



Town of Farmville

Town Council

January 8, 2025 at 6:00 PM
Council Chamber of the Town Hall
116 North Main Street, Farmville, VA

AGENDA

1. **Call to Order**
2. **Roll Call**
3. **Invocation**
4. **Pledge of Allegiance**
5. **Adoption of Agenda**
6. **Declaration of Personal Interest**
7. **Presentation by Matthew Gross, P.E., Hurt & Proffitt**
8. **Public Hearing**
 - a. Resolution No. 2025-01-01 – for a conditional use permit to allow for four (4), one hundred and eighty-one (181) unit, 35,310 square foot mini warehouses (self-storage buildings), two (2), twenty-two (22) unit, 8,250 square foot mini warehouses (self-storage buildings), and one (1) 4,500 square foot office per Town Code Section 29.13.c. The proposed 17.204-acre lot is located on the west edge of Peery Drive. The property is zoned B-3 Highway Commercial
 - b. Ordinance No. 234 – to amend the zoning ordinance by adding Section 29-35.b.5 – Fences. This will regulate the location and height of fences in residential districts
9. **Public Comment Period**
 - a. Public Comment Sign-up Sheet
10. **Consent Agenda**
 - a. Draft Minutes of the December 4, 2024, Work Session and December 11, 2024, Regular Council Meeting
11. **Finance Report**
 - a. November 2024 Finance Report
12. **New Business**
 - a. Request Appointment of Vice-Mayor
 - b. Request Adoption of Rules of Procedure
 - c. Request Adoption of the Code of Ethics and Conduct and Ethics Pledge
Request Approval of Resolution No. 2025-01-01 - for a conditional use permit to allow a total of 768 storage units in six buildings, one acre of exterior storage, and an office building on the west edge of Peery Drive
 - d. Request Approval of Resolution No. 2025-01-01 - for a conditional use permit to allow a total of 768 storage units in six buildings, one acre of exterior storage, and an office building on the west edge of Peery Drive
 - e. Request Approval of Final Plat - Meriwood Two Subdivision and Boundary Line Adjustment

13. Old Business

Request Adoption of Ordinance No. 234 – to amend the zoning ordinance by adding

- a. Section 29-35.b.5 – Fences. This will regulate the location and height of fences in residential districts

14. Town Manager's Report

15. Comments by Mayor and Town Council

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 Pairret

Town of Farmville
Town Council
PUBLIC HEARING NOTICE

The Farmville Town Council will hold public hearings on Wednesday, January 8, 2025, at 6:00 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 items:

- **Resolution No. 2025-01-01** – for a conditional use permit to allow for four (4), one hundred and eighty-one (181) unit, 35,310 square foot mini warehouses (self-storage buildings), two (2), twenty-two (22) unit, 8,250 square foot mini warehouses (self-storage buildings), and one (1) 4,500 square foot office per Town Code Section 29.13.c. The proposed 17.204-acre lot is located on the west edge of Peery Drive. The property is zoned B-3 Highway Commercial.
- **Ordinance No. 234** – to amend the zoning ordinance by adding Section 29-35.b.5 – Fences. This will regulate the location and height of fences in residential districts.

The full texts of the proposed resolution and ordinance are available online at www.farmvilleva.com or by contacting the Clerk of Council at (434) 392-9465.

The Farmville Town Council will consider the requests following the public hearings. Any person(s) wishing to comment on the above matters should plan to attend this meeting or submit written comments. Please email Mary McKay at mmckay@farmvilleva.com or mail written comments to PO Drawer 368, Farmville, VA 23901 to arrive by 4:00 PM on Wednesday, January 8, 2025.

Questions and comments related to the public hearings 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
January 08, 2025
Guests Sign Up Sheet

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



**PUBLIC COMMENT PERIOD
(held after PUBLIC HEARINGS)**

January 08, 2025

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: January 8, 2025

ITEM NUMBER: 10.a. – Draft Minutes of the December 4, 2024, Work Session and December 11, 2024, Regular Council Meeting

BACKGROUND:

RECOMMENDATION: Accept the Consent Agenda as presented.

FISCAL IMPACT:

ATTACHMENTS:

1. 2024-12-04 Work Session-DRAFT
2. 2024-12-11 Reg Council Mtg-DRAFT

REGULAR WORK SESSION OF THE FARMVILLE TOWN COUNCIL
HELD ON DECEMBER 4, 2024

At the regular work session of the Farmville Town Council held on Wednesday, December 4, 2024, at 6:00 PM, in the Council Chamber of the Town Hall, located at 116 North Main Street, Farmville, Virginia, there were present Mayor Brian Vincent, presiding, and Council members Sallie Amos, A.D. “Chuckie” Reid, Daniel Dwyer, Tommy Pairet, Adam Yoelin, Donald Hunter, and John Hardy.

Staff present were Town Manager Scott Davis, Town Attorney Gary Elder, Finance Director Julie Moore, Community Development Director and IT Support Ashley Atkins-Austin, Police Chief Andy Ellington, Human Resources Director Amanda Zirkle, Deputy Clerk Jacqueline Vaughan, and Clerk of Council Mary McKay.

Mayor Vincent called the meeting to order, and all guests were welcomed.

The Clerk called the roll, noting all Council members were present.

ADOPTION OF AGENDA

Mr. Dwyer made a motion to adopt the agenda as presented, seconded by Mr. Reid, and with all in favor stating “aye”, the motion passed.

DECLARATION OF PERSONAL INTEREST

There were no declarations of personal interest made.

PRESENTATION FROM THE 2024 ICMA ANNUAL CONFERENCE

Town Manager Davis shared information received from a recent conference he attended concerning areas having designated Main Street programs. A slide show was provided, *The Future of Main Streets*, with some highlights mentioned:

- Keep the older section of downtown strong and part of the community.
- Events held downtown bring outside visitors into the town.
- Try to achieve a hub for entrepreneurial ecosystems.
- The incorporation of downtown housing creates a live/work environment.
- Goal is to work together with the non-profit downtown partnership to create the downtown environment.

FINANCE REPORT

Finance Director Julie Moore reported on the October 2024 reports provided to Council members. The revenue should be at 33% four months into FY2025 but is not until real estate tax

and business license revenue is received. The Airport Fund also lags because it depends on when projects are completed, and reimbursements are made. Comparing revenue to the previous year, only the Airport Fund was reported as below last year. A grant reimbursement was received for an on-going project last year and the AV gas and jet fuel is slightly below this point last year.

Expenses to budget are above the four-month mark. Ms. Moore provided a review of the capital assets purchased at the front end of this fiscal year whereas last year the purchases were evenly distributed throughout the year.

Ms. Moore reported that the Finance Department is diligently working to send out the utility bills and staff are working with Beacon to address the billing issues. The problems causing the delay were reviewed. An estimated 49 installed meters did not provide a reading, and staff are having to go out to determine the problem. There also were approximately 130 one-inch meters not installed so staff are having to read the old meters as the new meters were not yet received and installed. It is hoped to get the billing out next week with due dates pushed back. Notices have been placed on social media and the town's website so that residents are aware of the billing delay.

Town Manager Davis clarified that the company referenced as Beacon has a system that will transfer the live reading data into the town's billing system.

NATIONAL FITNESS CAMPAIGN

For Council's consideration, the Town Manager reported on an available grant through a non-profit organization that partners with different insurance companies throughout the United States. The funding would be used to provide a fitness court/studio and an opportunity for communities to become more fit and have healthy lifestyles. Examples of options were reviewed using a slideshow. A suggestion was made for the Wilck's Lake area to be considered for a location if the project moves forward. The non-profit had suggested other partners and local sponsors be considered for additional funding. An overview of the costs for two options was provided.

There were brief comments and questions by Council members concerning the information presented.

DISCUSSION: CONDITIONAL USE PERMIT TO ALLOW A RESTAURANT, MOBILE AT THE INTERSECTION OF GRIFFIN BOULEVARD/REDFORD STREET

The Town Manager provided introductory remarks concerning the proposed conditional use permit and advised that the Community Development Director was available to field any questions from the Council. Ms. Atkins-Austin reviewed details provided in the staff report. In

addition to the recommended conditions for mobile restaurants, the Planning Commission recommended conditions for the site:

- Limit of two food trucks at one time on the property.
- The parking agreement for Sprague's Barber Shop on-street parking on Redford Street be amended to allow patrons of the food trucks to use the on-street parking available.
- Trash and trash receptacles must be removed from the site daily.
- No additional signage to what is allowed for restaurants, mobile.

A brief discussion was held about the referenced parking agreement being paid for by Anthony Sprague. The Town Manager advised that no written agreement could be found and that the food truck parking and the parking for the barber shop should be kept separately. Further discussion was held about the number of food trucks and being 100 ft. away from single family residential structures as well as the noise ordinance. The public hearing process was discussed and how to go back and add an additional food truck in the future. The application fee could be waived if the Council designates such in the vote next week, but the full process of a public hearing must be held if there is an amendment to the conditional use permit. There was additional discussion concerning the food truck trash receptacles. Mr. Sprague reported he would ensure that the vendors maintained a clean area. Mayor Vincent confirmed that all were comfortable with removing the parking condition and moving forward with two food trucks at this time.

DISCUSSION: EMPLOYEE POLICY AND PROCEDURES HANDBOOK UPDATE

Town Manager Davis reported on the Employee Handbook previously implemented and the need to incorporate the changes made to federal and state laws. Human Resources Director Amanda Zirkle was available to field any in-depth questions. He reported on changes made in how employees are drug tested due to Virginia allowing individuals to have medical marijuana cards. He further advised that the Town still will be a drug-free workplace. There are additional appendices on regulations to meet standards for the computer use policy and security measures for the town's information systems.

Information received from a recent conference about artificial intelligence will be brought forward at another meeting. Its usage will provide the ability to enhance productivity and capabilities but not eliminate employee jobs. Additional appendices will be added in the future.

An inquiry was made by Council member Hunter for clarification for when employees are required to go to court, they still receive full pay and the pay also from the court. The Town

Manager and the Human Resources Director both confirmed that payment would be received from both.

DISCUSSION: PAY AND CLASSIFICATION PLAN UPDATE

The Town Manager reviewed items being amended:

- All positions are in alphabetical order respective to the grade.
- Equipment Operator II position has been changed to Equipment Operator, to be consistent with other Operator positions.
- Building Official and Horticulturist positions would be moved one grade higher, reflective of their responsibilities, and to make the salary competitive. Also in the upcoming year, the Horticulturist position will have supervisory responsibilities as a position will be reassigned to work in that department. Currently staff are borrowed from the Public Works department to assist.
- Foreman Mechanic position will use the title of Foreman.
- Public Works Assistant Director position will be kept and that department will be recategorized internally with areas of concentration. A superintendent title is being considered for a working supervisor position. More information will be shared in the future about the internal changes to be made.

DISCUSSION: WATER AND SEWER TAP FEES

DISCUSSION: WATER AND WASTEWATER RATE REPORT COMPLETED BY TRC

The Town Manager provided a report on both related topics. The average cost for water and sewer taps had been previously shared. Council members were provided with a breakdown for those costs which are over \$5000.

Some details from the TRC study were stated. Some localities charge a capital recovery charge that is not incorporated into their cost. Reference was made to TRC's report on the definition of capital recovery charges, which are charges for buying into the existing system or charges that recognize the cost of adding capacity to the system.

A slideshow picture was shared with the Council of a recent break on East Third Street before Thanksgiving. The repair project would be more than the cost of the tap fee. Town Manager Davis stressed that there is a one-time opportunity to receive money for the tap because after that, when a replacement is needed, the costs would be much more. He also reported on the town's great rates for monthly water and sewer services and suggested that every two-three years

a gradual rate increase be made instead of a large increase at one time. A reminder was made that this fund is an enterprise fund which is supposed to generate revenue to pay for what is being consumed but also for future issues. After installation, the town is responsible for the tap indefinitely.

There was additional discussion from Council member Hardy concerning who is responsible for bringing the line into a subdivision and mentioned that any incentive would be helpful.

TOWN MANAGER'S REPORT

- Concerning the date of the next scheduled Work Session, there was a consensus from the Council to cancel the January 1, 2025, Work Session since the meeting would fall on a holiday.
- An Excel document has been received for the Water and Infrastructure Study. Once reviewed, the findings of the report will be presented at the January meeting if not ready by next week's meeting.
- As a facilitator to lead the Council Retreat needs to be scheduled, a discussion was held on dates and times and whether to hold the retreat on one day versus two half-days. With no new Council members on board, one day was decided for the retreat.

COMMENTS BY MAYOR AND TOWN COUNCIL

Council member Hardy expressed thanks to many for the Christmas tree lighting event held downtown which brought in out-of-town visitors to join in the festivities.

Mayor Vincent followed Mr. Hardy's comments and remarked that it was good to hear appreciation for the downtown events which bring in many folks to celebrate.

CLOSED SESSION 2.2-3711 A.8

On a motion by Mr. Pairt, seconded by Mr. Hunter, and with Council members Reid, Dwyer, Pairt, Yoelin, Hunter, Hardy, and Amos voting "yes", Council went into closed session under paragraph A.8. of Section 2.2-3711, Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Farmville Town Council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the Farmville Town Council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Farmville Town Council hereby certifies that, to the best of each member's knowledge, only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Farmville Town Council.

VOTE: Seven "yeses", No "noes"

MOTION: Pairet SECOND: Hunter

YES: Dwyer, Pairet, Yoelin, Hunter, Hardy, Amos, and Reid

NO: None

ABSENT DURING VOTE: None

ABSENT DURING MEETING: None

Clerk of Council

There being no other business and on a motion by Mr. Pairet, seconded by Mr. Reid, with all in favor stating "aye", the meeting adjourned at 7:49 PM.

APPROVED:

ATTEST:

Brian R. Vincent, Mayor

Mary H. McKay, Clerk of Council

REGULAR MEETING OF THE FARMVILLE TOWN COUNCIL
HELD ON DECEMBER 11, 2024

At the regular meeting of the Farmville Town Council held on Wednesday, December 11, 2024, at 6:00 PM, in the Council Chamber of the Town Hall, located at 116 North Main Street, Farmville, Virginia, there were present Mayor Brian Vincent, presiding, and Council members Sallie Amos, A.D. “Chuckie” Reid, Dan Dwyer, Tommy Pairet, Adam Yoelin, Donald Hunter, and John Hardy.

Staff present were Town Manager C. Scott Davis, Town Attorney Gary Elder, Finance Director Julie Moore, Chief of Police Andy Ellington, Fire Chief Daniel Clark, Captain William Hogan, Human Resources Director Amanda Zirkle, Community Development Director and IT Support Ashley Atkins-Austin, Deputy Clerk Jacqueline Vaughan, and Clerk of Council Mary McKay.

Mayor Vincent called the meeting to order, and all guests were welcomed.

The Clerk called the roll, noting all Council members were present.

An invocation was led by Mayor Vincent for anyone wishing to join in prayer. Vice-Mayor Reid led the Pledge of Allegiance.

ADOPTION OF AGENDA

Mr. Hunter made a motion to adopt the agenda as presented, seconded by Mr. Hardy, and with all in favor stating “aye”, the motion passed.

DECLARATION OF PERSONAL INTEREST

There were no declarations of personal interest made.

EMPLOYEE RECOGNITION FOR 25 YEAR ANNIVERSARY

Town Manager Davis advised that there are five employees with 25 years of service with the Town of Farmville. Each recipient was introduced and recognized for their specific service to the town.

Jeremy Mahan

Daniel “Ed” Elliott

Albert Bappert

Crystal Barton (unable to be present)

Sandra Boelt-Stutler (unable to be present)

Mayor Vincent offered remarks of appreciation and thanks to everyone for their service.

UPDATE FROM PRINCE EDWARD COUNTY ADMINISTRATOR DOUG STANLEY

Mr. Stanley addressed the Council and provided congratulatory remarks to the town's 25-year anniversary recipients. An update for December 2024 was provided with several items highlighted. A written report was distributed.

From an inquiry made by Council member Hunter concerning what would make for a stronger application for the 460 Intersection with Third Street project, Mr. Stanley offered remarks that included making it more of an urban development area and developing the data center park.

PUBLIC HEARING – RESOLUTION NO. 2024-12-01 – FOR A CONDITIONAL USE PERMIT TO ALLOW A RESTAURANT, MOBILE AT THE INTERSECTION OF GRIFFIN BLVD/REDFORD ST

Mayor Vincent announced the opening of the Public Hearing period. With no one signed up to speak or provide comments, the Public Hearing period was closed.

PUBLIC COMMENT PERIOD

With no one signed up or wishing to speak, Mayor Vincent returned to the regular order of business.

CONSENT AGENDA

Mr. Reid made a motion to accept the Consent Agenda as presented, seconded by Mr. Dwyer, and with all in favor stating “aye”, the motion passed. The Consent Agenda included the draft minutes of the November 6, 2024, Regular Council Meeting.

FINANCE REPORT

Mr. Pairet made a motion to approve the Finance Report as presented, seconded by Mr. Reid, and with all in favor stating “aye”, the motion passed.

BACKGROUND:

Finance Director Julie Moore reported on the October and November 2024 Finance Reports and reviewed the amounts of earned income:

- ABM Building Solutions project - \$16,014 (October) and \$11,390 (November). This income will go towards future payments on the project. A second payment to ABM was made in October, therefore reducing the funds that are invested.
- Virginia Investment Pool (VIP) - \$16,026 (October) and \$15,131 (November)
- Sweep accounts at Benchmark Community Bank - \$8,615 (October) and \$8,714 (November)

- Local Government Investment Pool (LGIP) - \$35,662 (October) and \$33,562 (November)
- Total for month of October - \$60,303 and \$57,408 in November, excluding ABM income.

Ms. Moore reported that the utility billings were sent out yesterday and that this billing included more service days than normal. Averages are being reviewed so that a discount of \$8-\$10 can be incorporated into each billing for December due to residents having a mandatory \$38 charge.

REQUEST APPROVAL OF RESOLUTION NO. 2024-12-01 – FOR A CONDITIONAL USE PERMIT TO ALLOW A RESTAURANT, MOBILE AT THE INTERSECTION OF GRIFFIN BLVD/REDFORD ST

Mr. Reid made a motion to approve Resolution No. 2024-12-01, and the ability for Mr. Sprague to amend the conditional use permit, one time, and waive the fee for this amendment, seconded by Mr. Hunter, and with a recorded vote of Council members Reid, Dwyer, Pairet, Yoelin, Hunter, Hardy, and Amos voting “yes”, the motion passed.

BACKGROUND: The Planning Commission met on November 20, 2024, and recommended approval of CUP24-006 to Town Council for Anthony Sprague’s request for a conditional use permit to allow a restaurant, mobile per Town Code Section 29.22.a. The site is located at the northwest corner of the intersection of Griffin Boulevard and Redford Street on parcel number 0023A03(11)10-004 and zoned R-3 High Density Residential. A Public Hearing was held December 11, 2024.

Resolution No. 2024-12-01

To grant a conditional use permit to allow a restaurant, mobile per Town Code Section 29.22.a. The site is located at the northwest corner of the intersection of Griffin Boulevard and Redford Street on parcel number 0023A03(11)10-004. This property is zoned R-3 High Density Residential.

WHEREAS, Anthony Sprague filed an application for a conditional use permit to allow a restaurant, mobile per Town Code Section 29.22.a. located at the northwest corner of the intersection of Griffin Boulevard and Redford Street on Parcel number 0023A03(11)10-004, which is zoned R-3 High Density Residential; and

WHEREAS, Mr. Sprague has agreed to the attached conditions; and

WHEREAS, after a public hearing and due consideration, the Planning Commission recommends approval of this conditional use permit; and

WHEREAS, the Town Council finds that the conditional use permit application complies with Town Code Section 29-22 (a); and

WHEREAS, upon recommendation of the Planning Commission and after holding a public hearing on this Resolution, the Town Council finds that the public necessity, convenience, general welfare, and good planning and zoning practice allows for this conditional use permit be granted; NOW THEREFORE,

BE IT RESOLVED BY THE TOWN OF FARMVILLE TOWN COUNCIL:

1. The Town of Farmville Town Council grants a conditional use permit to Anthony Sprague to allow a restaurant, mobile per Town Code Section 29.22.a. located at the northwest corner of the intersection of Griffin Boulevard and Redford Street on Parcel number 0023A03(11)10-004, which is zoned R-3 High Density Residential with the attached conditions.
2. This resolution shall be in full force and effect upon passage.

Approved: _____
Mayor

Attest: _____
Clerk of Council

I certify that the above resolution 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 Pairt _____.

The Honorable John F. Hardy _____.

The Honorable Donald L. Hunter _____.

The Honorable Adam Yoelin _____.

Anthony Sprague Conditions for Conditional Use Permit

List of conditions to be placed on Anthony Sprague's Conditional Use Permit for a restaurant, mobile located at the northwest corner of the intersection of Griffin Boulevard and Redford Street.

Recommended Conditions for Mobile Restaurants at this location (Town Code Sec. 29-35.d.16)

- a) Mobile restaurants must obtain a town mobile restaurant permit, and must be inspected and approved by the town at least three (3) business days prior to initial operation and again prior to annual business license renewal.
- b) Mobile restaurants must maintain a valid business license issued by the town and a valid health permit issued by the state department of health.
- c) A mobile restaurant may operate with written permission from the owner.
- d) No items shall be sold other than food and beverages.
- e) No music shall be played that is audible outside of the vehicle.
- f) Mobile restaurant vehicles shall not operate on a public street or block i) the main entry drive isles or impact pedestrian or vehicular circulation overall, (ii) other access to loading areas, or (iii) emergency access and fire lanes. The mobile restaurant must also be positioned at least fifteen (15) feet away from fire hydrants, any fire department connection (FDC), driveway entrances, alleys and handicapped parking spaces.
- g) A mobile restaurant may operate between 7:00 a.m. and 9:00 p.m. Sunday to Thursday and between 9:00 a.m. to 11:00 p.m. Friday and Saturday (including set-up and break-down) in any one (1) day at any single location, except during national holidays and town-wide events a mobile restaurant may operate between 6:00 a.m. and 12:00 p.m. The vehicle and all accessory structures shall be removed each day.
- h) No signs may be displayed except:
 - 1. Those permanently affixed to the vehicle; and
 - 2. One (1) A-framed sign not to exceed four (4) feet in height and six (6) square feet of display for each of the two (2) sides and the sign cannot block any passageways.
- i) Trash receptacles shall be provided and all trash, refuse, or recyclables generated by the use shall be properly disposed of.
- j) No liquid wastes shall be discharged from the mobile restaurant.

k) No mobile restaurant shall locate within fifty (50) feet of the entrance to a business that sells food for consumption (determined by measuring from the edge of the mobile restaurant to the main public entrance of the restaurant) unless permission of the restaurant owner is provided.

l) No mobile restaurant shall locate within one hundred (100) feet of a single family or two-family residential use.

m) Vehicles may be otherwise limited by the town depending on the location or other details of the mobile restaurant permit application.

n) A mobile restaurant may operate at any farmer's market held on public or private property, if the food truck vendor is legally parked at the farmer's market and has received written permission from the farmer's market manager and displays such written permission upon request.

o) The operation of the mobile restaurant or use of a generator should not be loud enough to be plainly audible at a distance of one hundred (100) feet away. Excessive complaints about vehicle or generator noise will be grounds for the administrator to require that the mobile restaurant vendor change location on the site or move to another property.

p) The requirements of this section shall not apply to mobile restaurant vendors at catered events (events where the food is not sold through individual sales but provided to a group pursuant to a catering contract with a single payer).

q) A mobile restaurant permit may be revoked by the zoning administrator at any time, due to the failure of the property owner or operator of the mobile restaurant permit to observe all requirements for the operation of mobile restaurants. Notice of revocation shall be made in writing to address of record for mobile restaurant permit holder. Any person aggrieved by such notice may appeal the revocation to the board of zoning appeals.

