



Town of Farmville Planning Commission

Members

Cameron Patterson, CPC, Chair
Jayne Johnson, CPC, Vice Chair
Jerry Davenport, Secretary
Patrick Crute
Dr. John Miller, PhD, CPC
Abigail O'Connor, CPC
Rhett Weiss, CPC

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

Agenda for Wednesday, April 19, 2023 @ 7:00pm

1. **Call to Order** (please silence devices)
2. **Roll Call**
3. **Approval of Agenda**
4. **Consideration of Minutes-** Regular Planning Commission Meeting – **March 15, 2023**
5. **Public Participation – Speakers have three (3) minutes to make statements on non-agenda items.**
6. **Public Hearing (none) - Speakers have three (3) minutes to make statements.**
 - a. Staff Report
 - b. Public Participation
 - c. Planning Commission Deliberation
7. **Old Business (none)**
8. **New Business**
 - a. Discussion: Planned Unit Development (PUD) Draft Model Ordinance
9. **Staff Updates**
10. **Adjournment**

**Town of Farmville Planning Commission
Town Council Chamber of the Town Hall
116 North Main Street, Farmville, VA 23901
Wednesday, March 15, 2023**

Planning Commission Members Present: Chairperson Cameron Patterson, Dr. Miller, Jerry Davenport, and Rhett Weiss.

Planning Commission Members Absent: Vice-Chair Jayne Johnson, Abigail O'Connor, and Patrick Crute.

Staff Present: Town Manager Dr. C. Scott Davis, LP.D., Interim Director of Community Development Ashley Atkins- Austin, and Administrative Assistant II Michelle Watkins

CALL TO ORDER

Chairperson Patterson called the Planning Commission meeting to order at 7:00 PM.

APPROVAL OF AGENDA

Chairperson Patterson noted the agenda was distributed and asked if there were any corrections. On a motion by Mr. Davenport, seconded by Mr. Weiss, with all present members voting "aye", the agenda was adopted with no corrections.

CONSIDERATION OF MINUTES

Minutes of Regular Planning Commission Meeting -February 15, 2023

Chairperson Patterson noted that the minutes had been likewise distributed and asked if there were any corrections or revisions. On a motion by Mr. Weiss, seconded by Dr. Miller, and with all present members voting "aye," the minutes from February 15, 2023, were approved as presented.

PUBLIC PARTICIPATION

Chairperson Patterson opened the public participation portion of the meeting. Ms. Watkins reported that staff had not received any comments or requests to speak from the public.

PUBLIC HEARING

ZTA23-002: Amendments to Definitions - Public Hearing for Planning Commission recommendation to the Town Council to amend Section 29-81 – Definitions. The purpose of this amendment is to comply with certain requirements of the Virginia Department of Conservation and Recreation, Federal Emergency Management Agency, and the National Flood Insurance Program.

Ms. Atkins-Austin provided relevant information from the staff report with supporting slides. She shared that a Zoning Text Amendment is needed in order to add and amend language to address comments by DCR. There are five (5) definitions amended and twelve (12) definitions added. This is done to stay current with DCR and FEMA and remain in good standing with the National Flood Insurance Program (NFIP).

Staff Recommends approval of ZTA23-002 for amendments to Section 29-81 of the Zoning Ordinance. Commissioners and Staff had a brief discussion.

On a motion by Mr. Davenport, seconded by Mr. Weiss, and with all present members voting “aye”, public participation was open.

Ms. Watkins reported that staff had not received any comments or requests to speak from the public.

On a motion by Mr. Weiss, seconded by Mr. Davenport, and with all present members voting “aye”, public participation was closed.

There was no deliberation amongst the Commissioners.

On a motion by Mr. Weiss, seconded by Dr. Miller, and with all present members voting “aye”, the motion was passed to recommend approval of ZTA23-002 to the Town Council.

OLD BUSINESS

There was no old business before the Commission.

NEW BUSINESS

Ms. Atkins-Austin shared that staff was not tracking any major cases for next month’s meeting. The Board of Zoning Appeals met on February 23, 2023 for a variance case. An upcoming PUD Information Session will be held on Tuesday, March 28, 2023.

ADJOURNMENT

With no further business, Chairperson Patterson called for a motion to adjourn the meeting. On a motion by Mr. Davenport, seconded by Mr. Weiss and with all present members voting “aye”, the meeting was adjourned at 7:11PM.

