



## **Town of Farmville Planning Commission**

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

**Agenda**  
**Wednesday, April 16, 2025 @ 7:00pm**

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- 1. Call to Order** (please silence devices)
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Consideration of Minutes-Regular Planning Commission Meeting-January 15, 2025**
- 5. Public Participation – Speakers have three (3) minutes to make statements on non-agenda items.**
- 6. Public Hearing CUP25-003-** Adam Blincoe’s request for a conditional use permit to allow an accessory dwelling unit per Town Code Section 29-22.a. The 0.402 acre site is located at 709 High Street on Tax Map Number 0023A03(11)01-002. This property is zoned R-1 Low Density Residential.
  - a. Staff Report
  - b. Applicant Statement
  - c. Public Hearing-Speakers have three (3) minutes to make statements.
  - d. Planning Commission Deliberation
- 7. POD24-004-** Site plan for Dominion Energy’s office expansion at 1609 East Third Street and construction of fleet garage, transmission building, and covered vehicle storage.
  - a. Staff Report
  - b. Applicant Statement
  - c. Planning Commission Deliberation
- 8. New Business**
  - a. Staff and Department updates
  - b. Commission Items
  - c. Other Items of Interest
- 9. Adjournment**

**Town of Farmville Planning Commission  
Town Council Chamber of the Town Hall  
116 North Main Street, Farmville, VA 23901  
Wednesday, January 15, 2025**

**Planning Commission Members Present:** Chairperson Cameron Patterson, Vice-Chair Jerry Davenport, Abigail O'Connor, Dr. Miller, Jennifer Fraley, Patrick Crute, and Rhett Weiss.

**Planning Commission Members Absent:** None

**Staff Present:** Director of Community Development Ashley Atkins-Austin, and Administrative Assistant II Michelle Watkins, CPT.

**CALL TO ORDER**

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

**APPROVAL OF AGENDA**

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

**ANNUAL ORGANIZATION MEETING-ELECTIONS OF OFFICERS**

Chairperson Patterson opened the floor to accept nominations for officers.

**Nomination and Election of Chairperson**

Dr. Miller was nominated by Mr. Davenport, seconded by Ms. O'Connor, and with no further nominations, Dr. Miller was elected by acclamation.

**Nomination and Election of Vice-Chairperson**

Mr. Davenport was nominated by Ms. Fraley, seconded by Mr. Patterson, and with no further nominations, Mr. Davenport was elected by acclamation.

**Nomination and Election of Secretary**

Ms. O'Connor was nominated by Mr. Patterson, seconded by Mr. Weiss, and with no further nominations, Ms. O'Connor was elected by acclamation.

**CONSIDERATION OF MINUTES**

**Minutes of Regular Planning Commission Meeting -December 18, 2024**

Chairperson Miller noted that the minutes had been likewise distributed and asked if there were any corrections or revisions. On a motion by Mr. Crute, seconded by Mr. Patterson, and with all present members voting "aye," the minutes from December 18, 2024, were approved as presented.

**PUBLIC PARTICIPATION**

There was no public participation.

**PUBLIC HEARING CUP25-001**

**Robert A. Scott requests a conditional use permit to allow for a single-family residence in a B-2**

**Transitional Commercial Zoning District. The site is located at 709 East Third Street and consists of one parcel, tax map number 0023A9(02)05-001B, containing 0.226 acre.**

Chairperson Miller set forth case CUP25-001 to the Commissioners.

On a motion by Mr. Crute, seconded by Ms. O'Connor, and with all present members voting "aye", the public hearing was opened.

Ms. Ashley Atkins-Austin provided relevant information from the staff report with supporting slides.

There was a brief discussion amongst staff and Mr. Weiss regarding off-street parking at the subject site.

Thomas Scott, on behalf of the Applicant Robert Scott, briefed the Commissioners on their plans. The plan is to expand and gravel the parking area to allow for adequate multi-vehicle parking area.

He shared that their general thought was to purchase the derelict home and improve it aesthetically to provide an affordable and functioning home.