Recommended Conditions for the site

- Limit of two (2) food trucks at one time on the property.
- Trash and trash receptacles must be removed from the site daily.
- No additional signage to what is allowed for restaurants, mobile.

REQUEST APPROVAL OF UPDATED EMPLOYEE POLICY AND PROCEDURES HANDBOOK

Mr. Hardy made a motion to approve the updated Employee Policy and Procedures Handbook, seconded by Mr. Hunter, and with a recorded vote of Council members Dwyer, Pairret, Yoelin, Hunter, Hardy, Amos, and Reid voting “yes”, the motion passed.

BACKGROUND: The Town Manager reported on the proposed updates at the December 4, 2024, Work Session and the need to incorporate changes made to federal and state laws.

REQUEST APPROVAL OF UPDATED PAY AND CLASSIFICATION PLAN

Mr. Hunter made a motion to approve the Updated Pay and Classification Plan, seconded by Mr. Reid, and with a recorded vote of Council members Pairet, Yoelin, Hunter, Hardy, Amos, Reid, and Dwyer voting “yes”, the motion passed.

BACKGROUND: The Town Manager reviewed the items being amended in the Pay and Classification Plan at the December 4, 2024, Work Session.

Town of Farmville Pay and Classification Plan FY25 Pay and Classification Plan											
Grade	Position	Job Number	FLSA	Annual Minimum	Annual Midpt	Annual Max	Existing Employee Annual Maximum	Hourly Min	Hourly Mid	Hourly Max	Existing EE Hourly Max
F01	AIRPORT TECHNICIAN	1006	N	\$28,460	\$39,198	\$45,536	\$49,936.00	\$13.68	\$18.85	\$21.89	\$24.01
F01	BUS OPERATIONS AIDE	2303	N	\$28,460	\$39,198	\$45,536	\$49,936.00	\$13.68	\$18.85	\$21.89	\$24.01
F01	CUSTODIAN	1701	N	\$28,460	\$39,198	\$45,536	\$49,936.00	\$13.68	\$18.85	\$21.89	\$24.01
F01	WATER/SEWER PLANT TRAINEE	2005	N	\$28,460	\$39,198	\$45,536	\$49,936.00	\$13.68	\$18.85	\$21.89	\$24.01
F02	BUS DRIVER (PART-TIME)	2302	N	\$29,728	\$40,846	\$47,565	\$51,964.80	\$14.29	\$19.64	\$22.87	\$24.98
										\$0.00	
F03	LABORER I	1709	N	\$31,695	\$43,404	\$50,712	\$55,112.00	\$15.24	\$20.87	\$24.38	\$26.50
F03	WATER METER READER/TECHNICIAN	1003	N	\$31,695	\$43,404	\$50,712	\$55,112.00	\$15.24	\$20.87	\$24.38	\$26.50
F04	ADMINISTRATIVE ASSISTANT I	1108	N	\$33,810	\$46,153	\$54,096	\$58,496.00	\$16.25	\$22.19	\$26.01	\$28.12
F04	LABORER II	1503	N	\$33,810	\$46,153	\$54,096	\$58,496.00	\$16.25	\$22.19	\$26.01	\$28.12
F04	MECHANIC I	1715	N	\$33,810	\$46,153	\$54,096	\$58,496.00	\$16.25	\$22.19	\$26.01	\$28.12
F04	RECREATION TECHNICIAN (PART-TIME)	1014	N	\$33,810	\$46,153	\$54,096	\$58,496.00	\$16.25	\$22.19	\$26.01	\$28.12
F04	SUPPLY ROOM TECHNICIAN	1714	N	\$33,810	\$46,153	\$54,096	\$58,496.00	\$16.25	\$22.19	\$26.01	\$28.12
F05	ADMINISTRATIVE ASSISTANT II	1109	N	\$36,083	\$49,108	\$57,733	\$62,132.80	\$17.35	\$23.61	\$27.76	\$29.87
F05	EMERGENCY COMMUNICATIONS OPERATOR I	1204	N	\$36,083	\$49,108	\$57,733	\$62,132.80	\$17.35	\$23.61	\$27.76	\$29.87
F05	MECHANIC II	1716	N	\$36,083	\$49,108	\$57,733	\$62,132.80	\$17.35	\$23.61	\$27.76	\$29.87
F05	RECREATION SPECIALIST	2301	N	\$36,083	\$49,108	\$57,733	\$62,132.80	\$17.35	\$23.61	\$27.76	\$29.87
F05	WATER PLANT OPERATOR	2002	N	\$36,083	\$49,108	\$57,733	\$62,132.80	\$17.35	\$23.61	\$27.76	\$29.87
F05	WWTP OPERATOR	2202	N	\$36,083	\$49,108	\$57,733	\$62,132.80	\$17.35	\$23.61	\$27.76	\$29.87
F06	ACCOUNT CLERK I	1103	N	\$38,527	\$52,285	\$61,643	\$66,043.20	\$18.52	\$25.14	\$29.64	\$31.75
F06	EQUIPMENT OPERATOR	1505	N	\$38,527	\$52,285	\$61,643	\$66,043.20	\$18.52	\$25.14	\$29.64	\$31.75
F07	EMERGENCY COMMUNICATIONS OPERATOR II	1203	N	\$41,154	\$55,700	\$65,846	\$70,246.40	\$19.79	\$26.78	\$31.66	\$33.77
F08	ACCOUNT CLERK II	1103	N	\$43,978	\$59,371	\$70,365	\$74,764.80	\$21.14	\$28.54	\$33.83	\$35.94
F08	ACCREDITATION COORDINATOR	1211	N	\$43,978	\$59,371	\$70,365	\$74,764.80	\$21.14	\$28.54	\$33.83	\$35.94
F08	GIS ANALYST	1802	E	\$43,978	\$59,371	\$70,365	\$74,764.80	\$21.14	\$28.54	\$33.83	\$35.94
F08	RESIDENTIAL CODE INSPECTOR	1400	N	\$43,978	\$59,371	\$70,365	\$74,764.80	\$21.14	\$28.54	\$33.83	\$35.94
F09	CLERK OF COUNCIL	1022	E	\$47,014	\$63,318	\$75,222	\$79,622.40	\$22.60	\$30.44	\$36.16	\$38.28
F09	EXECUTIVE SECRETARY	1012	N	\$47,014	\$63,318	\$75,222	\$79,622.40	\$22.60	\$30.44	\$36.16	\$38.28
F09	FIREFIGHTER	1010	N	\$47,014	\$63,318	\$75,222	\$79,622.40	\$22.60	\$30.44	\$36.16	\$38.28
F09	POLICE OFFICER	1207	N	\$47,014	\$63,318	\$75,222	\$79,622.40	\$22.60	\$30.44	\$36.16	\$38.28
F09	PURCHASING AGENT	1023	N	\$47,014	\$63,318	\$75,222	\$79,622.40	\$22.60	\$30.44	\$36.16	\$38.28
F09	TRANSIT COORDINATOR	2305	N	\$47,014	\$63,318	\$75,222	\$79,622.40	\$22.60	\$30.44	\$36.16	\$38.28

F10	ADMINISTRATIVE STAFF OFFICER	1209	N	\$50,278	\$67,561	\$80,445	\$84,844.80	\$24.17	\$32.48	\$38.68	\$40.79
F10	BUILDING OFFICIAL	1401	N	\$47,014	\$63,318	\$75,222	\$79,622.40	\$22.60	\$30.44	\$36.16	\$38.28
F10	EMERGENCY COMMUNICATIONS SUPERVISOR	1214	N	\$50,278	\$67,561	\$80,445	\$84,844.80	\$24.17	\$32.48	\$38.68	\$40.79
F10	FOREMAN	1705	N	\$50,278	\$67,561	\$80,445	\$84,844.80	\$24.17	\$32.48	\$38.68	\$40.79
F10	HORTICULTURIST	1015	N	\$47,014	\$63,318	\$75,222	\$79,622.40	\$22.60	\$30.44	\$36.16	\$38.28
F10	POLICE CORPORAL	1210	N	\$50,278	\$67,561	\$80,445	\$84,844.80	\$24.17	\$32.48	\$38.68	\$40.79
F11	CRIMINAL INVESTIGATOR	1205	N	\$53,786	\$72,122	\$86,058	\$90,457.60	\$25.86	\$34.67	\$41.37	\$43.49
F11	POLICE SERGEANT	1208	N	\$53,786	\$72,122	\$86,058	\$90,457.60	\$25.86	\$34.67	\$41.37	\$43.49
F11	NARCOTICS INVESTIGATOR	2501	N	\$53,786	\$72,122	\$86,058	\$90,457.60	\$25.86	\$34.67	\$41.37	\$43.49
F11	TOWN PLANNER	1801	E	\$53,786	\$72,122	\$86,058	\$90,457.60	\$25.86	\$34.67	\$41.37	\$43.49
F12	HUMAN RESOURCES MANAGER	1105	E	\$57,557	\$77,024	\$92,091	\$96,491.20	\$27.67	\$37.03	\$44.27	\$46.39
F12	SUPERINTENDENT	1506	N	\$57,557	\$77,024	\$92,091	\$96,491.20	\$27.67	\$37.03	\$44.27	\$46.39
F12	TRANSIT MANAGER	2300	E	\$57,557	\$77,024	\$92,091	\$96,491.20	\$27.67	\$37.03	\$44.27	\$46.39
F13	EMERGENCY COMMUNICATIONS MANAGER	1201	E	\$61,612	\$82,296	\$98,579	\$102,979.20	\$29.62	\$39.57	\$47.39	\$49.51
F13	POLICE LIEUTENANT	1212	N	\$61,612	\$82,296	\$98,579	\$102,979.20	\$29.62	\$39.57	\$47.39	\$49.51
F14	IT MANAGER	1106	E	\$65,970	\$87,961	\$105,552	\$109,952.00	\$31.72	\$42.29	\$50.75	\$52.86
F15	ASSISTANT DIRECTOR OF PUBLIC WORKS	1702	N	\$70,655	\$94,052	\$113,048	\$117,448.00	\$33.97	\$45.22	\$54.35	\$56.47
F15	DEPUTY DIRECTOR FINANCE	1101	E	\$70,655	\$94,052	\$113,048	\$117,448.00	\$33.97	\$45.22	\$54.35	\$56.47
F15	POLICE CAPTAIN	1020	E	\$70,655	\$94,052	\$113,048	\$117,448.00	\$33.97	\$45.22	\$54.35	\$56.47
F16	DIRECTOR OF COMMUNITY DEVELOPMENT	1107	E	\$75,692	\$100,600	\$121,107	\$125,507.20	\$36.39	\$48.37	\$58.22	\$60.34
F16	DIRECTOR OF RECREATION	2510	E	\$75,692	\$100,600	\$121,107	\$125,507.20	\$36.39	\$48.37	\$58.22	\$60.34
F16	FIRE CHIEF	1100	E	\$75,692	\$100,600	\$121,107	\$125,507.20	\$36.39	\$48.37	\$58.22	\$60.34
F17	CHIEF OF POLICE	1206	E	\$81,106	\$107,638	\$129,770	\$134,169.60	\$38.99	\$51.75	\$62.39	\$64.50
F17	DIRECTOR OF FINANCE	1104	E	\$81,106	\$107,638	\$129,770	\$134,169.60	\$38.99	\$51.75	\$62.39	\$64.50
F17	DIRECTOR OF PUBLIC WORKS	1703	E	\$81,106	\$107,638	\$129,770	\$134,169.60	\$38.99	\$51.75	\$62.39	\$64.50
F18			E	\$86,927	\$115,205	\$139,083	\$143,483.00	\$41.79	\$55.39	\$66.87	\$68.98
F19			E	\$93,184	\$123,339	\$149,094	\$153,494.00	\$44.80	\$59.30	\$71.68	\$73.80
F20	TOWN MANAGER	1021	E	\$99,910	\$132,083	\$159,856	\$164,256.00	\$48.03	\$63.50	\$76.85	\$78.97

12/1/2024

REQUEST AUTHORIZATION TO ADVERTISE 2025 TOWN COUNCIL MEETING DATES

Mr. Hunter made a motion to authorize the advertisement of the 2025 Town Council Meeting Dates, seconded by Mr. Hardy, and with a recorded vote of Council members Yoelin, Hunter, Hardy, Amos, Reid, Dwyer, and Pairet voting “yes”, the motion passed.

Farmville Town Council Meeting Dates

Farmville Town Council will hold their regular monthly Council meetings for 2025 on the following dates:

January 8, 2025
February 12, 2025
March 12, 2025

April 9, 2025
May 14, 2025
June 11, 2025
July 9, 2025
August 13, 2025
September 10, 2025
October 8, 2025
November 12, 2025
December 10, 2025

Council meetings are held in the Council Chamber on the second floor of the Town Hall, at 116 North Main Street, Farmville, Virginia, at 6:00 PM, unless otherwise scheduled.

Council Work Sessions are held the first Wednesday of each month in the Council Chamber of the Town Hall at 6:00 PM – Town Hall address listed above.

This list does not include any special meetings which may be called from time to time.

To verify meeting dates, contact the Clerk of Council at 434-392-9465 or mmckay@farmvilleva.com.

Mayor Vincent reminded everyone of the January 1, 2025, Work Session cancellation due to the holiday, and that the Regular Council meeting will be held on January 8, 2025.

TOWN MANAGER'S REPORT

- Progress is being made as the developer who purchased the former Ken's Car Coop property has filed for demolition of the building and a stormwater permit.
- Progress also being made on Ben Lapp's housing development as a stormwater permit from the county has been issued but building permits for each are still needed.
- An update was provided to Council member Hardy from a request made at the December 4, 2024, Work Session concerning who is responsible for bringing the line into a subdivision. The town makes the original tap with the contractor being responsible for running the line and doing the taps to each residence based on the town's specifications.
- Waiting to receive bids on the wastewater plant upgrades converting the current chlorine disinfection system to cloth disc filtering.
- A conditional use permit and subdivision application beside the Zehners' property on Peery Drive is pending with the Planning Commission. A developer wants to place a storage unit facility on that acreage.

- Dominion Energy also is seeking a conditional use permit which plans to come before the Planning Commission. The company plans to enhance their business in the area towards Milnwood Road.
- Waiting to receive meters and supplies for installations for the water meter project.
- Council members were invited to the Employee Christmas Luncheon scheduled for December 12, 2024, 11:30 AM-2:00 PM at the Fireman's Sports Arena.

COMMENTS BY MAYOR AND TOWN COUNCIL

Mr. Hunter suggested that Council members who plan to attend the Virginia Municipal League Local Government Day on January 30, 2025, push harder for Prince Edward County's efforts to obtain the needed intersection between Third Street and 460.

Mr. Pairet asked if a report could be expected in January on the Hurt & Proffitt study. An update was provided by the Town Manager that an excel spreadsheet has been received and is being reviewed. The data for the utility asset management plan will be uploaded for access within the GIS. A brief discussion was held concerning an interpretation of the report being provided and coordinating the usage of the information when the roundabout is addressed.

Mr. Dwyer and Mr. Reid wished Happy Holiday wishes to everyone.

Mayor Vincent expressed appreciation to the Police and Public Works Departments and staff for the Tree Lighting event held as well as the work done for the parade. Merry Christmas and Happy Holidays wishes to everyone. Appreciation was expressed to everyone who regularly attends the Council's meetings.

There being no other business and on a motion by Mr. Pairet, seconded by Mr. Hardy, with all in favor stating "aye", the meeting adjourned at 6:37 PM.

APPROVED:

ATTEST:

Brian R. Vincent, Mayor

Mary H. McKay, Clerk of Council



Town of Farmville

Agenda Item Summary

MEETING DATE: January 8, 2025

ITEM NUMBER: 11.a. – November 2024 Finance Report

BACKGROUND: Finance Director Julie Moore will provide a verbal report.

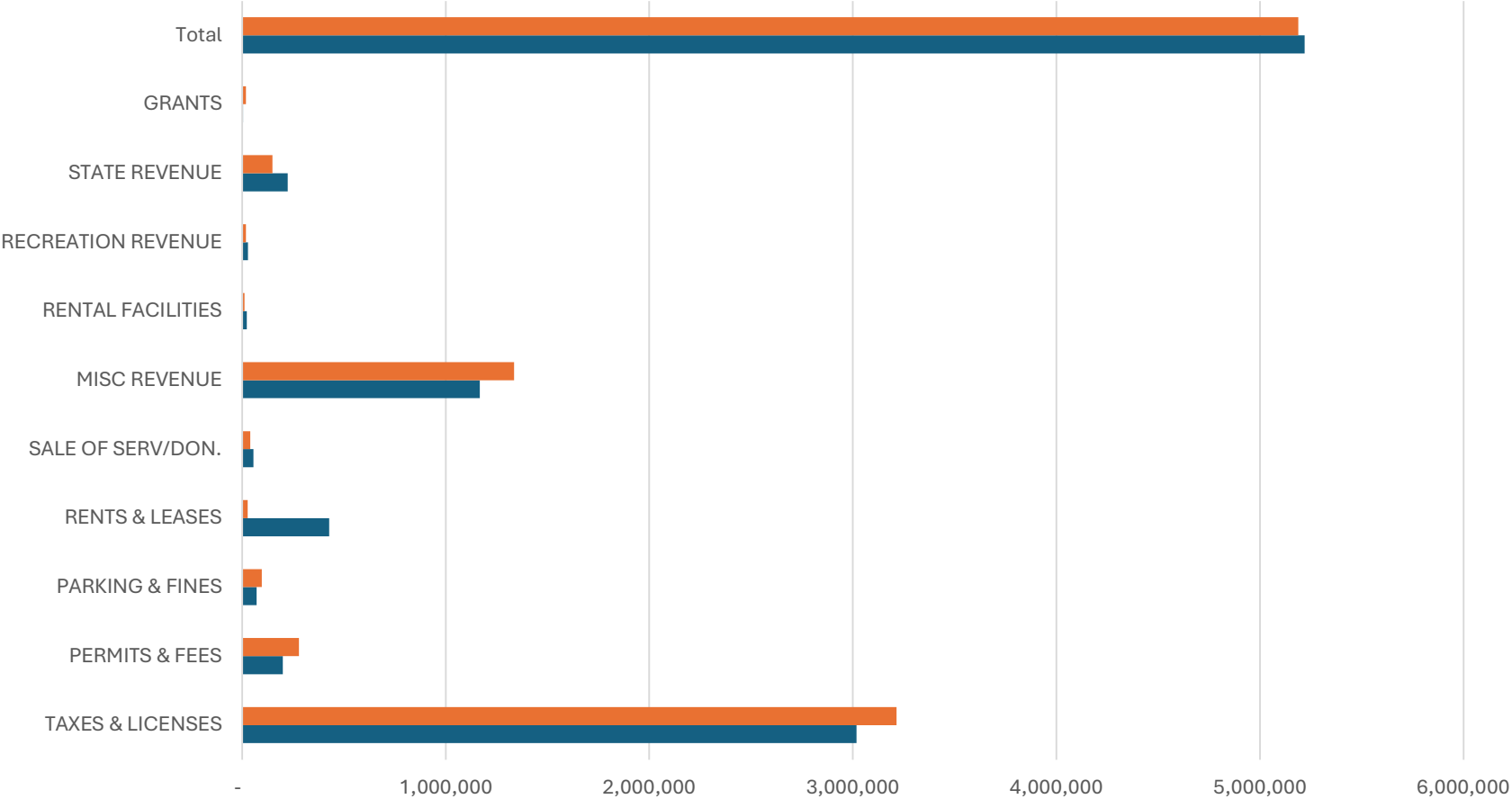
RECOMMENDATION: Accept the Finance Report as presented.

FISCAL IMPACT:

ATTACHMENTS:

1. Revenue - GF - CY vs PY
2. Expense - All Funds - Budget Vs CY
3. Expense - All Funds - CY vs PY
4. Expense - Dept - Budget vs CY
5. Expense - Dept - CY vs PY
6. Revenue - All Funds - Budget vs CY
7. Revenue - All Funds - CY vs PY
8. Revenue - GF - Budget Vs CY
9. Revenue Report - November 2024
10. Salary Report - November 2024

November 2024 Actual vs. November 2023 Actual



	Taxes & Licenses	Permits & Fees	Parking & Fines	Rents & Leases	Sale of Serv/Don.	Misc Revenue	Rental Facilities	Recreation Revenue	State Revenue	Grants	Total
FY24 REVENUE	3,214,694	278,226	96,483	27,676	40,329	1,335,806	11,365	18,271	148,004	17,995	5,188,849
FY25 REVENUE	3,018,352	199,490	71,401	427,832	55,303	1,167,665	22,615	28,527	223,509	5,022	5,219,716

FY24 REVENUE FY25 REVENUE

Notes on comparisons:

Permits and Fees: No ICMA per diem in FY25.

Parking and Fines: Fewer court fines were received in FY25.

Rents and leases: The increase is related to the lease proceeds received for purchasing financed capital items such as police cars.

