



Town of Farmville

Town Council

April 12, 2023 at 7:00 PM
Council Chamber of the Town Hall
116 North Main Street, Farmville, VA

AGENDA

1. **Call to Order and Welcome Guests**
2. **Invocation - The Lord's Prayer**
3. **Pledge of Allegiance led by Vice-Mayor Reid**
4. **Roll Call**
5. **Presentation: National Poetry Month**
 - a. Proclamation Recognizing April as National Poetry Month
6. **Public Hearing - Ordinance No. 221 - Amending Section 29-81 Definitions, of Article VII of Chapter 29 - Zoning and Subdivision**
 - a. Public Hearing Notice
 - b. Public Hearing Sign-Up Sheet
7. **Public Comment Period - Please Limit Comments to Three Minutes**
 - a. Public Comment Sign-up Sheet
8. **Request Approval of the Consent Agenda**
 - a. Draft Minutes of the 2023 Town Council Retreat, 2023-03-01 Work Session, 2023-03-08 Regular Council Meeting
9. **Request Approval of the Finance Report**
 - a. Finance Report
10. **New Business**
 - a. Request Adoption of Ordinance No. 221 - Amending Section 29-81 Definitions, of Article VII of Chapter 29 - Zoning and Subdivision
 - b. Request Adoption of 2023 Strategic Plan and Action Work Plan
11. **Staff Reports**
12. **Comments by the Mayor and Members of Town Council**



Town of Farmville

Agenda Item Summary

MEETING DATE: April 12, 2023

ITEM NUMBER: 5.a. – Proclamation Recognizing April as National Poetry Month

BACKGROUND: Vicky Page or Rick Ewing will be present to accept the Proclamation on behalf of the Barbara Rose Johns Farmville-Prince Edward Community Library.

RECOMMENDATION:

FISCAL IMPACT:

ATTACHMENTS:

1. Proclamation

Brian R. Vincent
Mayor

Mary H. McKay
Clerk of Council



COUNCIL
A. D. "Chuckie" Reid
Adam B. Yoelin
Daniel E. Dwyer
Donald L. Hunter
John Hardy
Sallie O. Amos
Tommy Pairat

**PROCLAMATION
IN RECOGNITION OF APRIL AS
NATIONAL POETRY MONTH**

WHEREAS, the Academy of American Poets established the month of April as National Poetry Month in 1996; and

WHEREAS, National Poetry Month seeks to highlight the ongoing achievement of American poets by introducing Americans to the pleasures and benefits of reading poetry; by bringing poets and poetry to the public in immediate and innovative ways and by making poetry an important part of our children's education; and

WHEREAS, as National Poetry Month, under the leadership and direction of the Academy of American Poets, is now the largest literary celebration in the world; and

WHEREAS, poetry enriches the lives of all Americans; and

WHEREAS, poetry, as an essential part of the arts and humanities, affects every aspect of life in America today, including education, the economy, and community pride and development; and

WHEREAS, poetry has produced some of the nation's leading creative artists and has inspired other artists in fields such as music, theatre, film, dance, and the visual arts; and

NOW, THEREFORE IT IS PROCLAIMED, by the Mayor and Town Council that the month of April be recognized as National Poetry Month in the Town of Farmville, Virginia, in honor of poets across America that share their talent with the world.

IN WITNESS WHEREOF, I have hereunto set my hand and cause the Seal of the Town of Farmville, Virginia to be affixed on this 12th day of April, in the year 2023.

Brian R. Vincent, Mayor

Brian R. Vincent
Mayor

Mary H. McKay
Clerk of Council



COUNCIL
A. D. "Chuckie" Reid
Adam B. Yoelin
Daniel E. Dwyer
Donald L. Hunter
John Hardy
Sallie O. Amos
Tommy Pairt

Town of Farmville
Town Council
PUBLIC HEARING NOTICE

The Farmville Town Council will hold a public hearing on Wednesday, April 12, 2023, at 7:00 PM in the Council Chamber, located on the second floor of the Town Hall, 116 North Main Street, Farmville Virginia to receive public comment on the following item:

- **Ordinance No. 221 - Amending Section 29-81 Definitions, of Article VII of Chapter 29 – Zoning and Subdivision**

The full text of the proposed ordinance amendment is available by contacting the Clerk of Council at (434) 392-9465 and online at www.farmvilleva.com.

The Farmville Town Council will consider the amendment following the public hearing. Any person(s) wishing to comment on the above matter should plan to attend this meeting or submit written comments. If you do not feel comfortable attending the meeting, you can participate by contacting the Clerk of Council's office and ask to participate in the public hearing by phone. Once a person has formally made this request, they will be provided with a conference call number. Please send your requests to Mary McKay at mmckay@farmvilleva.com or by calling (434) 392-9465 by 5:00 PM on Wednesday, April 12, 2023.

Questions and comments related to the public hearing may be directed to the Department of Community Development, 116 North Main Street, PO Drawer 368, Farmville, Virginia, 23901 or by calling (434) 392-8465, between the hours of 8:00 AM and 5:00 PM, Monday through Friday.

It is the intent of the Town to comply with the Americans with Disabilities Act. Should you need special accommodation, please contact C. Scott Davis, LP.D., Town Manager, at (434)392-5686, prior to the meeting.



PUBLIC HEARING COMMENTS
Town Council Meeting
April 12, 2023
Guests Sign Up Sheet

<i>Name</i>	<i>Address</i>	<i>Topic</i>	<i>Via</i>



PUBLIC COMMENTS
Town Council Meeting
April 12, 2023
Guests Sign Up Sheet
(Please limit comments to three minutes)

<i>Name</i>	<i>Address</i>	<i>Topic</i>	<i>Via</i>



Town of Farmville

Agenda Item Summary

MEETING DATE: April 12, 2023

ITEM NUMBER: 8.a. – Draft Minutes of the 2023 Town Council Retreat, 2023-03-01 Work Session, 2023-03-08 Regular Council Meeting

BACKGROUND:

RECOMMENDATION: Approve the Consent Agenda as presented.

FISCAL IMPACT:

ATTACHMENTS:

1. Farmville Town Council 2023 Retreat Minutes-DRAFT
2. 2023-03-01 Work Session Minutes-DRAFT
3. 2023-03-08 Regular Council Meeting-DRAFT

Farmville Town Council Retreat
Friday, February 10, 2023, 12:00 p.m. – 5:00 p.m.
Saturday, February 11, 2023, 8:00 a.m. – 12:00 p.m.
Emergency Operations Center
Farmville Town Hall

Friday, February 10th

At the Farmville Town Council Retreat held on Friday, February 10, 2023, in the Emergency Operations Center of the Farmville Town Hall, located at 116 North Main Street, Farmville, Virginia, there were present Mayor Brian Vincent, Vice-Mayor Chuckie Reid, and Council members John Hardy, Sallie Amos, Dan Dwyer, Tommy Pairet, and Adam Yoelin. Council member Donald Hunter was absent. Staff in attendance were Town Manager Scott Davis, Clerk of Council Mary McKay, and Deputy Clerk Jackie Vaughan. Berkley Group Executive Manager Kimball Payne served as retreat facilitator and Berkley Group Executive Manager Tim Hall also participated.

After gathering for lunch at 11:30 a.m., Mayor Vincent called the meeting to order at 11:55 a.m.

Mr. Payne welcomed everyone and reviewed suggested goals and ground rules for the retreat.

- Suggested goals for the retreat:
 - Work as a team and develop consensus
 - Review/refine the Town's Vision Statement and Values
 - Craft a Mission Statement
 - Identify Major Strategic Goal Areas
 - Identify objectives to advance the goals
 - Craft a work plan for the next 18 to 24 months
 - Understand constraints to progress and identify means to overcome them
 - Gain a better understanding of Council/Manager/staff roles and responsibilities
- Ground rules
 - Everyone participates
 - Engage
 - Be honest
 - Listen to each other
 - Respect different opinions
 - No idea is too outlandish
 - Seek to understand
 - Ask questions
 - Seek consensus (formal action at a future Council meeting)
 - Silence means consent – speak up if you disagree

- Use the parking lot for issues that may evade consensus or require more background
- Have fun
- We will take breaks when it seems appropriate

Council accepted the goals and ground rules by consensus.

Mr. Payne then shared with Council the common themes, issues mentioned by two or more members, that he heard during the pre-retreat interviews he conducted.

Common Themes

- Affordable housing
- The PUD Zoning Ordinance amendment
- Infrastructure – water/sewer, roads, sidewalks, bike paths
- Employee recruitment and retention; succession in Public Works
- Longwood University – SEED, housing
- County relations and the schools
- Integrating two new Council members into the team
- Council/Manager principles, roles, and responsibilities
- Council committees

To start off the conversation Council members were asked to respond to the following questions:

- *Tell us about yourself: Why do you serve on Council? What would you like to be remembered for? What is something that your fellow Council members don't know about you?*
- *What do you hope is accomplished today?*

Responses to the last question were captured on flip chart #1. (A transcription of the retreat's flip chart notes, with annotations for clarity, is included as an attachment.)

Retreat Goals

- Get to know each other
- Learn from each other
- [Set] Goals
- Collaborate
- [Start] Something new!
- [Move] Together in the same direction
- Work as "one"
- Integrate new members
- [Set a] Vision

Mr. Payne then asked Council to review the principles, roles, and responsibilities of the Council/Manager form of government as this had been raised during his pre-retreat interviews. He provided the following summary and asked if there were any questions.

Council/Manager Form of Local Government

Principles

- ❖ *The Council determines the vision for the community and adopts ordinances, and sets policy, among its other responsibilities, to achieve the vision.*
- ❖ *Council acts as a body, in public by majority vote; no single Council member has the sole authority to set or change policy or commit the locality's resources.*
- ❖ *Council hires a professional manager to serve as the chief administrative officer of the organization.*
- ❖ *The manager is apolitical, is responsible for the day-to-day operations of the local government and operates under a code of ethics.*
- ❖ *The manager's specific responsibilities and authority are stipulated by state statute, local charter, and local code.*
- ❖ *The manager is responsible for personnel management of the organization and, except as may be limited by charter, hires, trains, disciplines, and terminates all employees of the local government.*
- ❖ *Except for positions appointed by and reporting directly to the governing body, Council has no role in personnel management beyond adopting organizational policies and procedures.*
- ❖ *Council directs staff through the manager; no Council member has the authority to give direction to staff.*
- ❖ *One of the manager's primary responsibilities is to keep the Council informed. Sharing information with Council is guided by the following principles:*
 - *Information is shared with all Council members equally and at the same time.*
 - *Responses to inquiries from individual Council members are shared with all Council members.*
 - *Council learns of bad news from the manager first.*
 - *There should be no surprises.*

A question was raised about oversight of the Police Department. Mr. Payne responded that this was the responsibility of the Town Manager and that Council's role was to hold the Manager responsible for Police Department operations similar to their expectations for other departments. He noted that there was a provision in the State Code (§9.1-601) for law-enforcement civilian oversight bodies but that the statute did not alter the council/manager relationship regarding the management of day-to-day operations.

Mr. Payne commented that, in his opinion, the most important of the council/manager principles was on communications, especially sharing information equally and at the same time with all Council members. One Council member pointed out that this was a primary reason for doing away with Council committees and Mr. Payne commended Council for that action.

Mr. Payne suggested that the next task for the retreat was to build the basic components of a strategic plan that could be used to communicate the Council's vision and goals for the Town. The adopted plan can serve as a guide to other planning efforts such as the Comprehensive Plan, the Capital Improvements Plan (CIP), the annual budget, and Town ordinances. Furthermore, although the plan should be reviewed and revised at least every two years after an election, it can help to provide continuity during the inevitable transitions of elected officials and staff. He said that the main components were a vision statement (what the town aspires to be), a mission statement (what the town does), and values or operating principles (how it goes about what it does). Once those are established, Council can identify strategic goal areas, with objectives and timelines, to guide future decision making and resource allocation.

Council then engaged in a lively conversation about the vision for and mission of the Town (flip charts # 2-4). Mr. Payne suggested that both the vision and mission statements should be something easily remembered and that could be included on Town correspondence and in marketing. He reviewed with Council the 2030 Vision Statement that the Town had been using and suggested that the components of the statement might serve better as strategic goal areas. That statement is:

2030 Vision Statement

- ❖ *A Beautiful and Historic Community in Central Virginia*
- ❖ *A Leader in Regional Economic Development*
- ❖ *A Crossroads for Recreation and Tourism Opportunities*
- ❖ *An Open Resourceful Government*
- ❖ *Guardians of Our Natural Resources*
- ❖ *A Partner in Progressive Transportation Solutions*

The Town Manager also shared with Council a mission statement developed for the Town employees. After further discussion and wordsmithing, Council reached agreement, by consensus, on the following vision and mission statements.

Vision: "A vibrant place to live, work and recreate."

Mission: “To provide efficient, effective, and equitable service, and encourage diverse growth in our charming community.”

Mr. Payne then led the Council on a review of the values that it had identified in its last retreat in 2020. He suggested that they could be clarified and made less redundant. (See the annotated notes, #1, captured from the electronic whiteboard, included as an attachment.) After discussion, the following values were agreed to by consensus.

Values

- *Honesty & Integrity*
- *Accountability*
- *Customer Focus – Positive, Friendly, and Courteous Town Workers*
- *Open, Honest, Transparent, Responsive, and Timely Communications*
- *Embracing Diversity – Open-minded, Unprejudiced, Inclusive, Respectful, and Seeking Common Ground*
- *Financial Responsibility, Sustainability, and Resiliency*
- *Asset Management and Maintenance*
- *Support and Development of Town Staff*

Mr. Payne then turned the floor over to Town Manager Davis who provided Council with a review of accomplishments since the 2020 retreat. He provided an annotated work plan from that retreat and noted which actions were completed, which were underway or ongoing, and which still needed attention. Mr. Payne took notes (flip charts #5 & #6) on items that were incomplete and asked Council and the Manager to set timelines for completion.

Action Items from the 2020 Retreat

Immediate or Near-term Action

- *Take a lead in conversations with Prince Edward and Cumberland Counties, and other stakeholders, to promote regional economic development. ✓*
- *Hire a Parks & Recreation Director when the revenue picture improves. ✓*
- *Hire a Finance Director when the revenue picture improves. ✓*
- *Identify triggers that would allow for the filling of these important positions. ✓*
- *Adopt a Procurement Policy and explore the opportunities for cooperative procurement with the counties and school system. ✓*
- *Develop policies and procedures of governance for Council adoption. Revise or incorporate the Code of Ethics. A draft will be prepared and provided to Council for review within 90 days: by June 1, 2023.*
- *Re-examine and define the purpose and function of Council committees. ✓*
- *Develop and adopt a revised employee policies and procedures manual if resources allow. ✓*

Mid-Range Goals

- *A study and the development of a plan for bike lanes.* Not started – consider funding a study and development of a plan.
- *Signage, especially wayfinding, improvements.* Phase I is funded; fund phases II & III in FY 2025.
- *Updating the Farmville website (a goal to fund in FY 2022, with planning in FY 2021).* ✓
- *Update the Town Charter (goal to take a revised charter to the 2022 session of the General Assembly).* ✓ The Charter revision bill is before the 2023 General Assembly.
- *Hire a Community Development Director.* ✓ Need to hire a new one as the incumbent has taken a new position.
- *Develop a Town Council orientation and onboarding process for new members.* ✓

Long-Term Goals

- *A new town public works shop.*
- *Examine debt capacity and develop a financial plan for the funding and timing of capital projects in the CIP.* ✓
- *Close the gap in the General Fund by reducing or eliminating the \$1.2 million transfer from the water and sewer funds; this will provide resources to address water and sewer infrastructure needs.* Transfer has been reduced to about \$200,000 this fiscal year, compared to a budgeted amount of \$600,000, and will be eliminated in a future budget.
- *Attain GFOA certifications for the annual budget and comprehensive annual financial report (CAFR).* Expected in the next review period.
- *Address aging water and sewer infrastructure. Look for opportunities to upgrade at the same time as major transportation projects are underway.* Consultant to be hired by May 1st and a plan developed by December 1, 2023.
- *Develop an infrastructure maintenance and management plan.* Asset management plan for buildings in development by ABM; due June 1, 2023.
- *Consider the future of the airport, including a regional commission and economic development on adjacent land.* Efforts are ongoing.

Uncategorized Activities

- *Memorializing and communicating the values and operating principles of the town organization.* ✓
- *Adopting a mission statement for the town organization.* Drafted at this retreat for adoption at a future Council meeting.
- *The production of a Farmville tourism brochure.* Ongoing with regional partners.
- *Developing a communications plan.* ✓ Work on crisis communications and succession plans.
- *Joining the National Flood Insurance Program.* ✓

- *Utilizing the PEFYA “Field of Dreams” (a past donation from the Town) for travelling team tournaments.* **Delete from further consideration.**

Mr. Payne congratulated the Council and staff for their accomplishments.

Mr. Davis then provided a preview of the Fiscal Year 2023-24 Budget, reviewing major drivers of revenues and expenditures (flip chart #8). On the revenue side, increases were expected in business personal property, meals, and lodging tax revenues. Interest income from reserve funds and the ARPA monies will provide additional resources. Another source of one-time funds are the proceeds from the sale of the golf course.

Expenditure drivers include capital equipment replacement, lease payments for police vehicles, street paving, and personnel costs related to benefits, position reclassifications, and pay increases. Spending down the ARPA funds is also anticipated.

Council members were asked for their preliminary thoughts regarding the budget (flip chart #7). Items mentioned were the need to expand the fire department building to accommodate paid staff, funding support for the rescue squad and downtown partnership, and sidewalk and ADA improvements. It was consensus of Council that there should be no tax or fee increases in the FY 2023-24 Budget.

The issue of using the remaining American Rescue Plan Act (ARPA) funds by the December 2026 deadline came up during the discussion. Mr. Payne noted that there seemed to be some confusion on how much had already been spent or committed and how much remained to be utilized. Mr. Davis provided clarification (flip chart #9).

Of approximately \$8 million in ARPA funding, about \$4.5 million has been spent as follows: \$3 million for water/sewer infrastructure improvements, \$1 million for a new fire truck, \$0.6 million for the splash park, and \$0.1 million as an incentive.

Approximately \$3.5 million in ARPA funds remain to be utilized. Of that \$0.25 million will be used for consultant services and \$0.225 million will provide matching funds for the VDOT grant in support of Phase I of the Riverwalk Trail. Possible uses for the remaining funds include additional water & sewer capital improvements, roads, sidewalks, and parks.

Mr. Payne suggested that a spreadsheet/scorecard for the use of ARPA funds be prepared and shared with Council frequently.

With that discussion complete, the day’s work was done.

Mayor Vincent declared the retreat recessed for the day at 5:00 p.m.

Saturday, February 11th

After a light breakfast that started at 8:00 a.m., Mayor Vincent called the meeting to order at 8:20 a.m. The attendance was the same as the previous day.

Mr. Payne briefly reviewed the previous day's work and asked if anyone had any thoughts to share. He asked if everyone was still comfortable with the vision and mission statements and received an affirmative response. Mr. Payne then previewed the day's work which would focus on identifying major strategic goal areas and action items within each area.

The first step was to identify major strategic goal areas. Mr. Payne had suggested several possibilities in the agenda that were projected onto the electronic white board. Council amended the list (annotated notes #2) with the following results.