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

On a motion by Mr. Crute, seconded by Mr. Patterson, and with all present members voting "aye", the public hearing was closed.

During the deliberation period, Mr. Patterson shared that he feels the request is straight-forward, fits the use of the area based on the gateway for the Comprehension Plan, and that its always good to see derelict properties get a new life.

On a motion by Mr. Patterson, seconded by Mr. Crute, with a friendly amendment to the motion by Mr. Weiss to add a condition that the applicant will provide adequate off-street parking for the residents; and with all present members voting "aye", the motion to recommend approval of CUP25-001 with condition to Town Council was passed.

**PUBLIC HEARING REZ25-001**

**Request for amendment to the Official Zoning Map to rezone approximately 1.297-acres from R-1 to B-3. The site is located at 190 Milnwood Road and consists of parcel number 0023A09(0A)00-030B.**

Chairperson Miller set forth case REZ25-001 to the Commissioners.

On a motion by Ms. O'Connor, seconded by Ms. Fraley, and with all present members voting "aye", the public hearing was opened.

Ms. Ashley Atkins-Austin provided relevant information from the staff report with supporting slides.

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

On a motion by Mr. Crute, seconded by Ms. O'Connor, and with all present members voting "aye", the public hearing was Closed.

On a motion by Mr. Weiss, seconded by Mr. Davenport, and with all present members voting "aye", the motion to recommend approval of REZ25-001 to Town Council was passed.

**PUBLIC HEARING CUP25-001**

**Holly Johnson on behalf of Dominion Energy, requests a conditional use permit to allow a public maintenance and service facility to support a public utility per Town Code Section 29-13.c. The site consists of approximately 1.297 acres on one parcel located at 190 Milnwood Road. The parcel is identified as tax map number 0023A09(0A)00-030B.**

Chairperson Miller set forth case CUP25-002 to the Commissioners.

On a motion by Mr. Davenport, seconded by Mr. Crute, and with all present members voting "aye", the public hearing was opened.

Ms. Ashley Atkins-Austin provided relevant information from the staff report with supporting slides.

Mr. Crute clarified with staff the condition and zoning definition of outside storage. Ms. Atkins-Austin shared that she would have to look the definition up.

Mr. Weiss clarified with staff the need to add conditions that were mentioned in the previous meeting by Ms. Fraley.

Alex Rendon, on behalf of Dominion, expressed his gratitude to the Commissioners and staff for their coordination, collaboration, and good governance.

Mr. Crute had a brief clarification with the applicant regarding the 35% covered storage on the parcel.

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

On a motion by Mr. Crute, seconded by Mr. Weiss, and with all present members voting "aye", the public hearing was closed.

There was brief deliberation amongst the Commissioners.

On a motion by Mr. Patterson, seconded by Ms. Fraley, and with all present members voting "aye", the motion to recommend approval of CUP25-002 to Town Council was passed.

**OLD BUSINESS**

There was no old business before the Commission.

**NEW BUSINESS**

**Consideration and Adoption of 2024 Annual Report and 2025 Goals**

Chairperson Miller noted the Annual Report was distributed and asked if there were any corrections or additions. He expressed his gratitude to Commissioners and Staff for the hard work and accomplishments during the 2024 calendar year. Mr. Patterson offered an addition to the Annual Report, under the 2025 Proposed Actions by Planning Commission and Requests to the Town Council; to have dialogue with the Town Council. On a motion by Ms. O'Connor, seconded by Mr. Crute, and with all present members voting "aye", the agenda was adopted with the noted revision.

**Consideration and Adoption of 2025 Meeting Dates**

Chairperson Miller noted that the meeting dates have been distributed and asked if there were any questions. On a motion by Mr. Crute, Seconded by Mr. Davenport, and with all present member voting "aye", the 2025 Meeting dates were adopted.

**STAFF UPDATES**

Chairperson Miller reiterated his gratitude to Staff for all the hard work done and documented for the 2024 calendar year.