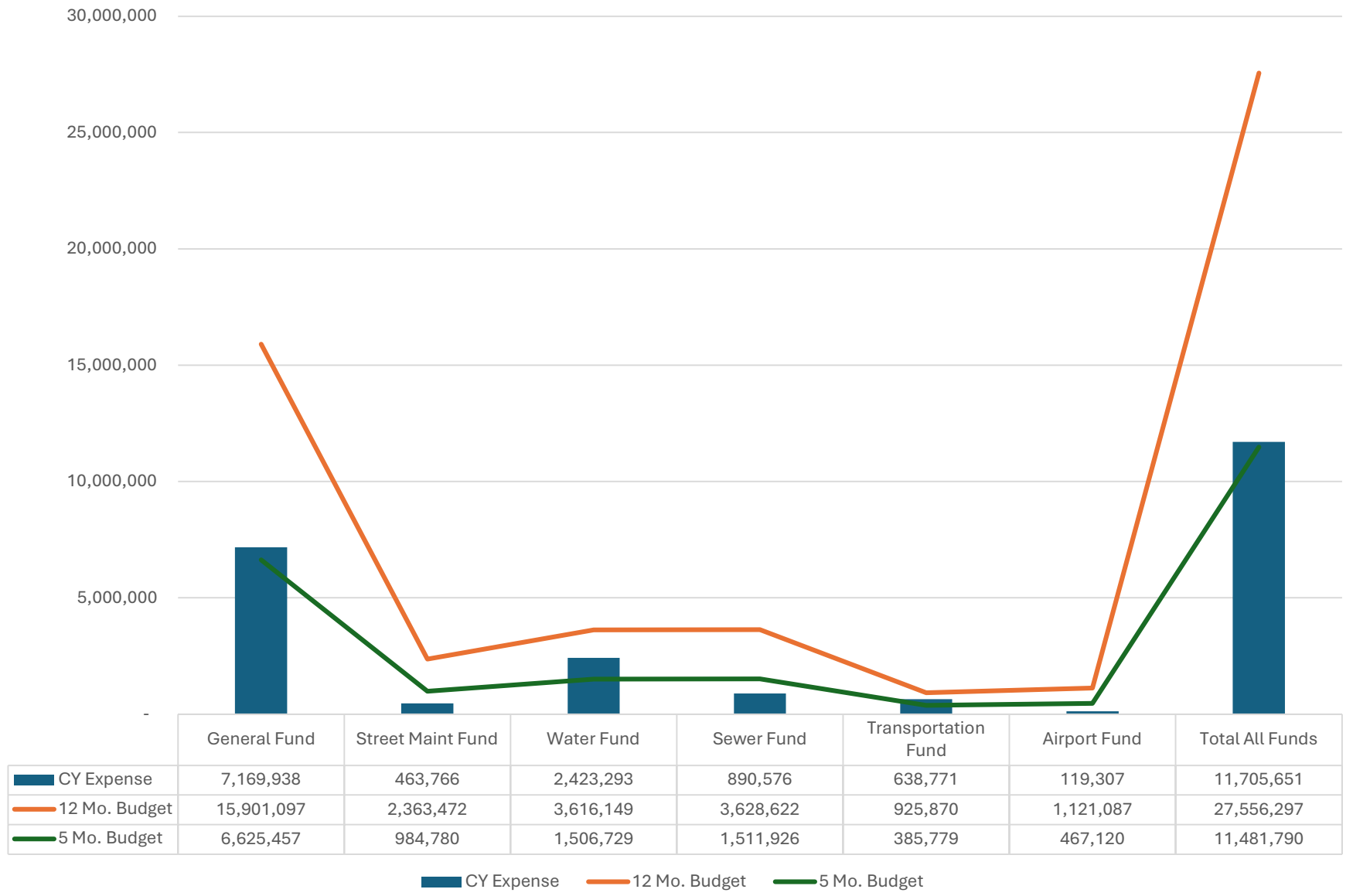
Miscellaneous Revenue: No bond payment was received or required from Prince Edward County in FY25.

Recreation Revenue: There was an increase in football registration and camp revenue compared to the prior year.

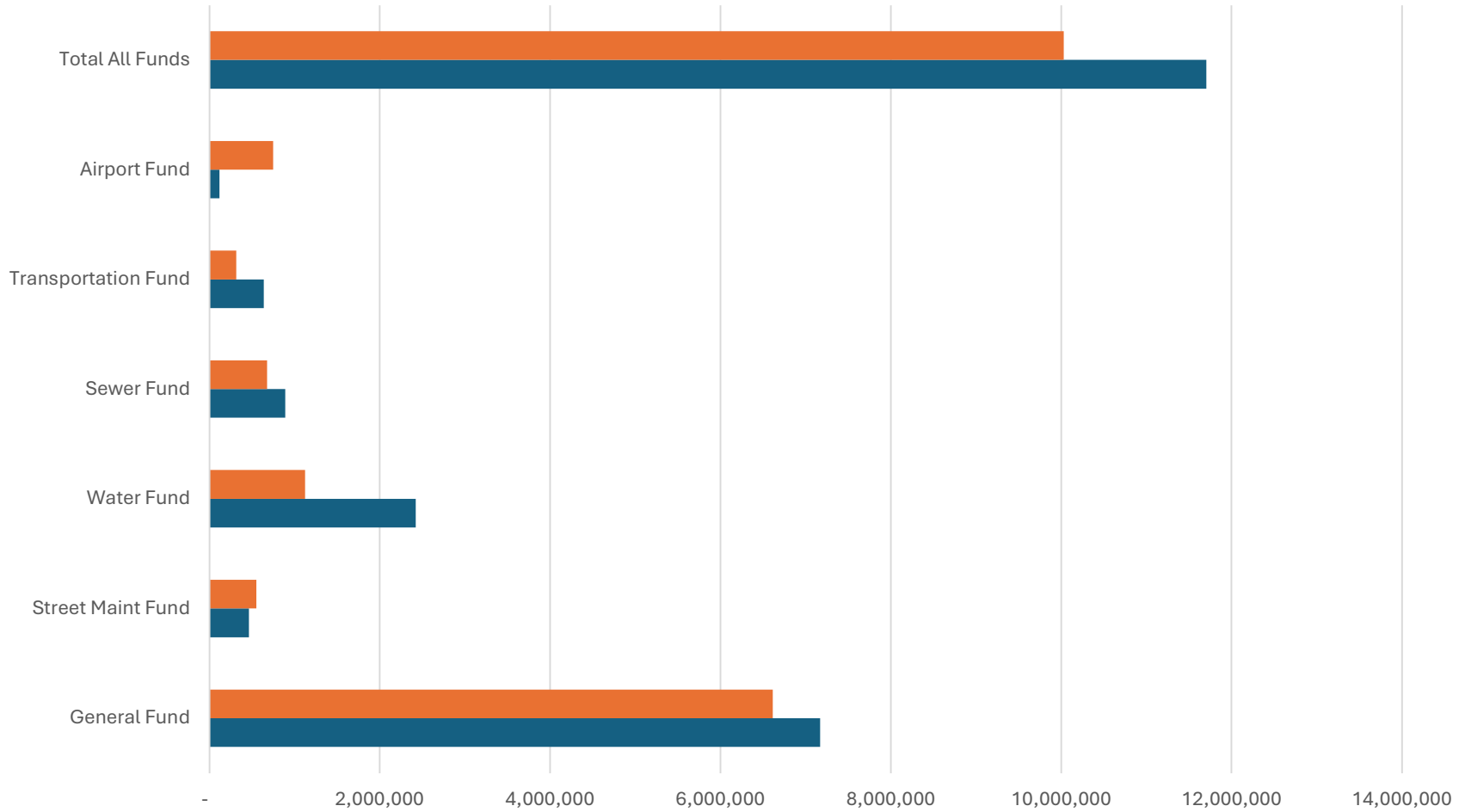
State Revenue: The aid to law enforcement and fire allocation was received for FY25; these amounts were received later in FY24.

Grants: A grant for the Pedestrian Barriers was received in the prior year; no such grant was noted in FY25.

November 2024 YTD Expenses Vs. Budgeted Amounts - by Fund



Fund Total Expenses Current Year Vs. Prior Year - November 2024



	General Fund	Street Maint Fund	Water Fund	Sewer Fund	Transportation Fund	Airport Fund	Total All Funds
■ PY Expenses	6,613,916	552,634	1,123,384	678,498	314,906	747,114	10,030,452
■ CY Expense	7,169,938	463,766	2,423,293	890,576	638,771	119,307	11,705,651

■ PY Expenses ■ CY Expense

Notes on comparisons:

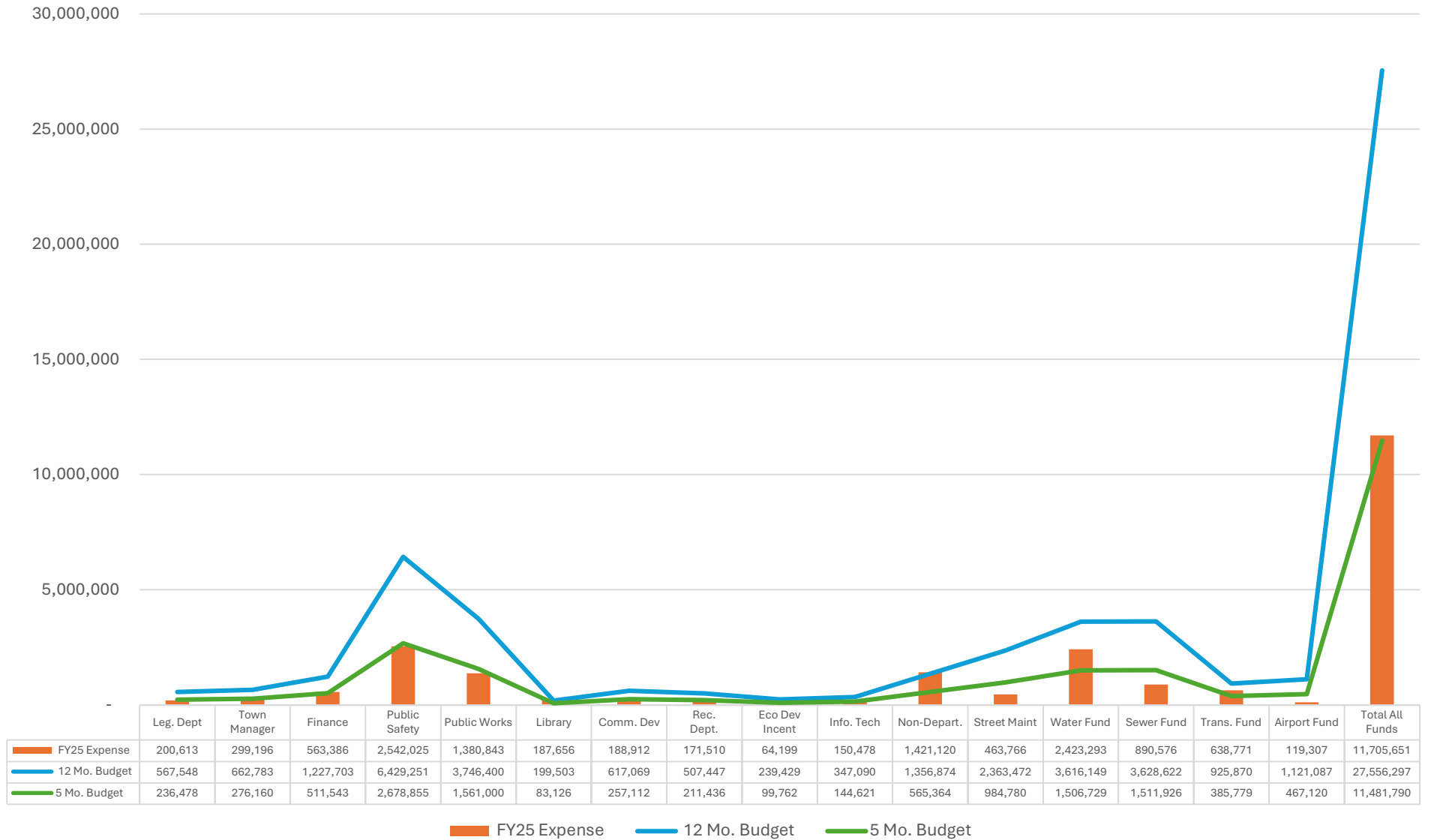
Water Fund: The ABM interest payment made in July 2024 increased the Water fund expenses along with the ARPA Oxidation tank project.

Sewer Fund: Increase due to the service truck with a crane and chemicals ordered in July 2024.

Transportation Fund: Two buses were received and paid for in 2025.

Airport Fund: In the prior year, there was an ongoing project—Taxiway Pavement Construction; no such project is currently underway in FY25.

November 2024 - YTD Expenses Vs. 12 Month Budget and 5 Month Budget



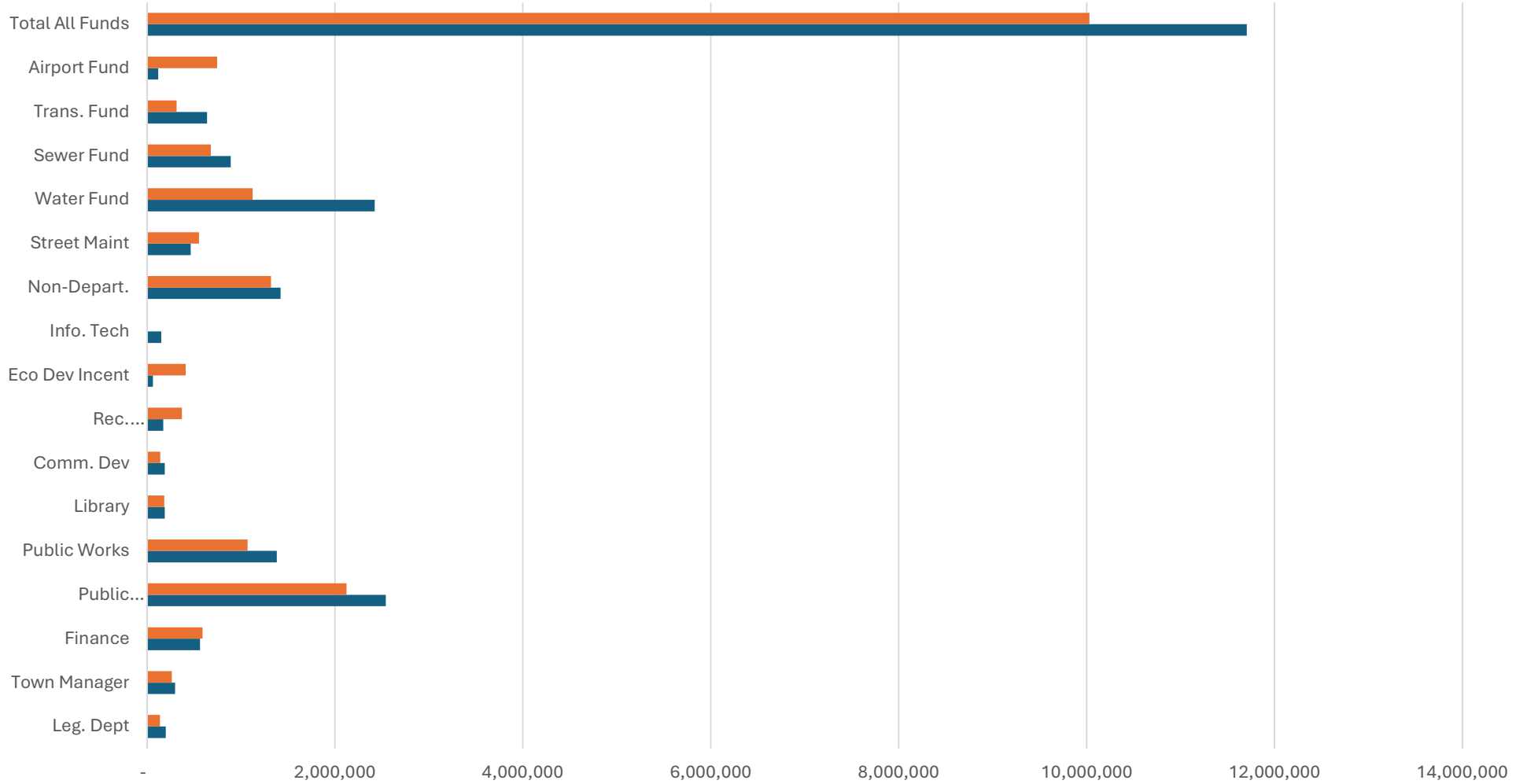
Current Year Vs. Budget Notes:

Finance: The audit fees were paid all in one month for FY25.

Library: The appropriation to the library was paid at the end of July 2024.

Non-Departmental: The October bond payment was made in September 2024.

Current Year Expenses Vs. Prior Year Expenses - November 2024



■ FY24 Expense ■ FY25 Expense

Notes on comparisons:

Legislation: More medical compensation paid out in FY25 than in FY24.

Town Manager: More engineering costs in FY25 than in FY24.

Finance: In the prior year, expenses reflected the purchase of the OpenGov software.

Public Safety: Five police cars and a firefighter vehicle were purchased in FY25, and the payment for the fire radios was made.

Public Works: A pickup truck and mini excavator were purchased in FY25.

Community Development: Paid for retail strategies already in FY25.

Recreation: In the prior year, the expenditures were linked to the acquisition of splash pad equipment in July 2023.

Economic Development Incentives: A \$350,000 contribution was made to the IDA in the prior year.

Non-Departmental: ABM Interest payment and the FY24 capital lease purchase payment were made.

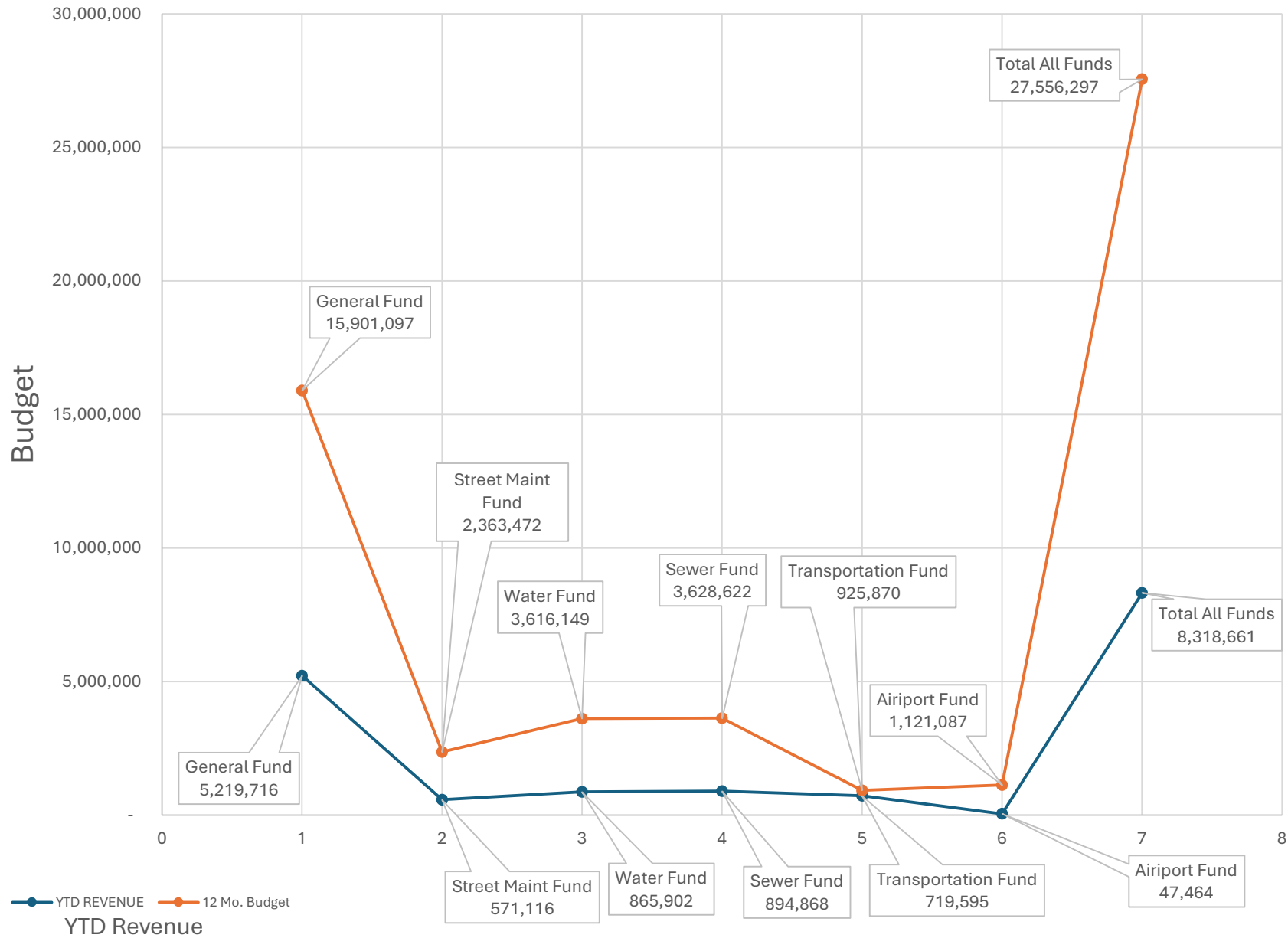
Water Fund: This year's increase in expenses is related to ABM's July payment and payment made on the oxidation tank.

Sewer Fund: This year's expenses increase is related to purchasing a service truck with a crane and sludge removal costs.