Major Strategic Goal Areas

Economic Development & Tourism
Public Safety
Community Development & Land Use
Environmental Stewardship
Infrastructure
Government Performance
Recreation & Cultural Activities
Partner Relationships

Mr. Payne recommended that, over time, descriptors be included with each strategic goal area. These notes included some suggested language.

Council then addressed each strategic goal area identifying action items and timelines for completion. Mr. Payne pointed out that some desirable actions could possibly fall under more than one strategic goal area. The strategic goal areas are not meant to be silos but to provide a framework for actions to fulfill Farmville's vision.

Economic Development & Tourism (flip chart #10)

Possible descriptor: *Support business development and expansion that enhances the tax base and provides gainful employment while minimizing negative impacts. Tourism is an important component of economic development.*

Actions:

- Conduct a mobility study to address the potential, possible location of, and cost of an expanded system of trails and bikeways. Because of projects currently underway and resource limitations, 2028 was identified as the most likely time for action.
- Complete Phase II (FY 2025 CIP) and Phase III (FY 2027 CIP) of the Riverwalk Trail, depending on the receipt of TAP grant funding.

- Complete Phases II and III of the wayfinding signage project with the Farmville Downtown Partnership – **FY 2025 and subsequent depending on grant funding.**
- Airport – Contact the aeronautical programs at Liberty and Averett Universities to determine if there is any interest in owning, managing, or in some other way partnering with the Town on airport operations – **calendar year 2023.**

Partner Relationships (flip chart #11)

Possible descriptor: *Maintain open communications with major partners and seek collaborative approaches for community improvement.*

Council identified the following partners: Prince Edward and Cumberland Counties, Longwood University, Hampden Sydney College, the Farmville Downtown Partnership, the Chamber of Commerce, and Centra Southside Community Hospital.

Actions:

- Continue efforts to establish a joint emergency communications center – proposal for consideration within **calendar year 2023.**
- The Mayor will initiate a joint meeting of the Town Council and the Prince Edward County Board of Supervisors to take place in **Spring 2023.**
- Council will convene quarterly business roundtables with the first to be held by **June 1, 2023.**
- The Mayor will initiate an annual meeting with the leadership of Longwood University – first meeting in calendar year **2023.**

Community Development & Land Use (flip chart #12)

Suggested descriptor: *Through comprehensive planning and appropriate land use decisions preserve the charm, beauty, and history of Farmville while accommodating growth, encouraging diverse and affordable housing, and promoting an efficient and safe transportation system.*

Actions:

- Consider adding language to the Zoning Ordinance that would allow for Planned Unit Development (PUD) with appropriate conditions. Draft language to Council in **July 2023.**

Public Safety (flip chart #12)

Possible descriptor: *Protect life and property, plan for emergency management, mitigate risks, and respond to individual and community-wide crises.*

Actions:

- Joint emergency communications center – proposal to Council in calendar year **2023**.
- Expansion of the fire department building to accommodate paid staff – architectural study in **Fiscal Year 2024**.

Infrastructure (flip chart #13)

Possible descriptor: *Improve and maintain the Town's important capital assets that are critical to service delivery, safety, and quality of life.*

Actions:

- Take advantage of opportunities to improve accessibility and further comply with ADA requirements – **ongoing**.
- Develop an asset management plan – the first component addressing buildings will be complete in **June 2023**.
- Complete the study of water and sewer infrastructure needs – **December 2023**. Consider designating ARPA funds for improvements.
- Revisit the study of a new Public Works building – **August 2023**.
- Plan for restroom facilities at the splash park – in an **out year of the CIP**, with inclusion as other projects are completed and funding becomes available.

Recreation and Cultural Activities (flip chart #14)

Possible descriptor: *Take actions to further develop and promote Farmville as the regional hub for recreation and cultural activities.*

Actions:

- Promote partnerships, with the County and with the YMCA.
- Renovation of the skatepark – **FY 2024 CIP**
- Develop a bicycle pump track – **FY 2025 CIP**
- Address the activities gap for teens – report from the Parks & Recreation Director by **January 2024**.

Environmental Stewardship (flip chart #15)

Possible descriptor: *As guardians of natural resources, act to promote sustainability and resiliency.*

Actions:

- Complete the study of Town Buildings being conducted by ABM – implement energy saving measures – study complete in **120 days** with implementation in subsequent years.
- Support the efforts of the “Branch Out in Farmville” program to increase the tree canopy and further beautify the Town - **ongoing**.

Government Performance (flip chart #15)

Possible descriptor: *Continually work to improve organizational efficiency, effectiveness, and equity in service delivery through the adoption and revision of appropriate policies, procedures, and practices; adapt and implement best practices.*

Actions:

- Draft Rules of Procedure for Council’s consideration – **by June 1, 2023**.
- Review the Emergency Operations Plan (EOP) with a focus on crisis communications and leadership succession – **by December 1, 2023**.

With that the retreat concluded.

Mr. Payne thanked all in attendance for their engagement and for the opportunity to be of service to the Town. He said that he would write up notes for the retreat and share them with the Town Manager for review. Once finalized, the notes could be used as the Town deemed appropriate. The Mayor and Council members thanked Mr. Payne and Mr. Hall for their assistance.

Mayor Vincent declared the meeting adjourned at 11:30 a.m.

REGULAR WORK SESSION OF THE FARMVILLE TOWN COUNCIL
HELD ON MARCH 1, 2023

At the regular work session of the Farmville Town Council held on Wednesday, March 1, 2023, at 6:00 PM, in the Council Chamber of the Town Hall, located at 116 North Main Street, Farmville, Virginia, there were present Mayor B.R. Vincent, presiding, and Council members D.E. Dwyer, D.L. Hunter, T.M. Pairet, A.D. Reid, J.F. Hardy and A.B. Yoelin.

Staff present were Town Manager C. Scott Davis, Finance Director Julie Moore, Chief of Police Andy Ellington, Interim Director of Community Development and IT Support Ashley Atkins-Austin, Fire Chief Daniel Clark, Deputy Clerk Jacqueline Vaughan and Clerk Mary McKay.

Mayor Vincent called the meeting to order.

The Clerk called the roll, noting Council member S.O. Amos as absent.

Mayor noted an additional agenda item and asked Chief of Police Andy Ellington to provide an update on the recipient of the Farmville Police Department's 2022 Officer of the Year. Chief Ellington introduced Corporal Rachel Herndon and offered congratulations after providing a review of her accomplishments. Mayor Vincent thanked Corporal Herndon for her work.

MONTHLY FINANCIAL REPORT

Finance Director Julie Moore provided an overview of the financial report. The total revenue is approximately 58% of the budget (excluding bond payments and the medical compensation account). Descriptions of exchange and non-exchange transactions were provided. There is an overall increase in total revenue compared to the prior year due to the sale of the Farmville Golf Course and grant funding being received for the Farmville Municipal Airport.

Ms. Moore reported a decrease in total expenses through January with some increases and decreases noted compared to the prior year. In the General Fund, there is an increase in Public Safety expenses due to the dispatch radios purchase and the prepayment of the Fire Truck. In Public Works, expenses are up due to an increase in capital asset purchases. Water Fund expenses have decreased due to not making a transfer of funds compared to last year. The Sewer Fund is almost a net zero compared to last year due to paying \$133,000 for sludge removal. There is an increase in Airport expenses due to spending the grant funding received for an ongoing project. Ms. Moore reported the business licenses were due on February 28, 2023, with 64% of the licenses

collected compared to 52% last year. The Finance Office will begin making calls requesting payments be submitted.

DISCUSSION: PRINCE EDWARD VOLUNTEER RESCUE SQUAD FUNDING FOR CURRENT AND FUTURE FISCAL YEARS

Town Manager provided a review of the rescue squad's funding from the town. As agreed, the town paid \$30,000 to the rescue squad for three years. It was reported that last fiscal year, a total of \$74,826 was invested in the rescue squad (\$30,000 installment for the Executive Director position, \$22,316 in fuel, and \$22,510 on vehicle maintenance). This fiscal year \$15,000 was budgeted as the goal was for the squad to be more financially stable when hiring an Executive Director. However, a \$30,000 bill has been received and the Town Manager advised unless Council commits funds from contingency, the budgeted amount of \$15,000 will be paid. No funding is budgeted for the next fiscal year, and it was suggested maintenance be continued up to \$20,000 and continue to provide the squad's diesel fuel. The Town Manager reported for this fiscal year, as of mid-February with \$15,000 budgeted, \$16,584 has been spent on fuel and \$6,747 on vehicle maintenance. The town also provides grass cutting and maintenance around the rescue squad building. A total of \$38,331 has been invested in the rescue squad so far, this fiscal year.

Council member Hunter inquired of the basis for the rescue squad's billing increase with the Town Manager noting only that the \$30,000 billing was received for the position.

Council member Pairet mentioned the town's contributions as far as labor, fuel and time exceeded the \$30,000 and what was originally proposed.

Fire Chief Daniel Clark addressed the Council and reported last year the Farmville Fire Department was dispatched to 648 EMS calls within the town limits, responding to 438. Due to the unavailability of members to respond, and not all their members are EMS providers, there were 210 calls when the fire department did not respond. The department also sometimes provides drivers for the rescue squad when their staffing is low.

Mayor noted the town will continue to show good faith and help the rescue squad with those other benefits.

Council member Hardy made an inquiry about billing for the EMS services provided by the fire department with the Town Manager advising the services are for transport only.

The Town Manager added Farmville Downtown Partnership (FDP) asked for \$60,000 last year and with Council's goal of reducing their funding as well, \$30,000 was placed in the budget for the current year. Council did authorize an additional \$15,000 to be allocated from ARPA

funding for a total of \$45,000 to be provided. For this upcoming year, the Town Manager recommended allocating FDP's requested \$60,000 funding as they are showing having a plan together, having already received a grant opportunity for a study to look at some of the buildings downtown that need work. The funding could be reevaluated again the following fiscal year. Council was provided with FDP's work plan at the February 8, 2023 Regular Council meeting.

Town Manager asked for feedback from Council on continuing to provide fuel and maintenance to the Prince Edward Volunteer Rescue Squad with no additional funding and allocating the requested \$60,000 for the Farmville Downtown Partnership. No further comments were received, and the Town Manager noted even though items are provided for in the budget, Council can decide when the budget is received whether to approve.

DISCUSSION: AMERICAN RESCUE PLAN ACT (ARPA) FUNDS

From a discussion held at the recent Town Council retreat, the Town Manager provided an update of the ARPA funds already expended including projects with committed ARPA funding:

- Three employee incentives, two in 2021, and one in 2022
- Water and Wastewater Treatment Plant items and activities
- Crash Barrier required for the Public Works Department
- New playground equipment beside the Barbara Rose Johns Library
- Splash pad at Wilck's Lake

From the total \$8,140,356 million received, the remaining balance is \$2,574,286.08, which Council intends to spend on studies for sidewalks, water and sewer lines, bike lanes and any amount remaining, to start implementing some of those plans. Town Manager reported approximately \$6 million of ARPA funding will be used on infrastructure improvements.

DISCUSSION: PAVING BIDS

The Town Manager provided a report on the upcoming paving project with a list of the proposed roadways being provided to Council members. Colony Construction was awarded this year's paving contract at a price of \$927,777, which will begin spring 2023. Included in the budget will be the paving plan for the next five years.

Mr. Reid inquired how the streets to be paved were selected with the Town Manager advising the selection was based on the condition of the roadways, staying within a compacted area when the paving is done, and how many years since the last paving.

Mr. Hunter noted that in the past certain streets were paved and others neglected, then the town proceeded with having at least one street within a ward being paved. A clearer picture of the paving schedule will be seen once the five-year paving plan is received with the budget.

The Town Manager responded to Mr. Reid's request concerning how the street selection is made, noting the Public Works department determines the schedule. Some upcoming areas to be paved were reviewed.

DISCUSSION: PROPOSED ORDINANCE NO. 220-AMENDING SECTION 29-23(A) OF THE FLOODPLAIN OVERLAY DISTRICT

Interim Community Development Director Ashley Atkins-Austin provided an overview of why the floodplain ordinance is being updated. After a preliminary flood insurance study (FIS), the Federal Emergency Management Agency (FEMA) found no significant changes had been made to the flood hazard data on the preliminary copies of the flood insurance rate maps (FIRM) for Prince Edward County. Ms. Austin reported the adoption of compliant floodplain management measures will provide protection for the Town of Farmville and will assure its participation in the National Flood Insurance Program (NFIP). The town has until April 19, 2023, to adopt and submit to the FEMA regional office a floodplain management ordinance that meets or exceeds the minimum NFIP requirements. After an on-site visit and several virtual follow-ups with staff from the Department of Conservation and Recreation (DCR), the ordinance was reviewed for NFIP compliance. Noted were some items needed to bring into compliance or adopt new terms and definitions:

- Add LOMA (Letter of Map Amendment)
- Add a definition of accessory which is required to be 600 sq. ft. within the special flood hazard area
- Add enabling authority language from the state law
- Revise effective dates
- Clarify certain phrases
- Designate a Flood Plain Administrator
- Clarify encroachments within the ordinance
- Freeboard – DCR recommended 1-1/2 feet

Ms. Austin advised the current ordinance specifies one foot of freeboard however two feet will be proposed. She noted if the town does not adopt the ordinance, it could cause an increase in flood

insurance premiums for residents and business owners. The town also may incur NFIP sanctions, probation and/or suspension from the program.

Mayor Vincent inquired of the impact to local businesses in the floodplain area if any changes are made to structures. Ms. Austin mentioned there is no difference from the previous ordinance but there is a proposed increase to the freeboard. If any changes are made to a current structure that go above 50% of assessed market value, there will be a requirement of two feet of freeboard.

DISCUSSION: FY2023-2024 LOCAL CHOICE HEALTH INSURANCE RATES

Town Manager reported the health insurance rates will not be changing for the upcoming year. Council will be asked at the March 8, 2023 Regular Council meeting to approve continuing with Anthem Local Choice. In the proposed budget, the employee rates and the employer share will remain the same as in the current year's budget.

COMMENTS BY THE TOWN MANAGER AND STAFF

Town Manager reported on a third community input session for the Planned Unit Development topic. The third event will be held on Tuesday, March 28, 2023, 6:00 PM at the Moton Museum.

OTHER MATTERS THAT MAY COME BEFORE THE COUNCIL

No other comments were offered.

There being no other business and on a motion by Mr. Hunter, seconded by Mr. Pairt, with all in favor stating "aye", the meeting adjourned at 6:42 PM.

APPROVED:

ATTEST:

Brian R. Vincent, Mayor

Mary H. McKay, Clerk of Council

REGULAR MEETING OF THE FARMVILLE TOWN COUNCIL
HELD ON MARCH 8, 2023

At the regular meeting of the Farmville Town Council held on Wednesday, March 8, 2023, at 7:00 PM, in the Council Chamber of the Town Hall, located at 116 North Main Street, Farmville, Virginia, there were present: Mayor B.R. Vincent, presiding, and Council members D.E. Dwyer, D.L. Hunter, A.D. Reid, J.F. Hardy and A.B. Yoelin.

The staff members present were Town Manager C. Scott Davis, Town Attorney Gary Elder, Chief of Police Andy Ellington, Finance Director Julie Moore, Interim Community Development Director and IT Support Ashley Atkins-Austin, Public Works Director Robin Atkins, Fire Chief Daniel Clark, Deputy Clerk Jacqueline Vaughan, and Clerk Mary McKay.

Mayor Vincent called the meeting to order and welcomed all guests. An acknowledgement was made of International Women's Day and the recent passing of Gearl Reid, Bland-Reid Funeral Home's matriarch.

The Lord's Prayer was recited, followed by the Pledge of Allegiance led by Vice-Mayor Reid.

The Clerk called the roll noting Council members T.M. Pairet and S.O. Amos as absent.

PUBLIC HEARING – ORDINANCE NO. 220 – AMENDING SECTION 29-23(A) OF THE FLOODPLAIN OVERLAY DISTRICT

With no one signed up or wishing to speak, the Public Hearing was closed.

PUBLIC COMMENT PERIOD

With no one signed up or wishing to speak, the Public Comment Period was closed.

PRESENTATION: PROPOSED FY2023-2024 TOWN BUDGET

The Town Manager provided a presentation on the proposed balanced budget of \$25,278,811.95, that will provide for all core services for the town and community.

Percentages of each fund were reviewed with the general fund being the largest portion of the budget where the services are provided. The percentages of revenues by fund were reviewed with the highest three being from meals tax, lodging tax, and sales tax. There is no transfer of funds from the Water Fund this year. There is an approximate \$466,500 transfer from the Sewer Fund to the General Fund with a goal to reduce that transfer to build up more capital savings in the enterprise funds. There is a carryover of the current set aside funds which is used to make the bond payment.

In the General Fund, some key expenses were noted:

- Add one firefighter position - continue working towards a combination fire department,
- Provide for upgrades in equipment and new capital assets – five police cars, new leaf truck,
- Provide for \$5,000 raise for full-time employees and \$2/hr. for part-time employees,
- No increase in health insurance costs,
- Reclassification of some positions in classification and compensation plan,

A brief discussion was held from Mr. Hunter's inquiry concerning the increased starting pay rates and if the increases will bring all staff up to where their pay needs to be.

- Outsourcing Chief Security/Information Officer position,
- Additional ARPA funding for Law Enforcement equipment.

Street Maintenance Fund is balanced - funding received from VDOT.

Water Fund is balanced and has a built-in contingency of over \$244,000.

Sewer Fund is balanced and has a built-in contingency of a little over \$58,000.

Transportation Fund is balanced with a slight deficit using prior year fund balance to cover FY24 deficit of \$74,739.26.

Longwood University's rate was increased to absorb some of the increased costs for fuel and equipment maintenance for the bus service.

Airport Fund is balanced by using prior year fund balance to cover FY24 deficit of \$189,429.23.

Town Manager advised Council members will be receiving by email the full proposed budget, the five-year proposed capital improvement plan and the proposed classification and compensation plan. The topic will be placed on the agenda for the April 5, 2023 Work Session.

Mr. Hunter reported noticing the Federal Emergency Management Agency (FEMA) paying for firefighter positions that are maintained for up to three years, and asked the Town Manager if this was an option for the town to look into. Town Manager reported he and Fire Chief Daniel Clark have been working with the Commonwealth Regional Council (CRC) to submit a request for three positions funded by a Staffing for Adequate Fire and Emergency Response (SAFER) Grant that allows for benefits and pay for three years.

REQUEST APPROVAL OF THE CONSENT AGENDA

On motion by Mr. Hunter, seconded by Mr. Reid, and with all Council members voting “aye”, the consent agenda was approved as presented. The consent agenda includes the draft minutes of the February 1, 2023 Work Session and the February 8, 2023 Regular Council meeting.

REQUEST APPROVAL OF THE FINANCE REPORT

Mr. Reid made a motion to approve the Finance Report, seconded by Mr. Dwyer, and with all Council members voting “aye”, the Finance Report was approved as presented.

BACKGROUND: Council members received a review of the February Finance Report at the March 1, 2023 Work Session. Finance Director reported the General Fund increased by \$804,324.03 with the majority due to business license revenue received last month. There also is an earned income of \$32,656.21 from the funds invested in the Local Government Investment Pool (LGIP), for a total earned of \$185,496.08.

REQUEST ADOPTION OF ORDINANCE NO. 220 – AMENDING SECTION 29-23(A) OF THE FLOODPLAIN OVERLAY DISTRICT

Mr. Yoelin made a motion to adopt the ordinance, seconded by Mr. Hunter. Mr. Yoelin amended his motion to adopt Ordinance No. 220, seconded by Mr. Hardy, and with Council members Dwyer, Hunter, Reid, Hardy and Yoelin voting “yes”, the motion passed.