Respectfully submitted by Michelle D. Watkins, Administrative Assistant II

Cameron Patterson, Chairperson

Jerry Davenport, Secretary



Background

This draft model was compiled using the City of Lexington's ordinance as a template. In response to Commission's inquiries about density bonuses, the staff has included several potential items that can be incentivized with density bonus multipliers. Please note that the maximum density prescribed by the comprehensive plan for "mixed use" is 24 units per acre. This is in contrast to Lexington's maximum density of 20 units per acre.

The staff has also included a requirement for a utility capacity study at the time of the rezoning application. Lexington has no such requirement.

Staff Contact

Ashley Atkins-Austin, CZA, Interim Director of Community Development
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MODEL PUD ORDINANCE FOR THE TOWN OF FARMVILLE, VIRGINIA
Presented to the Planning Commission 4/12/2023

Sec. 29-26 - Planned Unit Developments (PUD)

Sec. 29-26.1. Intent and purpose.

- A. Planned Unit Development Districts are intended to provide for variety and flexibility in design necessary to implement the varied goals of the Town as set forth in the Comprehensive Plan. Through a Planned Unit Development District approach, the regulations of this division are intended to accomplish the purposes of zoning and other applicable regulations to the same extent as regulations of conventional districts. Additionally, Planned Unit Development Districts are intended to implement the specific goals enunciated by the Comprehensive Plan.
- B. It is intended that Planned Unit Development Districts be established in areas designated as mixed use, commercial use, or special planning areas on the future land use map and be established in areas with adequate infrastructure, including roadway, water, sewer, etc. Planned district master plans should demonstrate a unified development with an interconnected system of internal roads, sidewalks, and paths as well as manage access points along existing roads in order to maximize safety and the efficiency of existing roads. Pavement widths of internal and external roads shall minimize paving requirements as described in the Comprehensive Plan while accommodating projected traffic generated from the district. Planned developments allow for a higher density of development for a more efficient use of the land. Other benefits of a planned development include fewer infrastructure costs, more efficient provision of public safety services, less environmental impact, and, through the provision of affordable housing, achieve significant economic and social integration.

The Planned Unit Development process is not intended for property owners to circumvent the variance process for individual structures or properties for bulk requirements such as heights, setbacks, minimum street frontage, sign area, and similar requirements.

Sec. 29-26.2. Character of development.

- A. The goal of a Planned Unit Development District is to encourage a development form and character that is aesthetically pleasing and is different from conventional suburban development by providing the following characteristics:
 - 1. Pedestrian orientation;
 - 2. Neighborhood-friendly streets and paths;
 - 3. Interconnected streets and transportation networks;
 - 4. Parks and open space as amenities;
 - 5. Neighborhood centers;
 - 6. Buildings and spaces of appropriate scale;
 - 7. Relegated parking;
 - 8. Mixture of uses and use types;
 - 9. Mixture of housing types and affordability;
 - 10. Environmentally sensitive design;

11. Clear boundaries with any surrounding rural areas;
12. Compatibility with other institutional centers such as universities and medical facilities;

- B. An application is not necessarily required to possess every characteristic of the Planned Unit Development District as delineated in Sec. 29-26.1 in order to be approved. The size of the proposed district, its integration with surrounding districts, or other similar factors may prevent the application from possessing every characteristic.

Sec. 29-26.3. Permitted uses generally.

In the Planned Unit Development District, all uses permitted by right in the residential, commercial, and industrial districts may be permitted. Additional uses specifically enumerated in the final master plan may be permitted by-right at the discretion of the Town Council. Specific uses may also be excluded.

Sec. 29-26.4. Permitted uses with conditional use permit.

One or more uses permitted by conditional use permit in any zoning districts may be permitted in the Planned Unit Development District, if documented in the master plan. Any use desired but not documented in the approved master plan requires an application to amend the master plan.

Sec. 29-26.5. Mixture of uses.

A variety of housing types and nonresidential uses are strongly encouraged. The mixture of uses shall be based upon the uses recommended in the Comprehensive Plan. This mixture may be obtained with different uses in different buildings or a mixture of uses within the same building.

Sec. 29-26.6. Minimum area for a planned unit development.

- A. Minimum area required for the establishment of a Planned Unit Development District shall be three acres.
- B. Additional area may be added to an established Planned Unit Development District if it adjoins and forms a logical addition to the approved development. The procedure for the addition of land to the Planned Unit Development District shall be the same as if an original application was filed and all requirements shall apply except the minimum lot area requirement as set forth above.

Sec. 29-26.7. Open space.