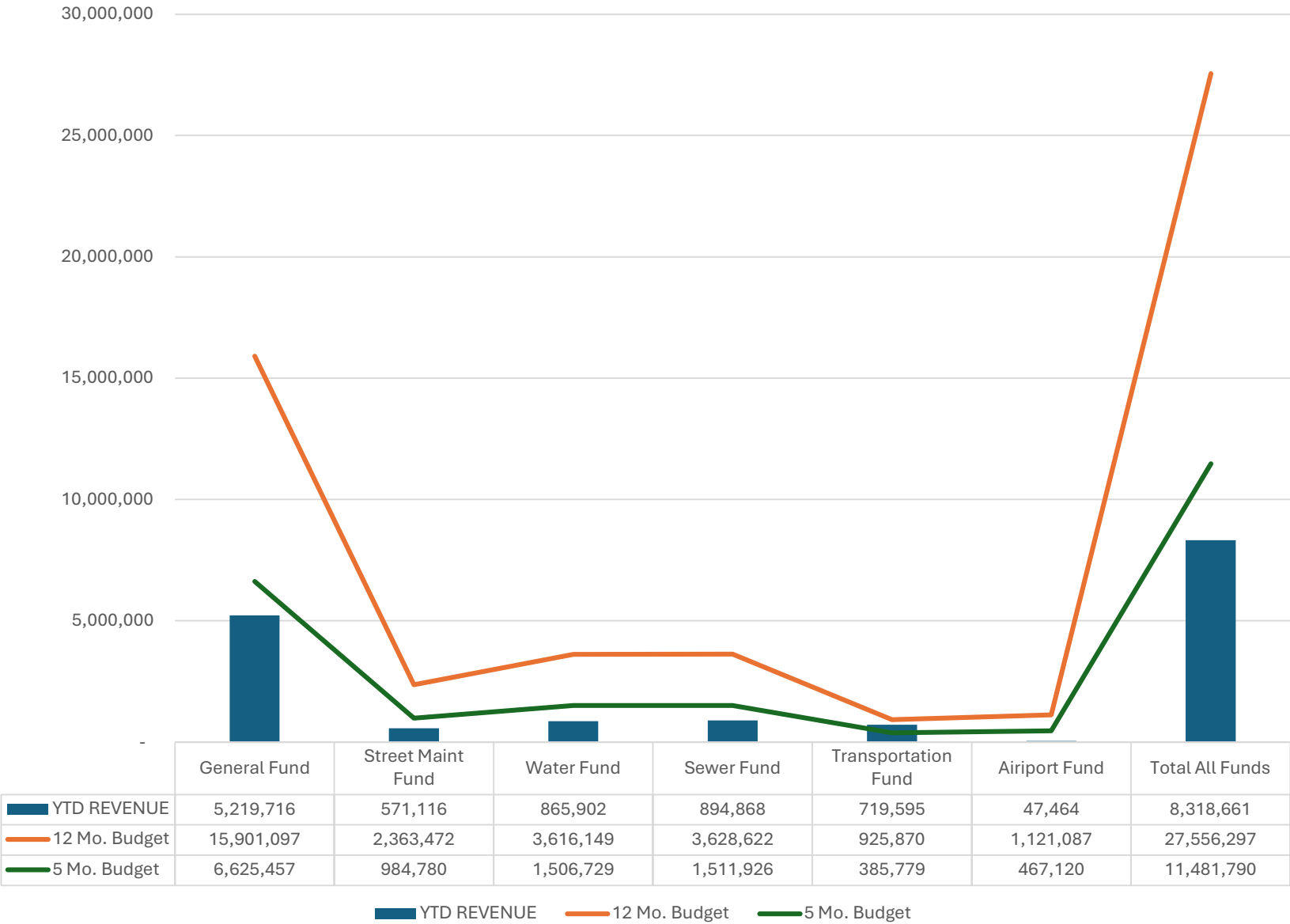
Transportation Fund: Two buses were received and paid for in FY2025.

Airport Fund: In the prior year, there was an ongoing project, Taxiway Pavement Construction. No such project is ongoing for FY25.

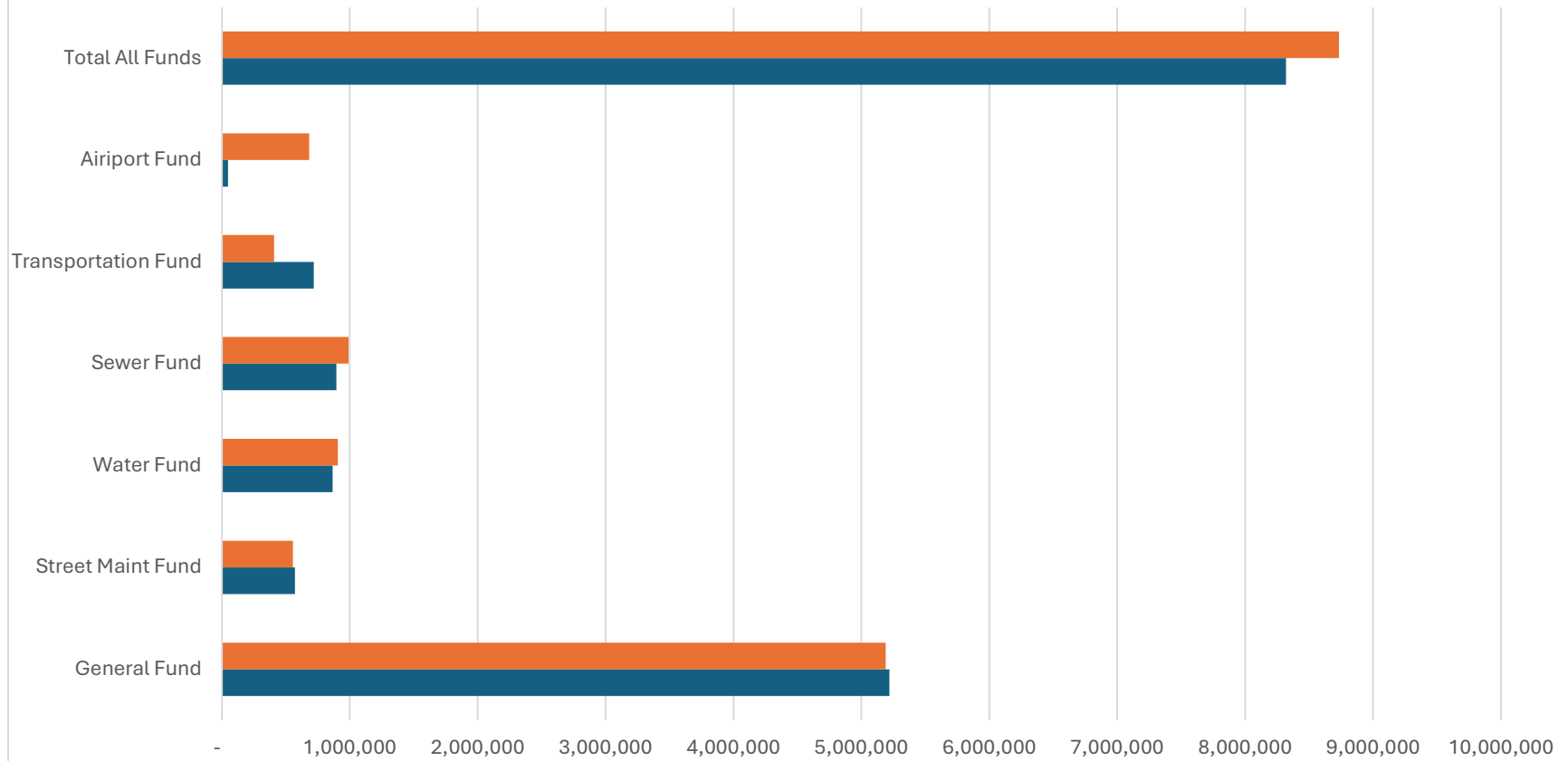
Revenue All Funds - YTD- November 2024



November 2024 Actual Vs. Budget

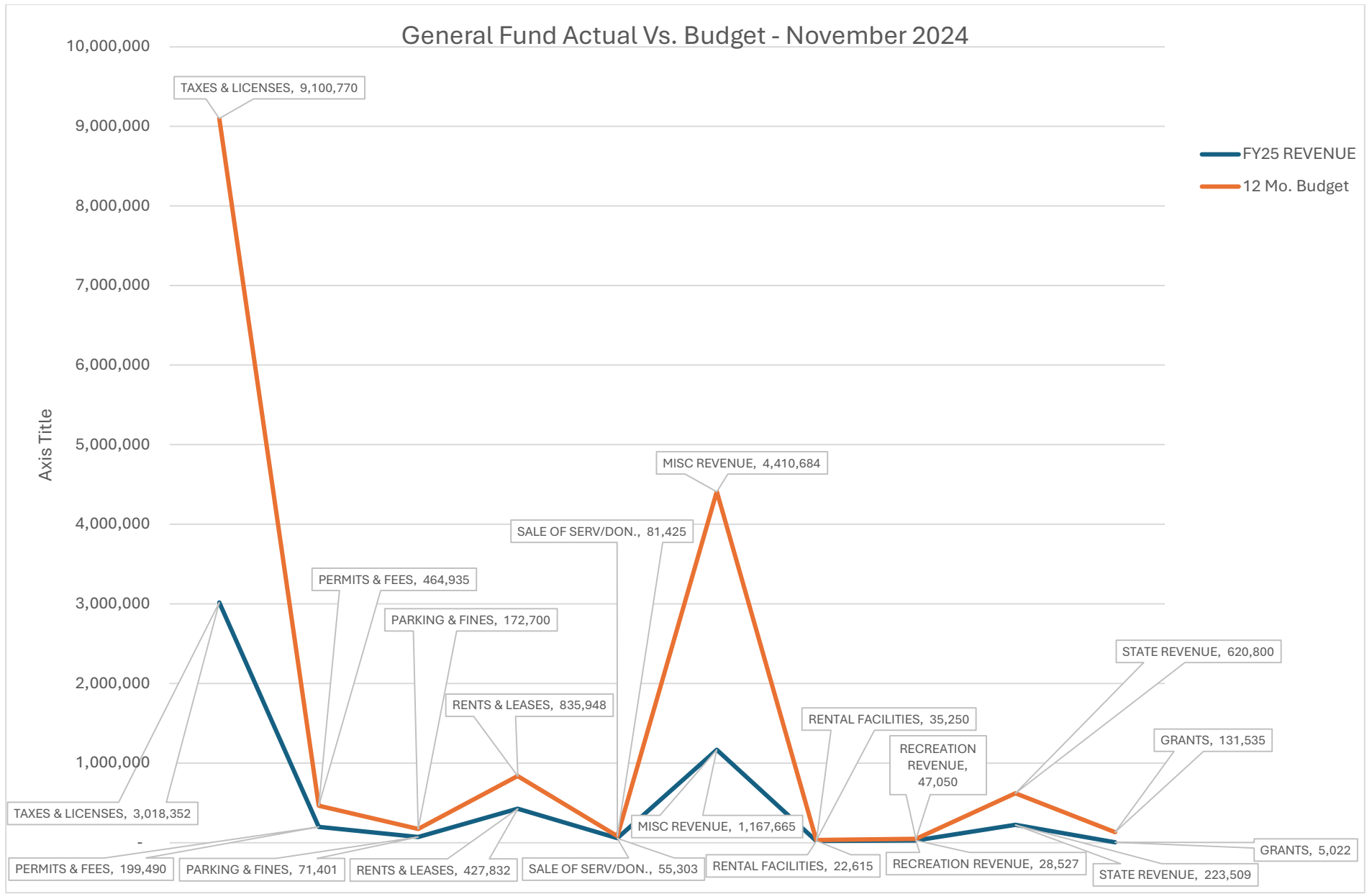


CURRENT NOVEMBER 2024 COMPARED TO PRIOR NOVEMBER 2023 YTD REVENUE



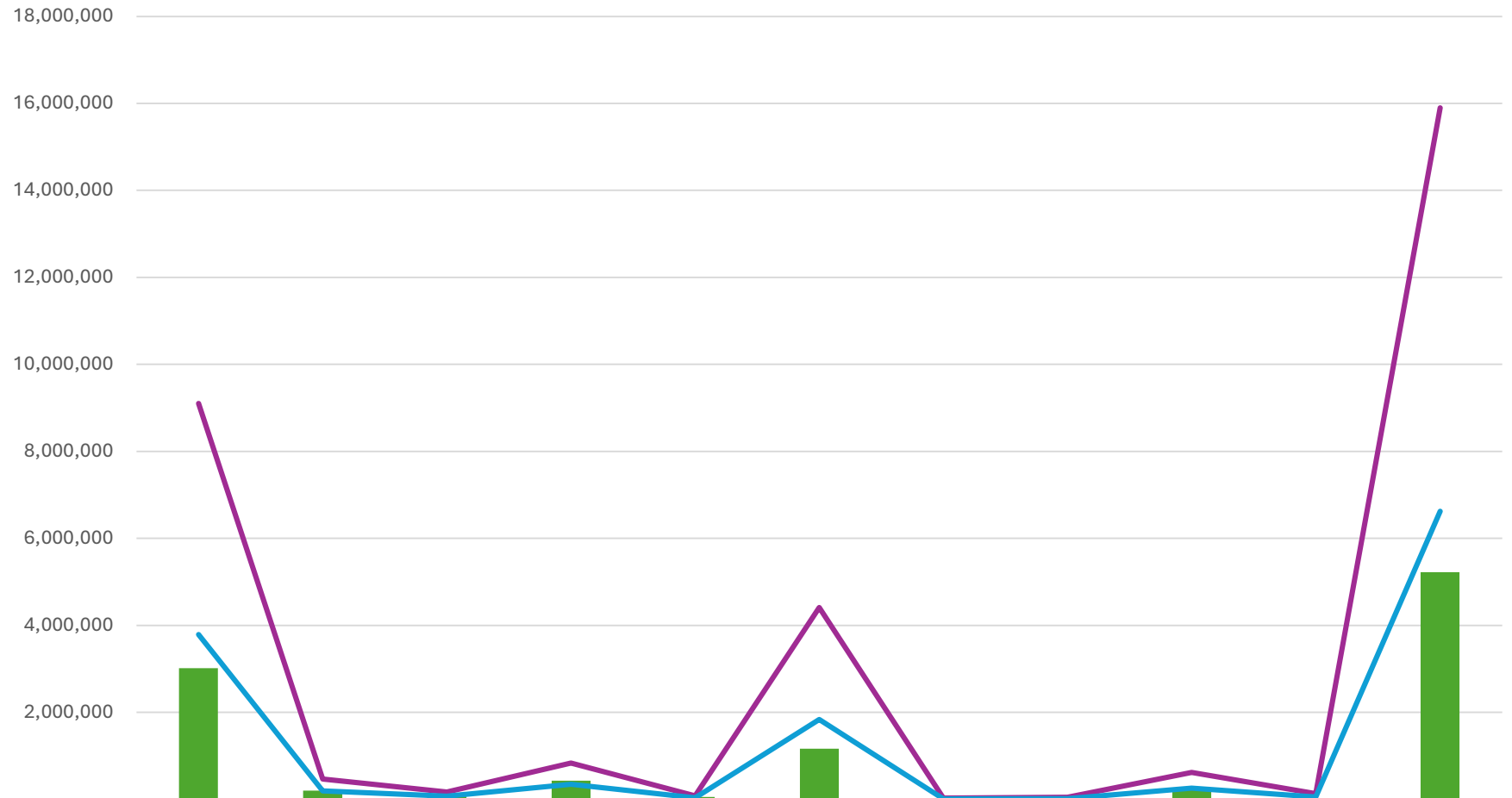
	General Fund	Street Maint Fund	Water Fund	Sewer Fund	Transportation Fund	Airiport Fund	Total All Funds
■ PY YTD REVENUE	5,188,849	556,086	906,860	990,022	408,743	682,538	8,733,098
■ YTD REVENUE	5,219,716	571,116	865,902	894,868	719,595	47,464	8,318,661

■ PY YTD REVENUE ■ YTD REVENUE



Note: Budget amounts are above the line, and actual amounts are below the line.

November 2024 General Fund - YTD Revenue Vs. Budget



■ FY25 REVENUE
 — 12 Mo. Budget
 — 5 Mo. Budget

TOWN OF FARMVILLE, VIRGINIA
REVENUE REPORT
AS OF NOVEMBER 30, 2024

Account Id	Description	Current Revenue	YTD Revenue	Anticipated	% Realized
10-1101-0001	CURRENT REAL PROP TAXES	260,570	392,144	810,000	48.4100
10-1102-0001	CURRENT PUBLIC SERVICE CORP TA	294	294	62,590	0.4700
10-1103-0001	CURRENT PERSONAL PROPERTY TAX	89,636	145,656	273,030	53.3500
10-1106-0001	PENALTIES-TAXES	(95)	216	1,500	14.3800
10-1106-0002	INTEREST-TAXES	27	402	1,500	26.7700
10-1106-0003	PENALTY-PP TAX	16	22	500	4.3100
10-1106-0004	INTEREST-PP TAX	9	13	150	8.8500
10-1107-0001	DELIQUENT TAXES	578	4,487	5,000	89.7300
10-1200-0001	CONSUMPTION TAX	-	9,979	27,000	36.9600
10-1201-0001	SALES TAX	-	124,080	450,000	27.5700
10-1202-0001	UTILITY TAX	-	131,871	360,000	36.6300
10-1203-0001	BUSINESS LICENSE TAX	1,329	9,062	1,620,000	0.5600
10-1203-0099	PENALTY-BUSINESS LICENSES	-	-	5,000	0.0000
10-1204-0001	BANK FRANCHISE TAXES	-	-	235,000	0.0000
10-1204-0004	RIGHT OF WAY ACCESS FEE	-	8,212	16,000	51.3200
10-1205-0001	MOTOR VEHICLE LICENSES	-	1,668	87,000	1.9200
10-1206-0001	COMMUNICATION SALES & USE TAX	-	86,245	360,000	23.9600
10-1210-0001	LODGING TAX	100,854	428,382	800,000	53.5500
10-1211-0001	FOOD TAX	341,076	1,610,962	3,800,000	42.3900
10-1211-0099	PENALTY/INT-FOOD/LODGING TAX	136	1,060	2,000	52.9800
10-1220-0001	SANITATION FEE	30,834	161,712	390,000	41.4600
10-1301-0001	FERN BEAUTIFICATION PROJECT	-	1,000	2,900	34.4800
10-1302-0002	BRANCH OUT TREE PROGRAM	-	125	5,000	2.5000
10-1302-0003	VFIC GRANT	-	-	15,000	0.0000
10-1303-0005	VARIANCE FEE	-	-	250	0.0000
10-1303-0006	CONDITIONAL-USE-PERMITS	-	500	500	100.0000
10-1303-0007	ZONING & RE-ZONING FEES	1,550	2,700	1,000	270.0000
10-1303-0008	BUILDING PERMITS	3,092	19,684	32,000	61.5100
10-1303-0009	SURVEYOR-SITE INSPEC-E&S,RENTAL EQUIP	-	-	200	0.0000

TOWN OF FARMVILLE, VIRGINIA
REVENUE REPORT
AS OF NOVEMBER 30, 2024

Account Id	Description	Current Revenue	YTD Revenue	Anticipated	% Realized
10-1303-0010	PARTY BIKE PERMIT	-	-	365	0.0000
10-1303-0020	STATE SURCHRG-BLDG PERMIT FEE	62	386	500	77.1200
10-1303-0032	KARATE PROGRAM REVENUE	215	790	1,000	79.0000
10-1303-0033	PICKLEBALL PROGRAM REVENUE	-	158	500	31.6000
10-1303-0071	FOOTBALL PROGRAM REVENUE	-	19,224	21,250	90.4700
10-1303-0072	SOFTBALL PROGRAM REVENUE	-	-	1,500	0.0000
10-1303-0073	SUMMER CAMP REVENUE	-	7,460	18,250	40.8800
10-1303-0077	SPONSORSHIP-JINGLE BELL RUN	750	750	500	150.0000
10-1303-0078	REGISTRATION FEE-JINGLE BELL R	145	145	2,000	7.2500
10-1303-0079	REVENUE-ADULT BASKETBALL LEAGU	-	-	2,000	0.0000
10-1303-0084	ADULT SOFTBALL-REVENUE	-	-	50	0.0000
10-1307-0001	PLAN REVIEW-BLDG INSPECTOR	-	-	500	0.0000
10-1307-0002	CERTIFICATE OF OCCUPANCY-BLDG	-	-	100	0.0000
10-1308-0001	FINGERPRINT FEE	-	10	20	50.0000
10-1309-0001	SURVEYOR-PLAN REVIEW	-	-	500	0.0000
10-1311-0001	BURN PERMIT	-	-	400	0.0000
10-1401-0001	COURT FINES & COSTS	-	40,117	85,000	47.2000
10-1401-0002	PARKING FINES	1,225	5,075	25,000	20.3000
10-1401-0003	Parking Fines-Payments	-	(4,147)	-	0
10-1401-0004	LIENS ON REAL ESTATE	-	559	500	111.8600
10-1402-0003	E-CITATION	-	2,879	8,000	35.9900
10-1501-0001	INTEREST-REPO	12,073	83,185	155,087	37.1600
10-1501-0002	INT-BENCHMARK-ARPA-COVID-RESTRICTED	-	-	-	0
10-1501-0003	INTEREST-MEDICAL COMPENSATION	221	1,862	7,000	26.6000
10-1501-0004	INTEREST-ACCOUNTS RECEIVABLE	0	8	100	8.3600
10-1501-0006	INTEREST-MM-BENCHMARK-E911	18	125	50	250.6400
10-1501-0013	INTEREST-SET ASIDE ACCOUNT	13,701	89,021	150,000	59.3500
10-1501-0015	INTEREST-E911 RESERVE	1,316	7,132	15,000	47.5500
10-1501-0021	INT-CK ACCT-BENCHMARK-E-CITATION	5	23	30	75.2300

TOWN OF FARMVILLE, VIRGINIA
REVENUE REPORT
AS OF NOVEMBER 30, 2024

Account Id	Description	Current Revenue	YTD Revenue	Anticipated	% Realized
10-1501-0072	INT-CHECKING-BENCHMARK	19,381	101,081	230,000	43.9500
10-1502-0001	RENT-BURN BUILDING	-	-	500	0.0000
10-1502-0002	RENT-WILCK LAKE	200	1,200	2,500	48.0000
10-1502-0005	SALE OF FIXED ASSETS	-	24,451	15,000	163.0100
10-1502-0006	SALE OF MATERIAL	-	104	1,500	6.9300
10-1502-0008	SALE OF COPIES	35	363	500	72.6000
10-1502-0009	CEMETERY LOTS	-	4,000	17,000	23.5300
10-1502-0010	SALE OF POSTAGE	-	1	25	2.7600
10-1502-0011	SALE OF ROLL OUT CARTS	400	900	1,000	90.0000
10-1502-0012	RENT-TRAIN STATION	2,150	6,275	14,000	44.8200
10-1502-0013	RENT-PARKING-VENABLE ST	-	900	2,700	33.3300
10-1502-0014	RENT-TOWN PKG-NORTH ST	-	300	300	100.0000
10-1502-0018	LEASE-SOUTH ST CONF-FIRE PROG	1,279	6,397	15,353	41.6700
10-1502-0020	RENT-RIVERFRONT PARK	-	-	250	0.0000
10-1502-0021	FARMER'S MARKET REVENUE	255	7,340	5,000	146.8000
10-1502-0024	RENT-SPORTS ARENA	-	7,800	12,500	62.4000
10-1502-0025	RENT-PROB/PAROLE BLDG	4,046	20,686	47,649	43.4100
10-1502-0026	RENT-BALL FIELD-SPORTS ARENA	-	-	1,000	0.0000
10-1503-0001	EXCESS SALE-TACS	-	6,506	-	0
10-1607-0003	PARKING METERS REVENUE	100	24,912	44,000	56.6200
10-1610-0001	RENTAL PARKING SPACES	250	1,850	8,700	21.2600
10-1620-0001	RESIDENTAL PARKING	55	715	2,000	35.7500
10-1620-0002	LONGWOOD STREETS	-	-	-	0
10-1620-0099	PENALTY-SANITATION FEE	427	2,287	5,100	44.8400
10-1630-0001	CIGARETTE TAX	15,000	71,250	200,000	35.6300
10-1899-0002	SALE OF SERVICE-ADMIN	-	-	1,200	0.0000
10-1899-0004	MISC REVENUE	-	3,847	100	3,847.4300
10-1899-0005	SALE OF SERVICE-PUBLIC WORKS	245	1,504	5,000	30.0800
10-1899-0006	SALE OF SERVICE-GRAVE OPENINGS	600	5,900	22,000	26.8200