Ms. Atkins-Austin reported that CUP24-007 was approved by Town Council with a vote of 6-1. Staff currently do not have any upcoming cases to bring before the Commissioners. The next Planning Commission meeting is scheduled for Wednesday, February 19, 2025 at 7:10 PM. BZA will meet Friday, January 24, 2025 @ 3:00 PM to hear an appeals case.

**COMMISSION UPDATES**

There were no updates from the Commissioners.

**ADJOURMENT**

With no further business, Chairperson Miller called for a motion to adjourn the meeting. On a motion by Mr. Crute, seconded by Mr. Davenport and with all present members voting "aye", the meeting was adjourned at 7:35 PM.

Respectfully submitted by Michelle D. Watkins, Administrative Assistant II

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Cameron Patterson, Chairperson

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Abigail O'Connor, Secretary



**Identification and Location Information**

<b>Applicants</b>	Adam Blincoe
<b>Property Owner</b>	Same
<b>Location</b>	709 High Street, Tax Map # 0023A03(11)01-002
<b>Ward</b>	C
<b>Acreage</b>	0.402 acre
<b>Zoning</b>	R1 Low Density Residential
<b>Future Land Use Recommendation</b>	Low Density Residential
<b>Overlays</b>	None
<b>Adjacent Zoning</b>	R1 Low Density Residential on all sides of the property.
<b>Adjacent Uses</b>	Single-family dwellings on all sides of the property.
<b>Staff Contact</b>	Robert Dvorak, Town Planner Phone: 434-392-8465   Email: <a href="mailto:rdvorak@farmvilleva.com">rdvorak@farmvilleva.com</a>

**Background and Existing Conditions**

Public hearing and consideration of an application by Adam Blincoe for an accessory dwelling unit (ADU) Conditional Use Permit (CUP) to construct a single story 26’ by 20’ ADU. The project is proposed at 709 High Street. The 0.402 -acre property is zoned R-1 low density residential and consists of a single-family dwelling with a shed. The shed is to be removed and replaced by the ADU.

**Zoning Ordinance Considerations**

*Accessory Dwellings* are permitted by **Conditional Use Permit** in the R1 Low Density Residential District pursuant to the zoning use matrix in Section 29-22.a (Table 1, Zoning Use Matrix).

An *Accessory Dwelling (or Accessory Dwelling Unit)* is defined in Section 29-81- Definitions as the following:

- *A dwelling that exists as part of a principal dwelling or on the same lot as the principal dwelling and is subordinate in size to the principal dwelling.*

The R1 District’s purpose and intent is as follows:

- *Low density residential district, R-1, encompasses low-density single-family residential areas, both existing and planned. This district should provide a suitable environment for families who desire quiet spacious homesites with the amenities of suburban living, without fear of encroachment of dissimilar uses.*

**Comprehensive Plan Considerations**

Land Use Goals and Strategies

Goal: Plan for a balance of compatible land uses meeting the community and economic needs of a growing town.



Strategy: Allow for a wider mix of residential types, *including accessory dwellings* and live/work units.

### Utilities

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The property has access to the Town's public water and sewer system.

### Transportation/ Streets

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No significant impact to public streets.

### Environmental

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The site is a standard residential lot and 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 standard for a residential use.

### Findings and Recommendations

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#### 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 appears to meet the Comprehensive Plan's land use goals and strategies.
- 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.
- An approval in this single instance will not have a detrimental effect on the neighborhood fabric or neighboring properties because the accessory structure is residential in character and is immediately adjacent to its own primary structure and no others. Additionally, the zoning ordinance allows for one single accessory dwelling with proper review and approval.

#### Recommendations

The Staff recommends **approval** of the Conditional Use Permit for an accessory dwelling.

