



Town of Farmville Planning Commission

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

Agenda Wednesday, February 16, 2022 @ 7:00pm

1. **Call to Order** (please silence devices)
2. **Roll Call**
 - a. Introduction of Administrative Assistant II Michelle Watkins
3. **Approval of Agenda**
4. **Consideration of Minutes**
 - a. Minutes of the Regular Planning Commission Meeting – January 19, 2022
5. **Public Participation – Speakers have three (3) minutes to make statements on non-agenda items.**
 - a. Public participation
6. **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.

 - a. Staff Report
 - b. Public Hearing
 - c. Planning Commission Deliberation
7. **Staff Updates**
8. **Old Business**
9. **New Business**
 - a. Topics for professional development program pursuant to 2022 Commission goals
 - b. Certified Planning Course
 - c. Other items of interest
10. **Adjournment**

**Town of Farmville Planning Commission
Town Council Chamber of the Town Hall
116 North Main Street, Farmville, VA 23901
Wednesday, January 19, 2022**

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

Planning Commission Members Absent: Patrick Crute and Jerry Davenport

Staff Present: Director of Community Development Lee Pambid, Executive Assistant Jackie Vaughan, and IT Support Ashley Atkins

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, Cameron Patterson, and Jayne Johnson were present. Patrick Crute and Jerry Davenport were absent.

APPROVAL OF AGENDA

Chairperson Miller noted the agenda was distributed and asked if there were any corrections.

On motion by Mr. Patterson, seconded by Ms. O'Connor and with all members voting "aye," the agenda was approved, as presented.

ANNUAL ORGANIZATIONAL MEETING – ELECTION OF OFFICERS

Nomination and Election of Chairperson

Chairperson Miller opened the nominations for Chairperson. Mr. Patterson nominated Dr. John Miller for the position of Chairperson. With no other nominations, Chairperson Miller closed the nominations.

On motion by Mr. Patterson, seconded by Ms. Honeycutt and with all members voting "aye," the nomination and election of Dr. John Miller as Chairperson was approved.

Nomination and Election of Vice-Chairperson

Chairperson Miller opened the nominations for Vice-Chairperson. Ms. Honeycutt nominated Mr. Cam Patterson for the position of Vice-Chairperson. With no other nominations, Chairperson Miller closed the nominations.

On motion by Ms. Honeycutt, seconded by Ms. O'Connor and with all members voting "aye," the nomination and election of Mr. Cam Patterson as Vice-Chairperson was approved.

Nomination and Election of Secretary

Chairperson Miller opened the nominations for Secretary. Ms. Honeycutt nominated Ms. Abigail O'Conner for the position of Secretary. With no other nominations, Chairperson Miller closed the nominations.

On motion by Ms. Honeycutt, seconded by Mr. Patterson and with all members voting "aye," the nomination and election of Ms. Abigail O'Connor as Secretary was approved.

CONSIDERATION OF MINUTES

Minutes of the Regular Planning Commission Meeting – June 23, 2021

Chairperson Miller noted the minutes were distributed and asked if there were any corrections to the minutes.

Mr. Pambid stated he wanted to make one correction. On the agenda he indicated September 16, 2020, as the minutes for consideration, when actually they are the minutes of the June 23, 2021, meeting.

On motion by Mr. Patterson, seconded by Ms. O'Connor and with all members voting "aye," the minutes of the June 23, 2021, meeting were approved, as presented, with the correction.

PUBLIC HEARING/PUBLIC PARTICIPATION

Public Hearing

No public hearing scheduled.

Public Participation

Chairperson Miller asked Mr. Pambid if there were any person(s) wishing to comment. Mr. Pambid replied there was no one wishing to comment. Chairperson Miller mentioned the memo from Mr. Pambid as the only comments the Commission members had received. The preparatory memo provided information for the meeting tonight.

Dr. Miller welcomed the new Director of Community Development Lee Pambid to the Planning Commission and to Farmville. He stated the Planning Commission members are thrilled to have him join them with his experience, and they look forward to working with and learning from him. Dr. Miller offered if the members could do anything to help him, to please let them know.

Mr. Pambid stated Farmville was always a place he kept his eyes on to see what was going on because it is looked upon as what he considers a model of how small-town communities should be. He stated Farmville is a unique place to live, work and play and he feels privileged to work here. Mr. Pambid thanked Dr. Scott Davis, Town Manager for selecting him and placing confidence in him as the Director of Community Development, which had not been filled in about four years.

