



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, November 15, 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 – **August 16, 2023**
5. **Public Participation – Speakers have three (3) minutes to make statements on non-agenda items.**
6. **Public Hearing- (None)**
 - a. Staff Report
 - b. Public Participation- Speakers have three (3) minutes to make statements.
 - c. Planning Commission Deliberation
7. **Old Business**
8. **New Business**
 - a. Department update and upcoming major cases
 - b. Staff and Commission Items
9. **Adjournment**

**Town of Farmville Planning Commission
Town Council Chamber of the Town Hall
116 North Main Street, Farmville, VA 23901
Wednesday, August 16, 2023**

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

Planning Commission Members Absent: None

Staff Present: 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. Crute, with all present members voting "aye," the agenda was adopted with no corrections.

CONSIDERATION OF MINUTES

Minutes of Regular Planning Commission Meeting -June 21, 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. Crute, seconded by Ms. O'Connor, and with all present members voting "aye," the minutes from June 21, 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

POD23-002, Ian Brock requests site plan approval for a one-story, 10,000 square foot commercial building per Town Code Sections 29-13.e.2 and 29-13.e.4.e The 2.05-acre site is located on the east line of Layne Street on parcel 0022000(0A)00-088C. This property is zoned B-3 Highway Commercial.

Ms. Atkins-Austin provided relevant information from the staff report with supporting slides. The site plan is located in the 2700 block of Layne Street. Staff finds the site plan substantially consistent with the Comprehensive Plan Future Land Use Map. There would be no significant impacts to utilities, environment, or transportation systems. The use poses no detriment to the neighborhood or adjacent properties; therefore, staff recommends approval of POD23-002. Staff does not recommend any conditions; however, it is noted that staff has asked for sidewalks per town code in previous comments to the developer.

Staff and commissioners had a brief discussion.

Chairperson Patterson called for a motion to open public participation. On a motion by Mr. Weiss, seconded by Mr. Crute, and with all present members voting “aye”, the motion was passed.

Ms. Watkins reported that staff had not received any comments or requests to speak from the public. Ms. Atkins-Austin noted that the developer and engineer were present if the commissioners had questions for them.

Ian Brock shared that part of the building is STEPS, Inc. The proposed plan would outfit space for the existing Steps, Inc., counseling services, and other professional services such as orthodontics and psychiatrists.

Mr. Weiss clarified interconnectivity plans between parcels with Mr. Brock.

Chairperson Patterson called for a motion to close public participation. On a motion by Ms. O'Connor, seconded by Mr. Crute, and with all present members voting “aye”, the motion was passed.

There was no deliberation amongst the Commissioners, they shared some thoughts and expressed that the plan was well presented. Chairperson Patterson mentioned that in the future it may benefit the Town to review the traffic flow and tightness of maneuvering in the Layne Street area.

On a motion by Mr. Weiss, seconded by Mr. Crute, and with all present members voting “aye”, the motion to approve POD23-002 was passed.

OLD BUSINESS

There was no old business before the Commission.

NEW BUSINESS

Ms. Atkins-Austin shared that the town currently has a contract with the Berkley Group. A Staff member from Berkley Group will work virtually with the Community Development Department on Land Use cases up to 20 hours a month. Staff are tracking one potential site plan.

Mr. Weiss suggested that staff add a routine agenda item to provide updates on cases that goes to Town Council. Chairperson Patterson concurred.

ADJOURNMENT

With no further business, Chairperson Patterson called for a motion to adjourn the meeting. On a motion by Mr. Crute, seconded by Mr. Weiss and with all present members voting “aye,” the meeting was adjourned at 7:22 P.M.

Respectfully submitted by Michelle D. Watkins, Administrative Assistant II

Cameron Patterson, Chairperson

Jerry Davenport, Secretary

DRAFT



MEMORANDUM

To: C. Scott Davis, LPD, Town Manager
From: Ashley Atkins-Austin, CZA, Interim Director of Community Development
Date: November 2, 2023
Subject: Director's Monthly Report (October 2023), Department of Community Development

Statistics

Item	Amounts	Notes
Zoning Permits	15	
Building Permits	18	
	0	New single-family construction
	5	Trades (mechanical, electrical, plumbing)
	1	Structural (interior renovations)
	11	Structural (exterior improvements)
	1	Signs
FAB Ridership	11,312 riders, 16,343 miles, 1,140 service hours	
Fuel Sold at KVVX	50 sales Totaling \$10,360.52, 1780 Gallons	1073.90 gallons AV 706.10 gallons Jet A
Code Enforcement Notice of Violations Mailed	13	10 of the 13 NOV's were to businesses located in the special flood hazard area on West Third Street.
Arrivals/Departures at KVVX	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 September:
 - Virginia Municipal Clerk's Association (VMCA) Annual Conference, (Watkins)
 - American Association of Code Enforcement (AACE) Virtual Check-In, (Atkins-Austin, Watkins)
 - Virginia Association of Zoning Officials Quarterly meeting (Atkins-Austin)
 - House Forward Virginia Webinar (Atkins-Austin)
 - New staff member, John Ramsay, joined the team as the Residential Code Inspector on Monday, October 30, 2023.

- Farmville Regional Airport (KFVX) 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.
- The Planning Commission did not meet for the month of October 2023. No applications had been filed, and no public hearings were scheduled or advertised.
- The Board of Zoning Appeals did not meet for the month of October 2023. No applications have been filed.

Staff Contacts | Department of Community Development

Ashley Austin	Interim Director of Community Development	aaustin@farmvilleva.com	434-392-2114
Phillip Moore	Building Official	pmoore@farmvilleva.com	434-392-8465
John Ramsay	Residential Code Inspector	jramsay@farmvilleva.com	434-392-8465
Michelle Watkins	Administrative Assistant II	mwatkins@farmvilleva.com	434-392-8465

October 2023 Arrivals and Departures

Farmville Regional Airport KVVX

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

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