BACKGROUND: A public hearing was held this evening on the proposed ordinance. The Planning Commission met on February 15, 2023, and recommended the changes to the zoning ordinance. A review of the proposed ordinance was presented by Interim Community Development Director Ashley Atkins-Austin at the March 1, 2023 Work Session.

ORDINANCE NO. 220

Amending Section 29-23(a) of Article III of Chapter 29 – Zoning and Subdivision, by establishing floodplain districts, by requiring the issuance of permits for development, and by providing factors and conditions for variances to the terms of the ordinance.

WHEREAS, the Town Council of the Town of Farmville has considered the Town of Farmville Planning Commission’s recommendation to amend Section 29-23(a) of Article III of Chapter 29 – Zoning and Subdivision, by establishing floodplain districts, by requiring the issuance of permits for development, and by providing factors and conditions for variances to the terms of the ordinance; and

WHEREAS, the Town Council of the Town of Farmville has duly advertised a public hearing on this matter in The Farmville Herald, and held a public hearing on March 8, 2023; and

WHEREAS, the Town Council of the Town of Farmville, in accordance with the Code of Virginia, shall from time to time make changes to zoning ordinances or any amendment of an ordinance; and

NOW, THEREFORE, BE IT ORDAINED, the Town Council of the Town of Farmville amend Section 29-23(a) of Article III of Chapter 29 – Zoning and Subdivision, by establishing floodplain districts, by requiring the issuance of permits for development, and by providing factors and conditions for variances to the terms of the ordinance in the Town Code as follows:

Sec. 29-23. Special and overlay district regulations.

(a) Floodplain overlay district.

(1) Statutory Authorization, ~~Purpose~~Purpose, and Intent.

Va. Code § 15.2-2283 specifies that zoning ordinances shall be for the general purpose of promoting the health, safety, or general welfare of the public and of further accomplishing the objectives of § 15.2-2200 which encourages localities to improve the public health, safety, convenience, and welfare of their citizens. To these ends, flood ordinances shall be designed to provide for safety from flood, to facilitate the provision of flood protection, and to protect against loss of life, health, or property from flood.

In accordance with these directed provisions, this ordinance is specifically adopted pursuant to the authority granted to localities by Va. Code § 15.2 - 2280.

The purpose of these provisions is to prevent the loss of life and property, the creation of health and safety hazards, the disruption of commerce and governmental services, the extraordinary and unnecessary expenditure of public funds for flood protection and relief, and the impairment of the tax base by:

- a. Regulating uses, activities, and development which, alone or in combination with other existing or future uses, activities, and development, will cause unacceptable increases in flood heights, velocities, and frequencies.
 - b. Restricting or prohibiting certain uses, activities, and development from locating within districts subject to flooding.
 - c. Requiring all those uses, activities, and developments that do occur in flood-prone districts to be protected and/or floodproofed against flooding and flood damage.
 - d. Protecting individuals from buying land and structures which are unsuited for intended purposes because of flood hazards.
- (2) Applicability.* These provisions shall apply to all lands within the jurisdiction of town and identified as being in the one-hundred-year floodplain by the Federal Emergency Management Agency (FEMA).
- (3) Compliance and liability.*
- a. No land shall hereafter be developed, and no structure shall be located, relocated, constructed, reconstructed, enlarged, or structurally altered except in full

compliance with the terms and provisions of this article and any other applicable ordinances and regulations which apply to uses within the jurisdiction of this article.

- b. The degree of flood protection sought by the provisions of this article is considered reasonable for regulatory purposes and is based on acceptable engineering methods of study. Larger floods may occur on rare occasions. Flood heights may be increased by manmade or natural causes, such as ice jams and bridge openings restricted by debris. This article does not imply that districts outside the floodplain district, or that land uses permitted within such district will be free from flooding or flood damages.
 - c. Records of actions associated with administering this section shall be kept on file and maintained by the zoning administrator or other appointed official.
 - d. This section shall not create liability on the part of the Town or any officer or employee thereof for any flood damages that result from reliance on this section or any administrative decision lawfully made thereunder.
- (4) *Abrogation and greater restrictions.* This section supersedes any article or section currently in effect in flood-prone districts. However, any underlying section shall remain in full force and effect to the extent that its provisions are more restrictive than this section.
- (5) *Penalty for violations.* Any person who fails to comply with any of the requirements or provisions of this district or directions of the zoning administrator or any authorized employee of the town shall be guilty of a misdemeanor of the first class and subject to the penalties as outlined in the administration chapter of this chapter and the fee schedule as amended by town council.

(b) Designation of the Floodplain Administrator

- (1) The Floodplain Administrator is hereby appointed to administer and implement these regulations and is referred to herein as the Floodplain Administrator. The Floodplain Administrator may:***
- a. Do the work themselves. In the absence of a designated Floodplain Administrator, the duties are conducted by the Farmville chief executive officer.***
 - b. Delegate duties and responsibilities set forth in these regulations to qualified technical personnel, plan examiners, inspectors, and other employees.***
 - c. Enter into a written agreement or written contract with another community or private sector entity to administer specific provisions of these regulations. Administration of any part of these regulations by another entity shall not relieve the community of its responsibilities pursuant to the participation requirements of the National Flood Insurance Program as set forth in the Code of Federal Regulations at 44 C.F.R. Section 9.22.***
- 2) Duties and Responsibilities of the Floodplain Administrator. The duties and***

responsibilities of the Floodplain Administrator shall include but are not limited to:

- a. Review applications for permits to determine whether proposed activities will be located in the Special Flood Hazard Area (SFHA).*
- b. Interpret floodplain boundaries and provide available base flood elevation and flood hazard information.*
- c. Review applications to determine whether proposed activities will be reasonably safe from flooding and require new construction and substantial improvements to meet the requirements of these regulations.*
- d. Review applications to determine whether all necessary permits have been obtained from the Federal, State, or local agencies from which prior or concurrent approval is required; in particular, permits from state agencies for any construction, reconstruction, repair, or alteration of a dam, reservoir, or waterway obstruction (including bridges, culverts, structures), any alteration of a watercourse, or any change of the course, current, or cross section of a stream or body of water, including any change to the 100-year frequency floodplain of free-flowing non-tidal waters of the State.*
- e. Verify that applicants proposing an alteration of a watercourse have notified adjacent communities, the Department of Conservation and Recreation (Division of Dam Safety and Floodplain Management), and other appropriate agencies (VADEQ, USACE), and have submitted copies of such notifications to FEMA.*
- f. Advise applicants for new construction or substantial improvement of structures that are located within an area of the Coastal Barrier Resources System established by the Coastal Barrier Resources Act that Federal flood insurance is not available on such structures; areas subject to this limitation are shown on Flood Insurance Rate Maps as Coastal Barrier Resource System Areas (CBRS) or Otherwise Protected Areas (OPA).*
- g. Approve applications and issue permits to develop in flood hazard areas if the provisions of these regulations have been met, or disapprove applications if the provisions of these regulations have not been met.*
- h. Inspect or cause to be inspected, buildings, structures, and other development for which permits have been issued to determine compliance with these regulations or to determine if non-compliance has occurred or violations have been committed.*
- i. Review Elevation Certificates and require incomplete or deficient certificates to be corrected.*
- j. Submit to FEMA, or require applicants to submit to FEMA, data and information*

necessary to maintain FIRMs, including hydrologic and hydraulic engineering analyses prepared by or for Farmville, within six months after such data and information becomes available if the analyses indicate changes in base flood elevations.

- k. Maintain and permanently keep records that are necessary for the administration of these regulations, including:
 - i. Flood Insurance Studies, Flood Insurance Rate Maps (including historic studies and maps and current effective studies and maps), and Letters of Map Change; and*
 - ii. Documentation supporting issuance and denial of permits, Elevation Certificates, documentation of the elevation (in relation to the datum on the FIRM) to which structures have been floodproofed, inspection records, other required design certifications, variances, and records of enforcement actions taken to correct violations of these regulations.**
- l. Enforce the provisions of these regulations, investigate violations, issue notices of violations or stop work orders, and require permit holders to take corrective action.*
- m. Advise the Board of Zoning Appeals regarding the intent of these regulations and, for each application for a variance, prepare a staff report and recommendation.*
- n. Administer the requirements related to proposed work on existing buildings:
 - i. Make determinations as to whether buildings and structures that are located in flood hazard areas and that are damaged by any cause have been substantially damaged.*
 - ii. Make reasonable efforts to notify owners of substantially damaged structures of the need to obtain a permit to repair, rehabilitate, or reconstruct. Prohibit the non-compliant repair of substantially damaged buildings except for temporary emergency protective measures necessary to secure a property or stabilize a building or structure to prevent additional damage.**
- o. Undertake, as determined appropriate by the Floodplain Administrator due to the circumstances, other actions which may include but are not limited to: issuing press releases, public service announcements, and other public information materials related to permit requests and repair of damaged structures; coordinating with other Federal, State, and local agencies to assist with substantial damage determinations; providing owners of damaged structures information related to the proper repair of damaged structures in special flood hazard areas; and assisting property owners with documentation necessary to file*

claims for Increased Cost of Compliance coverage under NFIP flood insurance policies.

- p. Notify the Federal Emergency Management Agency when the corporate boundaries of Farmville have been modified and:*
 - i. Provide a map that clearly delineates the new corporate boundaries or the new area for which the authority to regulate pursuant to these regulations has either been assumed or relinquished through annexation; and*
 - ii. If the FIRM for any annexed area includes special flood hazard areas that have flood zones that have regulatory requirements that are not set forth in these regulations, prepare amendments to these regulations to adopt the FIRM and appropriate requirements, and submit the amendments to the governing body for adoption; such adoption shall take place at the same time as or prior to the date of annexation and a copy of the amended regulations shall be provided to Department of Conservation and Recreation (Division of Dam Safety and Floodplain Management) and FEMA.*
- q. Upon the request of FEMA, complete and submit a report concerning participation in the NFIP which may request information regarding the number of buildings in the SFHA, number of permits issued for development in the SFHA, and number of variances issued for development in the SFHA.*
- r. It is the duty of the Community Floodplain Administrator to take into account flood, mudslide and flood-related erosion hazards, to the extent that they are known, in all official actions relating to land management and use throughout the entire jurisdictional area of the Community, whether or not those hazards have been specifically delineated geographically (e.g. via mapping or surveying).*

(b)(c) *Description of districts.*

- (1) Basis of districts.* The various floodplain districts shall include areas subject to inundation by waters of the one-hundred-year-flood. The basis for the delineation of these districts shall be the flood insurance study (FIS) and the flood insurance rate maps (FIRM) for the town prepared by the Federal Emergency Management Agency, Federal Insurance Administration, dated ~~October 2, 2009~~ **April 19, 2023**, as amended and any subsequent revisions or amendments thereto.

The boundaries of the Special Flood Hazard Area (SFHA) Districts are established as shown on the FIRM which is declared to be a part of this ordinance and which shall be kept on file at the Farmville offices.

- a. The floodway district is in an AE Zone and is delineated, for purposes of this article, using the criterion that certain areas within the floodplain must be capable of carrying the waters of the one-hundred-year flood without increasing the water*

surface elevation of that flood more than one (1) foot at any point. The areas included in this district are specifically defined in the above-referenced flood insurance study and shown on the accompanying flood boundary and floodway map or flood insurance rate map.

The following provisions shall apply within the Floodway District of an AE zone:

- 1. Within any floodway area, no encroachments, including fill, new construction, substantial improvements, or other development shall be permitted unless it has been demonstrated through hydrologic and hydraulic analysis performed in accordance with standard engineering practice that the proposed encroachment will not result in any increase in flood levels within the community during the occurrence of the base flood discharge. Hydrologic and hydraulic analyses shall be undertaken only by professional engineers or others of demonstrated qualifications, who shall certify that the technical methods used correctly reflect currently-accepted technical concepts. Studies, analyses, computations, etc., shall be submitted in sufficient detail to allow a thorough review by the Floodplain Administrator.***
 - 2. Development activities which increase the water surface elevation of the base flood may be allowed, provided that the applicant first applies – with Farmville’s endorsement – for a Conditional Letter of Map Revision (CLOMR), and receives the approval of the Federal Emergency Management Agency.***
 - 3. If Section 29-23.a.c.1.a.1 is satisfied, all new construction and substantial improvements shall comply with all applicable flood hazard reduction provisions of Section 29-23.a.i.1.***
 - 4. The placement of manufactured homes (mobile homes) is prohibited, except in an existing manufactured home (mobile home) park or subdivision. A replacement manufactured home may be placed on a lot in an existing manufactured home park or subdivision provided the anchoring, elevation, and encroachment standards are met.***
- b. The special floodplain district shall be those areas identified as an AE zone on the maps accompanying the flood insurance study for which one hundred-year flood elevations have been provided.
- c. The approximated floodplain district shall be those areas identified as an A zone on the maps accompanying the flood insurance study. In these zones, no detailed flood profiles or elevations are provided, but the one hundred-year floodplain has been approximated. For these areas, the one-hundred-year flood elevations and floodway information from federal, state, and other acceptable sources shall be used, when available. Where the specific one-hundred-year flood elevation cannot be determined for this area, using other sources of data, such as the United States Army Corps of Engineers Floodplain Information Reports, United States Geological Survey Flood-Prone Quadrangles, etc., then the applicant for the

proposed use, development, and/or activity shall determine this elevation in accordance with hydrologic and hydraulic engineering techniques. Hydrologic and hydraulic analyses shall be undertaken only by professional engineers or others of demonstrated qualifications, who shall certify that the technical methods used correctly reflect currently accepted technical concepts. Studies, analyses, and computations shall be submitted in sufficient detail to allow a thorough review by the town.

The Floodplain Administrator reserves the right to require a hydrologic and hydraulic analysis for any development. When such base flood elevation data is utilized, the lowest floor shall be elevated to or above the base flood level plus two feet.

During the permitting process, the Floodplain Administrator shall obtain:

- a. The elevation of the lowest floor (in relation to mean sea level), including the basement, of all new and substantially improved structures; and,***
- b. If the structure has been floodproofed in accordance with the requirements of this article, the elevation (in relation to mean sea level) to which the structure has been floodproofed.***

Base flood elevation data shall be obtained from other sources or developed using detailed methodologies comparable to those contained in a FIS for subdivision proposals and other proposed development proposals (including manufactured home parks and subdivisions) that exceed fifty lots or five acres, whichever is the lesser.

- d. The shallow flooding district shall be those areas identified as zone AO or AH on the maps accompanying the flood insurance study.

(ed) Overlay concept.

- (1) The floodplain districts described above shall be overlays to the existing underlying districts as shown on the official zoning map, and as such, the provisions for the floodplain districts shall serve as a supplement to the underlying district provisions.
- (2) If there is any conflict between the provisions or requirements of the floodplain districts and those of any underlying district, the more restrictive provisions and/or those pertaining to the floodplain districts shall apply.
- (3) In the event any provision concerning a floodplain district is declared inapplicable as a result of any legislative or administrative actions or judicial decision, the basic underlying provisions shall remain applicable.

(de) District boundaries.

- (1) The boundaries of the special flood hazard area and floodplain districts are established as shown on the flood boundary and floodway map and/or flood insurance rate map, which is declared to be a part of this article and shall be kept on file at the town offices.

(ef) District boundary changes. The delineation of any of the floodplain districts may be revised by the town council where natural or manmade changes have occurred and/or where more

detailed studies have been conducted or undertaken by the U. S. Army Corps of Engineers or other qualified agency, or an individual documents the need for such change. However, prior to any such change, approval must be obtained from the Federal Insurance Administration.

- (fg) *Interpretation of district boundaries.* Initial interpretations of the boundaries of the floodplain districts shall be made by the zoning administrator. Should a dispute arise concerning the boundaries of any of the districts, the board of zoning appeals shall make the necessary determination. The person questioning or contesting the location of the district boundary shall be given a reasonable opportunity to present his case to the board and to submit his own technical evidence if he so desires.
- (gh) *Submitting technical data.* A community's base flood elevations may increase or decrease resulting from physical changes affecting flooding conditions. As soon as practicable, but not later than six (6) months after the date such information becomes available, a community shall notify the Federal Insurance Administration of the changes by submitting technical or scientific data. Such a submission is necessary so that upon confirmation of those physical changes affecting flooding conditions, risk premium rates and floodplain management requirements will be based upon current data.
- (hi) *General provisions.*

- (1) *Permit requirement.* All uses, activities, and development occurring within any floodplain district, ***including placement of manufactured homes***, shall be undertaken only upon the issuance of a zoning permit. Such development shall be undertaken only in strict compliance with the provisions of this section and with all other applicable codes and ordinances, as amended, including, but not limited to, the Virginia Uniform Statewide Building Code (***VA USBC***) and the town subdivision regulations. Prior to the issuance of any such permit, the ***Floodplain Administrator in consultation with the zoning administrator*** ~~officer~~ shall require all applications to include compliance with all applicable state and federal laws ***and shall review all sites to assure they are reasonably safe from flooding***. Under no circumstances shall any use, activity, and/or development adversely affect the capacity of the channels or floodways of any watercourse, drainage ditch, or any other drainage facility or system.