#### Conditions:

- The structure will be no larger than presented on sketch. A one-story, 20' X 26' accessory dwelling unit.
- The structure shall comply with all setback requirements that apply to the primary structure.
- Only one (1) accessory dwelling shall be allowed on the lot or parcel of land.
- No recreational vehicle may be used as an accessory dwelling.
- Any accessory dwelling shall comply with all applicable requirements of the state department of health and the Virginia Uniform Statewide Building Code.
- No signage advertising or promoting the existence of the structure shall be permitted on the exterior of the structure or anywhere on the property.
- The town may revoke the permit if the permit holder violates any provision of this section.



## Attachments

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1. Application
2. Adjacent Owner Notice
3. Vicinity and aerial maps
4. Site Photos
5. Sketch from contractor

### ***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.

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: Adam Blincoe  
Applicant's Address: 709 High ST. Farmville VA. 23901  
Applicant's Telephone Number: (484) 557-9088

Present Land Use: (ex. Residential, commercial, etc.) Residential  
Zone: \_\_\_\_\_

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

Tax Map: \_\_\_\_\_ Lot: \_\_\_\_\_ Parcel: \_\_\_\_\_ Lot Size: \_\_\_\_\_

Use for which Conditional Use Permit is Requested: guest house for family members

Will proposed use have any detrimental effects on adjoining property owners? If so, please describe (ex. Noise, dust, fumes, etc.) \_\_\_\_\_

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.

Brian W. Keener Date 3-20-05  
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.

Adam Blincoe Date 3/20/25  
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 Linchey Smith DATE 3/20/2025  
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

**John Ramsay, Building Official**

**Robert Dvorak, Town Planner**

**Michelle D. Watkins, CPT**  
Administrative Assistant II Permit Technician

**Date: March 31, 2025**

**Re: Case # CUP25-003 Notice of Public Hearing for a Conditional Use Permit for an accessory dwelling unit**

**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, April 16, 2025, 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 CUP25-003:** Adam Blincoe's request for a conditional use permit to allow an accessory dwelling unit per Town Code Section 29-22.a. The 0.402 acre site is located at 709 High Street on Tax Map Number 0023A03(11)01-002. This property is zoned R-1 Low Density Residential.

The Farmville Planning Commission will consider the request following the public hearing. Any person(s) wishing to comment on the above matter should plan to attend this meeting or submit written comments. Please submit written comments to Michelle Watkins at [mwatkins@farmvilleva.com](mailto:mwatkins@farmvilleva.com) or by mail to PO Drawer 368, Farmville, VA 23901, to arrive by 4:00 p.m. on Wednesday, April 16, 2025.