Open space promotes attractive and unique developments that are also environmentally conscious. Planned unit developments shall include the following:

- A. Not less than 30% of total acreage shall be open space, whether dedicated to public use or retained privately;
- B. If 50% or more of the total acreage is open space, then a thirty-percent increase in density shall be permitted. If 75% or more of the total acreage is open space, then a fifty-percent increase in density shall be permitted;
- C. A minimum usable area of 5,000 square feet every five acres shall be provided for active or passive recreational activities;
- D. Open space shall be dedicated in a logical relationship to the site and in accordance with any

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guidance from the Comprehensive Plan regarding significant open space;

- E. Improvements shall be configured to accommodate permitted, accessory and conditional uses in an orderly relationship with one another, with the greatest amount of open area and with the least disturbance to natural features.

Sec. 29-26.8. Densities.

- A. The gross and net residential densities shall be shown on the approved final master plan by area and for the development as a whole in dwelling units per acre, and shall be binding upon its approval. The overall gross density so approved shall be determined by the Town Council with reference to the Comprehensive Plan, but shall not exceed 24 dwelling units per acre, unless the density is increased with the provisions of Sec. 29-26.7B.
- B. A density bonus based upon economic impact may be achieved for PUD districts which benefit from a mix of retail, office, and residential uses as follows:

Percent of Total Building Floor Area On-site in Commercial Uses	Bonus Factor
20%	.15
30%	.20
40%	.25
50%	.30

- C. A density bonus of 0.15 may be achieved where a project is located within 1,320 feet traversable by a pedestrian on an improved, accessible surface in right-of-way dedicated for such purpose to a college or medical campus.
- D. A density bonus of 0.15 may be achieved where all of the upper story dwelling units in a multifamily project are accessible by a passenger elevator.
- E. A density bonus may be achieved for PUD districts which include certain of community amenities as follows:

Amenity Constructed	Bonus Factor
Circumferential trail	.05
Transit stop	.05
Bike racks (minimum 20 bikes)	.05
Vehicle charging station (minimum 5 stations)	.05

- F. A density bonus based upon affordable housing may be achieved where a percentage of units are utilized as affordable housing units as follows:

Percent of Total Dwelling Units	Bonus Factor
5%	.15
10%	.30
15%	.45

- G. Nonresidential density shall be expressed in terms of total square footage by area and for the development as a whole. There is no maximum square footage for nonresidential uses but the proposed uses should be in proportion to the overall intent and functionality of the planned district concept.

Sec. 29-26.9. Setback regulations.

- A. Within the Planned Unit Development District, minimum setback ranges shall be specifically established during the review and approval of the concept plan. Specific setbacks may be approved administratively in the site plan process if they are in conformance with the established ranges, or a modification to the master plan will be required if the provided setbacks are not within the established ranges. The following criteria shall be used in establishing the building spacing and setbacks:
 - 1. Areas between buildings used as service yards, storage of trash, or other utility purposes shall be designed so as to be compatible with adjoining buildings;
 - 2. Building spacing and design shall incorporate privacy for outdoor activity areas (patios, decks, etc.) associated with individual dwelling units whenever feasible; and
 - 3. Yards located at the perimeter of the Planned Unit Development District shall conform to the setback requirements of the adjoining district, or to the setback requirements of the planned district, whichever is greater.
- B. In no case shall setbacks interfere with public safety issues such as sight lines and utilities, including other public infrastructure such as sidewalks, open space, etc.

Sec. 29-26.10. Height of buildings.

In the Planned Unit Development District, the height regulations shall be:

- A. Single-family residences: 45 feet (maximum).
- B. Banks, office buildings and hotels: 60 feet (maximum).
- C. Apartments, shopping centers, and other permitted buildings: 60 feet (maximum).
- D. Conditional use permits are required for structures exceeding the maximums listed in this section.
- E. Height limitations as specified in Section 29-22.1 shall apply to other architectural features such as church spires, belfries, cupolas, monuments, water towers, chimneys, flues, television antennas and radio aerials.
- F. All accessory buildings shall generally be less than the main building in height.

Sec. 29-26.11. Parking.

Within the Planned Unit Development District, the applicant shall establish parking regulations for consideration by the Town Council. The proposed regulations shall be based on a parking needs study or equivalent data. Such regulations shall reflect the intent of the Comprehensive Plan to decrease impervious cover by reducing parking requirements, considering alternative transportation modes and using pervious surfaces for spillover parking areas. Shared parking areas, especially with nonresidential uses, is encouraged.

Sec. 29-26.12. Utilities.