Mr. Pambid encouraged the Commission members to reach out to him if there were anything they would like to see happen, in terms of support to the Planning Commission. He spoke of his

desire to sit down with individual Commissioners to have what he calls a “jam session”, which is an informal chat to get to know them and understand their position on things. Mr. Pambid referred to the new Comprehensive Plan and how everyone has their “take” on what the Comprehensive Plan is and how it should be implemented.

Chairperson Miller spoke of the vast representation on the Planning Commission, such as Jayne Johnson with Habitat for Humanity that works with affordable housing and Sherry Honeycutt as a realtor. Dr. Miller encouraged Commission members find the time to sit down with Mr. Pambid.

OLD BUSINESS

There was no old business before the Commission.

NEW BUSINESS

Adoption of 2021 Annual Report and 2022 Goals

Chairperson Miller asked if anyone noticed any errors or omissions while reviewing the 2021 Annual Report.

Ms. O'Connor noted the mailing address listed on the Report for her was incorrect, and provided the correct address of 818 Creekwood Trail, Farmville, VA 23901.

No other corrections were noted.

Chairperson Miller provided a brief overview of the Report. He stated some items under the proposed actions and requests to Town Council are standing items and some are the core duties of the Planning Commission. Dr. Miller stated some members have benefited immensely from the Certified Planning Commissioner Program and again has requested Town Council to budget funds to continue sending Commissioners that are not certified. He mentioned the courses are held virtually and encouraged Commissioners to attend the available training to be certified when their schedules allow.

Dr. Miller spoke about the following proposed actions for 2022: collaborating with staff to develop an in-house orientation program for new Commissioners and staff members covering the basics of being on the Planning Commission; working with staff to develop an informal professional development program to keep Commissioners informed on new patterns, trends, and developments as it relates to community planning, preparing for upcoming agenda items, and other items that might relate to the Planning Commission.

Chairperson Miller stated the proposed actions are opportunities to stay informed, so that recommendations made to Town Council are informed, responsible and show that the Planning Commission is competent and has done their due diligence on matters before them. He said this will also let Council and the public know they can have faith and creditability in the Planning Commission.

Chairperson Miller suggested Commissioners learn about the Town's Capital Improvement Plans (CIP) to expand their knowledge and identify connections between the CIP and the Comprehensive Plan.

Mr. Pambid expounded on the six proposed actions and requests to Town Council in the Report as follows:

- One of the stated functions in state law for the Planning Commission is to review and make recommendations for discretionary cases, as needed. Mr. Pambid stated when there is a discretionary land use case, there is typically a two-step process: it goes to the Planning Commission for a recommendation to Town Council and then before Town Council for a final decision on the matter.
- Staff are currently in the process of preparing their budget for review by the Town Manager, which will include a request for budgeted funds for Planning Commissioners to attend the Certified Planning Commissioner Program. Mr. Pambid stated having the certification increases personal creditability as a Planning Commissioner. He stated the goal would be to achieve 100% certification, which is dependent on time because the course is a ten-week commitment. Mr. Pambid reiterated the importance of getting the training and certification to have the background knowledge, in terms of the functions and responsibilities as a Planning Commissioner. He mentioned a graduate seminar that is held either annually or semi-annually for Commissioners wanting on-going training. The graduate seminar includes briefs from subject matter experts, updates on new legislation and supreme court cases that might affect how you deliberate on certain cases. Mr. Pambid stated staff will notify Commissioners when courses become available.
- Establishing an on-boarding program for new Commissioners and staff. Mr. Pambid stated staff are developing manuals, checklists, and indexes to rely less on institutional knowledge, and will be able to pass on standard knowledge for years to come. He stated in terms of the Planning Commission establishing an on-boarding program will show new members that the Commissioners are serious about the duties of the Planning Commission. Mr. Pambid said the program could include information that would describe the Planning Commission and what it does, the Comprehensive Plan and what it does, the Planning Commission's by-laws and more.
- Develop an informal professional development program that can provide opportunities to stay informed about upcoming matters, to increase Commissioners' skill set and deepen their knowledge in the planning field.
- Review the Town of Farmville's Capital Improvement Plan (CIP). Mr. Pambid stated there is a provision in state code that states the Planning Commission may review the CIP, instead the Planning Commission is proposing to take an independent unofficial but serious look at the CIP.