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

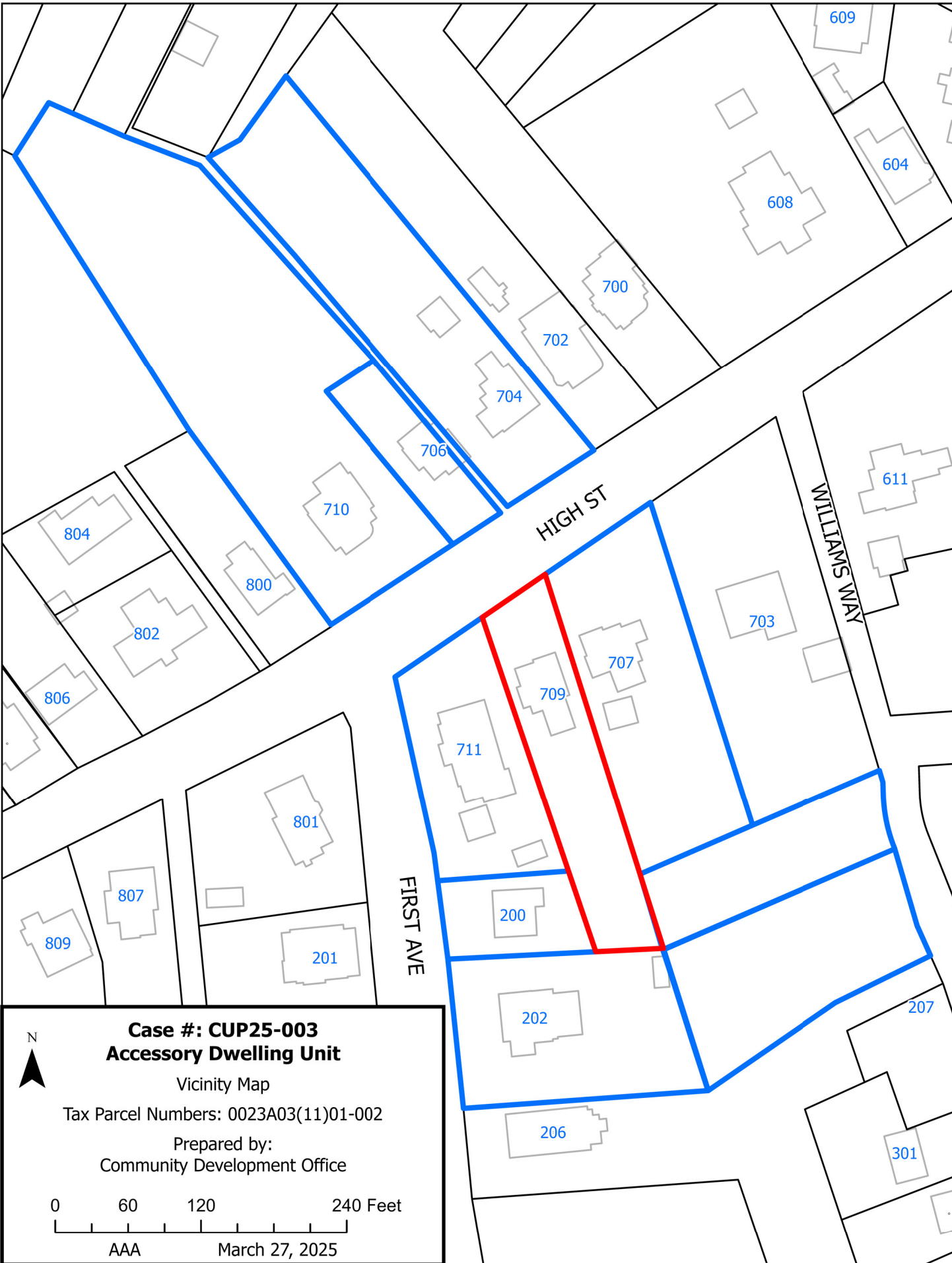
Questions and comments regarding cases may be directed to the Department of Community Development, 116 North Main Street, PO Drawer 368, Farmville, Virginia, 23901 or by calling (434) 392-8465, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

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

Parcel Number	Owner	Mailing Address	City	State	Zip
0023A03(01)05-018	Katherine Hargrove Andrews	704 High Street	Farmville	VA	23901
0023A03(01)05-019	Travis & Zachary Mason	706 High Street	Farmville	VA	23901
0023A03(11)01-001	Pamela Williams Butler	711 High Street	Farmville	VA	23901
0023A03(11)01-003	John and Donna Vancleave	707 High Street	Farmville	VA	23901
0023A03(11)01-005	N. Garrison & Catherine Elder	703 High Street	Farmville	VA	23901
0023A03(11)01-020	Charles H. Dowdy III & Candace Dowdy	202 First Avenue	Farmville	VA	23901
0023A03(11)11-001A	Roland & Leeann Sherrod	10325 Althea Bend Court	Mechanicsvill	VA	23116
0023A03(20)02-014	Elizabeth Taylor Carter	1800 Cloister Court	Richmond	VA	23238

