Ms. Jayne Johnson on graduating from the Certified Planning Commission Program.

Ms. Johnson expressed how great and helpful the program was and that she highly recommends it.

Mr. Pambid mentioned that the Board of Zoning Appeals has similar programs sponsored by the VCU Land Use Education Program. He noted that it was a stated goal to have all BZA members and Planning Commissioners become certified. He shared that there is funding available, and that staff would assist with registration and accommodations.

OLD BUSINESS

Mr. Pambid provided the Commissioners with a recap and a brief update on the current ordinance review process.

NEW BUSINESS

Mr. Pambid stated that staff recommended to the Planning Commission to meet on Wednesday July 20, 2022, to discuss the next round of Zoning Text Amendments. He noted that the next round will incorporate the Moton Museum Gateway Overlay District as well as Setbacks and other adjustments.

OTHER ITEMS OF INTEREST

There were no other items on interest.

ADJOURNMENT

With no further business, Chairperson Miller called for a motion to adjourn the meeting. On a motion by Mr. Davenport, seconded by Mr. Patterson and with all present members voting “aye”, the meeting was adjourned at 8:17 PM.

Respectfully submitted by Michelle D. Watkins, Administrative Assistant II

Dr. John Miller, Chairperson

Abigail O'Connor, Secretary



MEMORANDUM

To: C. Scott Davis, LPD, Town Manager
From: Leander N. "Lee" Pambid, CZA, MURP, MPA Director of Community Development
Date: Monday, July 11, 2022
Subject: Director's Monthly Report (June 2022), Department of Community Development

Statistics

Item	Amounts	Notes
Zoning Permits	14	
Building Permits	24 Total	
	0	New single-family construction
	14	Manufactured homes
	2	Trades (mechanical, electrical, plumbing)
	1	Structural (interior renovations)
	4	Structural (exterior improvements)
	2	Signs
FAB Ridership	2,880 riders total 10,958 miles 591 service hours	
Fuel Sold at KVVX	77 sales \$15,869.00 2,569.1 gallons	1,866.9 gallons AV 702.2 gallons Jet A

Items of interest

- The Staff interviewed two firms for an environmental services consultancy, including surveying, floodplain management, and erosion and sediment control program management.
- The Staff participated in the following meetings and trainings in June:
 - Moton Museum Overlay with Cam Patterson (Pambid, Austin)
 - Longwood Village briefing with multiple community and consultant stakeholders (Pambid)
 - Opening Session of the Certified Planning Board of Zoning Appeals Program (Austin)
 - Certified Zoning Administrator Test Prep, Virginia Association of Zoning Officials (Austin)
 - Certified Transportation Manager Test Prep, Virginia Association of Zoning Officials (Pambid)
 - Virginia Association of Zoning Officials conference call/ check-in (Pambid, Austin, Watkins)
 - Virginia Department of Housing and Community Development/ Virginia Building Code Academy Core Training Modules (x2) (Watkins)

- Farmville Regional Airport (KFVX) updates:
 - The Runway Safety Area Grading Project will begin tentatively on Monday, August 1, 2022, with the runway closing on Monday, August 8, 2022.
 - 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 Staff is in the process of finalizing wetlands and phosphorus nutrient credits purchases to offset impacts resulting from the Runway Safety Area Grading Project.
- The Planning Commission met on June 15, 2022.
 - Two public hearings were conducted on additional height requirements for certain architectural features and for signage in the B-2 and B-3 business districts and for political and campaign sign time limits.
 - The Planning Commission is scheduled to meet on Wednesday, July 20, 2022.
 - This will be Rhett Weiss' first meeting as a new Commissioner.
- The Board of Zoning Appeals did not meet in June.
 - They were scheduled to meet on Thursday, June 23, 2022 at 3:00pm to hear a sign variance request, but the meeting was postponed due to unforeseen circumstances.
 - The meeting is now scheduled to be heard on Thursday, July 28, 2022 at 3:00pm to hear the case.
 - One BZA member (P. Pairet) is taking the Certified BZA Course.

Staff Contacts | Department of Community Development

Ashley Austin	GIS Analyst/ Grants Coordinator	aaustin@farmvilleva.com	434-392-2114
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



Background

As part of its requirements to be designated a World Heritage Site in conjunction with several other civil rights sites throughout America, an overlay district must be established to protect existing properties and providing enhanced standards for redevelopment on and around the Robert Russa Moton Museum site. Chapter 29, *Zoning and Subdivision*, will need to be amended to include this district, once compiled.

Town and Museum Staff have corresponded and conferred with Anne Farrissee, Project Manager for the Georgia State University World Heritage Initiative, which serves as coordinator for the application. The Town Staff has reviewed several examples of overlay districts and design guidelines from around the country provided by GSU, having made comments and asked questions back to the GSU staff about how and what to implement here in Farmville.

The Staff's three main considerations include:

- Extent of the boundaries/ district
- Language and extent of regulation
- Type of review and decision (administrative by staff vs. discretionary by a board)

The Staff will briefly explain these considerations with and show mapping to the Commission on Wednesday, July 20.

Additional Information

An overlay district is a type of zoning district that establishes a additional regulations for various purposes (typically enhancement, protection, and safety) while maintaining the original zoning classification intact. For instance, a property can both be in a residential R-1 district and in a historic district. Farmville has one other established overlay district for the regulation of development within the floodplain. Other types of overlays include historic and architectural districts, entrance corridors, airport safety and approaches, and agriculture and forest districts.

Attachments

Attachment A- most recent version of draft boundaries as discussed between staff of Moton Museum, GSU, and Farmville.

Staff Contact

Leander N. "Lee" Pambid, CZA, MURP, MPA, Director of Community Development
Phone: 434-392-8465 | Email: lpambid@farmvilleva.com

Moton Museum Gateway Overlay District

Attachment A

DRAFT Overlay Boundaries Georgia State University
Map by LNP 2022-07-14