The following provisions shall apply to all permits:

- (a) ***New construction and substantial improvements shall be built according to this ordinance and the VA USBC, and anchored to prevent flotation, collapse, or lateral movement of the structure.***
- (b) ***Manufactured homes shall be anchored to prevent flotation, collapse, or lateral movement. Methods of anchoring may include, but are not limited to, use of over-the-top or frame ties to ground anchors. This standard shall be in addition to and consistent with applicable state anchoring requirements for resisting wind forces.***
- (c) ***New construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage.***
- (d) ***New construction or substantial improvements shall be constructed by methods and practices that minimize flood damage.***

- (e) Electrical, heating, ventilation, plumbing, air conditioning equipment, and other service facilities, including duct work, shall be designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding.*
- (f) New and replacement water supply systems shall be designed to minimize or eliminate infiltration of flood waters into the system.*
- (g) New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters.*
- (h) On-site waste disposal systems shall be located and constructed to avoid impairment to them or contamination from them during flooding.*

In addition to provisions A – H above, in all special flood hazard areas, the additional provisions shall apply:

- (2) ~~Alteration or relocation of a watercourse.~~ (i) Prior to any proposed alteration or relocation of any channel or of any watercourse within this jurisdiction, a permit shall be obtained from the U. S. Army Corps of Engineers, the ~~Virginia state~~ ~~Department of~~ ~~Environmental~~ ~~Quality~~, and the ~~state~~ ~~Virginia~~ ~~Marine~~ ~~Resources~~ ~~Commission~~ (a joint permit application is available from any one of these organizations). **Furthermore, in riverine areas**, notification of the proposal shall be given **by the applicant** to all **affected** adjacent jurisdictions, the **Department of Conservation and Recreation** (~~Division of~~ ~~Dam~~ ~~Safety~~), and ~~floodplain management~~ (~~department of conservation and recreation~~) **other required agencies**, and the ~~Federal Insurance Administration~~ **Emergency Management Agency**.*
- (j) The flood carrying capacity within an altered or relocated portion of any watercourse shall be maintained.*
- (k) In a regulatory floodway any encroachment which would cause any increase*
- (i) Specific standards.*
- (1) In the one hundred-year-floodplain areas where base flood elevations have been provided in the flood insurance study or generated according to the floodplain ordinance, the following provisions shall apply:
 - a. *Residential construction.* New construction or substantial improvement of any residential structure (including manufactured homes) shall have the lowest floor, including basement, elevated ~~no lower than one (1) foot above~~ **to or above** the base flood elevation **level plus two (2) feet**.
 - b. *Nonresidential construction.* New construction or substantial improvement of any commercial, industrial, or nonresidential building shall have the lowest floor, including basement, elevated to ~~no lower than one (1) foot~~ **or** above the base flood elevation **level plus two (2) feet**. Buildings located in all A, AE, and AH zones may be floodproofed in lieu of being elevated provided that all areas of the building components below the elevation corresponding to the base flood

elevation plus ~~one (1) foot~~ **two (2) feet** are watertight with walls substantially impermeable to the passage of water, and use structural components having the capability of resisting hydrostatic and hydrodynamic loads and the effect of buoyancy. A registered professional engineer or architect shall certify that the standards of this subsection are satisfied.

c. *Elevated buildings.* Enclosed areas, of new construction or substantially improved structures, which are below the regulatory flood protection elevation shall:

1. Not be designed or used for human habitation, but shall only be used for parking of vehicles, building access, or limited storage of maintenance equipment used in connection with the premises. Access to the enclosed area shall be the minimum necessary to allow for parking of vehicles (garage door) or limited storage of maintenance equipment (standard exterior door), or entry to the living area (stairway or elevator).
2. Be constructed entirely of flood resistant materials below the regulatory flood protection elevation.
3. ~~In the coastal high hazard district, follow the standards for elevation outlined in the floodplain ordinance.~~
3. Include, in zones A, AO, and AE, measures to automatically equalize hydrostatic flood forces on walls by allowing for the entry and exit of floodwaters. To meet this requirement, the openings must either be certified by a professional engineer or architect or meet the following minimum design criteria:
 - A. Provide a minimum of two (2) openings on different sides of each enclosed area subject to flooding.
 - B. The total net area of all openings must be at least one (1) square inch for each square foot of enclosed area subject to flooding.
 - C. If a building has more than one (1) enclosed area, each area must have openings to allow floodwaters to automatically enter and exit.
 - D. The bottom of all required openings shall be no higher than one (1) foot above the adjacent grade.
 - E. Openings may be equipped with screens, louvers, or other opening coverings or devices, provided they permit the automatic flow of floodwaters in both directions.
 - F. Foundation enclosures made of flexible skirting are not considered enclosures for regulatory purposes, and, therefore, do not require openings. Masonry or wood underpinning, regardless of structural status, is considered an enclosure and requires openings as outlined above.

d. *Accessory Structures*

1. Accessory structures in the SFHA will comply with the elevation requirements and other requirements of Section 29-23.a.i.b or, if not elevated or dry floodproofed, shall:

- a) Not be used for human habitation;***
- b) Be limited to no more than 600 square feet in total floor area;***
- c) Be useable only for parking of vehicles or limited storage;***
- d) Be constructed with flood damage-resistant materials below the base flood elevation;***
- e) Be constructed and placed to offer the minimum resistance to the flow of floodwaters;***
- f) Be anchored to prevent flotation;***
- g) Have electrical service and mechanical equipment elevated to or above the base flood elevation;***
- h) Shall be provided with flood openings which shall meet the following criteria:***
 - i. There shall be a minimum of two flood openings on different sides of each enclosed area; if a building has more than one enclosure below the lowest floor, each such enclosure shall have flood openings on exterior walls.***
 - ii. The total net area of all flood openings shall be at least 1 square inch for each square foot of enclosed area (non-engineered flood openings), or the flood openings shall be engineered flood openings that are designed and certified by a licensed professional engineer to automatically allow entry and exit of floodwaters; the certification requirement may be satisfied by an individual certification or an Evaluation Report issued by the ICC Evaluation Service, Inc.***
 - iii. The bottom of each flood opening shall be 1 foot or less above the higher of the interior floor or grade, or the exterior grade, immediately below the opening.***
 - iv. Any louvers, screens or other covers for the flood openings shall allow the automatic flow of floodwaters into and out of the enclosed area.***

(j) Standards for manufactured homes and recreational vehicles.

- (1) All manufactured homes placed, or substantially improved, on individual lots or parcels, in expansions to existing manufactured home parks or subdivisions, in a new manufactured home park or subdivision, or in an existing manufactured home park or subdivision on which a manufactured home has incurred substantial damage as the result of a flood, must meet all the requirements for new construction, including the elevation and anchoring requirements in accordance with this section.***

- (2) All manufactured homes placed or substantially improved in an existing manufactured home park or subdivision in which a manufactured home has not incurred substantial damage as the result of a flood shall be elevated so that either:
 - a. The lowest floor of the manufactured home is elevated no lower than ~~one (1)~~ **two (2)** foot above the base flood elevation; or
 - b. The manufactured home chassis is supported by reinforced piers or other foundation elements of at least equivalent strength that are no less than thirty-six (36) inches in height above grade;
 - c. And be securely anchored to the adequately anchored foundation system to resist flotation, collapse, and lateral movement.
 - (3) All recreational vehicles placed on sites must either:
 - a. Be on the site for fewer than one hundred eighty (180) consecutive days;
 - b. Be fully licensed and ready for highway use (a recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices and has no permanently attached additions); or
 - c. Meet all the requirements for manufactured homes in accordance with this section.
- (k)** *Standards for the special floodplain district.* The following provisions shall apply within the special floodplain district:
- (1) Until a regulatory floodway is designated, no new construction, substantial improvements, or other development (including fill) shall be permitted within the areas of special flood hazard, designated as zone AE on the flood rate insurance map, unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated development will not increase the water surface elevation of the base flood more than one (1) foot at any point within the town.
 - (2) Development activities in zones A, AE, and AH, on the town flood insurance rate map which increase the water surface elevation of the base flood by more than one (1) foot may be allowed, provided that the applicant first applies, with the town's endorsement, for a conditional flood insurance rate map revision, and receives the approval of the Federal Emergency Management Agency.
- (l)** *Standards for approximated floodplain.* The following provisions shall apply with the approximate floodplain district:
- (1) The approximated floodplain district shall be that floodplain area for which no detailed flood profiles or elevations are provided, but where a one hundred-year floodplain boundary has been approximated. Such areas are shown as zone A on the maps accompanying the flood insurance study. For these areas, the one hundred-year flood elevations and floodway information from federal, state, and other acceptable sources shall be used, when available. Where the specific one hundred-year flood elevation cannot be determined for this area using other sources of data, such as the U. S. Army

Corps of Engineers Floodplain Information Reports, U. S. Geological Survey Flood-Prone Quadrangles, etc., then the applicant for the proposed use, development and/or activity shall determine this elevation in accordance with hydrologic and hydraulic engineering techniques. Hydrologic and hydraulic analyses shall be undertaken only by professional engineers or others of demonstrated qualifications, who shall certify that the technical methods used correctly reflect currently-accepted technical concepts. Studies, analyses, computations, etc., shall be submitted in sufficient detail to allow a thorough review by the floodplain administrator and manager.

- (2) When such base flood elevation data is utilized, the lowest floor shall be ~~one~~ **(1) two (2) feet** above the base flood elevation.

(nn) *During the permitting process, the applicant shall provide:*

- (1) The elevation of the lowest floor (including the basement) of all new and substantially improved structures;
- (2) If the structure has been floodproofed in accordance with the requirements of this article, the elevation to which the structure has been floodproofed.

(no) *Standards for subdivision proposals.*

- (1) All subdivision proposals shall be consistent with the need to minimize flood damage;
- (2) All subdivision proposals shall have public utilities and facilities such as sewer, gas, electrical and water systems located and constructed to minimize flood damage;
- (3) All subdivision proposals shall have adequate drainage provided to reduce exposure to flood hazards.
- (4) *Base flood elevations for subdivision proposals or other developments greater than 50 lots or 5 acres shall be required with any preliminary plat pursuant to Section 29-63.b.***

(op) *Variance factors.* In passing upon applications for variances, the board of zoning appeals shall satisfy all relevant factors and procedures specified in section 29-13 of this chapter and consider the following additional factors:

- (1) The showing of good and sufficient cause.
- (2) The danger to life and property due to increased flood heights or velocities caused by encroachments. No variance shall be granted for any proposed use, development, or activity within any floodway district that will cause any increase in the one hundred-year flood elevation.
- (3) The danger that materials may be swept on to other lands or downstream to the injury of others.
- (4) The proposed water supply and sanitation systems and the ability of these systems to prevent disease, contamination, and unsanitary conditions.
- (5) The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owners.
- (6) The importance of the services provided by the proposed facility to the community.

- (7) The requirements of the facility for a waterfront location.
 - (8) The availability of alternative locations not subject to flooding for the proposed use.
 - (9) The compatibility of the proposed use with existing development and development anticipated in the foreseeable future.
 - (10) The relationship of the proposed use to the comprehensive plan and floodplain management program for the area.
 - (11) The safety of access by ordinary and emergency vehicles to the property in time of flood.
 - (12) The expected heights, velocity, duration, rate of rise, and sediment transport of the flood waters expected at the site.
 - (13) The repair or rehabilitation of historic structures upon a determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure and the variance is the minimum necessary to preserve the historic character and design of the structure.
 - (14) Such other factors which are relevant to the purposes of this article.
 - (15) The board of zoning appeals may refer any application and accompanying documentation pertaining to any request for a variance to any engineer or other qualified person or agency for technical assistance in evaluating the proposed project in relation to flood heights and velocities, and the adequacy of the plans for flood protection and other related matters. Variances shall be issued only after the board of zoning appeals has determined that the variance will be the minimum required to provide relief. Variances shall be issued only after the board of zoning appeals has determined that the granting of such will not result in:
 - a. Unacceptable or prohibited increases in flood heights;
 - b. Additional threats to public safety;
 - c. Extraordinary public expense;And will not:
 - d. Create nuisances;
 - e. Cause fraud or victimization of the public; or
 - f. Conflict with local laws or ordinances.
- (pq) The board of zoning appeals shall notify the applicant for a variance, in writing, that the issuance of a variance to construct a structure below the one hundred-year flood elevation:
- (1) Increases the risks to life and property; and
 - (2) Will result in increased premium rates for flood insurance.
- (qr) A record shall be maintained of the above notification as well as all variance actions, including justification for the issuance of the variances. Any variances that are issued shall be noted in the annual or biennial report submitted to the Federal Insurance Administrator.

- (f) *Existing structures in floodplain.* A structure or use of a structure or premises which lawfully existed before the enactment of these provisions, but which is not in conformity with these provisions, may be continued subject to the following conditions:
- (1) Existing structures in the floodway area shall not be expanded or enlarged unless it has been demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practices that the proposed expansion would not result in any increase in the base flood elevation.
 - (2) Any modification, alteration, repair, reconstruction, or improvement of any kind to a structure and/or use located in any floodplain areas to an extent or amount of less than fifty (50) percent of its market value shall conform to the Virginia Uniform Statewide Building Code.
 - (3) The modification, alteration, repair, reconstruction, or improvement of any kind to a structure and/or use, regardless of its location in a floodplain area to an extent or amount of fifty (50) percent or more of its market value shall be undertaken only in full compliance with this article and shall require the entire structure to conform to the Virginia Uniform Statewide Building Code.

(i) ***Glossary***

See Chapter 29, Article VII.

This ordinance shall be in full force and effect upon approval.

Approved: _____

Mayor

Attest: _____

Clerk of Council

I certify that the above ordinance was:

Adopted on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable A.D. “Chuckie” Reid: _____.

The Honorable Sallie O. Amos _____.

The Honorable Daniel E. Dwyer _____.

The Honorable Tommy Pairet _____.

The Honorable John Hardy _____.

The Honorable Donald L. Hunter _____.

The Honorable Adam Yoelin _____.

REQUEST APPROVAL OF FY2023-2024 LOCAL CHOICE HEALTH INSURANCE RATES

Mr. Dwyer made a motion to approve the FY2023-2024 Local Choice Health Insurance Rates, seconded by Mr. Hunter, and with Council members Hunter, Reid, Hardy, Yoelin and Dwyer voting “yes”, the motion passed.

BACKGROUND: The topic was discussed at the March 1, 2023 Work Session. There were no changes reported in the health insurance rates for the upcoming year. Town Manager reported the renewal selection is due to Anthem by the end of the month.

(The remainder of this page was left blank intentionally.)

**The Local Choice Health Benefits Program
Town of Farmville Proposed Rates
Effective from for July 01, 2023 through June 30, 2024
Using Current Percentages as FY22/23**

With Comprehensive Dental

ACTIVE EMPLOYEES

			Single		Dual		Family	
			Current Rate	New Rate	Current Rate	New Rate	Current Rate	New Rate
Key Advantage 250			921	921	1,704	1,704	2,487	2,487
Key Advantage 500			850	850	1,573	1,573	2,295	2,295

MONTHLY COST SHARING

	Current Emp%	Town %	Tier	Total Monthly Cost	Employee Share	Town Share	Town Increase	Employee Increase
Key Advantage 250	9.30%	90.70%	Single	921.00	85.65	835.35	0.00	0.00
	28.70%	71.30%	Dual	1,704.00	489.05	1,214.95	0.00	0.00
	28.70%	71.30%	Family	2,487.00	713.77	1,773.23	0.00	0.00
Key Advantage 500	4.21%	95.79%	Single	850.00	35.79	814.22	0.00	-0.01
	25.59%	74.41%	Dual	1,573.00	402.53	1,170.47	0.00	0.00
	25.50%	74.50%	Family	2,295.00	585.23	1,709.78	0.00	0.00

PER PAY PERIOD COST SHARING

	Current Emp%	Town %	Tier	Total Pay Period Cost	Employee Share	Town Share	Town Increase	Employee Increase
Key Advantage 250	9.30%	90.70%	Single	425.08	39.53	385.54	0.00	0.00
	28.70%	71.30%	Dual	786.46	225.71	560.75	0.00	0.00
	28.70%	71.30%	Family	1,147.85	329.43	818.41	0.00	0.00
Key Advantage 500	4.21%	95.79%	Single	392.31	16.52	375.79	0.00	0.00
	25.59%	74.41%	Dual	726.00	185.78	540.22	0.00	0.00
	25.55%	74.45%	Family	1,059.23	270.10	789.13	0.00	0.00

STAFF REPORTS

Town Manager reported the town will be hosting another Community Input Meeting on the topic of Planned Unit Developments to be held on Tuesday, March 28, 2023, 6:00 PM at the Robert Russa Moton Museum. Town residents also received notifications of the input session in their water bills and other communications.

COMMENTS BY THE MAYOR AND MEMBERS OF TOWN COUNCIL

Mr. Dwyer reported Zachariah Kowalski addressed the Council at a previous meeting asking for some curb work to be completed. Public Works Director Robin Atkins and staff made some changes that were beneficial to Mr. Kowalski and he expressed his gratitude for the work that was done which will allow him safe passage from his home to downtown.

Mayor Vincent reported to Council that he has met with Longwood University President Taylor Reveley and Hampden-Sydney College President Larry Stimpert, to discuss having regular meetings to keep the lines of communication open. He and Vice-Mayor Reid also had the opportunity to meet Attorney General Jason Miyares at the Robert Russa Moton Museum recently with the Farmville Chamber of Commerce.

Mr. Hunter made a motion to adjourn, seconded by Mr. Reid, and with all Council members stating “aye”, the meeting adjourned at 7:27 PM.

APPROVED:

ATTEST:

Brian R. Vincent, Mayor

Mary H. McKay, Clerk of Council



Town of Farmville

Agenda Item Summary

MEETING DATE: April 12, 2023

ITEM NUMBER: 9.a. – Finance Report

BACKGROUND: Verbal Report by Finance Director Julie Moore.

RECOMMENDATION: Approve the Finance Report as presented.

FISCAL IMPACT:

ATTACHMENTS:

1. Rescue Squad Vehicle Maintenance YTD 3-31-23
2. Rescue Squad Vehicle Maintenance-Mar23
3. March 2023 Finance Report
4. March 2023 Variable Revenue Chart
5. 2023 Retail Sales Business License

Year-to-Date Costs - Rescue Squad
July - June 2023

4/4/2023

	<u>July</u>	<u>August</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>Total</u>
Labor	126.90	0.00	254.99	1,057.53	348.86	97.33	194.48	517.54	337.66	0.00	0.00	0.00	\$2,935.29
Materials	0.00	0.00	2,078.31	1,462.56	607.14	93.98	2,243.14	1,934.26	441.42	0.00	0.00	0.00	\$8,860.81
Equipment	310.00	0.00	310.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<u>\$620.00</u>
	\$436.90	\$0.00	\$2,643.30	\$2,520.09	\$956.00	\$191.31	\$2,437.62	\$2,451.80	\$779.08	\$0.00	\$0.00	\$0.00	\$12,416.10

MARCH MONTHLY COST-RESCUE SQUAD

<u>DATE</u>	<u>VEHICLE</u>	<u>DESCRIPTION OF SERVICE</u>	<u>Man Hours</u>	<u>LABOR COST</u>	<u>MATERIAL COST</u>	<u>EQUIPMENT COST</u>
6-Mar	R-14	Replace tie rod ends, take to Goodman for front end alignment	10	\$232.66	\$441.42	
14-Mar	R-10	Changed oil, checked air filter & brakes both OK	3	\$105.00		

Cut grass at Rescue Squad

Total Labor Cost	\$337.66
Total Material Cost	\$441.42
Total Equipment Cost	<u>\$0.00</u>
Total March	\$779.08

<u>YTD Total</u>	\$12,416.10
-------------------------	-------------

TOWN OF FARMVILLE
FINANCE REPORT OF CASH RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF MARCH 2023

FUND NUMBER	FUND TITLE	BALANCE 03/01/2023	NET CHANGE	BALANCE 03/31/2023
<u>UNRESTRICTED FUNDS</u>				
10	GENERAL FUND	\$ 2,593,751.30	\$ 241,021.07	\$ 2,834,772.37
15	ST MAINT FUND	724,106.37	418,862.34	1,142,968.71
40	WATER FUND	2,147,480.43	(24,132.94)	2,123,347.49
42	SEWER FUND	2,716,796.91	74,282.17	2,791,079.08
44	TRANSPORTATION FUND	1,059,765.02	19,235.46	1,079,000.48
45	AIRPORT FUND	212,172.39	(17,770.50)	194,401.89
TOTAL	UNRESTRICTED FUNDS	9,454,072.42	711,497.60	10,165,570.02
<u>RESTRICTED FUNDS</u>				
10	ARPA-COVID FUNDS	6,721,174.00	(54,508.59)	6,666,665.41
10	ENHANCED 911-WIRELESS	347,224.83	8,084.86	355,309.69
10	E911-RESERVE	132,933.63	16.94	132,950.57
10	SET ASIDE ACCOUNT	1,651,121.20	153,268.54	1,804,389.74
10	E-CITATION	23,148.63	831.47	23,980.10
10	MEDICAL COMPENSATION	287,685.89	36.65	287,722.54
61	PAULETTE FUND	165.29	0.05	165.34
70	NARCOTICS FUND	9,547.51	1.22	9,548.73
70	TASK FORCE	2,145.52	0.27	2,145.79
TOTAL	RESTRICTED FUNDS	9,175,146.50	107,731.41	9,282,877.91
TOTAL ALL FUNDS		\$ 18,629,218.92	\$ 819,229.01	\$ 19,448,447.93