Mr. Pambid stated staff would like to see the Planning Commission follow through on the proposed goals.

Mr. Patterson stated, when he looked at the goals, they represent the Commissioners' desire to be heavily engaged in the work of the Planning Commission and will keep the Commissioners and staff engaged.

On motion by Mr. Patterson, seconded by Ms. O'Connor and with all members voting "aye," the motion to adopt the 2021 Annual Report and 2022 Goals, as presented with corrections, and to transmit the 2021 Annual Report and 2022 Goals to Farmville Town Council, was approved.

Adoption of 2022 Meeting Dates

Chairperson Miller presented the consideration and adoption of 2022 meeting dates for approval.

On motion by Mr. Patterson, seconded by Ms. Honeycutt and with all members voting "aye," the motion to adopt the 2022 Meeting Dates, as presented, was approved.

(Note: The meeting dates will be published in the local newspaper.)

Mr. Pambid made the following notes about the meeting dates:

- The meetings are held on the third Wednesday of each month. Mr. Pambid stated he noticed during the past calendar year the Planning Commission did not meet every month due to current circumstances. He said he is accustomed to contacting the chairperson and coordinating with them as to whether to meet for that month. Mr. Pambid said it will not be a last-minute decision.
- A preliminary agenda will be sent to Commissioners about three weeks before the meeting. The preliminary agenda will give the Commissioners a preview of what staff has received or has not received, in terms of discretionary land use cases, issues or simply a letter addressed to the Planning Commission for a matter that needs to be discussed, or any number of issues that may pop-up that may require the Planning Commission to convene and deliberate. Mr. Pambid stated the preliminary agenda will keep the Commissioners involved and engaged and let them know sooner whether they will be meeting.
- There will be a meeting in February. Staff has received one application for a conditional use permit.

Chairperson Miller thanked Mr. Pambid for the information, stating that it gives Commissioners the opportunity to inform themselves on the cases ahead of time, and they can come to the meetings more prepared.

Mr. Pambid stated his expectation is for Commissioners to inform themselves ahead of the meetings by calling staff if they have any questions as a result of the material sent to them. He said he does understand questions may arise at the last minute or at the meeting, but staff can provide more thought-out information if asked in advanced.

On motion by Mr. Patterson, seconded by Ms. Johnson and with all members present voting "aye" the meeting adjourned at 7:30 PM.



MEETING DATE: Wednesday, February 16, 2022 (Planning Commission)

ITEM NO.: 6

REQUEST: CUP22-001, Conditional Use Permit Application by Mark and Bonnie Chatelain for an accessory dwelling at 703 First Street