TOWN OF FARMVILLE, VIRGINIA
REVENUE REPORT
AS OF NOVEMBER 30, 2024

Account Id	Description	Current Revenue	YTD Revenue	Anticipated	% Realized
10-1899-0007	SALE OF SERVICE-DUMP TK	-	-	500	0.0000
10-1899-0010	SERVICE CHARGE-BAD CHECKS-A/R	-	50	100	50.0000
10-1899-0014	SALE OF SER-DISPATCH-HAMPDEN S	-	-	6,000	0.0000
10-1899-0015	SALE OF SERVICE-BAD CHECKS-TAXES	50	50	-	0
10-1899-0017	SALE OF SER-FALSE BURG ALARM	-	545	2,000	27.2500
10-1899-0033	SALE OF SERVICE-POLICE	-	1,111	1,100	101.0000
10-1899-0035	SALE OF SERVICE-LIBRARY MAINTEN	12,544	12,544	600	2,090.6000
10-1899-0097	DONATIONS-FOURTH OF JULY CELEBRATION	-	150	17,000	0.8800
10-1901-0003	ADMINISTRATIVE SERV-FUND 15	-	44,946	250,000	17.9800
10-1901-0004	REIMB-FUND 10-ADMIN SERV	58,205	291,023	250,000	116.4100
10-1901-0005	RECOVERY-JURY DUTY FEES	80	580	500	115.9700
10-1901-0010	RECOVERY-VML INS-DAMAGE VEHICLES/PROP	-	3,278	50,000	6.5600
10-1902-0001	DAMAGE TO TOWN PROPERTY	-	-	5,000	0.0000
10-1903-0001	REFUNDS - CO-OPS	-	-	500	0.0000
10-2201-0003	ROLLING STOCK TAXES	-	82	100	82.1200
10-2201-0005	MOBILE HOME TITLING TAX	-	-	1,000	0.0000
10-2201-0006	CAR RENTAL TAX	-	23,040	75,000	30.7200
10-2401-0029	GRANT-DISPATCH-VDEM	-	1,278	4,000	31.9500
10-2401-0030	GRANT-VA911-HANDLING EQ	-	-	200,000	0.0000
10-2402-0001	WIRELESS	-	40,618	117,000	34.7200
10-2404-0007	LITTER & RECYCLING GRANT	5,985	5,985	2,500	239.4000
10-2404-0008	VRSA-EDUCATION GRANT	-	3,017	-	0
10-2404-0010	AID TO LAW ENFORCEMENT	55,595	111,190	215,000	51.7200
10-2404-0011	FIRE ALLOCATION	-	38,299	-	0
10-2404-0032	GRANT-VML-SAFETY	-	-	4,200	0.0000
10-2404-0063	GRANT-TDO-ECO	1,209	3,822	-	0
10-2405-0004	MARKETING/TOURISM LOCAL REVENUE	-	-	2,000	0.0000
10-2501-0020	GRANT-VA DEPT FORESTRY - FIRA	-	1,400	62,000	2.2600
10-2502-0019	ALCOHOL GRANT-2024	-	(200)	-	0

TOWN OF FARMVILLE, VIRGINIA
REVENUE REPORT
AS OF NOVEMBER 30, 2024

Account Id	Description	Current Revenue	YTD Revenue	Anticipated	% Realized
10-2504-0019	GRANT-DMV-ALCOHOL-25	-	-	26,335	0.0000
10-2504-0020	GRANT-BULLETPROOF VEST-FED	-	-	3,700	0.0000
10-2504-0027	GRANT-DMV-SPEED-25	-	-	24,500	0.0000
10-4100-0099	CARRY OVER FUNDS FY24	-	-	309,545	0.0000
10-4104-0004	INSURANCE RECOVERIES-RETIREMEN	2,051	2,051	-	0
10-4104-0008	FROM FIDA-BOND PYMT-2012 ISSUE	-	3,023	36,431	8.3000
10-4104-0015	FM LIBRARY-APPROP LEASE RENT	-	180,000	180,000	100.0000
10-4104-0016	FM CKING-MEDICAL COMPENSATION BENEFIT	-	-	250,000	0.0000
10-4104-0018	FM SETASIDE ACCT-BONDS	-	-	934,538	0.0000
10-4104-0022	LEASE PROCEEDS	-	399,549	769,445	51.9300
10-4104-0025	FM SETASIDE ACCT-CIP PROJECTS	-	-	1,031,134	0.0000
10-4104-0027	FM SETASIDE ACCT-ABM PROJECT - BOA	-	-	75,675	0.0000
10-4104-0028	FM-E911 RESERVE	-	-	93,494	0.0000
10-4107-0004	FM-PE CO-INstant ALERT	-	6,480	2,000	324.0000
10-4107-0006	FM-LONGWOOD-DISPATCH SERV	-	350,000	350,000	100.0000
10-4113-0004	FROM FARMVILLE FIRE DEPT-PAYME	-	-	35,000	0.0000
TOTAL FUND 10 (GENERAL FUND)		1,039,781	5,219,716	15,901,097	32.83%
15-2404-0007	HIGHWAY FUNDS	-	571,116	2,224,346	25.6800
15-4100-0004	CARRYOVER FUNDS VDOT FY24	-	-	10,959	0.0000
15-4100-0050	USE OF PY FUND BALANCE	-	-	128,167	0.0000
TOTAL FUND 15 (HIGHWAY MAINTENANCE FUND)		-	571,116	2,363,472	24.16%
40-1501-0001	Interest - Unrestricted	4,335	23,507	25,000	94.0300
40-1501-0002	Interest - RESTRICTED	7,681	52,928	-	0
40-1501-0004	INTEREST-ACCOUNTS RECEIVABLE	3	88	2	4,400.5000
40-1502-0007	LEASE-JACKSON HTS WATER TANK	-	11,616	27,878	41.6700
40-1502-0009	LEASE-ANDREWS DR WATER TANK	2,205	16,324	40,468	40.3400
40-1620-0001	WATER SERVICE	(289)	681,754	1,882,000	36.2200
40-1620-0002	WATER TAPS	21,250	21,250	30,000	70.8300
40-1620-0003	SURCHARGE-MULTIPLE METERS	-	30,988	93,000	33.3200

TOWN OF FARMVILLE, VIRGINIA
REVENUE REPORT
AS OF NOVEMBER 30, 2024

Account Id	Description	Current Revenue	YTD Revenue	Anticipated	% Realized
40-1620-0004	SALE OF WATER	250	6,098	10,000	60.9800
40-1620-0099	PENALTY-WATER SERVICE	1,421	7,631	18,000	42.3900
40-1899-0010	SERVICE CHARGES	937	5,277	10,000	52.7700
40-1899-0011	SERVICE CRG-BAD CHECK	50	600	750	80.0000
40-1899-0012	SALE OF SERVICE-TESTING	1,520	7,840	10,000	78.4000
40-4100-0050	USE OF PY FUND BALANCE	-	-	276,943	0.0000
40-4100-0098	CARRY OVER FUNDS FY24	-	-	295,650	0.0000
40-4102-0001	FM PE CO-APPOMATTOX RIVER-USGS	-	-	8,930	0.0000
40-4104-0025	FM SETASIDE ACCT - CIP AND DEBT	-	-	887,528	0.0000
TOTAL FUND 40 (WATER FUND)		39,362	865,902	3,616,149	23.95%
42-1501-0001	Interest - Unrestricted	10,125	45,102	25,000	180.4100
42-1501-0004	INTEREST-ACCOUNTS RECEIVABLE	-	-	2	0.0000
42-1620-0099	PENALTY-SEWER SERVICE	1,669	8,844	17,500	50.5300
42-1630-0001	SEWER SERVICE	(1,555)	811,522	2,258,000	35.9400
42-1630-0002	SEWER TAPS	7,500	7,500	28,800	26.0400
42-1899-0005	SALE OF SERVICE-PUBLIC WORKS	-	-	400	0.0000
42-1899-0012	SALE OF SERVICE-LEACHATE-CUMBERLAND	-	11,700	25,000	46.8000
42-1899-0013	SALE OF SERVICE-SEWER TREAT	1,800	10,200	10,000	102.0000
42-2404-0005	VML SAFETY GRANT	-	-	2,000	0.0000
42-2510-0007	ARPA REVENUE RECOGNIZED	-	-	670,143	0.0000
42-4100-0050	USE OF PY FUND BALANCE	-	-	171,512	0.0000
42-4100-0087	CARRY OVER FUNDS FY24	-	-	235,836	0.0000
42-4104-0025	FM SETASIDE ACCT - CIP PROJECTS	-	-	184,429	0.0000
TOTAL FUND 42 (SEWER FUND)		19,539	894,868	3,628,622	24.66%
44-1502-0005	SALE OF FIXED ASSETS	-	25,100	-	0
44-1520-0001	PASSENGER FARES	768	3,719	8,800	42.2600
44-1521-0002	CONTRIBUTION-LONGWOOD [1500]	-	89,400	178,800	50.0000
44-1521-0003	CONTRIBUTION-P E COUNTY	-	12,500	25,000	50.0000
44-1901-0010	RECOVERY-VML INS-VEHICLE DAMAGE	-	-	10,000	0.0000

TOWN OF FARMVILLE, VIRGINIA
REVENUE REPORT
AS OF NOVEMBER 30, 2024

Account Id	Description	Current Revenue	YTD Revenue	Anticipated	% Realized
44-2403-0001	MISC GRANTS	-	-	10,000	0.0000
44-2410-0003	STATE FORMULA GRANT	-	210,911	185,000	114.0100
44-2414-0001	STATE GRANT-2 BUSES	-	49,834	-	0
44-2510-0001	GRANT-STATE PASS THRU-FED	58,888	78,963	350,000	22.5600
44-2514-0001	FEDERAL GRANT-3 BUSES	-	249,169	-	0
44-4100-0050	USE OF PY FUND BALANCE	-	-	158,270	0.0000
TOTAL FUND 44 (TRANSPORTATION FUND)		59,655	719,595	925,870	77.72%
45-1501-0001	INT-CK ACCT-BENCHMARK	37	195	400	48.7500
45-1502-0001	RENT-HANGER SPACE	-	-	6,660	0.0000
45-1502-0002	AIRPORT MAINTENANCE FEE	-	-	2,040	0.0000
45-1690-0001	SALE OF AV GAS	2,519	18,162	65,000	27.9400
45-1691-0001	SALE OF JET FUEL	830	25,307	70,000	36.1500
45-1899-0001	DONATIONS-PRINCE ED COUNTY	-	3,800	7,600	50.0000
45-2401-0008	STATE GRANT-AWOS MAINT	-	-	3,600	0.0000
45-2401-0013	STATE GRANT-MAINTENANCE	-	-	31,500	0.0000
45-2401-0014	STATE GRANT-WEED KILL	-	-	1,000	0.0000
45-2401-0056	GRANT-STATE-DBE Plan Update FY26-28	-	-	1,200	0.0000
45-2401-0057	GRANT-STATE-Envir Assess Fuel Farm	-	-	16,000	0.0000
45-2401-0058	GRANT-STATE-TRACTOR-DOAV	-	-	18,500	0.0000
45-2403-0001	MISC GRANTS	-	-	50,000	0.0000
45-2501-0056	GRANT-FED-DBE Plan Update FY26-28	-	-	13,500	0.0000
45-2501-0057	GRANT-FED-Envir Assess Fuel Farm	-	-	180,000	0.0000
45-2501-0058	GRANT-FED FAA PROJECTS	-	-	437,400	0.0000
45-4100-0050	USE OF PY FUND BALANCE	-	-	209,827	0.0000
45-4100-0087	CARRY OVER FUNDS FY24	-	-	6,860	0.0000
TOTAL FUND 45 (AIRPORT FUND)		3,385	47,464	1,121,087	4.23%
70-1501-0001	INTEREST	1	8	-	0
70-1501-0003	INT-PRNG TASK FORCE	0	2	-	0
70-2404-0001	ASSET FORFEITURE-STATE	-	221	-	0

TOWN OF FARMVILLE, VIRGINIA
REVENUE REPORT
AS OF NOVEMBER 30, 2024

Account Id	Description	Current Revenue	YTD Revenue	Anticipated	% Realized
	TOTAL FUND 70 (NARCOTICS FUND)	2	231	-	0%
	<i>Final Totals</i>	<i>1,161,724</i>	<i>8,318,890</i>	<i>27,556,297</i>	<i>30.19%</i>

November 2024 - Salaries

Below are the departments with explanations that are over their 5 Month Actual to Budget.

This percentage should be at 100% or below.

		<u>Actual/Budget</u>	
10-312	Salaries-Overtime-Police	139.00%	Shift Coverage and Special Events Coverage.

FY25 INFORMATION

Total All Funds

Expended YTD	3,232,585
5 Mo Budget Amt	<u>3,489,508</u>
	(256,923)

Expended through November for Salaries is **\$256,923 less** than our
5 Month Budget Amount.

FY24 INFORMATION (PRIOR YEAR)

Total All Funds

Expended YTD	3,004,766
4 Mo Budget Amt	<u>3,229,902</u>
	(225,136)

Expended through November for Salaries is **\$225,136 less** than our
5 Month Budget Amount.



Town of Farmville

Agenda Item Summary

MEETING DATE: January 8, 2025

ITEM NUMBER: 12.a. – Request Appointment of Vice-Mayor

BACKGROUND: The first meeting in January of each year following a Council election is the organizational meeting and the election of a Vice-Mayor is the first business of the Council. The member with the most votes shall be Vice-Mayor for a two-year term. Council member A.D. "Chuck" Reid was appointed as Vice-Mayor on January 11, 2023.

RECOMMENDATION:

FISCAL IMPACT:

ATTACHMENTS: None



Town of Farmville

Agenda Item Summary

MEETING DATE: January 8, 2025

ITEM NUMBER: 12.b. – Request Adoption of Rules of Procedure

BACKGROUND: At the first meeting in January of each year following a Council election, Council shall adopt the Rules of Procedure.

RECOMMENDATION: Adopt the Rules of Procedure

FISCAL IMPACT:

ATTACHMENTS:

1. Farmville Town Council Rules of Procedure

Town of Farmville Town Council Rules of Procedure

Introduction

These rules of procedure were designed and adopted for the benefit and convenience of the Farmville Town Council. Their purpose is to help Town Council conduct its affairs in a timely and effective manner. The rules of procedure do not create substantive rights for third parties or participants in proceedings before Town Council. Further, Town Council reserves the right to suspend or amend the rules of procedure whenever a majority of Council decides to do so. When Town Council's rules of procedure do not address a procedural issue, Council may consider the most recent edition of *Robert's Rules of Order* for guidance. The failure of Town Council to strictly comply with the rules of procedure shall not invalidate any action of Town Council.

Section 1. Meetings

A. Organizational Meeting

1. The first meeting in January of each year following a Council election shall be known as the organizational meeting.
2. The first business of the Council shall be the election of a Vice Mayor. The Mayor shall call for nominations from the Council. Any council member may place one or more names in nomination and discuss his or her opinions on the qualifications of the nominees. After all nominations have been made, the Mayor shall close the nominating process and open the floor for discussion. After discussion, the Mayor shall call for a vote. The Clerk of Council will perform a roll call vote of each member of Town Council and each member shall name a member nominated for the position. The member with the most votes shall be Vice Mayor for a two-year term.
3. The second item of business shall be the adoption of the Rules of Procedure.
4. The final item of business shall be the adoption of the regular meeting dates, time, and place of these meetings for the year.

B. Regular Meetings

1. The Town Council shall hold regular meetings on the second Wednesday of each month at six o'clock in the evening (6:00 p.m.); provided, however, that when a day fixed for any regular meeting of the Council falls upon a legal holiday, or other circumstances merit changing the meeting date, such meeting shall be held at the same hour on the first available day thereafter, upon agreement by a majority of Council.
2. All regular meetings of the Council shall be held in the Council Chambers of Town Hall, located in the Town at 116 N. Main Street, or at such other public location within the Commonwealth as agreed upon by a majority of Council, provided that at least three days' notice is given to the public of such a change of meeting place. All reports, resolutions, ordinances, contract documents, or other matters submitted to the Council shall be delivered to the Clerk of Council no

later than 5:00 P.M. of the last Wednesday prior to each regular Council meeting, whereupon the Clerk of Council shall immediately arrange an agenda according to the Order of Business and furnish each member of the Council, the Town Manager, and the Town Attorney with a copy of the documents as far as possible in advance of the meeting. In order for any ordinance or resolution to be acted upon at any regular meeting, a copy must be so furnished by the Clerk; or it must be placed on the agenda by not less than two-thirds of all of the members of Council in the case of an emergency ordinance, or by the unanimous consent of all of the members of Council in the case of other ordinances and resolutions.

C. Work Session Meetings

1. The Town Council will hold work session meetings on the first Wednesday of each month at six o'clock in the evening (6:00 p.m.). This meeting can be cancelled with proper notice to each member of Council.

D. Special Meetings

1. The Mayor or any three members of the council may call special meetings of the council after a written notice to each member of the council, with the purpose of the meeting stated therein, served personally on each member of the council and the Mayor, or left at his usual place of business or residence if he be not found with due diligence, or such meeting may be held at any time, without any service of notice, provided all members of the council attend. No business other than that mentioned in the call shall be considered at such meeting unless all members of the council are present.

E. Closed Meetings

1. A majority of the members of the Council may by a recorded vote hold a closed meeting in compliance with the Virginia Freedom of Information Act. Upon the conclusion of a closed meeting, each member of Council shall certify that, to the best of the member's knowledge, only public business matters lawfully exempted from the open meeting requirements of the Act and identified in the motion pursuant to which the closed meeting was convened were heard, discussed or considered. An opportunity shall be given any member who does not intend to so certify to state for the minutes his reasons, after which a roll call vote shall be taken. An affirmative vote shall constitute certification of compliance.

F. Quorum

1. The Mayor and four Council members, or in the absence of the Mayor, five Council members, shall constitute a quorum for the transaction of business.

Section 2. Agenda

A. Order of Business

1. Call to Order
2. Roll Call
3. Invocation

4. Pledge of Allegiance
5. Adoption of Agenda
6. Declaration of Personal Interest
7. Public Hearings
8. Public Comment Period
9. Consent Agenda
10. Finance Report
11. Old Business
12. New Business
13. Town Manager's Report
14. Comments by Mayor and Town Council

B. Priority of Business

1. All questions relating to the priority of business shall be decided by the Mayor¹, after Council members have had a reasonable opportunity to debate the questions.

C. Rules of Debate

1. Mayor May Debate - The Mayor may debate from the Chair subject only to such limitations of debate as are by these rules imposed on all members of Council.
2. Getting the Floor - Every member desiring to speak shall address the Mayor; and upon recognition by the Mayor, shall confine themselves to the question under debate, avoiding all inflammatory, rude, or indecorous language.
3. Interruptions - A member, once recognized, shall not be interrupted when speaking unless it is to call him/her to order, or as herein otherwise provided. If a member, while speaking, is called to order, he/she shall cease speaking until the question of order is determined; and if in order, he/she shall be permitted to proceed.
4. Motions and Seconding - No motion shall be debated or voted on unless it is seconded. When a motion is seconded, it shall be stated by the Mayor before a debate. Prior to the time the Mayor states the motion, it may be withdrawn or modified by the motion's mover without anyone's consent.
5. Privilege of Closing Debate - The Council member moving the adoption of an ordinance or resolution shall have the privilege of closing the debate after affording the other members a reasonable opportunity to comment.
6. Motion to Reconsider - A motion to reconsider any action taken by Council may be made only on the date such action was taken. It may be made either immediately during the same session, or at a recessed or adjourned session thereof. Such motion must be made by one on the prevailing side, but may be seconded by any member, and may be made at any time during the meeting. It shall have precedence over all other motions, and it shall be debatable.
7. Motion to Rescind - Any Council member may make or second a motion to rescind a vote on a previous matter, regardless of how the Council member voted on the previous matter. A motion to rescind shall be in order regardless of when the prior vote occurred. If all Council Members are given at least three days'

¹ Whenever these Rules of Procedure refer to a decision or action to be taken by the Mayor, the word "Mayor" shall include the Vice Mayor or other Council Member serving as Presiding Officer in place of the Mayor.

notice, a motion to rescind shall be adopted if approved by a majority of Council's membership. If such notice is not given, the motion shall be adopted if approved by two-thirds of Council's membership. A motion to rescind shall not be in order in the following situations: (i) when a motion to reconsider would be in order; (ii) when action has been taken as a result of the previous vote that is impossible to undo; and (iii) when a person's resignation has been accepted or a person has been expelled from or elected to an office or membership, and the person knows of the action.