UNRESTRICTED FUNDS - ACCOUNTED FOR AS FOLLOWS:

CHECKING ACCOUNT-BENCHMARK (BANK WIRE)	\$ 0.01
PETTY CASH	2,500.00
PETTY CASH-GOLF COURSE	-
PETTY CASH-RECREATION	-
VIP ACCT - GOLF SALE PROCEEDS	935,300.00
LGIP ACCT - UNRESTRICTED	1,696,405.51
CHECKING ACCT-FARMERS BANK-AIRPORT	269,789.65
CHECKING ACCOUNT-BENCHMARK-	7,261,574.85
TOTAL UNRESTRICTED FUNDS	\$ 10,165,570.02

RESTRICTED FUNDS - ACCOUNTED FOR AS FOLLOWS:

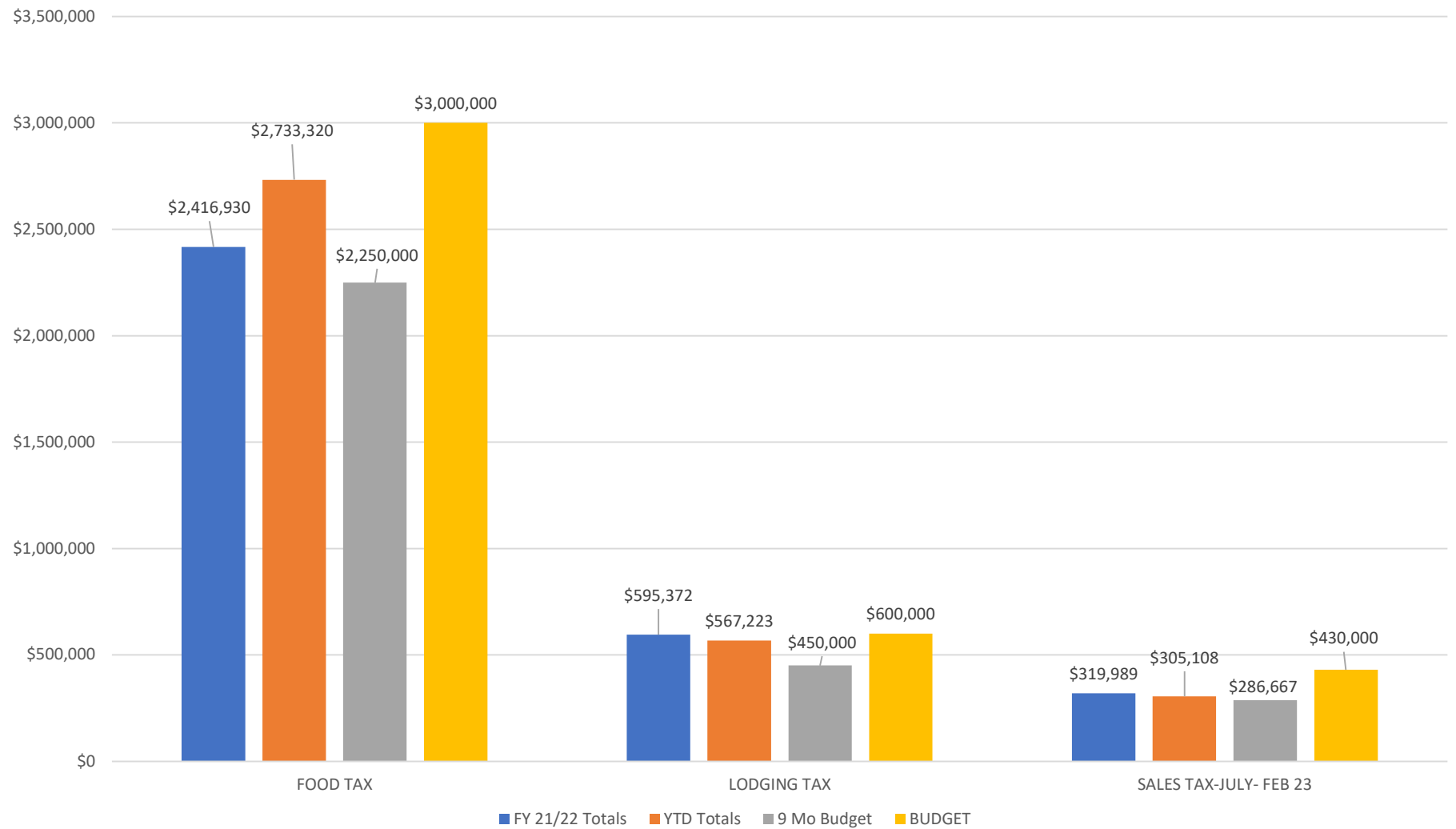
INTEREST CHECKING-BENCHMARK-ARPA-COVID FUNDS	\$ -
LGIP ACCT - ARPA -COVID FUNDS	6,666,665.41
MONEY MARKET - BENCHMARK - 911 WIRELESS	355,309.69
INTEREST CHECKING-BENCHMARK-E911 RESERVE	132,950.57
INTEREST CHECKING-BENCHMARK-SET ASIDE ACCOUNT	1,035,620.37
LGIP ACCT - SET ASIDE ACCOUNT	768,769.37
INTEREST CHECKING-FARMERS BANK-E-CITATION ACCOUNT	23,980.10
INTEREST CHECKING-BENCHARK-MEDICAL COMPENSATION	287,722.54
PASSBOOK SAVINGS - BENCHMARK - PAULETTE TRUST FUND	165.34
INTEREST CHECKING-BENCHMARK - NARCOTICS FUND-STATE	9,548.73
INTEREST CHECKING-BENCHMARK-TASK FORCE	<u>2,145.79</u>
TOTAL RESTRICTED FUNDS	\$ 9,282,877.91

RESPECTFULLY SUBMITTED:

Julie A. Moore

Julie A. Moore, CPA, CFE, CGFM

Variable Revenue - March 2023



RETAIL SALES & DOLLAR VOLUME - LAST FIVE YEARS

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Grocery Stores	57,305,637.00	57,999,277.00	63,972,342.00	67,286,875.28	72,086,178.88
Restaurants	49,210,121.00	51,892,115.00	43,959,169.82	55,274,680.15	63,868,769.82
Retail Automotive Sales (Includes car sales & service station)	74,841,763.00	68,647,545.00	61,586,130.08	71,220,955.61	82,525,434.87
Other Retail Sales (Less food & automotive)	<u>192,989,523.00</u>	<u>193,842,564.00</u>	<u>199,151,263.38</u>	<u>230,093,603.35</u>	<u>234,286,411.37</u>
TOTAL RETAIL SALES	374,347,044.00	372,381,501.00	368,668,905.28	423,876,114.39	452,766,794.94
% Increase	4.48%	-0.53%	-1.00%	14.97%	6.82%
Contractors	68,023,480.00	105,412,586.00	51,993,127.58	35,672,655.71	49,293,104.74
Wholesale Merchants	30,243,301.00	29,202,520.00	27,107,295.15	38,074,662.33	42,532,983.94
Professional Service (Doctors, Attorneys, Dentists, Surveyors, Accountants, etc.)	36,762,365.00	36,345,733.00	38,672,906.58	40,964,495.82	37,143,368.36
Hotels/Motels	7,558,247.00	10,391,734.00	6,284,159.04	12,637,281.30	12,184,953.89
All Other Business	<u>92,167,428.00</u>	<u>88,119,799.00</u>	<u>83,164,766.80</u>	<u>87,690,584.54</u>	<u>96,966,713.88</u>
TOTAL DOLLAR VOLUME	609,101,865.00	641,853,873.00	575,891,160.43	638,915,794.09	690,887,919.75
% Increase	4.68%	5.37%	-10.28%	10.94%	8.13%
Total License Taxes	1,454,419.00	1,513,259.00	1,386,782.96	1,554,899.88	1,664,990.42
TOTAL REVENUE	1,454,419.00	1,513,259.00	1,386,782.96	1,554,899.88	1,664,990.42
% Increase	3.82%	4.04%	-8.36%	12.12%	7.08%



Town of Farmville

Agenda Item Summary

MEETING DATE: April 12, 2023

ITEM NUMBER: 10.a. – Request Adoption of Ordinance No. 221 - Amending Section 29-81 Definitions, of Article VII of Chapter 29 - Zoning and Subdivision

BACKGROUND: The proposed Ordinance No. 221 was discussed at the April 5, 2023 Work Session.

The Planning Commission met on March 15, 2023, and recommended changes to the definitions in the floodplain ordinance.

RECOMMENDATION: Adopt Ordinance No. 221

FISCAL IMPACT:

ATTACHMENTS:

1. Ordinance No. 221

ORDINANCE NO. 221

Amending Section 29-81. - Definitions, of Article VII of Chapter 29 – Zoning and Subdivision

WHEREAS, the Town Council of the Town of Farmville has considered the Town of Farmville Planning Commission's recommendation to amend Section 29-81. - Definitions, of Article VII of Chapter 29 – Zoning and Subdivision, by adding new terms and definitions and modifying existing definitions; and

WHEREAS, the Town Council of the Town of Farmville has duly advertised a public hearing on this matter in The Farmville Herald, and held a public hearing on April 12, 2023; and

WHEREAS, the Town Council of the Town of Farmville, in accordance with the Code of Virginia, shall from time to time make changes to zoning ordinances or any amendment of an ordinance; and

NOW, THEREFORE, BE IT ORDAINED, the Town Council of the Town of Farmville amend Section 29-81. - Definitions, of Article VII of Chapter 29 – Zoning and Subdivision, by adding new terms and definitions and modifying existing definitions of the ordinance in the Town Code as follows:

Sec. 29-81. Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning. Where terms are not defined, they shall have their ordinarily accepted meaning, or such as the context may imply.

Generally, the words "used for" include "designed for," and vice versa; the word "building" includes the word "structure"; the word "dwelling" includes the word "residence"; and the word "lot" includes the word "plot." Any words pertaining to gender shall be interchangeable. The word "he" shall mean "she," and "she" shall mean "he." The word "shall" is mandatory; the word "may" or "should" is permissive.

Access. Means of approach, including ingress and egress.

Accessory dwelling or accessory dwelling unit. 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.

Accessory use or structure. A subordinate use or structure customarily incidental to and located on the same lot occupied by the main use or building but not attached to the main building. Attached structures shall be considered part of the main building. ***Accessory structures are not to exceed 600 square feet in the Special Flood Hazard Area.***

Acreage. A parcel of land, regardless of area, described by metes and bounds which is not a numbered lot on any recorded subdivision plat.

Act of God. A natural event, not preventable by any human agency, such as flood, storms, or lightning. Forces of nature that no one has control over and therefore cannot be held accountable.

Addition. Any construction that increases the gross floor area of a building or structure, or results in an expanded footprint of a building or structure on the ground.

Administrator. The official charged with the enforcement of this chapter that is by formal resolution designated the position by the governing body. He may serve with or without compensation as determined by the governing body.

Affordable housing. Housing that is affordable to families with incomes at or below eighty (80) percent of the area median income, provided that the occupant pays no more than thirty (30) percent of his or her gross income for gross housing costs, including utilities.

Agent. One who represents another, called the principal, in dealings with third persons. The agent undertakes some business by authority of the principal. The principal is the property owner.

Aggrieved person. A person or group of people with an immediate, pecuniary and substantial interest in an action taken by the administrator or board of zoning appeals under this chapter, as opposed to a remote or indirect interest. A person is also aggrieved if the person suffers a denial of some personal or property right or imposition of a burden or obligation different from that suffered by the public in general.

Alteration. Any change in the total floor area, use, adaptability or external appearance of an existing structure.

Alley. A minor right-of-way that is dedicated to public use and which affords a secondary means of vehicular access to the back or side of properties otherwise abutting a street, and which may be used for public utility purposes.

All-weather driving surface. Any material capable of supporting the weight of a large motor vehicle during any weather condition. Examples could include products such as Grasscrete and Geoblock; or, materials such as gravel, textured pavement, concrete or others as approved by the zoning administrator.

Area. The portion of a parcel of land which the owner or developer demonstrates is usable by the inhabitants or future inhabitants of the parcel. Excessive slopes and floodplains may be deemed unusable.

Amateur radio tower. A structure on which an antenna is installed for the purpose of transmitting and receiving amateur radio signals erected and operated by an amateur radio operator licensed by the Federal Communications Commission.

Antenna. Any exterior apparatus designed for commercial telephonic, radio or television communications through the sending and/or receiving of electromagnetic waves.

Applicant. A property owner or their authorized representative who has petitioned the town for approval of a zoning change, zoning permit, building permit, variance, conditional use permit, site development plan, sign permit, certificate of appropriateness, subdivision, or any other authorization for the use or development of their property under the requirements of this chapter.

Application. An applicant petition for approval of a zoning change, zoning permit, building permit, variance, conditional use permit, site development plan, sign permit, certificate of appropriateness, or any other authorization for the use or development of their property under the requirements of this chapter.

Assembly. The use of land for a meeting place where persons gather together for purposes of attending civic, social, or religious functions, recreational events or entertainment performances on a regular or recurring basis including but not limited to, religious institutions, banquet facilities, funeral homes, theaters, conference centers, stadiums, and similar places.

Auction barn. A building, area, or areas within a building used for the public sale of goods, wares, merchandise, or equipment to the highest bidder. This definition excludes the sale of livestock.

Automobile graveyard. Any lot or place which is exposed to the weather upon which more than five (5) motor vehicles of any kind, incapable of being operated, and which it would not be economically practical to make operative, are placed, located or found.

Automobile rental/leasing. The rental of automobiles and light trucks and vans, including incidental parking and servicing of vehicles for rent or lease. Typical uses include auto rental agencies and taxicab dispatch areas.

Automobile repair service. A use which provides for the minor repair and/or maintenance of automobiles, but does not include towing service or body work. The retail sale and dispensing of motor fuels may be allowed as permitted within this chapter.

Automobile sales. The use of any building, land area or other premises for the display of new and used automobiles, trucks, vans, or motorcycles for sale, lease, or rent, including any warranty repair work and other major and minor repair service conducted as an accessory use.

Awning. A shelter constructed of rigid or non-rigid materials on a supporting framework, either freestanding, or projecting from and supported by an exterior wall of a building.

Base flood; one-hundred-year flood. A flood that, on the average, is likely to occur once every one hundred (100) years (i.e., that has a one-percent chance of occurring each year, although the flood may occur in any year).

Base flood elevation. The Federal Emergency Management Agency designated one-hundred-year water surface elevation.

Basement. That portion of a building below the first or ground-floor level and all or partly underground but having at least one-half (½) of its height, the distance between the ceiling and floor, below grade. ***For floodplain management, any area of the building having its floor sub-grade (below ground level) on all sides.***

Bed and breakfast (B and B). A temporary lodging facility, which serves as the property owner's and B and B manager's primary residence and shall be permitted to have up to five (5) guest rooms wherein food service shall be limited to breakfast and light fare for guests of the B and B only.

Berm. A landscaped earthen mound, incorporated as part of a site design, and intended to enhance the compatibility of abutting or nearby properties through the mitigation of sound, the screening of views, and/or the visual enhancement of a property's landscaped character.

Bikeway. A bicycle pathway: either a bike lane, a bike trail, or bike route.

Block. An area enclosed by adjacent and usually by intersecting streets.

Board of zoning appeals. The board appointed to review appeals made by individuals with regard to decisions of the zoning administrator in the interpretation of this chapter and to authorize, upon appeal, variances from the terms of this chapter when justified by special conditions.

Brewery or distillery. The use of land, licensed by the state, where beer or spirits are manufactured for sale. Breweries have a capacity greater than one thousand (1,000) barrels a year and distilleries have a capacity greater than five thousand (5,000) gallons a year. Consumption on the premises is permitted as an accessory use.

Broadcasting or communication tower. Any unstaffed facility for the transmission and/or reception of radio, television, radar, cellular telephone, personal paging device, specialized mobile radio (SMR), and similar services. A broadcasting or communication tower usually consists of an equipment shelter or cabinet, a support tower or other structure used to achieve the necessary elevation, and the transmission or reception devices or antenna. Excluded are amateur radio towers, which are described separately. Also excluded are wireless communication antennas which fit the definition of utility services, minor.

Buffer yard. A yard with screening and landscaping materials required between abutting zoning districts of differing intensities or between adjoining land uses for the purpose of decreasing the adverse impact of differing uses and districts.

Building. Any structure having a roof supported by columns or walls for the housing or enclosure of persons, animals or chattels.

Building, accessory. A subordinate structure customarily incidental to and located on the same lot occupied by the main structure. No such accessory structure shall be used for housekeeping purposes.

Building, height of. The vertical distance measured from the level of the curb or the established curb grade opposite the middle of the front of the structure to the highest point of the roof; if a flat roof, to the deck line of a mansard roof or to the mean height between the eaves and ridge of a gable, hip, or gambrel roof. For buildings set back from the street line, the height shall be measured from the average elevation of the ground surface along the front of the building.

Building line or setback line. A line that establishes the area within which the principal building or structure must be erected or placed and which may be located by means of a plat of subdivision or site plan at a distance greater than, but in no case less than, the minimum setbacks or yard spaces required by the zoning ordinance.

Building, main. The principal structure or one (1) of the principal buildings on a lot or the building or one (1) of the principal buildings housing the principal use of the lot.

Building official. The administrative official responsible for issuing building permits and enforcing the building code of the town.

Caliper. The diameter of a tree (usually nursery stock) measured at a point six (6) inches above the ground or top of root ball for up to and including four (4) inch caliper trees, and at a point twelve (12) inches above the ground or top of root ball for larger sizes.

Canopy, awning. A roofed structure constructed of fabric or other material supported by the building or by support extending to the ground directly under the canopy and placed so as to extend outward from the building providing a protective shield for doors, windows and other openings.

Car wash. The washing and cleaning of vehicles. Typical uses include automatic conveyor machines and self-service car washes.

Cemetery. Any land or structure used or intended to be used for the interment of human remains. The sprinkling of ashes or their burial in a biodegradable container on church grounds or their placement in a columbarium on church property shall not constitute the creation of a cemetery.

Cemetery, private. A place where human remains are interred above or below ground and where plots are not sold.

Clinic. A facility providing medical, psychiatric, or surgical service for sick or injured persons exclusively on an out-patient basis including emergency treatment, diagnostic services, training, administration and services to outpatients, employees, or visitors. The term, "clinic" includes immediate care facilities, where emergency treatment is the dominant form of care provided at the facility.

Club. A use providing educational, meeting, or social facilities for civic or social clubs, fraternal/sororal organization, and similar organizations and associations, primarily for use by members and guests. Recreational facilities, unless otherwise specifically cited in this section, may be provided for members and guests as an accessory use. A Club does not include a building in which members reside.

Commission. The planning commission of the town.

Commercial indoor recreation/amusement. An establishment which provides an enclosed building for indoor sports and/or multiple coin operated amusement or entertainment devices or machines as other than an incidental use of the premises. Typical uses include bowling alleys, ice and roller skating rinks, indoor racquetball, swimming, billiard halls, game rooms, and video arcades.

Commercial outdoor recreation/amusement. Participant or spectator uses conducted in open or partially enclosed or screened facilities. Typical uses include driving ranges, miniature golf, swimming pools, paintball facilities, motorized cart tracks, sports arenas, racing facilities, and outdoor amusement parks.