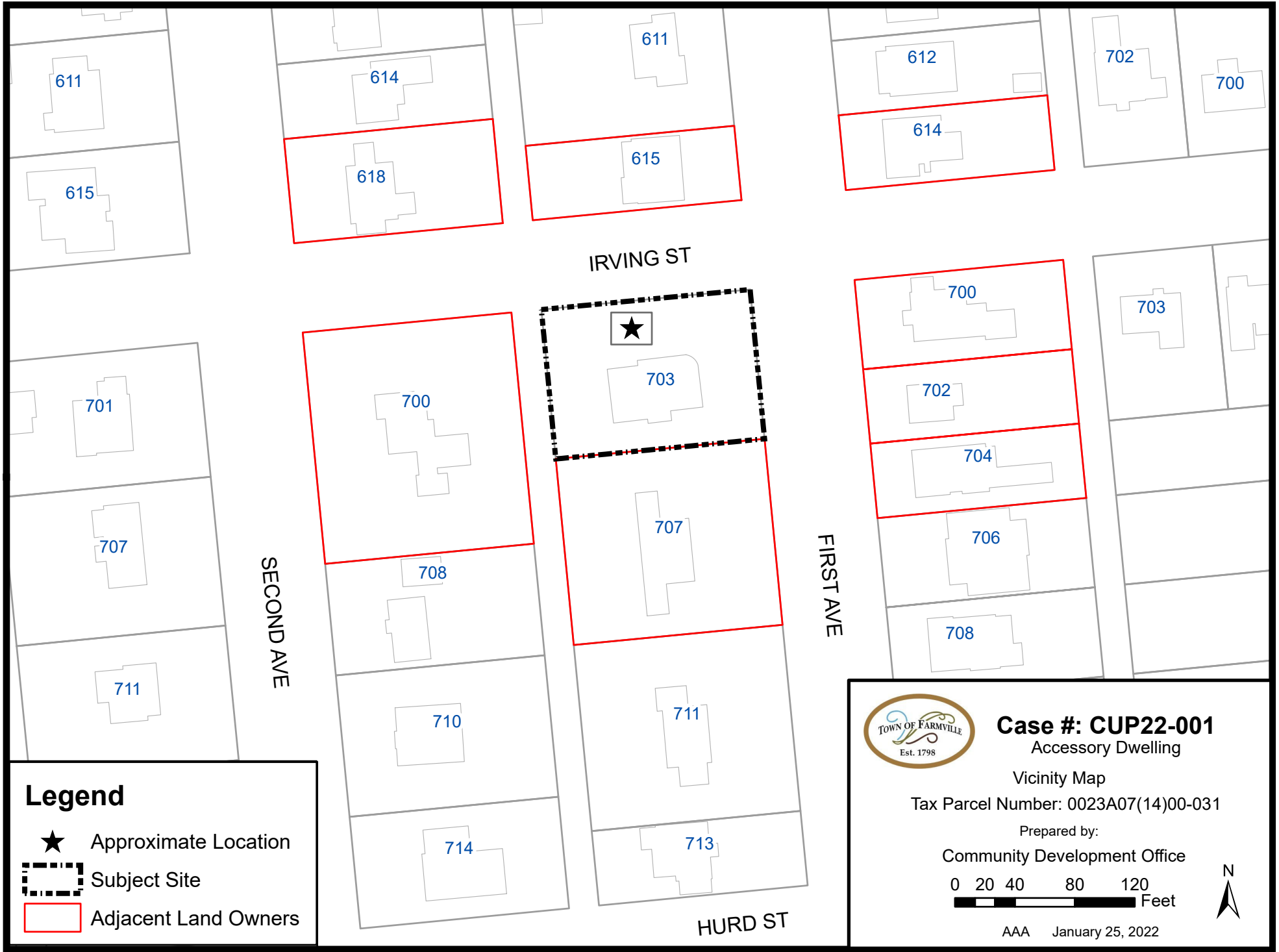
BACKGROUND: Written staff report and other supporting materials and verbal report by Leander N. "Lee" Pambid, Director of Community Development

RECOMMENDATION: That the Planning Commission recommend approval to the Town Council of CUP22-001, Conditional Use Permit for an accessory dwelling at 703 First Street, with 4 conditions.