8. Motion to Amend - Any substantive motion properly on the floor may be amended. An amendment to a motion must be pertinent to the subject matter of the motion. An amendment is improper if adoption of the motion with that amendment added would have the same effect as rejection of the original motion. A proposal to substitute completely different wording for a motion or an amendment shall be treated as a substitute motion. A motion may be amended no more than twice. Once a motion has been offered to the Council, it is up to the Council to decide whether or not it should be changed by amendment. It is not necessary for the person making the original motion to approve of any proposed amendment to the motion.
9. Substitute Motion - A substitute motion shall be allowed to replace any motion properly on the floor. It shall have precedence over an existing motion and may be discussed prior to being voted on. If the substitute motion fails, the former motion can then be voted on. If the substitute motion passes, the substitute motion replaces the main motion and the new main motion will be considered and acted upon by Council. No more than one (1) substitute motion may be made. If a substitute motion passes and replaces the main motion, no further substitute motions may be made.
10. Withdrawal of Motion - A motion may be withdrawn by the introducer at any time before it is amended or before the presiding officer puts the motion to a vote, whichever occurs first.
11. Motion To Take a Brief Recess - This motion allows the Council to pause briefly in its proceedings. A motion to take a brief recess is in order at any time except when a motion to appeal a procedural ruling of the presiding officer or a motion to adjourn is pending.
12. Motion To Defer Consideration - The Council may defer action on a substantive motion to a more convenient time. The Council may use the following motions to defer consideration of a substantive motion:
 - (i) The motion to "lay on the table" is used to temporarily set aside an item of business to deal with a more urgent item. Once an item of business has been laid on the table, a motion to "take from the table" is needed to bring the item back before the public body for discussion.
 - (ii) The motion to "postpone" delays debate on an item of business so that it may be considered at a later date. An item of business may be "postponed definitely," when it is continued to a definite time or date or "postponed indefinitely" if no future time or date is specified in the motion. A matter that has been postponed to a certain time or day shall be brought up again automatically when that time

arrives. When a matter has been postponed indefinitely it takes an affirmative vote of a majority of the Council to bring the matter back for further discussion. (iii) Section 15.2-2286 of the State Code requires that a zoning petition must be “acted upon” within a “reasonable time,” not exceeding one year. The Council may defer action on a zoning petition for consideration at a more convenient time. However, the Council may not dispose of a zoning petition with a motion to postpone indefinitely.

13. Motion To Adjourn - At a meeting of the Council, a motion to adjourn shall always be in order. The motion may be made only at the conclusion of action on a pending substantive matter; it may not interrupt deliberation of a pending matter. The motion is not debatable and cannot be amended.
14. Decisions on Points of Order - Any Council member may raise a point of order without being recognized by the Mayor. The Mayor may refer any point of order to the Parliamentarian. The Parliamentarian shall advise the Mayor who shall then make a ruling on the point of order. A Council member may appeal the ruling of the Mayor to the full Council which shall decide the matter by majority decision.

D. Duty to Vote

1. Each member of the Council who is present at a meeting shall be required to vote upon all issues presented for decision unless prohibited from doing so by the Virginia Conflict of Interests Act or unless excused from voting by the other members of the Council. A member who wishes to be excused from voting shall state his or her reasons for abstaining and the presiding officer shall ask if any of the remaining members object. If there are any objections, the Council shall take a vote of the remaining members on the question of whether or not to allow the member to abstain from voting.

E. Method of Voting

1. After debate, the Mayor shall ensure that the motion is clear and call for the vote.
2. All questions submitted to the Council shall be determined by a majority vote of the members voting on any such question, unless otherwise required by special or general law. A majority is more than half.
3. An “affirmative vote” by a majority of the Council present being necessary to adopt a motion. The mayor shall not have a vote as other members of the council unless there is a tie but shall have power to veto. The mayor's veto can be overridden by a two-thirds vote of the elected members of the council. If for some reason there is a tie beyond the Mayors vote or the absence of the Mayor, a tie vote means that the motion, resolution or issue has been rejected. When a motion fails on a tie vote, the “noes” prevail.

Section 3. Addressing Council and Decorum

A. Manner of Addressing Council by the Public

1. Any member of the public addressing the Council shall approach the lectern, give his/her name and address in an audible tone of voice for the record, and address the Council as a body rather than speak to any member. Unless further time is

granted by the Council, any member of the public shall address the Council one time for a maximum of three (3) minutes, regardless of the number of issues he desires to discuss. Provided however, that the main proponent of any application, petition, or plan that is the subject of a public hearing shall be allowed to address the Council initially for a maximum of three (3) minutes and later in rebuttal for a maximum of two (2) minutes.

B. Addressing the Council

1. Members of the public must sign up prior to the start of the regular meeting to address the Council under the public comment section, which is intended for comments on non-public hearing matters, and/or for the public hearing section of the agenda.
2. The Mayor will ask the Clerk to provide the names of those wishing to speak. Once the Clerk states the name, the Mayor will acknowledge to the person wishing to speak that they may begin.
3. Once the time limit for the speaker has expired, the Clerk or Mayor will state the speakers time has expired for comment.

C. Decorum

1. By the Public – Any person making impertinent, inflammatory, rude, or slanderous remarks, or who becomes boisterous while addressing the Council, shall be barred forthwith by the Mayor from further audience before the Council. No person in the audience shall cheer, clap, voice comments, or interrupt speakers at the lectern.
2. By Council Members - While Council is in session, the members must preserve order and act appropriately. Moreover, the members shall not by conversation or otherwise delay or interrupt the proceedings or the peace of the Council, disturb any member while speaking, or refuse to obey the orders of the Council or the Mayor, except as otherwise herein provided.
3. The Mayor shall preserve order and decorum at Council meetings. He or she may order the expulsion of any person for violation of these rules, disruptive behavior, or any words or action which incites violence or disorder, subject to appeal to the Council. Any person so expelled shall not be readmitted for the remainder of the meeting from which expelled. Any person who has been so expelled and who at a later meeting again engages in behavior justifying expulsion may also be barred from attendance at future Council meetings for a specified and reasonable period of time not to exceed six months, or upon a still subsequent expulsion a period not to exceed one year either by the Mayor, subject to appeal to the Council, or by motion passed by the Council.

Section 4. Boards, Authorities, Commissions, and Committees

- A. Applicants for boards, authorities, commissions, and committees must submit an application to the Clerk to be considered by Town Council. The Town Council shall appoint members of boards, authorities, commissions, and committees by an affirmative vote by the majority of Council to serve a specified term.

Section 5. General Operating Policy

A. Presiding Officer

1. The Mayor shall preside over all meetings of the Council. The Vice Mayor serves in the absence of the Mayor. In the absence from any meeting the Mayor and Vice Mayor, the Council members present shall choose one of their members as temporary presiding officer.

B. Clerk of Council

1. The Clerk of Council shall be appointed by the Council. He or she shall prepare the agenda for Council meetings, attend all Council meetings, and keep an accurate record of the proceedings.

C. Parliamentarian

1. The Town Attorney shall serve as the Parliamentarian for the purpose of interpreting these Rules of Procedure and the Code of Virginia (1950), as amended, as may be directed by the presiding officer, or as required as a result of a point of order raised by one or more Council members. If the Town Attorney is unavailable, the Town Manager shall serve as the Parliamentarian.

D. Numbering and Indexing of Resolutions and Ordinances

1. It shall be the responsibility of the Clerk to number and index all resolutions and ordinances adopted by the Council.

E. Minutes of Council Meetings

1. The minutes of the Council meetings shall reflect the official acts of the Council. They shall provide a summary of discussion and record Council votes. Minutes shall be considered for approval within a reasonable time after the meeting of record.

F. Broadcasting Council Meetings

1. Regular meetings of the Council will be broadcast live on the Internet. This broadcast is currently available on the Town's Facebook page and YouTube Channel.

Section 6. Amending the Rules of Procedure

These rules may be amended at any regular meeting, or at any properly called special meeting that includes amendment of the rules as one of the stated purposes of the meeting. Adoption of an amendment shall require an affirmative vote of four (4) members of the Council.

Section 7. Nonobservance of Rules

The inadvertent failure to strictly observe these Rules or Robert's Rules of Order, Newly Revised (10th Edition) shall not invalidate any action taken by Council unless such failure also results in a significant violation of any applicable statute, ordinance, Charter provision, court decision, or other law.



Town of Farmville

Agenda Item Summary

MEETING DATE: January 8, 2025

ITEM NUMBER: 12.c. – Request Adoption of the Code of Ethics and Conduct and Ethics Pledge

BACKGROUND: In 2016, the Ethics Committee established a Code of Ethics and Conduct and Ethics Pledge. The Committee recommended that Council annually review and adopt both the Code of Ethics and Ethics Pledge.

RECOMMENDATION: Adopt the Code of Ethics and Conduct and Ethics Pledge

FISCAL IMPACT:

ATTACHMENTS:

1. Ethics and Conduct
2. Ethics Pledge

TOWN OF FARMVILLE CODE OF ETHICS AND CONDUCT

This Code and its associated Ethics Pledge are aspirational in nature. As such, they are subordinate to federal, state and local law and do not confer and/or mandate any additional duties beyond those required under existing law, nor do they confer any right or cause of action that does not otherwise apply under existing law.

Recognizing that persons holding public office have been given a public trust and that the stewardship of such office demands that performance be at the highest level of ethical and moral conduct, the Town of Farmville adopts this Code of Ethics and Conduct. To honor the public trust and to serve with integrity, civility, and impartiality, the Mayor, the members of Town Council, and those officials who are appointed by Council pledge to do the following:

1. Provide the highest quality of service to the public, acting in a way that is conscientious, diligent, and transparent.
2. Perform the functions of the office with integrity, avoiding any improper use or influence of the office.
3. Not act on a matter in which a conflict of interest exists and be diligent in avoiding even the appearance of a conflict of interest by disclosing the same and acting in accord with the principles underlying this Code.
4. Behave in a manner that inspires public confidence.
5. Treat the public, town employees, and fellow public officials with professionalism, courtesy, and respect.
6. Serve the public interest by upholding the letter and the spirit of Town, Commonwealth, and Federal statutes, regulations, and policies.

The Mayor and members of Town Council will work together to implement and monitor this Code of Ethics and Conduct and to make changes as needed.

Brian R. Vincent, Mayor

A. D. "Chuck" Reid, Vice-Mayor

Sallie O. Amos, Council Member

John Hardy, Council Member

Thomas M. Pairet, Council Member

Adam B. Yoelin, Council Member

Donald L. Hunter, Council Member

Daniel E. Dwyer, Council Member

TOWN OF FARMVILLE ETHICS PLEDGE

1. I understand that as a Town representative, I am entrusted with protecting and preserving the integrity of the Town government.
 2. I will honor this trust by:
 - a. Upholding the Town of Farmville Code of Ethics and Conduct;
 - b. Putting the public interest first;
 - c. Conducting myself at all times in a manner that brings credit to the Town;
 - d. Serving with integrity, impartiality and transparency;
 - e. Fostering a culture of cordiality and professionalism;
 - f. Taking no action that will result in or create the appearance of personal gain or conflict of interest.
 - g. Making no private promises of any kind that will bind the duties of any office, since a public servant has no word that can be binding on public duty.
 3. I will communicate openly and civilly, listening to all views, seeking common ground as a starting point, and being respectful even in areas of disagreement.
-



Town of Farmville

Agenda Item Summary

MEETING DATE: January 8, 2025

ITEM NUMBER: 12.d. – Request Approval of Resolution No. 2025-01-01 - for a conditional use permit to allow a total of 768 storage units in six buildings, one acre of exterior storage, and an office building on the west edge of Peery Drive

BACKGROUND:

Verbal report by Community Development Director Ashley Atkins-Austin.

The request is to allow for four (4), one hundred and eighty-one (181) unit, 35,310 square foot mini warehouses (self-storage buildings), two (2), twenty-two (22) unit, 8,250 square foot mini warehouses (self-storage buildings), one (1) 4,500 square foot office, and one (1) acre of exterior storage per Town Code Section 29.13.c.

Planning Commission voted 7-0 to recommend approval of the Conditional Use Permit.

A Public Hearing is scheduled January 8, 2025. Adjacent property owners were notified by mail of the scheduled Public Hearing.

RECOMMENDATION: Approve Resolution No. 2025-01-01

FISCAL IMPACT:

ATTACHMENTS:

1. CUP24-007 - TC Staff Report Packet
2. Resolution - CUP24-007 Rosemyr mini warehouse



Identification and Location Information

Applicant	Thorne Harvin on behalf of The Rosemyr Corporation
Property Owner	Meriwood Acres, LLC
Location	Peery Drive, Tax Map # 0037000(13)00-00C and 0037000(0A)00-051
Ward	A
Acreage	Proposed 17.196 acres
Zoning	B-3 Highway Commercial
Density	Proposed floor-to-area ratio = 0.216
Future Land Use Recommendation	General Commercial
Overlays	Enterprise Zone
Adjacent Zoning	R-1 Low Density Residential to the left, rear, and across Peery Drive. B-3 Highway Commercial to the right and across Peery Drive.
Adjacent Uses	Single-family dwellings to the left and across Peery Drive. Commercial to the right and across Peery Drive. Undeveloped land to the rear.
Staff Contact	Ashley Atkins-Austin, Director of Community Development Phone: 434-392-8465 Email: aaustin@farmvilleva.com

Background and Existing Conditions

The request is to allow for four (4), one hundred and eighty-one (181) unit, 35,310 square foot mini warehouses (self-storage buildings), two (2), twenty-two (22) unit, 8,250 square foot mini warehouses (self-storage buildings), and one (1) 4,500 square foot office per Town Code Section 29.13.c. For a total of 768 storage units in six buildings, one (1) acre of exterior storage, and an office building.

The proposed 17.196-acre lot is located on the west edge of Peery Drive and includes the single-family dwelling located at 1914 Peery Drive. Aside from the single-family dwelling the property is undeveloped and mostly wooded. The property is zoned B-3 Highway Commercial. Schewels Home sits to the right of the property with The Shoppes at Farmville and Walmart across Meriwood Farm Road. Tru by Hilton and single-family dwellings sit across Peery Drive from the property. To the left of the property is a single-family dwelling and multiple single-family homes in the Crestview Subdivision. To the rear of the property is undeveloped, mostly wooded land.

Zoning Ordinance Considerations

Mini-warehouses are permitted by **Conditional Use Permit** in the B-3 Highway Commercial District pursuant to the zoning use matrix in Section 29-22.a (Table 1, Zoning Use Matrix). A *mini-warehouse* is defined in Section 29-81- Definitions as the following:

- *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.



The B-3 District's purpose and intent is as follows:

- *B-3 highway commercial; purpose and intent. Highway commercial district, B-3, is intended to accommodate general business areas, highway-oriented commercial uses, and wholesaling operations which by nature or space requirements do not lend themselves to being concentrated within a centralized shopping area. This district recognizes the demand for a variety of commercial land uses which might not be compatible with the land uses in many areas of town.*

There are no separate design standards for this specific use in Section 29-35.

Standards for Review

Section 29-13.c- Standards for review (of a Conditional Use Permit)

1. Conditional use permits may be issued for any of the uses for which a conditional use permit is required by the provisions of this chapter, provided that the governing body, upon a recommendation by the planning commission, shall find that:
 - A. The proposed use will not affect adversely the health or safety of persons residing or working in the neighborhood of the proposed use.
 - B. The proposed use will not be detrimental to the public welfare or unduly injurious to property values or improvements in the neighborhood.
 - C. The proposed use will not be in conflict with the policies and principles of the town's adopted comprehensive plan.
 - D. Adequate public services, including streets and other trafficways, utilities, police and fire protection, are or reasonably will be available to support the proposed use.
2. In granting any conditional use permit, the governing body shall give due consideration to these relevant factors, as well as to any other reasonable land use and zoning considerations as may be required by the nature of the proposed use or as may be otherwise appropriate to effectuate the intent of this chapter, and the governing body shall designate such conditions as it deems necessary to carry out the intent of this chapter. The application for such conditional use permit shall be accompanied by such written and graphic material as may be necessary to enable the planning commission and the governing body to make the recommendation and findings set forth above.

Comprehensive Plan Considerations

Existing Land Use – B-3 Business (Highway Commercial)

- *The B-3 district is found in outlying areas of Farmville and are areas for shopping centers, national chain retailers, and light industrial uses where access to regional roads is available. The district does not match the historic downtown character of Farmville but provides a space for well-designed necessary services for residents and visitors.*



Future Land Use – General Commercial

- *General Commercial land uses are a lower-density element of Farmville’s commercial economy. General commercial lacks the historic significance or tourism interest of the downtown but provides goods and services that are necessary to the life of the Town. These commercial uses include grocery, pharmacy, general retail, fueling, automotive services, and other day-to-day uses, and may include national chain retailers. This zone also differs from the downtown in that it is primarily automobile oriented rather than pedestrian oriented like the downtown, including shopping centers that focus on providing ample parking. Despite the practical nature of general commercial uses, Farmville should expect high-quality design and construction in these areas that line important entrance corridors to the Town.*

Future Land Use – General Commercial has a Floor-Area-Ratio (FAR) of up to 2.0. The proposed project has a FAR of 0.216, calculation received from site engineer. FAR = Total Building Area / Total Lot Area. FAR = 3.724 ac. / 17.204 ac.

Utilities

The property has access to Town water and sewer services. A site plan and construction documents will show the type and sizes of connections needed for this project.

Transportation/ Streets

Off-street parking is required. Per Town Code Section 29-33.h three (3) spaces plus one (1) space per 100 units would be required. No improvements to Town maintained streets is anticipated.

Environmental

The site is not located in a floodplain or other protected area. There are no impacted watercourses, steep slopes, or other atypical environmental factors. Emissions (dust, heat, noise, light, vibrations, etc.) should be minimal for this commercial use.

Findings and Recommendations

Planning Commission Actions

The Planning Commission held a public hearing on Wednesday, December 18, 2024, at 7:00 pm:

- Three citizens spoke at the public hearing. Concerns included additional traffic on Peery Drive and hours of operation, lighting, and noise level of the mini warehouse. The applicant addressed the concerns of lighting, noting that most of the lighting is focused on the drive aisles. The applicant had not done a traffic study, but did provide numbers from other self-storage units that were roughly the same size as the one proposed.
- Commissioners discussed the potential use of the property as it is currently zoned B-3. Commissioners agreed with citizens about the traffic on Peery Drive, but there were other by-right uses that could generate more traffic or less traffic than the proposed use.



- Commissioners discussed addressing screening, fencing, and lighting prior to the site plan and limiting the hours of operation.
- The Planning Commission voted 7-0 to recommend approval of the Conditional Use Permit, CUP24-007, with the following conditions:
 - Limit the hours of operation for customers to 6:30 am – 10:00 pm, seven days a week.
 - Conditional Use Permit approval is conditioned on the approval of the subdivision plat by the Town Council.
 - If the subject CUP is approved, a site plan is required for this development which meets all ordinance requirements. In accordance with the Zoning Ordinance, the plan will be submitted to the to the Planning Commission for review and approval.

Staff's Findings

- The application appears to meet the standards of review for Conditional Use Permits set forth in Section 29-13.c.1 of the Town Zoning Ordinance.
- The application is consistent with the Future Land Use Map and General Commercial District of the comprehensive plan.
- There are no significant impacts to the capacities of the utility or transportation systems.
- There are no significant environmental impacts to the site or adjacent properties.

Staff's Recommendations

Attachments

1. Application and amended application
2. Adjacent Owner Notice
3. Mailing Affidavit
4. Vicinity and aerial maps
5. Images
6. Proposed subdivision plat
7. Proposed layout

TOWN OF FARMVILLE

APPLICATION FOR CONDITIONAL USE PERMIT

Please print or type

Approved: _____

Town Manager

Date _____

The undersigned owner of the following described property hereby applies for a Conditional Use Permit as provided in Chapter 29 of the Zoning Ordinance of the Town of Farmville, Virginia.

Applicant's Name: THE ROSEMYR CORPORATIONApplicant's Address: 331 GARNETT ST., HENDERSON, NC 27536Applicant's Telephone Number: (352) 430-6161- PRIMARY CONTACT: THORNE HARVIN 919-291-7340Present Land Use: (ex. Residential, commercial, etc.) RESIDENTIAL / FARMZone: B-3

Legal Description of Property w/ Deed Book and Page No.: _____

ADDRESS: 1914 PEERY DR., FARMVILLE, VATax Map: 37A51+3713C Lot: _____

Parcel: _____

Lot Size: 17.49 ACRESUse for which Conditional Use Permit is Requested: SELF STORAGE(AA SELF STORAGE EXPANSION)Will proposed use have any detrimental effects on adjoining property owners? If so, please describe (ex. Noise, dust, fumes, etc.) NONE

Applicant's Statement (if application is not made by property owner):

I hereby certify that I have the authority to make the foregoing application, that the information given is complete and correct to the best of my knowledge, and that development and/or construction will conform with the regulations as set forth in the Town of Farmville Zoning Ordinance, as written, and also with the description contained in the permit application.

Signature of Applicant

Date 10/16/24

Property Owner(s) Statement:

I hereby certify that I/we own the above described property, that the information given is complete and correct to the best of my knowledge, and that the above person(s), group, corporation, or agent has the full and complete permission of the undersigned owner(s) to make application for a Conditional Use Permit as set forth in the Town of Farmville Zoning Ordinance, as written.

Signature of Property Owner(s)

Date Nov 19, 2024

NOTE: THIS PERMIT APPLICATION IS NOT VALID UNLESS ALL PROPERTY OWNER(S) SIGNATURES ARE AFFIXED AND DATED.

