



Town of Farmville Planning Commission

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

Agenda
Wednesday, January 17, 2024 @ 7:00pm

- 1. Call to Order** (please silence devices)
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Annual Organizational Meeting – Election of Officers**
 - a. Nomination and Election of Chairperson
 - b. Nomination and Election of Vice-Chairperson
 - c. Nomination and Election of Secretary
- 5. Consideration of Minutes-** Regular Planning Commission Meeting – November 15, 2023
- 6. Public Participation – Speakers have three (3) minutes to make statements on non-agenda items.**
- 7. Old Business**
- 8. New Business**
 - a. Consideration and Adoption of 2023 Annual Report and 2024 goals
 - b. Consideration and Adoption of 2024 Meeting Dates
- 9. Staff Updates**
- 10. Commission Updates**
- 11. Adjournment**

**Town of Farmville Planning Commission
Town Council Chamber of the Town Hall
116 North Main Street, Farmville, VA 23901
Wednesday, November 15, 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, Residential Code Inspector John Ramsay, 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 Ms. O'Connor, 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 -August16, 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 Mr. Davenport, and with all present members voting "aye," the minutes from August 16, 2023, were approved as presented.

PUBLIC PARTICIPATION

There was no public participation.

PUBLIC HEARING

There were no public hearings scheduled.

OLD BUSINESS

There was no old business before the Commission.

NEW BUSINESS

Department Updates and upcoming major cases

Ms. Atkins-Austin introduced the Community Development Department's new Residential Code Inspector, Mr. John Ramsay. Mr. Ramsay attended Hampden Sydney College earning a degree in English. He has experience with residential construction and residential construction project management. He is working towards earning his certification in Residential Code Enforcement and Property Management. Mr. Ramsay will be responsible for residential building inspection and local town code enforcement.

Staff are in preparation to begin discussion on the Planned Unit Development ordinance after the beginning of January 2024 and would like insight from the commissioners on what they would like to see in the ordinance. On April 26, 2023, Town Manager Mr. Davis sent an email to all Commissioners that contained a list of several localities that currently have a PUD ordinance. Commissioners were encouraged to review and provide feedback.

VCU Wilder School Certified Planning Commission Program has announced their sessions for the year 2024. Commissioners were encouraged to reach out to Ms. Watkins if they were interested in registering for the courses.

Staff is tracking some major cases that may come before the Planning Commission after January 2024. There may be some site plans as well as a conditional use permit. The next Planning Commission meeting will be held on December 20, 2023, at 7:00 PM.

Staff and Commission Items

Chairperson Patterson and Mr. Weiss shared information for upcoming meetings regarding Prince Edward County's Comprehensive Plan Process. The information can be found on the county's website and citizens were encouraged to attend and provide input from the community.

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 7:10PM.

Respectfully submitted by Michelle D. Watkins, Administrative Assistant II

Cameron Patterson, Chairperson

Jerry Davenport, Secretary

Report to the Farmville Town Council

Submitted by the Farmville Planning Commission

	Position	Address	Term Expiration	Ward
Jayne Johnson, CPC	Vice-Chairperson	1005 Seventh Avenue	June 30, 2026	A
Rhett L. Weiss, CPC	Member	809 Fourth Avenue	June 30, 2026	B
Cameron Patterson, CPC	Chairperson	420 Griffin Boulevard	June 30, 2025	C
Patrick Crute	Member	1402 Spottswood Drive	June 30, 2025	D
Jerry Davenport	Secretary	803 Bizzarre Street	June 30, 2025	E
Abigail O'Connor, CPC	Member	818 Creekwood Trail	June 30, 2025	At-large
Dr. John Miller, CPC	Member	309 Second Avenue	June 30, 2026	At-large

Appointments

- Cameron Patterson, CPC – Chairman
- Jayne Johnson, CPC – Vice Chairperson
- Jerry Davenport - Secretary

Meetings:

The Planning Commission held nine (9) meetings and one (1) work session in 2023.

2023 Work Items

The Planning Commission's workload in 2023 can be grouped into three categories of tasks: actionable items, professional development, and community engagement. The commission continues to benefit from staff education on timely topics such as Planned Unit Developments, ethics, and other items. We are scheduling a joint training with the Board of Zoning Appeals in 2024. Additionally, the commission supported public outreach efforts on relevant topics including building/construction permit process, and PUD's. The following includes the planning commission's actionable items:

- Reviewed and approved POD22-004. Specialty food store (ice cream) located on the east line of East Third Street at its intersection with Hylawn Avenue on parcel 0023A09(20)00-012.
- Reviewed the language and adopted a resolution to initiate Floodplain Ordinance Amendments ZTA23-001 and 002.
- Participated in a Community Engagement Session on January 12, 2023, at the Moton Museum regarding Planned Unit Development. Had sessions on February 13, 2023 and March 28, 2023.
- Reviewed and approved CUP22-003, for a conditional use permit to allow a (1) story, one hundred sixteen (116) unit, 19,870 square foot mini-warehouse (self-storage building per town code section 29-13.c.c)