MOTION: _____

SECONDED: _____

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



Legend

- ★ Approximate Location
- Subject Site
- Adjacent Land Owners

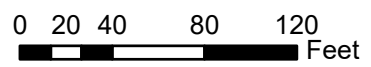


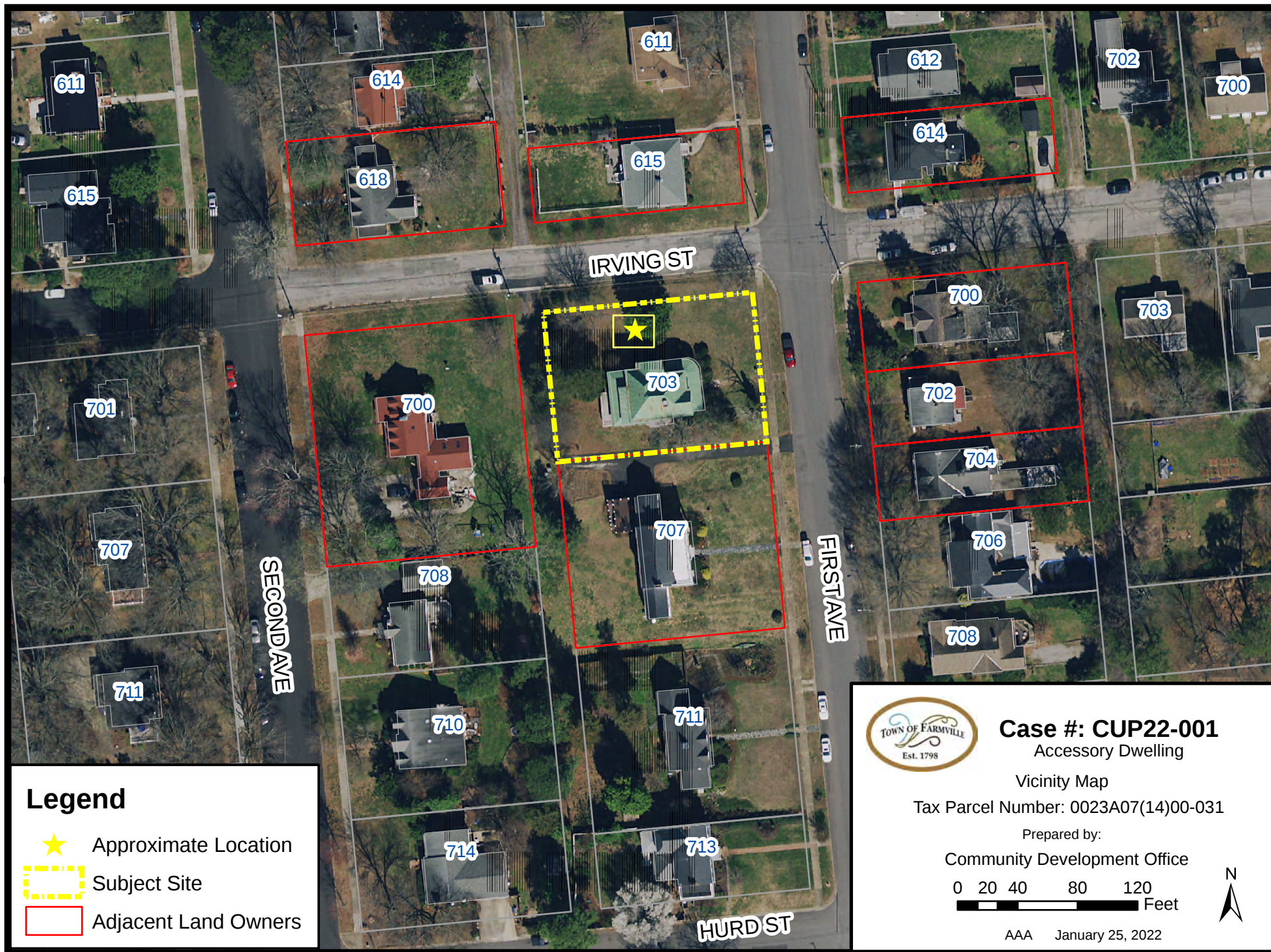
Case #: CUP22-001
Accessory Dwelling

Vicinity Map

Tax Parcel Number: 0023A07(14)00-031

Prepared by:
Community Development Office







Identification and Location Information

Applicants	Mark and Bonnie Chatelain
Property Owner	Same as above
Location	703 First Avenue, Tax Map # 0023A07(14)00-031
Ward	B Commissioner J. Johnson/ Council Member B. Vincent
Acreage	13,769sf ¹ , 0.316 acre
Zoning	R1 Low Density Residential
Future Land Use Recommendation	Low Density Residential
Overlays	None
Adjacent Zoning	R1 Low Density Residential on all sides
Adjacent Uses	Single-family dwellings on all sides, unimproved public alley to the rear
Staff Contact	Leander N. "Lee" Pambid, CZA, Director of Community Development Phone: 434-392-8465 Email: lpambid@farmvilleva.com

Background

In the summer of 2021, the applicants through their contractor submitted building and zoning permits for an accessory structure ("garage"). The building permit, which includes a zoning check, was reviewed as such and ultimately approved. The Director of Community Development reviewed and noted that the use of "*accessory dwelling*" was not mentioned on either the original application forms or in the Town's approvals. This application intends to complete that part of the zoning ordinance's requirements for review and action for a conditional use permit. Should the Planning Commission act on this and forward a recommendation, the Town Council will hear this at their regular meeting on **Wednesday, March 9, 2022 at 7pm.**

Zoning Ordinance Considerations

Accessory Dwellings are permitted by **Conditional Use Permit** in the R1 Low Density Residential District pursuant to the zoning use matrix in Section 29-22.a (Table 1, Zoning Use Matrix).

An *Accessory Dwelling (or Accessory Dwelling Unit)* is defined in Section 29-81- Definitions as the following:

- *A dwelling that exists as part of a principal dwelling or on the same lot as the principal dwelling and is subordinate in size to the principal dwelling.*

While the applicant(s) have verbally indicated that the unit is for family relatives, the Zoning Ordinance's definition does not distinguish between relatives and non-relatives for such use.