Communications service. An establishment primarily engaged in the provision of broadcasting and other information relay services accomplished using electronic and telephonic mechanisms. Excluded from this use type are facilities classified as *utility services, major or broadcasting or communication towers*. Typical uses include television studios, telecommunication service centers, telegraph service offices or film and sound recording facilities.

Condominium. A multiple dwelling or development where individual property owners typically own the dwelling unit in which they live, but the land the structure is situated on is owned by some other individual or in common.

Construction, new. For the purposes of determining insurance rates, structures for which the start of construction commenced on or after the effective date of an initial FIRM (flood insurance rate map) or after December 31, 1974, whichever is later, and includes any subsequent improvements of such structures. For floodplain management purposes, "new construction" means structures for which the start of construction commenced on or after the effective date of a floodplain management regulation adopted by a community and includes any subsequent improvements to such structures.

Construction sales and service. Establishment or place of business primarily engaged in retail or wholesale sale, from the premises, of materials used in the construction of buildings or other structures, but specifically excluding automobile or equipment supplies otherwise classified herein. Typical uses include building material stores and home supply establishments.

Construction sign. A temporary sign identifying an architect, developer, builder, general contractor, subcontractor, material supplier, and or financing entity participating in construction on the property on which the sign is located.

Construction, start of. The date the building permit was issued, provided that the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, or other improvement was within one hundred eighty (180) days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation, or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration on any wall, ceiling, floor, or other structural part of a building, whether or not the alteration affects the external dimensions of the building.

Construction yard. Establishment or place of business primarily engaged in construction activities, including outside storage of materials and equipment. Typical uses are building contractor's yards.

Consumer repair service. Establishment or place of business primarily engaged in the provision of repair services to individuals and households, rather than businesses, but excluding automotive and equipment repair use types. Typical uses include appliance repair shops, shoe repair, watch or jewelry repair shops, or repair of musical instruments.

Commercial vehicle repair service. Repair of construction equipment, commercial trucks, agricultural implements and similar heavy equipment, including automobiles, where major engine and transmission repairs are conducted. Typical uses include automobile and truck repair garages,

transmission shops, radiator shops, body and fender shops, equipment service centers, machine shops and other similar uses where major repair activities are conducted.

Cul-de-sac. A street with only one (1) outlet and having a turnaround for reverse traffic movement.

Day care center. Any facility operated for the purpose of providing care, protection, and guidance during only part of a twenty-four-hour day. This term includes nursery schools, preschools, day care centers for individuals including adults, and other similar uses but excludes public and private educational facilities, family home day care, or any facility offering care to individuals for a full twenty-four-hour period.

Deck. A structure, without a roof, directly adjacent to a principal building, which has an average elevation of thirty (30) inches or greater from finished grade. A deck may be constructed of any materials.

Dedication. The transfer of private property to public ownership upon written acceptance.

Developer. See *applicant*.

Development. Any human-made change to improved or unimproved real estate, including, but not limited to, buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials.

District. Districts as referred to in Code of Virginia, § 15.2-2282.

Driveway. A private road giving access from a public way to parking spaces on abutting lots.

Dump heap (trash pile). Any area of one hundred (100) square feet or more lying within one thousand (1,000) feet of a state highway or town street, a residence, a dairy barn, a food handling establishment where trash, garbage, or other waste or scrap material is dumped or deposited without being covered by a sanitary fill.

Dwelling or dwelling unit. Any building or portion of a building intended to be used for residential purposes by a single family and designed or arranged in such a manner that none of the facilities or areas customarily provided for cooking, sleeping, eating, sanitation or other residential functions is shared by any other family or persons residing in the same structure. Does not include hotels, boardinghouses, lodging houses, tourist cabins, and mobile homes.

Dwelling, multi-family. A building arranged or designed to be occupied by three (3) or more dwelling units for permanent occupancy, regardless of the method of ownership. Included in the use type would be garden apartments, low and high rise apartments, apartments for elderly housing and condominiums.

Dwelling, single-family attached. Two (2) or more single family dwellings sharing two (2) or more common walls, each on its own individual lot. Attached dwellings are not vertically stacked.

Dwelling, single-family detached. A site built or modular building designed for or used exclusively as one (1) dwelling unit for permanent occupancy, which is surrounded by open space or yards on all sides, is located on its own individual lot, and which is not attached to any other dwelling by any means.

Dwelling, townhouse. A row of three (3) or more dwelling units, each separated from one another by a continuous vertical wall without opening from basement floor to roof between units which is commonly known as a firewall.

Dwelling, two-family. Also referred to as a duplex; means a structure arranged or designed to be occupied by two (2) families, the structure having only two (2) dwelling units.

Easement. A grant by a property owner of the use of land for a specific purpose.

Educational facility, college/university. An educational institution authorized by the state to award associate, baccalaureate or higher degrees, and facilities associated with it. This term includes academic buildings, administrative facilities, dormitories, special housing, parking areas, dining halls and other physical plants associated with the college or university use.

Educational facility, primary/secondary. A public, private or parochial school offering instruction at the elementary, junior and/or senior high school levels in the branches of learning and study required to be taught in the public schools of the state.

Emergency shelter. A facility promoting temporary housing for one (1) or more individuals who are otherwise temporarily or permanently homeless. This definition excludes halfway house which is otherwise defined in this chapter.

Encroachment. The advance or infringement of uses, plant growth, fill, excavation, buildings, permanent structures or development into a floodplain, which may impede or alter the flow capacity of a floodplain.

Engineer. An engineer licensed by the commonwealth.

Equipment sales and rental. Establishments primarily engaged in the sale or rental of tools, trucks, tractors, construction equipment, agricultural implements, and similar industrial equipment, and the rental of mobile homes. Included in this use type is the incidental storage, maintenance, and servicing of such equipment.

Façade. An entire outside wall of a structure, including wall faces, parapets, fascia, windows, and doors, of one (1) complete elevation.

Family. A person living alone, or any of the following groups living together as a single housekeeping unit: (1) Any number of persons related by blood, marriage, adoption, guardianship, or duly-authorized custodial relationship; (2) Four (4) unrelated people; (3) Two (2) unrelated people and any children related to either of them; (4) Residents of an assisted living facility or group home as allowed by Code of Virginia, § 15.2-2291.

Family home day care. A single-family dwelling in which more than four (4) but less than thirteen (13) individuals, are received for care, protection and guidance during only part of a twenty-four-hour day. Individuals related by blood, legal adoption or marriage to the person who maintains the home shall not be counted towards this total. The care of four (4) or fewer individuals for portions of a day shall be considered as a home occupation.

Family health care structure, temporary. Pursuant to all conditions set forth in Code of Virginia, § 15.2-2292.1, a transportable residential structure, providing an environment facilitating a caregiver's provision of care for a mentally or physically impaired person, that: (1) Is primarily assembled at a location other than its site of installation; (2) Is limited to one (1) occupant who shall be the mentally or physically impaired person, or in the case of a married couple, two (2) occupants, one (1) of whom is a mentally or physically impaired person and the other requires assistance with one (1) or more activities of daily living as defined in Code of Virginia, § 63.2-2200, as certified in writing by a physician licensed in the commonwealth; (3) has no more than three hundred (300) gross square feet; and (4) complies with applicable provisions of the Industrialized Building Safety Law (§ 36-70 et seq.).

Farmer's market. Retail sale of fresh fruits and vegetables, and other food and related items, at a facility with spaces occupied by several different temporary tenants on a short-term or daily basis; indoor or outdoor; but this term does not include roadside stands.

Fence. A freestanding structure of metal, masonry, composition, vinyl or wood or any combination, resting on or partially buried in the ground and rising above ground level, with posts at regular intervals, and used for confinement, screening, or partition purposes.

Financial institution. An establishment whose principal purpose is the provision of financial services, including but not limited to, an insured depository institution, a credit union, a federal home loan bank, a small business investment company, a depository institution holding company, a mortgage lending business, or other institutions as defined by federal code.

Flood. A general and temporary condition of partial or complete inundation of normally dry land areas from:

- (1) The overflow of inland waters.
- (2) The unusual and rapid accumulation or runoff of surface waters from any source.
- (3) Mud slides (i.e., mud flows) which are proximately caused by flooding as defined in subsection (2) of this definition and are akin to a river of liquid and flowing mud on the surfaces of normally dry land areas, as when earth is carried by a current of water and deposited along the path of the current.
- (4) The collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as a flash flood, or by some similarly unusual and unforeseeable event which results in flooding as defined in subsection (1) of this definition.

Flood insurance rate map (FIRM). An official map of ~~the~~ a community, on which the Federal ~~Insurance Administration~~ **Emergency Management Agency** has delineated both the special flood hazard areas and the risk premium zones applicable to the community. ***A FIRM that has been made available digitally is called a Digital Flood Insurance Rate Map (DFIRM).***

Flood insurance study (FIS). A report ~~published by FEMA for a community in conjunction with the community's flood insurance rate map. The study contains such background data as the base flood discharges and water surface elevations that were used to prepare the FIRM.~~ ***that examines, evaluates and determines flood hazards and, if appropriate, corresponding water surface elevations, or an examination, evaluation and determination of mudflow and/or flood-related erosion hazards.***

Floodplain.

- (1) A relatively flat or low land area adjoining a river, stream, or watercourse which is subject to partial or complete inundation.
- (2) An area subject to the unusual and rapid accumulation or runoff of surface water from any source.

Floodproofing. Any combination of structural and nonstructural additions, changes, or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, structures and their contents.

Flood-prone. Any land area susceptible to being inundated by water from any source.

Floodway. The designated area of the floodplain required to carry and discharge floodwaters of a given magnitude. For the purposes of this chapter, the floodway shall be capable of accommodating a flood of one-hundred-year magnitude without increasing the water surface elevation more than one (1) foot above the regulatory base flood elevation.

Floor area, gross. The sum of the horizontal areas of the several stories of a building, measured from the exterior faces of exterior walls, or in the case of a common wall separating two (2) buildings, from the centerline of such common wall. Gross floor area shall exclude basements and attics. The

surface area of tennis courts, swimming pools, driveways, surface parking spaces, decks, patios, and porches, is not included in the total gross floor area.

Floor area ratio (FAR). The ratio of gross floor area of all structures on a lot to total lot area.

Freeboard. A margin of safety added to the base flood elevation to account for waves, debris, miscalculations, or lack of data.

Frontage. The minimum width of a lot measured from one (1) side lot line to the other along a straight line parallel to the street or if curved, parallel to the tangent to the curve of the street, on which no point shall be farther away from the street on which the lot fronts than the building setback line as defined and required herein.

Frontage road. A service road, usually parallel to a highway, designed to reduce the number of driveways that intersect the highway.

Funeral home. Establishments engaged in undertaking services such as preparing the dead for burial, and arranging and managing funerals. Typical uses include funeral homes or mortuaries.

Garage, private. An accessory building designed or used for the storage of not more than three (3) automobiles owned and used by the occupants of the building to which it is accessory. On a lot occupied by a multiple-unit dwelling, the private garage may be designed and used for the storage of one and one-half (1½) times as many automobiles as there are dwelling units.

Garden center. Establishments or places of business primarily engaged in retail sales from the premises including trees, shrubs, seeds, fertilizers, pesticides, plants and plant materials primarily for agricultural, residential and commercial consumers. Such establishments typically sell products purchased from others, but may sell material which they grow themselves.

Gasoline station. An area of land, including structures thereon, or any building or part thereof, or any devices used for the sale and direct delivery to motor vehicles of fuel.

Governing body. The town council.

Grade. The lowest of:

- (1) Lowest elevation of the street at the curb;
- (2) Established or mean street elevation if curb not established;
- (3) Lowest elevation of finished ground surface on any side of the building or property.

Grandfathered. A term referencing a use or structure that is not in conformance with the current ordinance but that was legal at the time it was established or constructed. Also referred to as a legally nonconforming use/structure.

Greenhouse. A building with transparent walls and roof; for the cultivation and exhibition of plants under controlled conditions.

Greenhouse, commercial. A greenhouse operation in which plants are offered for sale to the public, either at wholesale or at retail.

Gross public floor area. The total area of the building accessible or visible to the public, including showrooms, motion picture theaters, motion picture arcades, service areas, behind-counter areas, storage areas visible from such other areas, restrooms (whether or not labeled "public"), plus aisles, hallways, and entryways serving such areas.

Group home. A licensed residential facility in which no more than eight (8) mentally ill, intellectually disabled, or developmentally disabled persons, or no more than eight (8) aged, infirmed or disabled persons reside, with one (1) or more resident counselors or other resident or nonresident staff

persons. The terms "mental illness" and "developmental disability" shall not include current illegal use of, or addiction to, a controlled substance as defined in Code of Virginia, § 54.1-3401. The residential facility, to qualify as a group home, must have a license from the state department of behavioral health and developmental services or the state department of social services.

Guestroom. A room which is intended, arranged or designed to be occupied, for more than forty-five (45) nights, by one (1) or more guests paying direct or indirect compensation therefor, but in which no provision is made for cooking.

Guidance services. A use providing counseling, guidance, recuperative, or similar services for persons requiring rehabilitation assistance as a result of mental illness, alcoholism, detention, drug addiction, or similar conditions for only part of a twenty-four-hour day.

Halfway house. An establishment providing accommodations, supervision, rehabilitation, counseling, and other guidance services to persons suffering from alcohol or drug addiction, to persons re-entering society after being released from a correctional facility or other institution, or to persons suffering from similar disorders. This use is separate from emergency shelters and shelters as defined in this chapter.

Hazardous substance. A substance listed under United States Public Law 96-510, entitled the Comprehensive Environmental Response Compensation and Liability Act.

Health official. The health director or sanitarian serving the town.

Highway engineer. The resident engineer employed by the state department of transportation.

Historic area. An area containing buildings or places in which historic events occurred or having special public value because of notable architectural or other features relating to the cultural or artistic heritage of the area, of such significance as to warrant conservation and preservation. An historic area is not currently in, or does not currently constitute, an historic district.

Historic district. A site, structure, landmark, one (1) or more of them, or a group of them, which have unique architectural, historic, cultural, or archaeological importance to the county, the commonwealth, or the nation, and which are designated on the official zoning map as constituting an historic district.

Historic site. A building, place or area in which historic events occurred or having special public value because of notable architectural or other features relating to the cultural or artistic heritage of the community, of such significance as to warrant conservation and preservation.

Historic structure. Any structure that is:

- (1) Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
- (2) Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
- (3) Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or
- (4) Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:
 - a. By an approved state program as determined by the Secretary of the Interior; or
 - b. Directly by the Secretary of the Interior in states without approved programs.

Home occupation, class A. An occupation conducted primarily on-site involving persons residing on the premises. Such occupations may require the use of accessory structures. No more than five (5) clients or customers shall be allowed on the premises at any one (1) time on a regular basis.

Home occupation, class B. An occupation conducted primarily on-site involving persons residing on the premises and not more than two (2) full or part-time outside employees. Such occupations may require the use of accessory structures or outside areas. No more than ten (10) clients or customers shall be allowed on the premises at any one (1) time on a regular basis.

Hospital. An institution rendering medical, surgical, obstetrical or convalescent care, including sanitarium, but in all cases excluding veterinary hospitals and hospitals specializing in the care and treatment of mental illnesses, narcotic addicts or alcoholics, unwed mothers, and those about to become mothers out of wedlock.

Hotel, motel. A building designed or occupied as the more or less temporary abiding place for fourteen (14) or more individuals who are lodged for compensation, with or without meals, and in which provision is not generally made for cooking in individual rooms or suites.

Junkyard. The use of any area of land lying within one hundred (100) feet of a state highway or town street or the use of more than two hundred (200) square feet of land area, regardless of location, for storage, keeping or abandonment of junk, including scrap metals or other scrap materials. The term "junkyard" shall include the term "automobile graveyard" as defined in Code of Virginia, § 33.1-348.

Kennel. A place to house, board, breed, handle or otherwise keep or care for dogs for sale or in return for compensation.

Laboratory, research, and development. An establishment whose principal purpose is the research, compounding and/or packaging of scientific products, or research and development of innovative ideas in technology-intensive fields. Examples include research and development of communication systems, transportation, geographic information systems, multi-media and video technology. Development and construction of prototypes and light manufacturing may be associated with this use.

Landscaping. The improvement of the appearance of an area by the planting of trees, grass, shrubs, or other plant materials, or by the alteration of the contours of the ground.

Laundry, commercial. Establishments primarily engaged in the provision of laundering, cleaning or dyeing services other than those classified as personal services. Typical uses include bulk laundry and cleaning plants, diaper services, or linen supply services.

Letters of Map Change (LOMC). *A letter of Map Change is an official FEMA determination, by letter, that amends or revises an effective Flood Insurance Rate map or Flood Insurance Study, Letters of Map Change include:*

Letter of Map Amendment (LOMA). *An amendment based on technical data showing that a property was incorrectly included in a designated special flood hazard area. A LOMA amends the current effective Flood Insurance Rate Map and establishes that a land as defined by metes and bounds or structure is not located in a special flood hazard area.*

Letter of Map Revision (LOMR). *A revision based on technical data that may show changes to flood zones, flood elevations, floodplain and floodway delineations, and planimetric features. A Letter of Map Revision Based on Fill (LOMR-F), is a determination that a structure or parcel of land has been elevated by fill above the base flood elevation and is, therefore, no longer exposed to flooding associated with the base flood. In order to qualify for this determination, the fill must have been permitted and placed in accordance with the community's floodplain management regulations.*

Conditional Letter of Map Revision (CLOMR). A formal review and comment as to whether a proposed flood protection project or other project complies with the minimum NFIP requirements for such projects with respect to delineation of special flood hazard areas. A CLOMR does not revise the effective Flood Insurance Rate Map or Flood Insurance Study.

Life care facility. A residential facility primarily for the continuing care of the elderly, providing for transitional housing progressing from independent living in various dwelling units, with or without kitchen facilities, and culminating in nursing home type care where all related uses are located on the same lot. Such facility may include other services integral to the personal and therapeutic care of the residents.

Liquor. Any alcoholic beverage other than beer, wine, or cider, as those terms are defined in Virginia Code § 4.1-100 and 4.1-213.

Loading space. An off-street space used for the delivery and loading/unloading of vehicles.

Location. A lot, parcel, building site or tenant space.

Lot. A parcel of land occupied or to be occupied by a main structure or group of main structures and accessory structures, together with such yards, open spaces, lot width, and lot areas as are required by this chapter, and having frontage on a street, either shown on a plat of record or considered as a unit of property and described by metes and bounds.

Lot area. The total area, measure on a horizontal plane, included within lot lines. In residential zoning districts, lot area shall be defined as the area of the lot that excludes major utility easements (e.g., gas pipeline, electric, etc.) and an area that lies within the one-hundred-year flood plain (as it is established at the time of the final plat approval).

Lot, corner. A lot abutting on two (2) or more streets at their intersection. Of the two (2) sides of a corner lot the front shall be deemed to be the shortest of the two (2) sides fronting on streets.

Lot, depth of. The average horizontal distance between the front and rear lot lines.

Lot, double frontage. An interior lot having frontage on two (2) streets.

Lot, interior. Any lot other than a corner lot.

Lot, irregular. A lot of such a shape or configuration that technically meets the area, frontage and width to depth requirements of this chapter but meets these requirements by incorporating unusual elongations, angles, curvilinear lines unrelated to topography or other natural land features.

Lot of record. A lot which has been recorded in the clerk's office of the circuit court.