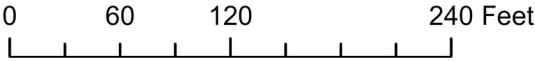


**Case #: CUP25-003**  
**Accessory Dwelling Unit**

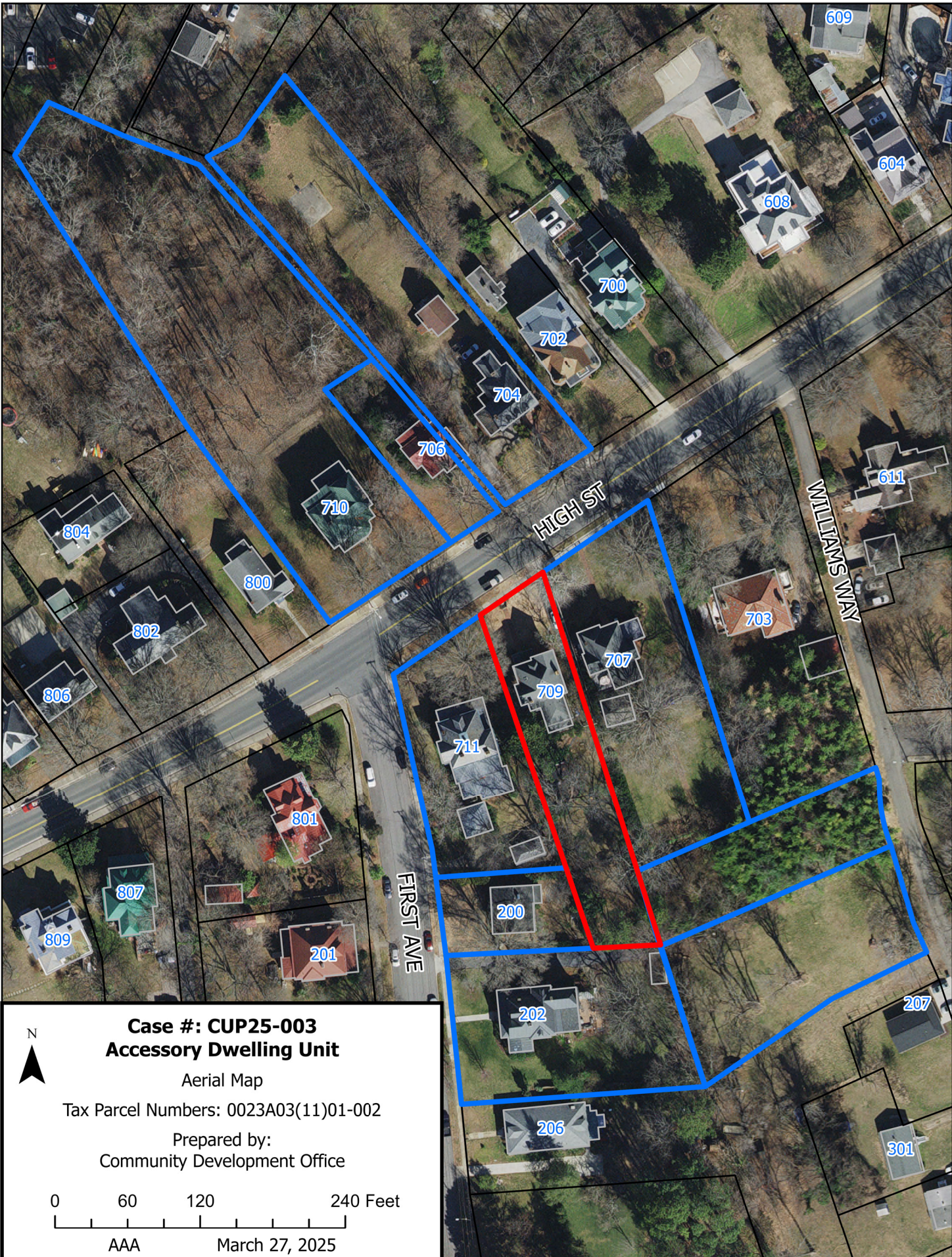
Vicinity Map

Tax Parcel Numbers: 0023A03(11)01-002

Prepared by:  
Community Development Office



AAA March 27, 2025



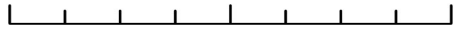
**Case #: CUP25-003**  
**Accessory Dwelling Unit**