All new utility lines, electric, telephone, cable television lines, etc., shall be placed underground.

Sec. 29-26.13. Application for rezoning.

- A. The applicant shall file an application for rezoning with the Zoning Administrator. The

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application shall consist of three primary sections: a narrative, an existing conditions map, and a master plan.

1. Narrative:

- (a) A general statement of objectives to be achieved by the planned district, including a description of the character of the proposed development and the market for which the development is oriented;
- (b) A list of all adjacent property owners;
- (c) Site development standards, including, but not limited to, density, setbacks, maximum heights, and lot coverage;
- (d) Utilities requirement and implementation plan;
- (e) Phased implementation plan;
- (f) Comprehensive sign plan;
- (g) Statements pertaining to any architectural and community design guidelines shall be submitted in sufficient detail to provide information on building designs, orientations, styles, lighting plans, etc. A visual design patternbook may accompany the written statements and is encouraged.
- (h) List of deviations from the requirements of the Zoning chapter, if any are being requested, including the justifications for such requests.
- (i) A statement verifying conformance with the Future Land Use Map shall be submitted. Should the site not be in conformance with the Future Land Use Map, a narrative justifying the deviation shall be submitted.

2. Existing conditions map:

- (a) Topography, including steep slopes (>15%);
- (b) Water features;
- (c) Roadways;
- (d) Structures;
- (e) Tree lines;
- (f) Major utilities;
- (g) Significant environmental features;
- (h) Existing and proposed ownership of the site along with all adjacent property owners.

3. Master plan. The preliminary master plan shall be of sufficient clarity and scale to accurately identify the location, nature, and character of the proposed Planned Unit Development District. At a minimum, the preliminary master plan shall include the following:

- (a) Proposed layout of the Planned Unit Development District, including the general location of uses, types of uses, common areas, and density range of uses;

- (b) Methods of access from existing state-maintained roads to proposed areas of development;
 - (c) General road alignments;
 - (d) General alignments of sidewalks, bicycle and pedestrian facilities;
 - (e) A general water layout plan indicating the intended size and location of primary lines and the general location of fire hydrants (e.g., one every two blocks, etc.);
 - (f) A general sanitary sewer layout indicating the size and location of primary lines, and the location of pump stations; and
 - (g) A general plan showing the location and acreage of the active and passive recreation spaces, parks and other public open areas.
- B. Additionally, an environmental impact study, a utilities capacity impact study, and a traffic study are also required to be submitted as part of the application package. The environmental impact study should detail any project impacts on FEMA-identified flood area and slopes greater than 15%, and should provide a stormwater management plan detailing both stormwater quantity and quality mitigation measures and best practices. The traffic study should quantify existing and projected traffic levels on all adjacent streets and at all proposed entrances.
- C. The Town Attorney shall review any property owner's or other association's charter and regulations prior to final site plan approval.
- D. The Planning Commission shall review the preliminary master plan for the proposed Planned Unit Development District in light of the goals enumerated in the Comprehensive Plan, consider it at a scheduled public hearing, and forward its recommendation along with the preliminary master plan to the Town Council for consideration. The Town Council shall hold a public hearing thereon, pursuant to public notice as required by the Code of Virginia, Sec. 15.2-2204, after which the Town Council may make appropriate changes or corrections in the ordinance or proposed amendment. However, no land may be zoned to a more intensive use classification than was contained in the public notice without an additional public hearing after notice required by the Code of Virginia, Sec. 15.2-2204. Such ordinances shall be enacted in the same manner as all other ordinances. The plan approved by the Town Council shall constitute the final master plan for the Planned Unit Development District.
- E. Once the Town Council has approved the final master plan, all accepted conditions and elements of the plan shall constitute proffers, enforceable by the Zoning Administrator.
- F. The Zoning Administrator shall approve or disapprove a final site plan within 60 days from the receipt of such plan. The plan shall be in substantial conformance with the approved final master plan. Such final site plan may include one or more sections of the overall Planned Unit Development District and shall meet all applicable federal, state, and Town regulations.

Sec. 29-26.14. Waivers and modifications.

Where sections of the Zoning or Subdivision chapter are deemed to be in conflict with the goals of the final master plan, the rezoning application shall be considered a waiver or modification to these sections if specified in the final master plan. Otherwise, the applicant must provide a clear explanation as to why certain regulations are in conflict with the final master plan, demonstrate that the public's health, safety and welfare will not be compromised, and request the specific waivers or modifications to be considered by the Town Council after a public hearing.