Lot, pipestem. A "panhandle" or "flag" shaped lot with its widest point set back from the road at the rear of another lot (called the pipe), and having a thin strip of land connecting to the road to provide legal access and frontage (called the stem). Pipestem lots are also referred to as panhandle lots or flag lots.

Lot, width of. The average horizontal distance between side lot lines.

Lowest floor. The lowest floor of the lowest enclosed area (including basement). An unfinished or flood-resistant enclosure, usable solely for parking of vehicles, building access or storage in an area other than a basement area is not considered a building's lowest floor; provided, that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of Federal Code 44CFR §60.3.

Manufacturing. The processing and/or converting of raw, unfinished material or products or either of them into articles or substances of a different character or for use for a different purpose without significant external effects that cannot be eliminated or contained during the manufacturing process. Uses may include, but are not limited to, a machine shop, bottling distributor, the manufacturing of apparel,

ceramic products, cosmetics and toiletries, electrical appliances, electronics or information technology equipment, medical equipment or devices, paper products, pharmaceuticals, plastic products, tools, or hardware.

Manufacturing, small-scale. Establishments primarily engaged in the on-site production of goods by hand manufacturing, within enclosed structures without significant external effects, involving the use of hand tools, or the use of mechanical equipment commonly associated with residential or commercial uses, or a single kiln. Retail sales may be incidental to the manufacturing use.

Manufactured home. A structure subject to federal regulations which is transportable in one (1) or more sections; is eight (8) body feet or more in width and forty (40) body feet or more in length in the traveling mode or is three hundred twenty (320) or more square feet when erected on site; is built on a permanent chassis; and is designed to be used as a single-family dwelling, with or without a permanent foundation, when connected to the required facilities, and includes the plumbing, heating, air-conditioning and electrical systems contained in the structure. Some manufactured homes are also referred to as mobile homes. The term "mobile home" does not include travel trailers nor does it necessarily include modular housing except floodplain management purposes, the term manufactured home also includes park trailers, travel trailers, and other similar vehicles placed a site for greater than one hundred eighty (180) consecutive days.

Manufactured home park. Also referred to as mobile home park or trailer park; any area of five (5) acres or more designed to accommodate twenty-five (25) or more manufactured homes intended for residential use. A mobile home park may include a rental office but may not include mobile home sales.

Micro-brewery. An establishment primarily engaged in brewing ale, beer, malt liquors, and nonalcoholic beer, with a capacity of not more than one thousand (1,000) barrels per year. Micro-brewery may include a restaurant or public tasting room as an accessory use.

Micro-distillery. An establishment primarily engaged in distilling and blending potable liquors, including mixing them with other ingredients, with a capacity of not more than five thousand (5,000) gallons of finished product per year. A micro-distillery may include a restaurant or public tasting room as an accessory use.

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.

Mixed use structure. A building containing residential uses in addition to non-residential uses permitted in the zoning district. Mixed use structure should not be confused with a mix of uses each in separate structures in a single development.

Modular home. A dwelling unit primarily manufactured off-site in accordance with the state uniform statewide building code standards and transported to the building site for final assembly on a permanent foundation.

New construction. For the purposes of determining insurance rates, structures for which the "start of construction" commenced on or after September 1, 1978, and includes any subsequent improvements to such structures. For floodplain management purposes, new construction means structures for which the start of construction commenced on or after the effective date of a floodplain management regulation adopted by the community and includes any subsequent improvements to such structures.

Nonconforming lot. An otherwise legally platted lot that does not conform to the minimum area or width requirements of this chapter for the district in which it is located, either at the effective date of this chapter or as a result of subsequent amendments to this chapter.

Nonconforming sign. Any sign, the area, dimensions or location of which were lawful at the time the sign was erected, but which fail to conform to the current standards and regulations due to the adoption, revision or amendment of this chapter.

Nonconforming structure. An otherwise legal building or structure that does not conform with the lot area, yard, height, lot coverage, or other area regulations of this chapter, or is designed or intended for a use that does not conform to the use regulations of this chapter for the district in which it is located, either at the effective date of this chapter or as a result of subsequent amendments to this chapter.

Nonconforming use. The otherwise legal use of a building or structure or of a tract of land that does not conform to the use regulations of this chapter for the district in which it is located, either at the effective date of this chapter or as a result of subsequent amendments to this chapter.

Nursing home. A use providing bed care and in-patient services for persons requiring regular medical attention but excluding a facility providing surgical or emergency medical services and excluding a facility providing care for alcoholism, drug addiction, mental disease, or communicable disease.

Occupancy. The period during which one owns, rents, uses, or occupies a certain premises or land.

Occupant. A person who, on a regular basis, spends nights at a residence. A person is considered an occupant regardless of whether they spend the majority of their nights at a residence, if the times they do stay overnight are regular and recurrent. In addition, a person shall be considered an occupant if their clothes or other daily living supplies are maintained at the residence.

Office, general. The use of land wherein the primary use is the conduct of a business or profession such as, but not limited to accounting, tax-preparation, lenders and securities brokers, architecture, computer software, or information systems research and development, engineering, insurance, law, management, organization and association offices, psychology, theology, real estate and travel. Retail sales do not comprise more than an accessory use of the primary activity of a general office. This definition does not include medical office as defined by this chapter.

Office, medical. The use of a site for facilities which provide diagnoses, minor surgical care, and outpatient care on a routine basis, but which does not provide overnight care or serve as a base for an ambulance service. Medical offices are operated by doctors, dentists, or similar practitioners licensed by the state. Emergency treatment is not the dominant type of care provided at this facility.

Off-street parking area. Space provided for vehicular parking outside the dedicated street right-of-way.

Open space, required. Any space required in any front, side, or rear yard.

Outdoor display. The permanent and/or continuous keeping, displaying, or storing, outside of a building, of any goods, materials, merchandise or equipment to be sold to the public.

Outdoor storage. The keeping, in other than a building, of any goods, materials, or merchandise on the same parcel for more than twenty-four (24) consecutive hours.

Parcel or parcel of land. A lot or parcel which is described by plat or other legal description.

Parking facility. A site for surface parking or a parking structure use which provides one (1) or more parking spaces together with driveways, aisles, turning and maneuvering areas, incorporated landscaped areas, and similar features meeting the requirements established by this chapter. This use type shall not include parking facilities accessory to a permitted principal use.

Parking lot area. The square foot area of the parking spaces and aisles and interior parking lot islands, excluding access drives that do not have parking spaces within them.

Parking space, compact. A space for parking one (1) passenger automobile that is sixteen (16) feet long and eight (8) feet wide and is marked "compact car."

Parking space, normal. An area not less than ten (10) feet wide by twenty (20) feet long for an automobile or motor vehicle, such space being exclusive of necessary drives, aisles, entrances or exits and being fully accessible for the storage or parking of permitted vehicles.

Parking structure, multilevel. A structure with multiple stories designed for the parking of passenger vehicles and in which there is no provision for the repairing of vehicles.

Patio. A level surfaced area directly adjacent to a principal building which has an average elevation of not more than thirty (30) inches from finished grade, and without walls or a roof. A patio may be constructed of any materials.

Pedestrian ways. Paved, marked or otherwise designated pedestrian treatments meeting AASHTO standards.

Person. An individual, firm, corporation, or association.

Personal improvement services. Establishments primarily engaged in the provision of informational, instructional, personal improvements and similar services. Typical uses include driving schools, health or physical fitness studios, reducing salons, dance studios, handicraft and hobby instruction.

Personal services. Establishments or places of business engaged in the provision of frequently or recurrently needed services of a personal nature. Typical uses include beauty and barber shops; grooming of pets; seamstresses, tailors, or shoe repairs; florists; and laundromats and dry cleaning stations serving individuals and households.

Plat. A map or plan of a parcel of land that is to be, or has been subdivided. When used as a verb, "plat" is synonymous with "subdivide."

Porch. A roofed open area, which may be glazed or screened, usually attached to or part of and with direct access to or from, a building.

Principal building or structure. A building or structure in which the primary use of the lot on which the building is located is conducted.

Principal use. The main use of land or structures as distinguished from a secondary or accessory use.

Proffer. A voluntary offer by an applicant that addresses an impact or impacts from a use or development.

Property. Any tract, lot, parcel or several of such tracts, lots or parcels collected together.

Post-FIRM structures. A structure for which construction or substantial improvement occurred on or after September 1, 1978.

Pre-FIRM structures. A structure for which construction or substantial improvement occurred before September 1, 1978.

Public. Unless otherwise specifically indicated, public shall mean anything owned, operated, provided and/or maintained by a local, state, or federal government.

Public assembly. Facilities that accommodate public assembly for sports, amusements, or entertainment purposes. Typical uses include auditoriums, sports stadiums, convention facilities, and incidental sales and exhibition facilities.

Public maintenance and service facility. A public facility supporting maintenance, repair, vehicular or equipment servicing, material storage, and similar activities including street or sewer yards, equipment

services centers, and similar uses having characteristics of commercial services or contracting or industrial activities.

Public park and recreational area. Publicly owned and operated parks, picnic areas, playgrounds, indoor/outdoor athletic or recreation facilities, indoor/outdoor shelters, amphitheaters, game preserves, open spaces, and other similar uses.

Public parking. Any area used primarily or regularly for parking motor vehicles; or to any parking space or area required to be provided by any law; except for parking provided solely to reserve a single-family dwelling.

Public use. Any use for exclusively public purposes and not otherwise defined under this chapter without reference to the ownership or structures or the realty upon which it is situated by any department or branch of the federal government, commonwealth, county or town.

Public utility. Any person, firm, corporation, municipal department or board duly authorized to furnish and furnishing, under federal, state or municipal regulations, to the public electricity, gas, steam, communications, telegraph, transportation or water.

Public water and sewer systems. A water or sewer system owned and operated by a municipality or county or owned and operated by a private individual or a corporation approved by the governing body and properly licensed by the state corporation commission and subject to special regulations as herein set forth.

Recreation, active. Those recreational pursuits which require physical alteration to the area in which they are performed including, but not limited to, pedestrian ways, bikeways, tennis courts, swimming and boating areas, playgrounds, and play fields.

Recreation, passive. Recreational activities that generally do not require a developed site such as hiking, horseback riding, and picnicking.

Recreation facility, private. A private recreational facility for use solely by the residents and guests of a particular residential development, planned unit development, or residential neighborhood, including indoor and outdoor facilities. These facilities are usually proposed or planned in association with development and are usually located within or adjacent to such development.

Recreational vehicle. A vehicle which is:

- (1) Built on a single chassis;
- (2) Four hundred (400) square feet or less when measured at the largest horizontal projection;
- (3) Designed to be self-propelled or permanently towable by a light-duty truck; and
- (4) Designed primarily not for use as a permanent dwelling but as a temporary living quarters for recreational camping, travel, or seasonal use.

Recycling center. A facility used by the general public for the collection of materials for recycling or reuse, including bins, boxes, buildings, self-propelled motor vehicles, trailers and other enclosures or receptacles. Except for town or other governmental sponsored programs to collect and/or recycle household hazardous wastes, this definition shall not include facilities for the collection of non-recyclable materials, such as business and household refuse, garbage, organic materials, medical waste, trash, junk, toxic substances or similar materials.

Religious assembly. A use located in a permanent building and providing regular organized religious worship and related incidental activities, except primary or secondary schools and day care facilities.

***Repetitive Loss Structure.* A building covered by a contract for flood insurance that has incurred flood-related damages on two occasions in a 10-year period, in which the cost of the repair, on**

average, equaled or exceeded 25 percent of the market value of the structure at the time of each such flood event; and at the time of the second incidence of flood-related damage, the contract for flood insurance contains increased cost of compliance coverage.

Research and development. A business which engages in research, or research and development, of innovative ideas in technology-intensive fields. Examples include research and development of communication systems, transportation, geographic information systems, multi-media and video technology. Development and construction of prototypes may be associated with this use.

Residential density. A measure of dwelling units per acre. The number of units shall be rounded up to the next whole unit (e.g. a 5.2 unit/acre average would be counted as six (6) units/acre).

Restaurant. Any building in which, for compensation, food or beverages are dispensed for consumption on the premises, including, among other establishments, cafeterias, cafes, tearooms, confectionery shops, refreshment stands and drive-ins.

Restaurant, drive-in. An establishment primarily engaged in the preparation of food and beverages, for either take-out, delivery or table service, served in disposable containers at a counter and a drive-up or drive through service facility, or which offers curb service.

Restaurant, general. An establishment engaged in the preparation of food and beverages and characterized primarily by table service to customers in non-disposable containers.

Restaurant, mobile. A readily movable wheeled cart, trailer, or vehicle designed and equipped for the preparing, serving, and/or selling of food and operated at temporary locations. This definition shall include food trucks, food trailers, and food carts and shall not apply to ice cream trucks.

Right-of-way. A legally established area or strip of land, either public or private, on which an irrevocable right of passage has been recorded, and which is occupied or intended to be occupied by a street, utility service, water main, sanitary or storm sewer main, or other similar use.

Retail stores and shops. Buildings for display and the sale of merchandise at retail or for the rendering of personal services (but specifically exclusive of coal, wood, and lumber yards), e.g., drugstore, newsstand, food store, candy shop, milk dispensary, dry goods and notions store, antique store and gift shop, hardware store, household appliance store, furniture store, florist, optician, music and radio store, tailor shop, barbershop and beauty shop.

School, business or trade. A facility where instruction is given in business, industrial and cultural arts other than that normally provided in colleges and secondary schools.

Screening. A method of visually shielding or obscuring one (1) abutting or nearby structure or use from another by fencing, walls, berms or densely planted vegetation. Screening is intended to substantially, but not necessarily totally, obscure visual impacts between adjoining uses.

Setback. The minimum distance by which any building or structure shall be separated from the front lot line.

Severe repetitive loss structure. A structure that: (a) Is covered under a contract for flood insurance made available under the National Flood Insurance Program (NFIP); and (b) Has incurred flood related damage – (i) For which 4 or more separate claims payments have been made under flood insurance coverage with the amount of each such claim exceeding \$5,000, and with the cumulative amount of such claims payments exceeding \$20,000; or (ii) For which at least 2 separate claims payments have been made under such coverage, with the cumulative amount of such claims exceeding the market value of the insured structure.

Shelter. A facility providing temporary protective sanctuary for victims of crime or abuse including emergency housing during crisis intervention for individuals, such as victims of rape, child abuse, or physical beatings.

Shopping center. A group of commercial establishments planned, constructed and managed as a total entity with shared access, customer and employee parking provided onsite, provision of goods delivery separated from customer access, aesthetic considerations and protection from the elements.

Short-term rental business. A residential dwelling unit that is used or advertised for rent for transient occupancy in increments of forty-five (45) nights or less. This use type does not include bed-and-breakfast establishments.

Sign. A display designed or intended to convey information to the public in written or pictorial form where such display is made on, attached to, or as part of a structure, surface, or any other thing, including but not limited to the ground, any rock, tree or other natural object which display is visible beyond the boundaries of the parcel of land on which it is made. The term shall not be construed to include any display of merchandise or temporary signage displayed within a show window. A display of less than one (1) square foot in area is excluded from this definition.

Sign area. The entire face of a sign, including the advertising surface and any framing, trim or molding, but not including the supporting structure. Sign area is calculated by standard mathematical formulas such as height times width for rectilinear signs, πr^2 for circular signs, and the applicable standard mathematical formula for other geometrical shapes. The area of any sign made up of individual letters or figures shall include the space between such letters or figures.

Sign, A-frame. A temporary, portable sign used at a place of business to provide information to pedestrians and slow moving vehicles. The sign may be one- or two-sided.

Sign, animated. A sign which changes physical position or involves the use of motion, rotation, or the appearance of motion.

Sign, awning. See *sign, canopy*.

Sign, banner. A temporary sign made of cloth, paper, vinyl or like material attached to a wall so as to remain in a generally stationary position.

Sign, billboard. See *sign, off-premises*.

Sign, canopy. A sign placed directly on or attached to the surface of an awning or canopy.

Sign, changeable. A sign or part of a sign that is designed so that characters, letters or illustrations can be mechanically or physically changed or rearranged without altering the face or surface of the sign.

Sign, double-faced. A sign with two (2) parallel or nearly parallel faces, back to back, upon which advertising is displayed.

Sign, electronic message board. Any sign that uses changing lights to form a sign message or messages wherein the sequence of messages and the rate of change is electronically programmed and can be modified by electronic processes.

Sign face. The area or display surface used for the message, not including any framing, trim or molding, or the support structure. Face area is calculated using the same mathematical formulas as for sign areas.

Sign, flag. Cloth or similar flexible fabric attached to a pole at one (1) end such that the material can bend or flutter from the point (s) of attachment.

Sign, flashing. Any illuminated sign on which there is artificial light which is not stationary or constant in intensity or color at all times when such sign is in use.

Sign, freestanding. A sign supported by one (1) or more upright poles, columns, or braces placed in or on the ground and not attached to any building or structure, or a monument form without separate supporting elements.

Sign, government. Government signs that are approved by the town council or installed for the public benefit by the town.

Sign, hanging. See *sign, projecting*.

Sign height. Distance measured in feet and inches from the ground below the sign to highest point of sign to include sign structure, or in the case of wall signs on upper floors, from the floor level immediately below the sign to the highest point of the sign. Artificially increasing the height of the sign by berming or mounding dirt or other material at the sign base is prohibited.

Sign, illuminated. A sign illuminated in any manner by an artificial light source, whether internally or externally lit. Externally illuminated signs are those that have a light source projecting onto the face of the sign either by downlighting or indirectly with fluorescent, halogen or a source that gives off natural white light. Internally illuminated signs are those that have a light source inside or behind the sign structure or sign face which projects lights through or from the sign face.

Sign, individual letter. A wall sign made up of letters only that are attached directly to the building.

Sign, inflatable. Any display capable of being expanded by air or other gas and used on a temporary or permanent basis to advertise a product or event.

Sign, minor. A wall or freestanding sign not exceeding one (1) square foot in area, not exceeding four (4) feet in height, and not illuminated. Examples include no trespassing signs, displays of building address, security warning signs, on-site directional signs, and the like.

Sign, mobile billboard. An off-site advertising sign mounted on a vehicle or trailer that can become part of traffic flow or be parked at specific locations. Neither vehicles nor trailers which advertise the company of their primary use nor campaign signs are considered mobile billboards.

Sign, moving or rotating. An environmentally activated sign or other display with mechanical motion powered by natural, manual, mechanical, electrical or other means, including but not limited to pennant strings, streamers, spinners, propellers, and search lights. Hand held signs are not included; see *portable sign*.

Sign, off-premise. Any sign, including billboards, which directs attention to a business, commodity, service or establishment conducted, sold or offered at a location other than the premises on which the sign is erected.

Sign, painted. Any sign painted on the exterior surface of a building; includes a mural sign.

Sign, portable. Any sign not permanently affixed to a building, structure, or the ground. This category includes, but is not limited to, signs attached to or placed on vehicles not used for the daily conduct of the business, banners, balloons, and similar devices used to attract attention, including hand held signs.

Sign, projecting. A sign attached to a building, approximately perpendicular to the building wall, and projecting up to four (4) feet from the building wall; also *hanging sign*.

Sign, roof. Any sign erected, constructed, and maintained wholly upon or over the roof of any building (such signs are not permitted under this chapter).

Sign structure. The supports, uprights, bracing, and framework of any structure, be it single-faced, double-faced, V-type, or otherwise exhibiting a sign.