Aerial Map

Tax Parcel Numbers: 0023A03(11)01-002

Prepared by:  
Community Development Office

0 60 120 240 Feet



AAA

March 27, 2025





04/09/2025 10:02 AM





04/09/2025 10:03 AM



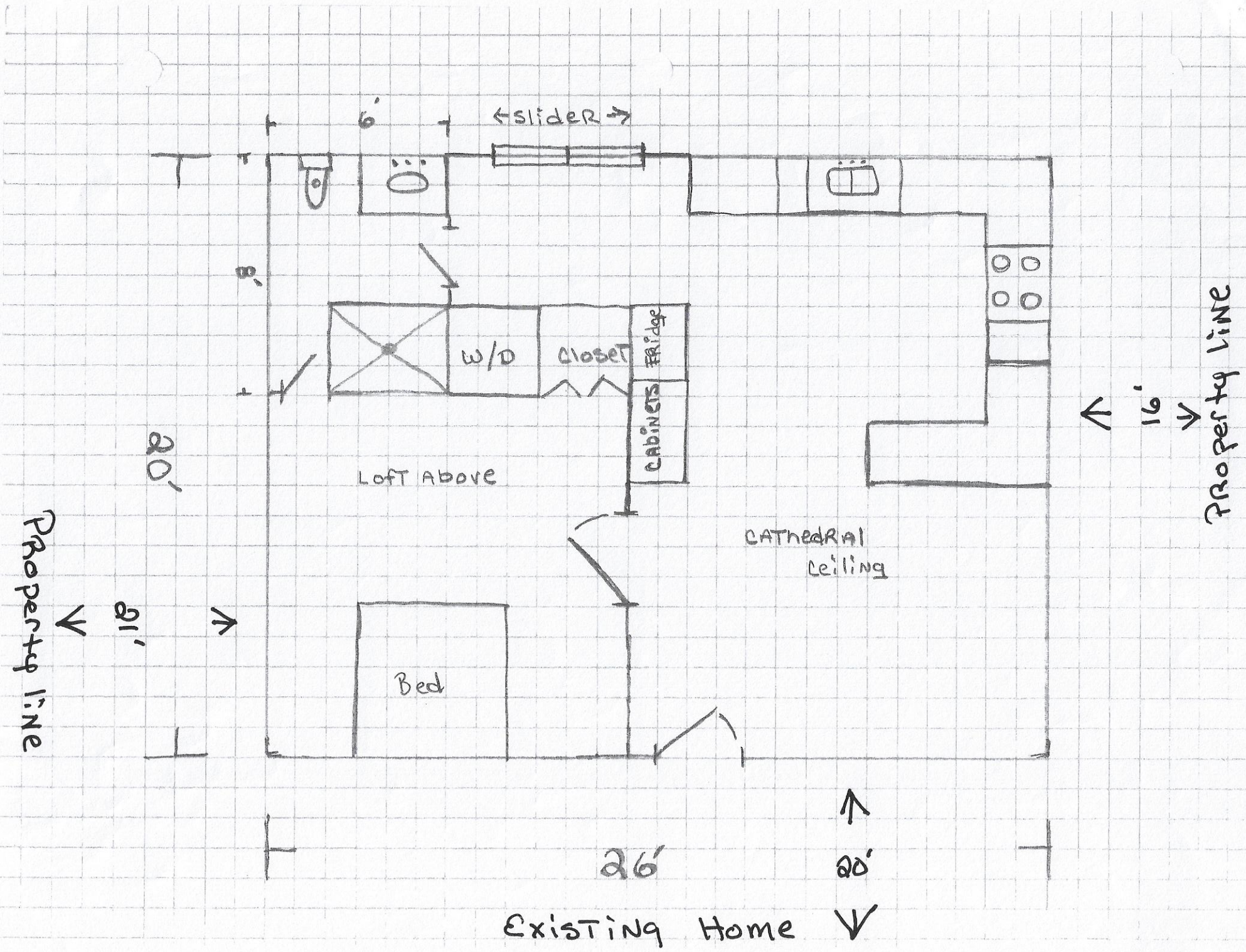
04/09/2025 10:00 AM



04/09/2025 10:01 AM









**MEETING DATE:** Wednesday, April 16, 2025 (Planning Commission)

**ITEM NO.** 6

**REQUEST:** CUP25-003, Adam Blincoe's request for a conditional use permit to allow an accessory dwelling unit per Town Code Section 29-22.a. The 0.402 acre site is located at 709 High Street on Tax Map Number 0023A03(11)01-002. This property is zoned R-1 Low Density Residential.

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**BACKGROUND:** Written staff report and other supporting materials and verbal report by Ashley Atkins-Austin, Director of Community Development.

**RECOMMENDATION:** That the Planning Commission approves CUP25-003.

**MOTION:** \_\_\_\_\_

**SECONDED:** \_\_\_\_\_

Commissioner	Yes	No
O'Connor		
Weiss		
Fraley		
Davenport		
Patterson		
Crute		
Miller		



## Department of Community Development

### POD24-004 – Office Expansion and Construction of Fleet Garage, Transmission Building, and Covered Vehicle Storage

Staff Report for 4/16/2025 Planning Commission Meeting

#### Identification and Location Information

<b>Applicant</b>	Cameron Morgan with Timmons Group on behalf of Dominion Energy
<b>Property Owner</b>	Dominion Energy
<b>Location</b>	1609 East Third Street, Tax Map # 0023A09(OA)00-035, 0023A09(OA)00-030A, 0023A09(OA)00-030B, 023A09(15)00-000A, 023A09(15)00-000B, 0023A09(OA)00-033, 0023A09(OA)00-034
<b>Ward</b>	D
<b>Acreage</b>	351,365.75 sf, 8.066 acres
<b>Zoning</b>	B3 Highway Commercial
<b>Density</b>	N/A
<b>Future Land Use Recommendation</b>	General Commercial
<b>Overlays</b>	Enterprise Zone
<b>Adjacent Zoning</b>	R1 Low Density Residential to the rear and left of the property, B3 Highway Commercial to the right, left, and across East Third Street.