Please note that while *accessory dwellings* are permitted *by-right* in the R2 Medium Density and R3 High Density Residential Districts, the differences between the Low Density and Medium/ High Density

¹ Deed dated 11/24/2020



Residential Districts are primarily 1) in the minimum lot sizes; and 2) expectations stated in each District's purpose and intent in Sections 29-22.e through g.

The R1 District's purpose and intent is as follows:

- *Low density residential district, R-1, encompasses low-density single-family residential areas, both existing and planned. This district should provide a suitable environment for families who desire quiet spacious homesites with the amenities of suburban living, without fear of encroachment of dissimilar uses.*

Comprehensive Plan Considerations

Land Use Goals and Strategies²

Goal: Plan for a balance of compatible land uses meeting the community and economic needs of a growing town.

Strategy: Allow for a wider mix of residential types, **including accessory dwellings** and live/work units.

Implementation Strategy Matrix³

Strategy: #27- Allow for a wider mix of residential types, including accessory dwellings and live/work units.

Timeframe: Short-term

Utilities

The property is on the Town's public water and sewer system. Please note that the building's water and sewer utilities are being run from the principal dwelling/ structure. Therefore, there is only one account and one set of connections for the two structures, both of which will contain dwellings.

Transportation/ Streets

A new curb cut will be needed between the alley and the intersection. Future reviews must account for the orientation of proposed structures in relation to the existing streets and connections thereto.

Environmental

The site is a standard residential lot and 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 standard for a residential use.

² P. 47, Town of Farmville Comprehensive Plan, Adopted 6/10/2020

³ P. 85, *ibid*, Land Use



Findings and Recommendations

Staff's Findings

- The application appears to meet the standards of review for Conditional Use Permits set forth in Section 24-13.c.1 of the Town Zoning Ordinance.
- The application appears to meet the Comprehensive Plan's land use goals and strategies.
- 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.
- An approval in this single instance will not have a detrimental effect on the neighborhood fabric or neighboring properties because the accessory structure is residential in character and is immediately adjacent to its own primary structure and no others. Additionally, the zoning ordinance allows for one single accessory dwelling with proper review and approval.

Recommendations

The Staff recommends **approval** of the Conditional Use Permit for an accessory dwelling with the following (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.

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:

"No. The structure has been designed to match the existing house as to have a pleasing appearance to the neighborhood."
2. There are no other zoning or code enforcement violations pending.
3. Building Permit Number 21-182CEMP

Attachments

1. Vicinity and aerial maps
2. Images
3. Deed



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.





VIRGINIA LAND RECORD COVER SHEET

Commonwealth of Virginia VA. CODE §§ 17.1-223, -227.1, -249

FORM A – COVER SHEET CONTENTInstrument Date: 11/24/2020Instrument Type: DBSNumber of Parcels: 1 Number of Pages: 2[] City [X] County PRINCE EDWARD
CIRCUIT COURTTax Exempt? VIRGINIA/FEDERAL CODE SECTION

[] Grantor:

[] Grantee:

Business/Name

(Area Above Reserved For Deed Stamp Only)

1 Grantor: OTEY, SETH A2 Grantor: OTEY, JESSICA M1 Grantee: CHATELAIN, MARK ALAN2 Grantee: CHATELAIN, BONNIE JAY

Grantee Address

Name: MARK ALAN CHATELAINAddress: 703 FIRST AVENUECity: FARMVILLE State: VA Zip Code: 23901Consideration: \$415,000.00 Existing Debt: \$0.00 Actual Value/Assumed: \$164,100.00

PRIOR INSTRUMENT UNDER § 58.1-803(D):

Original Principal: \$0.00 Fair Market Value Increase: \$0.00

Original Book No.: Original Page No.: Original Instrument No.:

Prior Recording At: [] City [] County Percentage In This Jurisdiction: 100%

Book Number: Page Number: Instrument Number:

Parcel Identification Number/Tax Map Number: 023A714 31

Short Property Description:

Current Property Address: 703 FIRST AVENUECity: FARMVILLE State: VA Zip Code: 23901Instrument Prepared By: ELDER & WAKTINS Recording Paid By: HARLAN L. HORTON, ATTORNEYRecording Returned To: HARLAN L. HORTON, ATTORNEYAddress: P. O. BOX 605City: FARMVILLE State: VA Zip Code: 23901

Deed Prepared By:

Real Property ID Map Number:
023A714 31

*N. Garrison Elder VSB# 79590
Elder & Watkins, P.C.
P. O. Box E
113B East Second Street
Farmville, VA 23901
(434)392-6647*

Title Insurance Underwriter:
Fidelity National Title Ins. Co.