Sign, temporary. A sign designed or intended, based on materials and structural components, to be displayed for a specified or limited period of time, regardless of type or style of sign. Examples include real estate signs, yard sale signs, contractor's signs, and special or one-time event signs per year.

Sign, wall. Any signs or lettering, projecting not more than eight (8) inches, which are placed against or attached to the front, rear, or side wall of a building, but shall not be painted or mural signs, or roof signs as defined herein.

Sign, window. A sign painted, stenciled, or affixed on a window.

Site plan. A plan prepared by a professional engineer or land surveyor licensed by the state showing all proposed improvements to the site in accordance with this chapter.

Special flood hazard area. The land in the floodplain subject to a one (1) percent or greater chance of being flooded in any given year as displayed on federal emergency management area maps.

Specialty food shop. The use of land, such as a coffee, candy, or ice cream shop, where the primary client consumption is off-site with limited seating and the product is limited to one (1) type or line of food service and the food preparation is such that:

- (1) All odors must be contained within the establishment and specialized equipment may be required to contain the odors;
- (2) It does not involve "cooking" but the application of heat, by microwave or the boiling of water for beverages, shall not be considered "cooking" for purposes of this definition; and
- (3) No open flame heat source is used.

Specialty store. A small-scale (less than two thousand five hundred (2,500) square feet per business) retail use which offers for sale items of art or crafts, or which offers for sale items related to a specific theme, e.g., kitchen wares, pet care, etc.

Start of construction. For other than new construction and substantial improvement, under the Coastal Barriers Resource Act (P.L. – 97-348), means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, substantial improvement or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of the construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

Store. Retail stores and shops.

Store, adult. An establishment that: offers for sale or rent items from any of the following categories:

- (1) Adult media,
- (2) Sexually oriented goods, or
- (3) Goods marketed or presented in a context to suggest their use for specified sexual activities;

And the combination of such items constitutes more than fifteen (15) percent of its stock in trade or occupies more than fifteen (15) percent of its gross public floor area; and where there is no on-site consumption of the goods, media or performances for sale or rent.

Store, general. Buildings for display and sale of merchandise at retail.

Store, grocery. A retail business primarily engaged in the sale of unprepared food for personal or household preparation and consumption. Such a facility may also engage in incidental sales of prepared foods for personal consumption on-or off-site.

Store, liquor. Any privately owned store:

- (1) Licensed by the state to sell liquor for off-premises consumption, but excluding breweries or distilleries as defined by this chapter; and
- (2) In which liquor makes up more than ten (10) percent of its stock in trade or occupies more than ten (10) percent of its net floor area.

Store, neighborhood convenience. Establishments primarily engaged in the provision of frequently or recurrently needed goods for household consumption, such as prepackaged food and beverages, and limited household supplies and hardware. Convenience stores shall not include fuel pumps or the selling of fuel for motor vehicles. Typical uses include neighborhood markets and country stores.

Story. That portion of a building, other than the basement, included between the surface of any floor and the surface of the floor next above it, or if there is no floor above it, the space between the floor and the ceiling next above it.

Story, half. A space under a sloping roof, which has the line of intersection of roof decking and wall face not more than three (3) feet above the top floor level, and in which space not more than two-thirds ($\frac{2}{3}$) of the floor area and the ceiling next above it.

Street line. The dividing line between a street or road right-of-way and the contiguous property.

Street, road. A public thoroughfare which affords principal means of access to the abutting property.

~~*Structure.* Anything constructed or erected, the use of which requires permanent location on the ground or attachment to something having a permanent location on the ground. This includes, among other things, dwellings, buildings and signs.~~

Street, local. A street connecting blocks within neighborhoods and designed for short trips at low speeds.

Street, main. A street which serves as the principal means of access through town.

Street, major. Any existing or future street designated as a major street on the adopted plan of land use and major thoroughfares or heavily traveled thoroughfare or highway that carries a large volume of through traffic or anticipated traffic exceeding five hundred (500) vehicles per day.

Street, minor. A street that is used or planned primarily as a means of public access to the abutting properties with anticipated traffic of less than five hundred (500) vehicles per day.

Street, private. Any roadway that is restricted as to the hours of access by the general public or by those who may use it. The definition shall be construed to include public roads that are maintained by the individuals living along or otherwise served by the road or by a property owners association created for purposes including maintenance of streets.

Street, public. A street which affords principal means of access to abutting property, and encompassed by a right-of-way dedicated to public use and maintained by the commonwealth as a part of the state primary or secondary road system. The right-of-way shall not be less than fifty (50) feet.

Street, service drive. Also referred to as a frontage road; a public right-of-way generally parallel and contiguous to a major highway, primarily designed to promote safety by controlling ingress and egress to the right-of-way by providing safe and orderly points of access to the highway.

Street width. The total width of the strip of land dedicated or reserved for public travel, including roadway, curbs, gutters, sidewalks and planting strips.

Structure, permanent. Anything constructed or erected the use of which requires more or less permanent location on the ground, or which is attached to something having a permanent location on the ground, including advertising signs and billboards. ***For floodplain management purposes, a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home.***

Structure, temporary. Anything constructed or erected without a permanent foundation or footings and that extends eight (8) inches or more.

Studio, fine arts. A building, or portion thereof, used as a place of work by a sculptor, artist, or photographer; or used as a place to exhibit and offer for sale works of the visual arts (other than film).

Subdivider. Any person owning any parcel of land to be subdivided, or a group of two (2) or more persons owning parcel of land to be subdivided, or a person or group of persons who has given their power of attorney to one (1) of their group or to another individual to act on their behalf in planning, negotiating for, representing or executing the legal requirements of the subdivision.

Subdivision. To divide any tract, parcel or lot of land into two (2) or more parts for the purpose of transfer of ownership or building development.

Subdivision agent. The administrative official, or an authorized agent thereof, responsible for administering and enforcing the Subdivision portion of the zoning ordinance of the town, also referred to in the subdivision article as the administrator.

Substantial damage. Damage of any origin sustained by a structure whereby the cost of restoring the structure to its before-damaged condition would equal or exceed fifty (50) percent of the market value of the structure before the damage occurred.

Substantial improvement. Any reconstruction, rehabilitation, addition, or other improvement of a structure the cost of which equals or exceeds fifty (50) percent of the market value of the structure before the start of construction of the improvement. This term includes structures which have incurred substantial damage regardless of the actual repair work performed. The term does not, however, include either:

- (1) Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions; or
- (2) Any alteration of an historic structure, provided that the alteration will not preclude the structure's continued designation as an historic structure.

Substantial renovation/rehabilitation. Improvements, not primarily cosmetic in nature, whose cost should equal at least twenty-five (25) percent of the value of the structure after the renovation/rehabilitation is completed.

Surveyor. A land surveyor licensed by the commonwealth.

Tasting room. An establishment that provides for the marketing and sale of products produced at a brewery, distillery or winery. Incidental sales of related merchandise and food shall be allowed.

Tattoo parlor and/or body piercing salon. Any business that provides tattooing or body-piercing as those terms are defined in Virginia Code, § 54.1-700, or both tattooing and body-piercing.

Transmission line, electrical. Any electrical line other than those supported by single poles normally used for the distribution of electrical power and/or those in excess of fifty (50) feet in height.

Travel trailer. A mobile unit less than twenty-nine (29) feet in length and less than four thousand five hundred (4,500) pounds in weight which is designed for human habitation but not used for permanent residence. No appendage such as a tongue, stoop or awning shall be used in computing length.

Transportation terminal. A facility for the transfer, pick-up, or discharge of people or goods by truck, bus, or train without long-term storage of such items.

Use, accessory. A subordinate use, customarily incidental to and located on the same lot occupied by the main use.

Use. The purpose or activity for which land or buildings thereon are designed, arranged or intended, or for which they are occupied or maintained, and any manner of performance of such activity with respect to the performance standards of this chapter.

Utility service, major. Service of a regional nature which normally entails the construction of new buildings or structures such as generating plants and sources, electrical switching facilities and stations or substations, community waste water treatment plants, and similar facilities. Included in this definition are also electric, gas, and other utility transmission lines of a regional nature which are not otherwise reviewed and approved by the Virginia State Corporation Commission. All overhead service, distribution and transmission lines are included in this definition.

Utility service, minor. Service which is necessary to support development within the immediate vicinity and involve only minor structures. Included in this use type are small facilities such as transformers, relay and booster devices, and well, water and sewer pump stations. Also included in this use type are wireless communication antennas which are attached to an existing building or structure, including but not limited to utility poles, signs, broadcasting or communication facilities, and water towers, and which are not greater than twenty (20) feet in length.

Variance. A relaxation of the terms of this chapter where such variance will not be contrary to the public interest and where, owing to conditions peculiar to the property and not the result of the action of the applicant, a literal enforcement of this chapter would result in unnecessary and undue hardship. As used in this chapter, a variance is authorized only for height, area and size of structure or size of yards and open spaces; establishment or expansion of a use otherwise prohibited shall not be allowed by variance nor shall a variance be granted because of the presence of nonconformities in the zoning division or district or adjoining zoning divisions or districts.

Vegetative buffer. Deciduous and evergreen plants, shrubs, or trees that are mature enough to act as an effective visual and audible buffer.

Veterinary hospital/clinic. Any establishment rendering surgical and medical treatment of animals. Boarding of domestic animals shall only be conducted indoors, on a short-term basis, and shall only be incidental to such hospital/clinic use, unless also authorized and approved as a commercial kennel. Agricultural livestock such as horses and cows may be boarded outdoors as appropriate.

Violation. For floodplain management purposes, the failure of a structure or other development to be fully compliant with the community's floodplain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in the floodplain management ordinance is presumed to be in violation until such time as that documentation is provided.

Watercourse. A lake, river, creek, stream, wash, channel or other topographic feature on or over which waters flow at least periodically. Watercourse includes specifically designated areas in which substantial flood damage may occur.

Wetlands. Waters of the United States, including land where, at least some of the time, water saturates the soil enough to result in a hydric soil (soil that is characterized by an absence of free oxygen some or all of the time). Wetlands limits must be determined in accordance with the current federally approved method of delineation.

Wholesale sales. An establishment or place of business primarily engaged in selling and/or distributing merchandise to retailers, to industrial, commercial, institutional, or professional business users, or to other wholesalers.

Winery. A winery use is a facility licensed in accordance with § 4.1-207 VA Code Ann. and regulations of the board of alcoholic beverage control to manufacture wine and to sell, and deliver or ship such wine in closed containers for the purpose of resale outside the state or by persons licensed by the state to sell the wine at wholesale. The use may include the licensed operation of distilling equipment on the premises to manufacture spirits from fruit or fruit juices only, where used solely to fortify wine produced by the winery. This use does not include a farm winery.

Yard. An open space on a lot, other than a court, unoccupied and unobstructed from the ground upward, except as otherwise provided in this chapter.

- (1) *Front yard.* An open space on the same lot as a building between the front line of the building (excluding steps) and the front lot or street line, and extending across the full width of the lot.
- (2) *Rear yard.* An open, unoccupied space on the same lot as a building between the rear line of the building (excluding steps) and the rear line of the lot and extending the full width of the lot.
- (3) *Side yard.* An open, unoccupied space on the same lot as a building between the side line of the building (excluding steps) and the side line of the lot, and extending from the front yard line to the rear yard line.

Zoning administrator. The administrative official, or an authorized agent thereof, responsible for administering and enforcing the zoning ordinance of the town, also referred to in this chapter as the administrator.

Zoning permit. A document issued by the zoning administrator authorizing the use of lots, structures, lots and structures, and the characteristics of uses.

This ordinance shall be in full force and effect upon approval.

Approved: _____
Mayor

Attest: _____
Clerk of Council

I certify that the above ordinance was:

Adopted on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable A.D. "Chuckie" Reid: _____.

The Honorable Sallie O. Amos _____.

The Honorable Daniel E. Dwyer _____.

The Honorable Tommy Pairet _____.

The Honorable John Hardy _____.

The Honorable Donald L. Hunter _____.

The Honorable Adam Yoelin _____.



Town of Farmville

Agenda Item Summary

MEETING DATE: April 12, 2023

ITEM NUMBER: 10.b. – Request Adoption of 2023 Strategic Plan and Action Work Plan

BACKGROUND: Town Manager will provide a verbal report.

The topic was discussed at the April 5, 2023 Work Session.

On February 10-11, 2023, Council members attended a retreat facilitated by the Berkley Group. A proposed Strategic Plan and Action Work Plan was created which includes a Vision and Mission Statement and suggested Values. Major Strategic Goal Areas were identified.

RECOMMENDATION: Adopt the 2023 Strategic Plan and Action Work Plan

FISCAL IMPACT:

ATTACHMENTS:

1. Town of Farmville Strategic Plan 2023 Work Plan - FINAL

Town of Farmville
2023 Strategic Plan & Action Work Plan

Vision Statement

“ A vibrant place to live, work and recreate.”

Mission

*“ To provide efficient, effective, and equitable service,
and encourage diverse growth in our charming community.”*

Values

Honesty & Integrity

Accountability

Customer Focus – Positive, Friendly, and Courteous Town Workers

Open, Honest, Transparent, Responsive, and Timely Communications

*Embracing Diversity – Open-minded, Unprejudiced, Inclusive, Respectful, and Seeking Common
Ground*

Financial Responsibility, Sustainability, and Resiliency

Asset Management and Maintenance

Support and Development of Town Staff

Major Strategic Goal Areas

Economic Development & Tourism – Support business development and expansion that enhances the tax base and provides gainful employment while minimizing negative impacts. Tourism is an important component of economic development.

Partner Relationships – Maintain open communications with major partners and seek collaborative approaches for community improvement.

Community Development & Land Use – Through comprehensive planning and appropriate land use decisions preserve the charm, beauty, and history of Farmville while accommodating growth, encouraging diverse and affordable housing, and promoting an efficient and safe transportation system.

Public Safety – Protect life and property, plan for emergency management, mitigate risks, and respond to individual and community-wide crises.

Infrastructure – Improve maintain the Town’s important capital assets that are critical to service delivery, safety, and quality of life.

Recreation and Cultural Activities – Take actions to further develop and promote Farmville as the regional hub for recreation and cultural activities.

Environmental Stewardship – As guardians of natural resources, act to promote sustainability and resiliency.

Government Performance – Continually work to improve organizational efficiency, effectiveness, and equity in service delivery through the adoption and revision of appropriate policies, procedures, and practices; adapt and implement best practices.

2023 Work Plan

By Strategic Goal Area

Economic Development

- Conduct a mobility study to address the potential, possible location of, and cost of an expanded system of trails and bikeways. Because of projects currently underway and resource limitations, 2028 was identified as the most likely time for action.
- Complete Phase II (FY 2025 CIP) and Phase III (FY 2027 CIP) of the Riverwalk Trail, depending on the receipt of TAP grant funding.
- Complete Phases II and III of the wayfinding signage project with the Farmville Downtown Partnership – FY 2025 and subsequent depending on grant funding.
- Airport – Contact the aeronautical programs at Liberty and Averett Universities to determine if there is any interest in owning, managing, or in some other way partnering with the Town on airport operations. Calendar year 2023

Partner Relationships

- Continue efforts to establish a joint emergency communications center – proposal for consideration within calendar year 2023.
- The Mayor will initiate a joint meeting of the Town Council and the Prince Edward County Board of Supervisors to take place in Spring 2023.
- Council will convene quarterly business roundtables with the first to be held by April 1, 2023.

- The Mayor will initiate an annual meeting with the leadership of Longwood University – first meeting in calendar year 2023.

Community Development & Land Use

- Consider adding language to the Zoning Ordinance that would allow for Planned Unit Development (PUD) with appropriate conditions. Draft language to Council in July 2023.

Public Safety

- Joint emergency communications center – proposal to Council in calendar year 2023.
- Expansion of the fire department building to accommodate paid staff – architectural study in Fiscal Year 2024.

Infrastructure

- Take advantage of opportunities to improve accessibility and further comply with ADA requirements – ongoing.
- Develop an asset management plan – the first component addressing buildings will be complete in June 2023.
- Complete the study of water and sewer infrastructure needs – December 2023. Consider designating ARPA funds for improvements.
- Revisit the study of a new Public Works building – August 2023.
- Plan for restroom facilities at the splash park – in an out year of the CIP, with inclusion as other projects are completed and funding becomes available.
- Study the addition of bike lanes on town streets.

Recreation & Cultural Activities

- Promote partnerships, with the County and with the YMCA.
- Renovation of the skatepark – FY 2024 CIP
- Develop a bicycle pump track – FY 2025 CIP
- Address the activities gap for teens – report from the Parks & Recreation Director by January 2024.

Environmental Stewardship

- Complete the study of Town Buildings being conducted by ABM – implement energy saving measures – study complete in 120 days with implementation in subsequent years.

- Support the efforts of the “Branch Out in Farmville” program to increase the tree canopy and further beautify the Town - ongoing.

Government Performance

- Draft Rules of Procedure for Council’s consideration – by June 1, 2023.
- Review the Emergency Operations Plan (EOP) with a focus on crisis communications and leadership succession – by December 1, 2023.

2023 Chronological Work Plan

Ongoing or Immediate

- Take advantage of opportunities to improve accessibility and further comply with ADA requirements.
- Support the efforts of the “Branch Out in Farmville” program to increase the tree canopy and further beautify the Town.
- Promote partnerships, with the County and with the YMCA.

Within Three Months (by June 1)

- The Mayor will initiate a joint meeting of the Town Council and the Prince Edward County Board of Supervisors to take place in Spring 2023.
- Council will convene quarterly business roundtables with the first to be held by June 1, 2023.
- Draft Rules of Procedure for Council’s consideration.

Within Six Months (by September 1)

- Develop an asset management plan – the first component addressing buildings will be complete in June 2023.
- Consider adding language to the Zoning Ordinance that would allow for Planned Unit Development (PUD) with appropriate conditions. Draft language to Council in July 2023.
- Revisit the study of a new Public Works building – August 2023.

Within the Calendar Year

- Airport – Contact the aeronautical programs at Liberty and Averett Universities to determine if there is any interest in owning, managing, or in some other way partnering with the Town on airport operations.
- Continue efforts to establish a joint emergency communications center; develop a proposal for consideration.
- The Mayor will initiate an annual meeting with the leadership of Longwood University.
- Expansion of the fire department building to accommodate paid staff – architectural study in Fiscal Year 2024.
- Complete the study of water and sewer infrastructure needs. Consider designating ARPA funds for improvements.
- Address the activities gap for teens – report from the Parks & Recreation Director by January 2024.
- Review the Emergency Operations Plan (EOP) with a focus on crisis communications and leadership succession.

Longer Term or Indefinite

- Renovation of the skatepark – FY 2024 CIP
- Complete Phases II and III of the wayfinding signage project with the Farmville Downtown Partnership – FY 2025 and subsequent, depending on grant funding.
- Develop a bicycle pump track – FY 2025 CIP
- Complete Phase II (FY 2025 CIP) and Phase III (FY 2027 CIP) of the Riverwalk Trail, depending on the receipt of TAP grant funding.
- Plan for restroom facilities at the splash park – in an out year of the CIP, with inclusion as other projects are completed and funding becomes available.
- Implement recommendations from the ABM Asset Management Plan for Town buildings.
- Conduct a mobility study to address the potential, possible location of, and cost of an expanded system of trails and bikeways. Because of projects currently underway and resource limitations, 2028 was identified as the most likely time for action.