APPLICATION FEE: \$500

APPLICATION FEE RECEIVED _____

Clerk

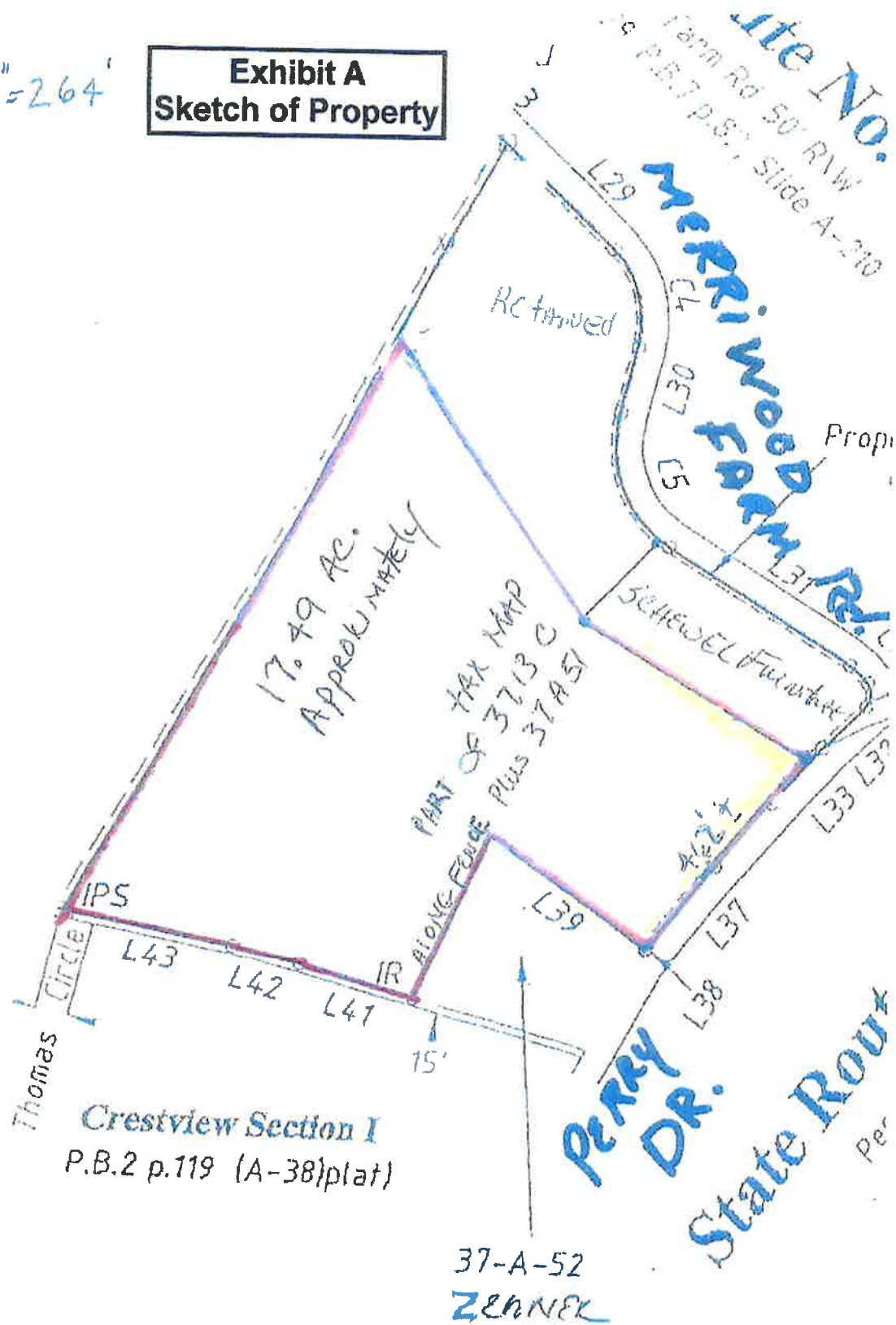
DATE _____

CHECKS SHOULD BE MADE PAYABLE TO THE TOWN OF FARMVILLE.

(Fees are nonrefundable, regardless of whether permit application is approved.)

1"=264'

Exhibit A
Sketch of Property



DS
PRA

RECEIVED

NOV 20 2024

TOWN OF FARMVILLE
APPLICATION FOR CONDITIONAL USE PERMIT

Please print or type

Approved: _____ Date _____
Town Manager

The undersigned owner of the following described property hereby applies for a Conditional Use Permit as provided in Chapter 29 of the Zoning Ordinance of the Town of Farmville, Virginia.

Applicant's Name: THE ROSEMYR CORPORATION
Applicant's Address: 231 LARNETT ST., HENDERSON, NC 27536
Applicant's Telephone Number: (352) 430-6161
- PRIMARY CONTACT: THORNE HARVIN 919-291-7340
Present Land Use: (ex. Residential, commercial, etc.) RESIDENTIAL / FARM
Zone: B-3

Legal Description of Property w/ Deed Book and Page No.:
ADDRESS: 1914 PEERY DR., FARMVILLE, VA

Tax Map: 37A51+3713C Lot: _____ Parcel: _____ Lot Size: 17.204 AC.

Use for which Conditional Use Permit is Requested: SELF STORAGE
(AA SELF STORAGE EXPANSION)

Will proposed use have any detrimental effects on adjoining property owners? If so, please describe (ex. Noise, dust, fumes, etc.) NONE

Applicant's Statement (if application is not made by property owner):

I hereby certify that I have the authority to make the foregoing application, that the information given is complete and correct to the best of my knowledge, and that development and/or construction will conform with the regulations as set forth in the Town of Farmville Zoning Ordinance, as written, and also with the description contained in the permit application.

[Signature], VP Date 10/16/24
Signature of Applicant

Property Owner(s) Statement:

I hereby certify that I/we own the above described property, that the information given is complete and correct to the best of my knowledge, and that the above person(s), group, corporation, or agent has the full and complete permission of the undersigned owner(s) to make application for a Conditional Use Permit as set forth in the Town of Farmville Zoning Ordinance, as written.

[Signature] Date Nov 19, 2024
Signature of Property Owner(s)

NOTE: THIS PERMIT APPLICATION IS NOT VALID UNLESS ALL PROPERTY OWNER(S) SIGNATURES ARE AFFIXED AND DATED.

APPLICATION FEE: \$500 APPLICATION FEE RECEIVED _____ DATE _____
Clerk

CHECKS SHOULD BE MADE PAYABLE TO THE TOWN OF FARMVILLE.
(Fees are nonrefundable, regardless of whether permit application is approved.)



COMMUNITY DEVELOPMENT DEPARTMENT

Ashley Atkins-Austin, CZA
Director of Community Development

Phillip A. Moore, Building Official (Interim)

John Ramsay, Residential Code Inspector

**Michelle Watkins, CPT Administrative
Assistant II, Certified Permit Technician**

Date: December 2, 2024

Re: Case # CUP24-007 Notice of Public Hearing for a Conditional Use Permit for a Mini Warehouse

Dear Property Owner,

You are receiving this letter because you own property next to a site that has applied for a conditional use permit as described below.

The Farmville Planning Commission will hold a public hearing on **Wednesday, December 18, 2024 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:

- **Case CUP24-007:** Thorne Harvin on behalf of The Rosemyr Corporation, requests a conditional use permit to allow for four (4), one hundred and eighty-one (181) unit, 35,310 square foot mini warehouses (self-storage buildings), two (2), twenty-two (22) unit, 8,250 square foot mini warehouses (self-storage buildings), and one (1) 4,500 square foot office per Town Code Section 29.13.c. The proposed 17.204-acre lot is located on the west edge of Peery Drive. The property is zoned B-3 Highway Commercial.

The Farmville Planning Commission will consider the request following the public hearing. Any person(s) wishing to comment on the above matters should plan to attend this meeting or submit written comments. Please submit written comments to Michelle Watkins at mwatkins@farmvilleva.com or mail written comments to PO Drawer 368, Farmville, VA 23901, to arrive by 4:00 p.m. on Wednesday, December 18, 2024.

Note that the Town Council will hold a public hearing approximately 3 weeks later, and a separate notice will be sent to you.

Questions and comments regarding cases 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 a.m. and 5:00 p.m., Monday through Friday.

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

Sincerely,

Ashley Atkins-Austin, CZA
Director of Community Development

AFFIDAVIT

COMMONWEALTH OF VIRGINIA,
Town of Farmville, to-wit:

Ashley Atkins-Austin, CZA, Director of Community Development for the Town of Farmville, Virginia, being duly sworn, deposes and states, on behalf of the Planning Commission that the attached Notice of Public Hearing was sent by first class mail, pursuant to Code of Virginia Section 15.2-2204(B) on the 2nd day of December 2024 to the following property owners of the Town of Farmville. The Notice of Public Hearing is for the following conditional use permit:

- **Case CUP24-007**

Farmville Hotel Partners LLC
11520 Nuckols Road, Suite 101
Glen Allen, VA 23059

Betty A. Newbill
306 Meriwood Farm Road
Farmville, VA 23901

Farm Ventures LC
5607 Grove Avenue
Richmond, VA 23226

Corporation of the Presiding Bishop of the
Church of Latter-Day Saints
50 East North Temple, 22nd Floor
Salt Lake City, UT 84150

Alleghany Partners LLC
P. O. Box 266
Lynchburg, VA 24504

Wal-Mart Real Estate Business Trust
P. O. Box 8050 MS 0555
Bentonville, AR 72716

Brian Kevin Jones & Mia'Unique Smith
103 Crestview Drive
Farmville, VA 23901

Larry F. & Donna B. Lee
105 Crestview Drive
Farmville, VA 23901

Joseph W. & Betty S. Calhoun
107 Crestview Drive
Farmville, VA 23901

Joseph & Cecelia Fowler
109 Crestview Drive
Farmville, VA 23901

Torres Jorge & Marie E. Solorio
384 North Hardtimes Road
Prospect, VA 23960

Patricia T. Hailey
113 Crestview Drive
Farmville, VA 23901

Karen P. Montgomery
201 Crestview Drive
Farmville, VA 23901

Farmville Home One LLC
11520 Nuckols Road, Suite 101
Glen Allen, VA 23059

Farmville Home Two LLC
11520 Nuckols Road, Suite 101
Glen Allen, VA 23059

Janie Coleman Simpson
2007 Peery Drive
Farmville, VA 23901

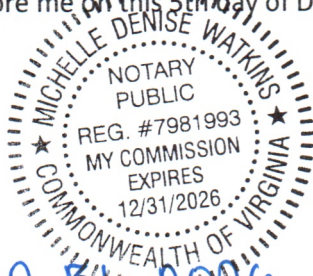
Edgar E. Varela & Ruth L. Budd
101 Crestview Drive
Farmville, VA 23901

Farmville Investment Group LLC
1802 Bayberry Court, Suite 401
Richmond, VA 23226

Whenever the notices required hereby are sent by an agency, department or division of the local governing body, or their representative, such notices may be sent by first class mail; however, a representative of such agency, department or division shall make affidavit that such mailings have been made and file such affidavit with the papers in the case.

Ashley Atkins-Austin
Ashley Atkins-Austin, CZA, Interim
Director of Community Development

Subscribed and sworn before me on this 5th day of December 2024.



Michelle D. Watkins
Notary Public

My commission expires: 12-31-2026

Registration Number: 7981993

Whenever the notices required hereby are sent by an agency, department or division of the local governing body, or their representative, such notices may be sent by first class mail; however, a representative of such agency, department or division shall make affidavit that such mailings have been made and file such affidavit with the papers in the case.

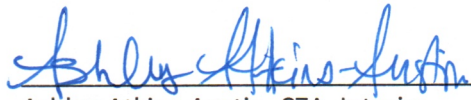
AFFIDAVIT

COMMONWEALTH OF VIRGINIA,
Town of Farmville, to-wit:

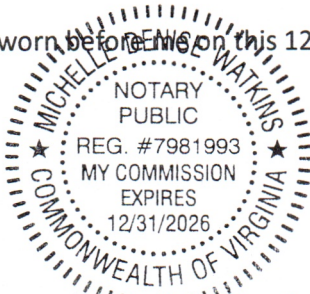
Ashley Atkins-Austin, CZA, Director of Community Development for the Town of Farmville, Virginia, being duly sworn, deposes and states, on behalf of the Planning Commission that the attached Notice of Public Hearing was sent by first class mail, pursuant to Code of Virginia Section 15.2-2204(B) on the 5th day of December 2024 to the following property owners of the Town of Farmville. The Notice of Public Hearing is for the following conditional use permit:

- **Case CUP24-007**

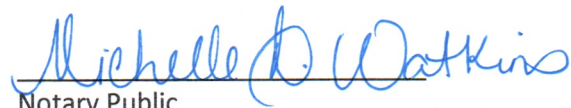
Joseph and Lucie Zehner
2004 Peery Drive
Farmville, VA 23901


Ashley Atkins-Austin, CZA, Interim
Director of Community Development

Subscribed and sworn before me on this 12th day of December 2024.

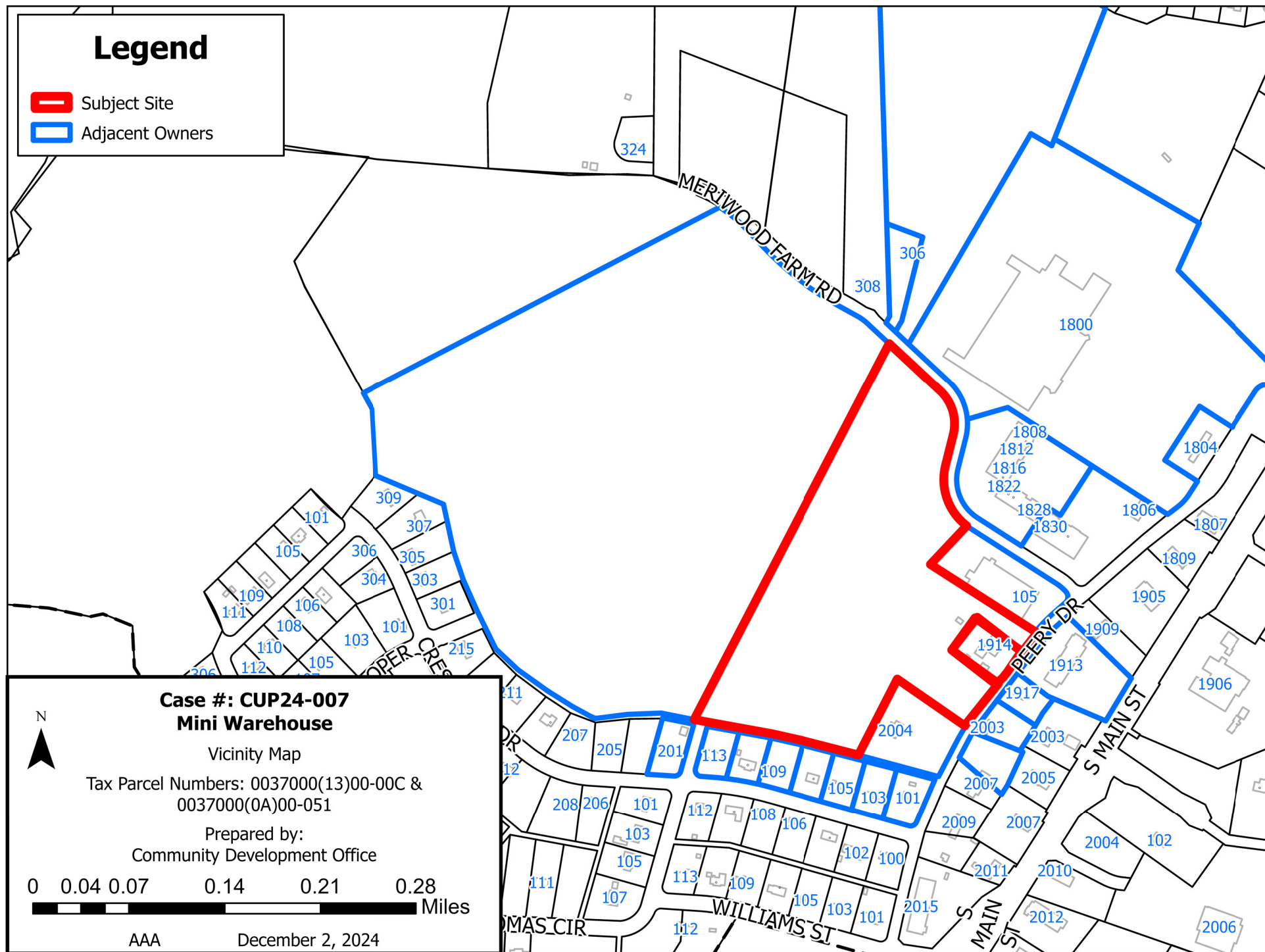


My commission expires: 12-31-2024


Notary Public

Registration Number: 7981993

Whenever the notices required hereby are sent by an agency, department or division of the local governing body, or their representative, such notices may be sent by first class mail; however, a representative of such agency, department or division shall make affidavit that such mailings have been made and file such affidavit with the papers in the case.



Legend



Subject Site



Adjacent Owners

Case #: CUP24-007

Mini Warehouse

Aerial Map

Tax Parcel Numbers: 0037000(13)00-00C &
0037000(0A)00-051

Prepared by:

Community Development Office

AAA

December 2, 2024





12/12/2024 02:28 PM



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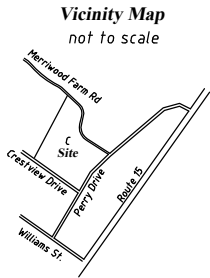


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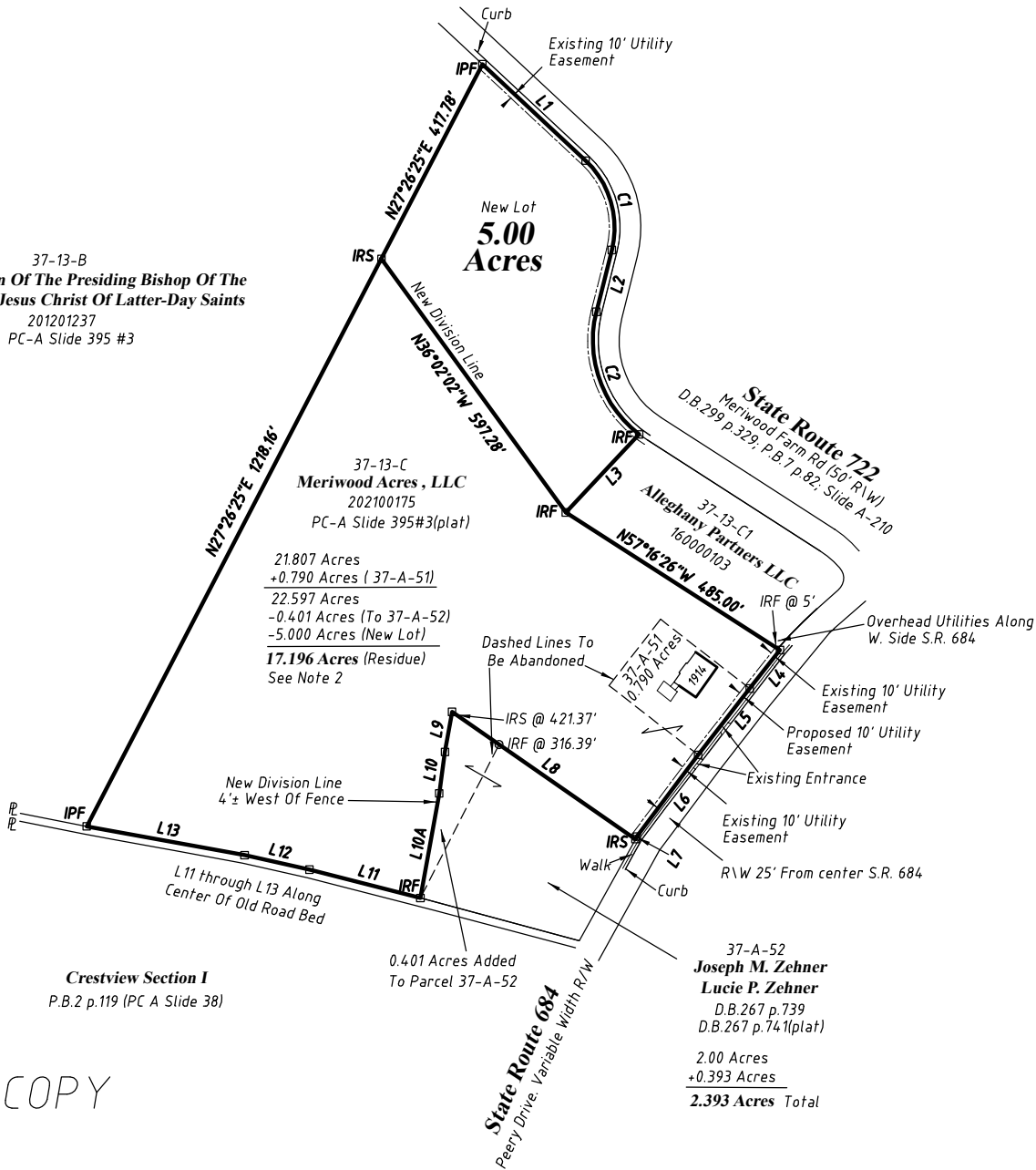


12/12/2024 02:27 PM





37-13-B
Corporation Of The Presiding Bishop Of The
Church Of Jesus Christ Of Latter-Day Saints
201201237
PC-A Slide 395 #3



Curve Table

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING
C1	175.00'	186.32'	177.64'	S16°26'17"E
C2	225.00'	261.71'	247.20'	S19°15'34"E

Legend
IRF = Iron Rod Found
IPF = Iron Pipe Found
U = Overhead Utility

Line Table

LINE	BEARING	DISTANCE
L1	S46°56'21"E	268.73'
L2	S14°03'44"W	121.40'
L3	S43°13'10"W	204.17'
L4	S38°15'13"W	93.28'
L5	S37°51'39"W	160.00'
L6	S36°51'57"W	194.51'
L7	S28°13'47"W	5.72'
L8	N55°14'28"W	425.26'
L9	S09°59'02"W	77.38'
L10	S07°54'50"W	79.78'
L10A	S10°13'20"W	202.57'
L11	N75°37'17"W	218.13'
L12	N77°23'17"W	126.69'
L13	N79°42'17"W	305.64'

Notes
1. This survey is subject to any easement of record and other pertinent facts which a title search might disclose.
2. This plat is not based on current field survey. See plat recorded in PC A Slide 395 #3. Minimal current field work was performed to calculate area. No property corners set or property lines were marked. Not all improvements are shown to these properties.
3. Properties are zoned B3

Owners Consent and Dedication:
This boundary line adjustment and division containing 3 parcels along with dedicated street R/W and easements, is with the free consent and desires of the undersigned owner(s).

COPY COPY COPY
Date _____ Owner/ Manger _____
Date _____ Owner/ Manger _____

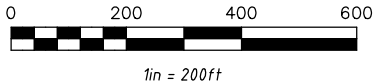
I, _____, A Notary Public in
and for _____ County, in the
State of _____
do hereby certify that the owner(s)
whose name(s) are signed hereon have
acknowledge the same before me this

COPY Day of _____, 20____ COPY COPY
My commission expires: _____

Notary Public

Composite Plat Of:
Boundary Line Adjustment
And
Division Survey

Parcel 37-13-C
For: Lucie Zehner
Being The Properties Owned By:
37-13-C
Meriwood Acres , LLC
Inst. No. 202100175
37-A-51
Meriwood Acres , LLC
Inst. No. 202100175
Town Of Farmville, Prince Edward Co., Va.
24120 12-04-24



Approval Block

This Boundary Line Adjustment and Division is approved by the undersigned in accordance with existing regulations and may be admitted to record.