MEMORANDUM

To: C. Scott Davis, LPD, Town Manager
From: Ashley Atkins-Austin, CZA, Interim Director of Community Development
Date: Monday, April 10, 2023
Subject: Director's Monthly Report (March 2023), Department of Community Development

Statistics

Item	Amounts	Notes
Zoning Permits	8	
Building Permits	28	
	1	New single-family construction
	1	Manufactured homes
	15	Trades (mechanical, electrical, plumbing)
	3	Structural (interior renovations)
	6	Structural (exterior improvements)
	2	Signs
FAB Ridership	8,450 riders total 15,795 miles 1,084.5 service hours	
Fuel Sold at KFXV	36 sales totaling \$3,152.25 and 510.30 gallons	371. gallons AV 139.20 gallons Jet A
Arrivals/Departures at KFXV	See chart	Figures represent 7-day trailing averages only. South Boston (W78) also provided for comparison.

Items of interest

- The Staff participated in the following meetings and trainings in March:
 - DHCD Advanced Building Official Training 2/28 – 3/2 (N. Bowles)
 - Commonwealth Regional Council (CRC) Meeting (virtual) 3/15 (A. Atkins-Austin)
 - Virginia Municipal Clerks Association Meeting 3/17 (M. Watkins)
 - DHCD Permit Technician Training 3/21 – 3/22 (N. Bowles)
 - 2nd Annual Housing Summit 3/24 (A. Atkins-Austin)
 - Third PUD Information Session 3/28 (A. Atkins-Austin & M. Watkins)
 - GO VA Region 3 USDA Rural Development Meeting 3/31 (A. Atkins-Austin)
- Farmville Regional Airport (KFXV) updates:

- Additional airport usage figures are attached. Flightaware.com provides 7-day trailing averages for free, and more specific data is available for purchase. For comparison, Staff includes the same data for William M. Tuck Airport (W78) in South Boston.
- We experienced issues with both AV gas and jet fuel pumps beginning Wednesday, March 22, 2023. AV gas was back online by Wednesday afternoon. Jet fuel is still unavailable, Bill Caldwell is working on getting a company out to repair it.
- The Planning Commission met on March 15, 2023.
 - They recommended approval of ZTA23-002 to the Town Council.
- The Board of Zoning Appeals did not meet for the month of March.
- Community Development held the following March events:
 - **Tuesday, March 28, 2023**, at 6pm at the Moton Museum – A community information and input session about potential amendments to add a **Planned Unit Developments** process to the zoning ordinance.

Staff Contacts | Department of Community Development

Ashley Austin	Interim Director of Community Development	aaustin@farmvilleva.com	434-392-2114
Nicholas Bowles	Building Official (<i>Appointed</i>)	nbowles@farmvilleva.com	434-392-8465
Phillip Moore	Building Official (<i>Interim</i>)	pmoore@farmvilleva.com	434-392-8465
Michelle Watkins	Administrative Assistant II	mwatkins@farmvilleva.com	434-392-8465

March 2023 Arrivals and Departures

Farmville Regional Airport KVVX

Date	Day	KVVX Arrivals & Departures * Farmville	KVVX Notes Farmville	W78 Arrivals & Departures * South Boston
3/1/2023	Wednesday	5		5
3/2/2023	Thursday	10		0
3/3/2023	Friday	6		4
3/4/2023	Saturday	6		4
3/5/2023	Sunday	6		6
3/6/2023	Monday	6		6
3/7/2023	Tuesday	6		0
3/8/2023	Wednesday	6		6
3/9/2023	Thursday	6		6
3/10/2023	Friday	6		6
3/11/2023	Saturday	6		7
3/12/2023	Sunday	6		0
3/13/2023	Monday	0		6
3/14/2023	Tuesday	0		6
3/15/2023	Wednesday	6		5
3/16/2023	Thursday	5		6
3/17/2023	Friday	0		6
3/18/2023	Saturday	4		5
3/19/2023	Sunday	4		4
3/20/2023	Monday	5		4
3/21/2023	Tuesday	6		5
3/22/2023	Wednesday	6		5
3/23/2023	Thursday	6		0
3/24/2023	Friday	4		4
3/25/2023	Saturday	0		4
3/26/2023	Sunday	6		5
3/27/2023	Monday	6		5
3/28/2023	Tuesday	4		5
3/29/2023	Wednesday	4		5
3-30/2023	Thursday	4		6
3/31/2023	Friday	4		6

* Source: FlightAware.com- 7-day trailing averages