*Consideration: \$415,000.00
Assessment: \$164,100.00*

THIS DEED, made this 24th day of November, 2020, by and between SETH A. OTEY and JESSICA M. OTEY, husband and wife, hereinafter referred to as the GRANTORS, and MARK ALAN CHATELAIN and BONNIE JAY CHATELAIN, husband and wife, hereinafter referred to as the GRANTEES, whose address is 703 First Avenue, Farmville, Virginia 23901.

WITNESSETH:

THAT for and in consideration of the sum of TEN DOLLARS (\$10.00) and other good and valuable consideration, the receipt of which is hereby acknowledged, the GRANTORS hereby grant and convey in fee simple absolute with GENERAL WARRANTY and ENGLISH COVENANTS OF TITLE unto the GRANTEES as Tenants by the Entirety, not as Tenants in Common, with the right of survivorship as at Common Law, the following described real estate, to-wit:

ALL THAT CERTAIN LOT or parcel of land, together with appurtenances thereon and thereunto appertaining, being described as all of Lot 32 and a portion of Lot 31 as shown on plat of R. D. Dodl, C.E., dated October 12, 1934, recorded in Deed Book 89, at page 342, said lot fronting 140 feet on the south side of Irving Street and 98.35 feet on the West side of First Avenue, running back between parallel lines from First Avenue 140 feet and being bounded on the South by property of Mary Scott Harwood and J. E. Harwood.

BEING THE SAME property conveyed unto Seth A. Otey and Jessica M. Otey, by Deed from John High Gilliam, III, and William J. Howell, Co-Administrators, c.t.a. of the Estate of John Hugh Gilliam, Jr., deceased, dated April 23, 2018, and recorded in the Clerk's Office of the Circuit Court of Prince Edward County Virginia, as Instrument No. 180000742.

This conveyance is expressly made subject to all unexpired conditions, restrictions, reservations and easements of record to the extent that they may lawfully apply to the property hereby conveyed.

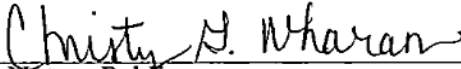
WITNESS the following signatures and seals:

 (SEAL)
SETH A. OTEY

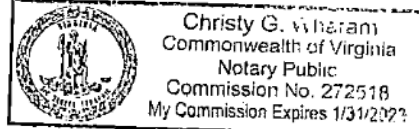
STATE OF VIRGINIA,

CITY/COUNTY of Prince Edward, to-wit:

I, the undersigned, a Notary Public in and for the jurisdiction aforesaid, whose commission expires January 31, 2023, do hereby certify that SETH A. OTEY, whose name is signed to the foregoing Deed bearing the date of November 24, 2020, has acknowledged the same before me in my jurisdiction aforesaid, this 24 day of November, 2020.


Notary Public

ID #: 272518

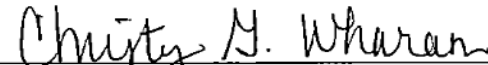


 (SEAL)
JESSICA M. OTEY

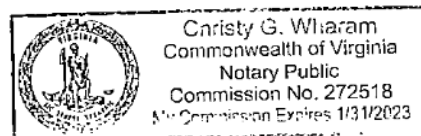
STATE OF VIRGINIA,

CITY/COUNTY of Prince Edward, to-wit:

I, the undersigned, a Notary Public in and for the jurisdiction aforesaid, whose commission expires January 31, 2023, do hereby certify that JESSICA M. OTEY, whose name is signed to the foregoing Deed bearing the date of November 24, 2020, has acknowledged the same before me in my jurisdiction aforesaid, this 24 day of November, 2020.


Notary Public

ID #: 272518



Grantor's Tax: \$ 415.00
Examined and ~~Mailed~~/Delivered To:
Date: 12/01/2020
Harlan L Horton PC

INSTRUMENT 202002316
RECORDED IN THE CLERK'S OFFICE OF
PRINCE EDWARD COUNTY CIRCUIT COURT ON
DECEMBER 1, 2020 AT 02:07 PM
\$415.00 GRANTOR TAX WAS PAID AS
REQUIRED BY SEC 58.1-802 OF THE VA. CODE
STATE: \$207.50 LOCAL: \$207.50
LYNNETTE COE, CLERK
RECORDED BY: JND