Report to the Farmville Town Council

Submitted by the Farmville Planning Commission

- Reviewed and deferred CUP23-001. Request to locate a convenience store in the R-1 low density residential district. The applicant decided not to move forward with the request.
- Participated in a Work Session regarding Planned Unit Developments (PUD's)
- Reviewed and recommended approval for case CUP23-002 a conditional use permit request to allow for an accessory dwelling unit. The 0.516-acre site is located at 1204 Sixth Avenue on parcel number 0023A12(01)00-046.
- Reviewed and recommended approval for case CUP23-003: A Conditional use permit request to allow for an accessory dwelling unit. The 0.573 site is located at 801 Milnwood Road on parcel number 0023A14(0A)00-008.
- Reviewed and recommended an amendment REZ23-001. The site is located on the 300 block of Meriwood Farm Road and consists of parcel numbers 0037000(0A)00-969B, 0037000(0A)00-061, and 0037000(0A)00-062
- Reviewed and recommended site plan approval for POD23-002. The site is located on the east line of Layne Street on parcel 0022000(0A)00-088C.

2024 Proposed Actions by Planning Commission and Requests to the Town Council

- Review zoning amendment, rezoning, conditional use permit request and/or other issues that may be referred to the Planning Commission by Town Council.
- Review the Comprehensive Plan, Zoning Ordinance, and Subdivision Ordinance and make necessary recommendations to Town Council for any needed updates.
- Continue the in-house professional development training with staff guidance on topics relevant to upcoming agenda items as well as trends in municipal planning. We ask that Town Council support this endeavor where appropriate financially.
- Request that Town Council continue to budget for two Planning Commissioners to attend the Certified Planning Commissioner Program that is conducted through the Land Use Education Program (LUEP) at Virginia Commonwealth University. Staff estimates that the cost for two commissioners in 2024 would be \$2,000.
- Request that Town Council budget \$875 for stipends for five Planning Commission work sessions as needed. Given the continued scope involved in recent and perspective topics we believe that this request is appropriate.
- Prepare and submit the 2024 annual report to Town Council.

Report to the Farmville Town Council

Submitted by the Farmville Planning Commission

On behalf of the Farmville Planning Commission, I'm pleased to provide the Commission's annual report for calendar year 2023. We would like to thank Town Council for allowing us the opportunity to serve and for the support that you provide as we serve as an advisor to Council in planning for the Town's future.

DRAFT



MEMORANDUM

To: C. Scott Davis, LPD, Town Manager
From: Ashley Atkins-Austin, CZA, Interim Director of Community Development
Date: January 5, 2024
Subject: Director's Monthly Report (December 2023), Department of Community Development

Statistics

Item	Amounts	Notes
Zoning Permits	10	
Building Permits	9	
	0	New single-family construction
	5	Trades (mechanical, electrical, plumbing)
	1	Structural (interior renovations)
	2	Structural (exterior improvements)
	1	Signs
FAB Ridership	4, 444 riders, 10,863 miles, 628 service hours	
Fuel Sold at KVVX	22 sales Totaling \$4404.51, 776.40 Gallons	384.20 gallons AV 392.20 gallons Jet A
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 December:
 - DCR Training: NFP & Building Codes (Watkins)
 - Mastering Conflict for Effective Planning – ACIP webinar (Atkins-Austin)
 - Local Building Officials Meeting (Ramsay)
 - Regional Building Officials Meeting (Ramsay)
- Farmville Regional Airport (KVVX) 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 December, 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 November 2023. No applications have been filed.

Staff Contacts | Department of Community Development

Ashley Austin	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 / Permit Tech	mwatkins@farmvilleva.com	434-392-8465

December 2023 Arrivals and Departures

Farmville Regional Airport KFBX

Date	Day	KFBX Arrivals & Departures *	KFBX Notes Farmville	W78 Arrivals & Departures * South Boston
12/1/2023	FRIDAY	4		4
12/2/2023	SATURDAY	0		0
12/3/2023	SUNDAY	4		0
12/4/2023	MONDAY	4		4
12/5/2023	TUESDAY	6		4
12/6/2023	WEDNESDAY	4		4
12/7/2023	THURSDAY	6		4
12/8/2023	FRIDAY	6		6
12/9/2023	SATURDAY	6		6
12/10/2023	SUNDAY	0		0
12/11/2023	MONDAY	6		0
12/12/2023	TUESDAY	4		6
12/13/2023	WEDNESDAY	4		4
12/14/2023	THURSDAY	4		4
12/15/2023	FRIDAY	4		4
12/16/2023	SATURDAY	4		4
12/17/2023	SUNDAY	0		3
12/18/2023	MONDAY	0		2
12/19/2023	TUESDAY	4		2
12/20/2023	WEDNESDAY	4		2
12/21/2023	THURSDAY	5		2
12/22/2023	FRIDAY	4		2
12/23/2023	SATURDAY	6		3
12/24/2023	SUNDAY	4		3
12/25/2023	MONDAY	0		0
12/26/2023	TUESDAY	4		0
12/27/2023	WEDNESDAY	0		0
12/28/2023	THURSDAY	4		3
12/29/2023	FRIDAY	4		4
12/30/2023	SATURDAY	3		4
12/31/2023	SUNDAY	4		4

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