COPY COPY COPY

Community Development Director Date



OWNER / DEVELOPER

THE ROSEMYR CORPORATION
231 SOUTH GARNETT STREET
HENDERSON, NORTH CAROLINA

CONTACT(S): PAUL R. HARVIN - PRESIDENT
EMAIL: PAUL@ROSEMYR.COM

THORNE HARVIN - SENIOR VICE PRESIDENT
EMAIL: THORNE@ROSEMYR.COM

WILLIAM (BILL) COFFEY, III - SENIOR VICE PRESIDENT
EMAIL: BILL@ROSEMYR.COM

SITE SUMMARY

PARCEL(S) IDENTIFICATION: 0037000(13)00-00C (37-13-C)

PROJECT ADDRESS: 1914 PEERY DRIVE
FARMVILLE, VIRGINIA 23901

PARCEL ACREAGE: +/- 17.20 Ac.

ZONING: HIGHWAY COMMERCIAL (B-3)

PROPOSED USE: SELF STORAGE
OFFICE

PROPOSED No. BUILDING: SELF STORAGE BUILDING
35,310 SF / BLDG
(4 SHOWN)

8,250 SF / BLDG
(2 SHOWN)

OFFICE BUILDING
4,500 SF / BLDG
(1 SHOWN)

PARKING: REQUIRED OFFICE PARKING: 1 SPACE PER 250 SF
18 SPACES
PROVIDED: 18 SPACES

BUILDING SETBACKS: FRONT - 25 FT
SIDE - 0 FT OR 25 FT FROM RESIDENTIAL
REAR - 0 FT OR 25 FT FROM RESIDENTIAL

UTILITIES: WATER - PUBLIC
SEWER - PUBLIC

STORAGE UNITS

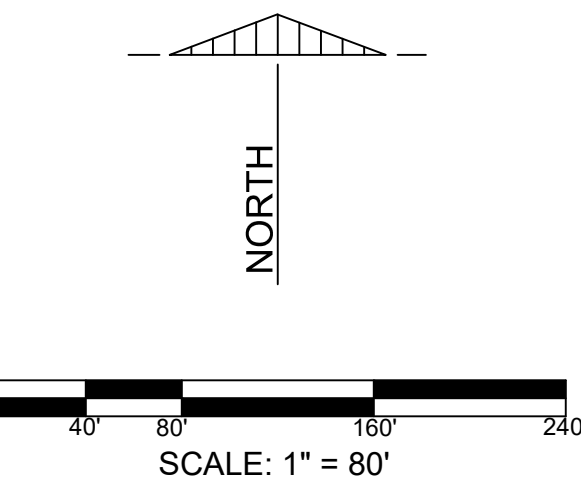
8,250 SF - SELF STORAGE BUILDING
(2 BLDG'S PROPOSED)

STORAGE UNITS	# PER BLDG	TOTAL PROPOSED
15' x 25'	22	44

35,310 SF - SELF STORAGE BUILDING
(4 BLDG'S PROPOSED)

STORAGE UNITS	# PER BLDG	TOTAL PROPOSED
20' x 20'	8	32
10' x 20'	6	24
10' x 15'	44	176
10' x 12'	24	96
10' x 10'	82	328
5' x 12'	17	68

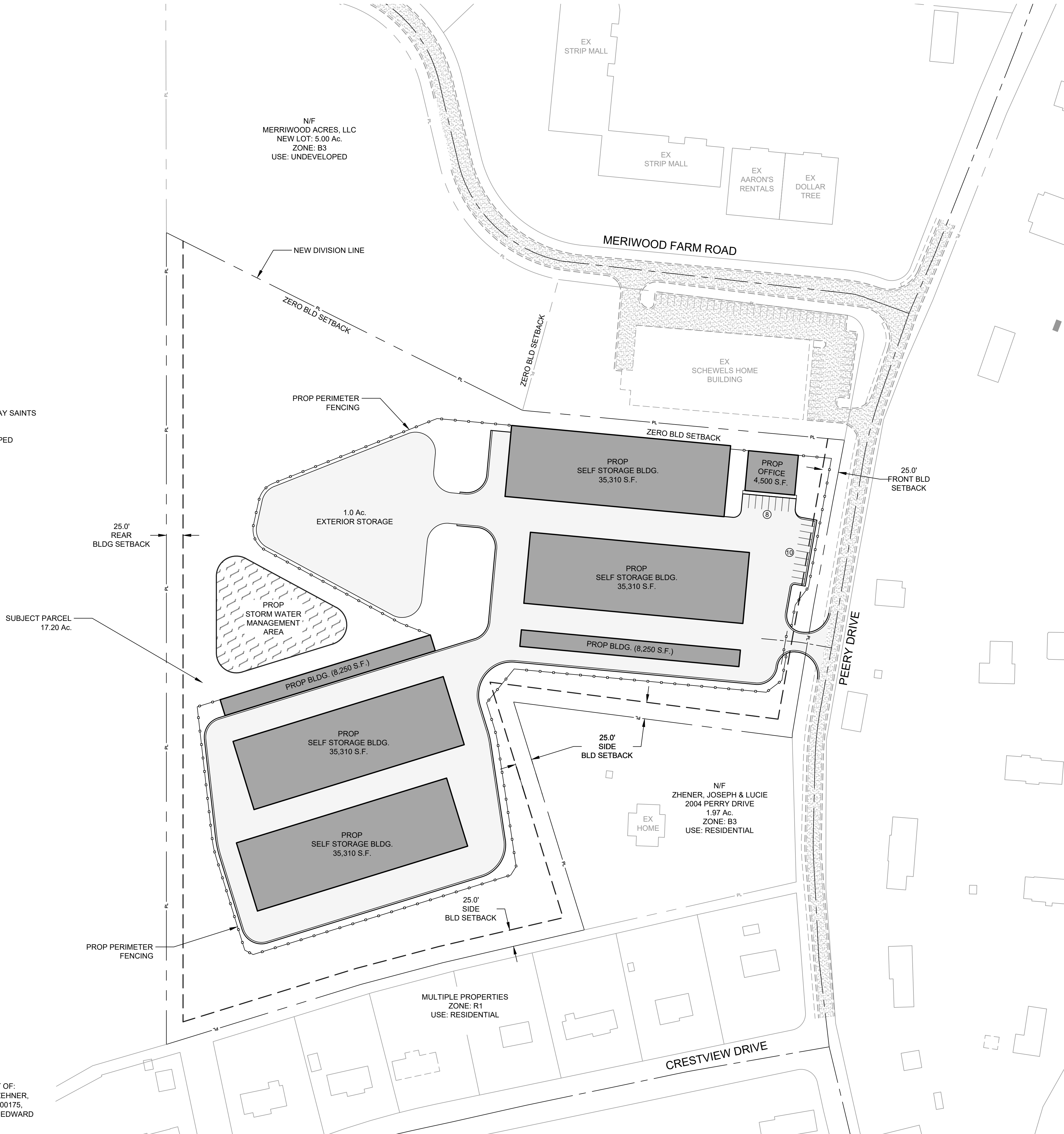
TOTAL SELF STORAGE UNITS PROPOSED 768 UNITS



NOTE:

PROPERTY LINE INFORMATION SHOWN HEREIN FROM PLAT TITLED 'COMPOSITE PLAT OF:
BOUNDARY LINE ADJUSTMENT AND DIVISION SURVEY, PARCEL 37-13-C, FOR LUCIE ZEHNER,
BEING THE PROPERTIES OWNED BY: 37-13-C MERRIWOOD ACRES, LLC, INST. No. 202100175,
37-A-51 MERRIWOOD ACRES, LLC, INST. No. 202100175, TOWN OF FARMVILLE, PRINCE EDWARD
Co., VA.' (24102) DATED 10-28-2024 BY WATSON AND DUGGAN PLC.

AA SELF STORAGE
PEERY DRIVE
FARMVILLE, VIRGINIA



Resolution #2025-01-01

To grant a conditional use permit to The Rosemyr Corporation to allow for four (4), one hundred and eighty-one (181) unit, 35,310 square foot mini warehouses (self-storage buildings), two (2), twenty-two (22) unit, 8,250 square foot mini warehouses (self-storage buildings), one (1) 4,500 square foot office, and one (1) acre of exterior storage per Town Code Section 29.13.c. For a total of 768 storage units in six buildings, one (1) acre of exterior storage, and an office building.

WHEREAS, Mr. Harvin filed an application on behalf of The Rosemyr Corporation for a conditional use permit to allow for four (4), one hundred and eighty-one (181) unit, 35,310 square foot mini warehouses (self-storage buildings), two (2), twenty-two (22) unit, 8,250 square foot mini warehouses (self-storage buildings), one (1) 4,500 square foot office, and one (1) acre of exterior storage per Town Code Section 29.13.c. For a total of 768 storage units in six buildings, one (1) acre of exterior storage, and an office building. The 17.196 acre site is located on the west edge of Peery Drive on parcel numbers 0037000(13)00-00C and 0037000(0A)00-051 and is zoned B-3 Highway Commercial; and

WHEREAS, The Rosemyr Corporation has agreed to the attached conditions; and

WHEREAS, after a public hearing and due consideration, the Planning Commission recommends approval of this conditional use permit; and

WHEREAS, the Town Council finds that the conditional use permit application complies with Town Code Section 29-22 (a); and

WHEREAS, upon recommendation of the Planning Commission and after holding a public hearing on this Resolution, the Town Council finds that the public necessity, convenience, general welfare, and good planning and zoning practice allows for this conditional use permit be granted; NOW THEREFORE,

BE IT RESOLVED BY THE TOWN OF FARMVILLE TOWN COUNCIL:

1. The Town of Farmville Town Council grants a conditional use permit to The Rosemyr Corporation for a conditional use permit to allow for four (4), one hundred and eighty-one (181) unit, 35,310 square foot mini warehouses (self-storage buildings), two (2), twenty-two (22) unit, 8,250 square foot mini warehouses (self-storage buildings), one (1) 4,500 square foot office, and one (1) acre of exterior storage per Town Code Section 29.13.c. For a total of 768 storage units in six buildings, one (1) acre of exterior storage, and an office building. The 17.196 acre site is located on the west edge of Peery Drive on parcel numbers 0037000(13)00-00C and 0037000(0A)00-051 and is zoned B-3 Highway Commercial.
2. This resolution shall be in full force and effect upon passage.

Approved:

Mayor

Attest: _____
Clerk of Council

I certify that the above resolution 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 _____.

The Rosemyr Corporation Conditions for Conditional Use Permit

List of conditions to be placed on The Rosemyr Corporation's Conditional Use Permit for a mini warehouse located on Peery Drive.

- Limit the hours of operation for customers to 6:30 am – 10:00 pm, seven days a week.
- Conditional Use Permit approval is conditioned on the approval of the subdivision plat by the Town Council.
- If the subject CUP is approved, a site plan is required for this development which meets all ordinance requirements. In accordance with the Zoning Ordinance, the plan will be submitted to the Planning Commission for review and approval.



Town of Farmville

Agenda Item Summary

MEETING DATE: January 8, 2025

ITEM NUMBER: 12.e. – Request Approval of Final Plat - Meriwood Two Subdivision and Boundary Line Adjustment

BACKGROUND: The request includes three existing parcels located on the west line of Peery Drive. Community Development Director Ashley Atkins-Austin will provide a verbal report.

RECOMMENDATION: Approve Final Plat of Meriwood Two Subdivision and Boundary Line Adjustment

FISCAL IMPACT:

ATTACHMENTS:

1. SUB24-008 TC Staff Report



Identification and Location Information

Applicants	Lucie Zehner
Property Owner	Meriwood Acres, LLC
Location	Peery Drive, Tax Map # 37-13-C, 37-A-51, 37-A-52
Ward	A
Acreage	Approximately 22.597 acres
Zoning	B-3 Highway Commercial
Future Land Use Recommendation	General Commercial
Overlays	Enterprise Zone
Adjacent Zoning	R-1 Low Density Residential to the left, rear, and across Peery Drive. B-3 Highway Commercial to the right and across Peery Drive.
Adjacent Uses	Single-family dwellings to the left and across Peery Drive. Commercial to the right and across Peery Drive. Undeveloped land to the rear.
Staff Contact	Ashley Atkins-Austin, CZA, Director of Community Development Phone: 434-392-8465 Email: aaustin@farmvilleva.com

Background and Existing Conditions

The request includes three existing parcels, tax map number 37-13-C with 28.807 acres, tax map number 37-A-51 with 0.790 acre and tax map number 37-A-52 with 2.000 acres. The parcels are located on the west line of Peery Drive and are zoned B-3 Highway Commercial District and are in the Enterprise Zone.

The final plat accomplishes three items:

1. Split off a 5.00 acre undeveloped lot from tax map number 37-13-C.
2. Boundary Line Adjustment between 37-A-52 and 37-13-C to adjust tax map parcel number 37-A-52 from 2.000 acres to 2.401 acres.
3. Consolidate parcel number 37-A-51 into 37-13-C. Leaving 37-13-C with 17.196 acres.

Zoning and Subdivision Ordinance Considerations

Existing Land Use – B-3 Highway Commercial

The B-3 district is found in outlying areas of Farmville and are areas for shopping centers, national chain retailers, and light industrial uses where access to regional roads is available. The district does not match the historic downtown character of Farmville but provides a space for well-designed necessary services for residents and visitors.

The proposed lots meet the minimum dimensional standards for the B-3 zoning district.

Section 29-64.2.b. The completed plat shall be submitted to the subdivision agent or to the town council for approval. On the approval by the town council, the plat shall be signed by the president of the town council, marked approved.



Comprehensive Plan

The existing area is shown as General Commercial on the Future Land Use Map. General Commercial land uses area lower-density element of Farmville's commercial economy. General Commercial lacks the historic significance or tourism interest of the downtown but provides goods and services that are necessary to the life of the Town. These commercial uses include grocery, pharmacy, general retail, fueling, automotive services, and other day-to-day uses, and may include national chain retailers. This zone also differs from the downtown in that it is primarily automobile oriented rather than pedestrian oriented like the downtown, including shopping centers that focus on providing ample parking. Despite the practical nature of general commercial uses, Farmville should expect high-quality design and construction in these areas that line important entrance corridors to the Town

Utilities

The property has access to the Town's public water and sewer system. Connections to public utilities will be discussed with public works prior to construction.

Transportation/ Streets

There are no new streets created with this subdivision. All lots will front on existing streets.

Environmental

The area is not located in an environmentally sensitive area.

Findings and Recommendations

Staff's Findings

- The plat meets applicable requirements set forth in Article VI. – Subdivisions of the Farmville Town Code.
- There are no significant impacts to the capacities of the utility or transportation systems.
- There are no significant environmental impacts to the site or adjacent properties.

Recommendations

The Staff recommends **approval** of the submitted final plat.

Additional Information

1. There are no other zoning or code enforcement violations pending.

Attachments

1. Vicinity and aerial maps
2. Final Plat



Town of Farmville

Agenda Item Summary

MEETING DATE: January 8, 2025

ITEM NUMBER: 13.a. – Request Adoption of Ordinance No. 234 – to amend the zoning ordinance by adding Section 29-35.b.5 – Fences. This will regulate the location and height of fences in residential districts

BACKGROUND: The Town Manager will provide a verbal report.

A Public Hearing is scheduled for January 8, 2025.

RECOMMENDATION: Adopt Ordinance No. 234

FISCAL IMPACT:

ATTACHMENTS:

1. ZTA24-001 Fences TC Staff Packet
2. Ordinance 234 Zoning Amendment - Fences



Background

In 2020, after several months of input and deliberation, the Town of Farmville adopted new zoning and subdivision ordinances (Chapter 29 of the Farmville Town Code) and a comprehensive plan. With this new ordinance came landscaping requirements that were specifically for developments or redevelopments that required approved site plans, properties that were seeking rezoning to R-3, B-1, B-2, or B-3 districts, and for properties seeking a conditional use permit in a R-3, B-1, B-2, or B-3 zoning district. Walls and fences were listed in this code section with requirements for location and maintenance. Over the last few years, staff has received numerous calls questioning height and placement standards for fencing in the R-1 and R-2 zoning districts. In a comparison of other jurisdictions' fence regulations, the Staff determined that the lack of standards for height and location of fences was undesirable and therefore included standards that would be relevant to residential zoning districts.

To more clearly state this, the Staff proposes amendments to **Article IV, Section 29-35.b.** of the zoning ordinance to add more specific regulations regarding the height and placement of fences. The amendment adds Section 29-35.b.5 - *Fences*. **Attachment 1** is a redlined version of the ordinance showing these amendments.

Recommendations

- ☐ At its Wednesday, December 18, 2024, meeting, the Planning Commission voted 7-0 to recommend approval to the Town Council ZTA24-001 as presented. The recommended language appears in **Attachment 1**.

Additional Information

None

Attachments

Proposed ordinance language is in **Attachment 1**.

Staff Contact

Ashley Atkins-Austin, CZA, Director of Community Development
Phone: 434-392-8465 | Email: aaustin@farmvilleva.com

Add the following under the above referenced article where no regulation exists currently:

Sec. 29-35.b. *Residential uses.*

(1) *Accessory dwelling.*

- a. Such structures shall comply with all setback requirements that apply to the primary structure.
- b. Only one (1) accessory dwelling shall be allowed on a lot or parcel of land.
- c. No recreational vehicle may be used as an accessory dwelling.
- d. Prior to installing an accessory dwelling, a permit must be obtained from the town and associated fees paid.
- e. Any accessory dwelling shall comply with all applicable requirements of the state department of health and the Virginia Uniform Statewide Building Code.
- f. No signage advertising or promoting the existence of the structure shall be permitted on the exterior of the structure or anywhere on the property.
- g. The town may revoke the permit if the permit holder violates any provision of this section.

(2) *Dish antennas.*

- a. Additional standards in all residential districts.
- b. Communication antennas, commonly called "dish" antennas, which do not comply with the restrictions listed below may be allowed with conditional use permits, subject to the applicant's ability to satisfactorily mitigate negative aesthetic impacts on adjoining properties. Dish antennas shall be permitted in all districts but shall be limited to one (1) exterior antenna per parcel except with conditional use permit.
- c. Ground-mounted antennas shall be limited to the rear yard and no closer than five (5) feet to any side or rear lot line, and in the case of a corner lot, no antenna shall be nearer than twenty-five (25) feet to the side street adjacent to the property or within five (5) feet of an adjoining lot.
- d. No ground-mounted antenna shall exceed sixteen (16) feet in height measured vertically from the highest point of the signal receiving apparatus, when positioned for operation, to the bottom of the base which supports the satellite antenna.
- e. Roof-mounted antennas, when designated for that purpose, shall be permitted, except that a roof-mounted antenna shall not be more than forty-eight (48) inches in diameter and shall not be visible from any street.
- f. Antennas shall be permanently and securely installed.

(3) *Multi-family dwellings.*

- a. Multi-family dwellings shall be designed with special attention to the compatibility of adjacent land uses, topography, existing vegetation, building height, orientation, and other similar factors.
- b. Multi-family dwellings shall incorporate an attractive building layout which retains, relates to, and enhances the natural vegetation and terrain of the site or incorporates natural design features such as preservation of scenic vistas, natural areas, or other unique elements of the site.

(4) *Townhouse and single family attached dwellings.*

- a. No more than eight (8) townhouses shall be constructed contiguously.
- b. The facades of individual townhouses within any contiguous row of townhouses shall be sufficiently varied in their materials, design, or appearance as to visually distinguish them as individual dwelling units.
- c. Any townhouse shall front on, or be accessed by, a public street.
- d. Any provided open space shall be owned and maintained by the developer, until such time as it is turned over to the ownership and maintenance of an approved homeowners' association.

(5) **Fences**

- a. **The provisions of this section shall apply to all construction, reconstruction, or replacement of fences or walls except:**
 - 1. Those required for support of a principal structure or accessory structure.**
 - 2. Engineered retaining walls necessary to the development of a site.**
 - 3. Temporary fences for construction activities, trees protection, and erosion and sediment control.**
- b. **No fence shall be erected by any person without first obtaining in writing a permit from the Zoning Administrator.**
- c. **Fences shall not impair vehicular or pedestrian travel visibility. In the case of corner lots in all districts, no fence shall be erected that blocks or otherwise impedes the view of streets or traffic.**
- d. **Except as provided for in Sec. 29-22.d.2, fences may be constructed in any location on any lot. The maximum height of a fence shall not exceed eight (8) feet in the side and rear yard without approval of a conditional use permit.**

- e. Except as provided for in Sec. 29-22.d.2, fences located in front of the building line shall not exceed a maximum of four (4) feet in height without approval of a conditional use permit.**

 - (1) For the purpose of determining the front building line, the building line shall be the established front yard setback for the applicable district, or the actual setback of the primary building wall of the structure in the case of a nonconforming front yard setback.**
- f. Finished sides of any fence shall face the street and/or adjoining properties.**
- g. All fences shall be maintained in good repair and in a safe and attractive condition. The owner of the property on which a fence is located shall be responsible for maintenance, including, but not limited to, the replacement of missing, decayed, or broken structural and decorative elements.**

ORDINANCE NO. 234

Amending Section 29-35.b Residential uses.

THE TOWN OF FARMVILLE HEREBY ORDAINS:

1. That Section 29-35.b Residential uses is amended by adding item 5 as follows:

(5) Fences

- a. The provisions of this section shall apply to all construction, reconstruction, or replacement of fences or walls except:
 - 1. Those required for support of a principal structure or accessory structure.***
 - 2. Engineered retaining walls necessary to the development of a site.***
 - 3. Temporary fences for construction activities, trees protection, and erosion and sediment control.******
- b. No fence shall be erected by any person without first obtaining in writing a permit from the Zoning Administrator.***
- c. Fences shall not impair vehicular or pedestrian travel visibility. In the case of corner lots in all districts, no fence shall be erected that blocks or otherwise impedes the view of streets or traffic.***
- d. Except as provided for in Sec. 29-22.d.2, fences may be constructed in any location on any lot. The maximum height of a fence shall not exceed eight (8) feet in the side and rear yard without approval of a conditional use permit.***
- e. Except as provided for in Sec. 29-22.d.2, fences located in front of the building line shall not exceed a maximum of four (4) feet in height without approval of a conditional use permit.
 - (1) For the purpose of determining the front building line, the building line shall be the established front yard setback for the applicable district, or the actual setback of the primary building wall of the structure in the case of a nonconforming front yard setback.******
- f. Finished sides of any fence shall face the street and/or adjoining properties.***

- g. *All fences shall be maintained in good repair and in a safe and attractive condition. The owner of the property on which a fence is located shall be responsible for maintenance, including, but not limited to, the replacement of missing, decayed, or broken structural and decorative elements.*

2. 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 Donald L. Hunter _____.

The Honorable Adam Yoelin _____.

The Honorable John Hardy _____.