<b>Adjacent Uses</b>	Church/Lodge use to the rear. Undeveloped land across Milnwood Road. Commercial and single family uses to the left. Single family dwelling to the right. Undeveloped land across East Third Street.
<b>Staff Contact</b>	Ashley Atkins-Austin, Director of Community Development Phone: 434-392-8465   Email: <a href="mailto:aaustin@farmvilleva.com">aaustin@farmvilleva.com</a>

#### Background and Existing Conditions

The request is to expand the existing office to 18,502 square feet with a height of 22'-9 ½", to construct a 33'-3" tall (single floor with mezzanine), 6,137 square foot fleet garage, to construct an 18'-11" tall, 1,601 square foot transmission storage building, to construct a 12'-2" tall, 168 square foot storage building, and to construct an 18'-5" tall, 1,096 square foot covered vehicle storage unit. In addition to the existing office building that is set for expansion, the site has a communications tower that is allowed by a Conditional Use Permit that was issued in June 1999. The site plan has the following items labeled for demolition, two office buildings (Dogwood Park II) located on Milnwood Road, a mini warehouse (storage unit), a manufactured home located on Milnwood Road and several small storage buildings behind the manufactured home.

The site was part of two conditional use permits (CUP) to allow for a public maintenance and service facility to support a public utility and two rezonings to rezone certain parcels from R-1 low density residential to B-3 highway commercial. CUP24-008 and REZ24-003 were heard by the Planning Commission at the Wednesday, December 18, 2024 meeting. Planning Commission recommendation was for approval of both cases. CUP25-001 and REZ25-001 were heard by the Planning Commission at the Wednesday, January 15, 2025 meeting. Planning Commission recommendation was for approval of both cases. Town Council heard all cases at the Wednesday, March 12, 2025 meeting. Town Council approved all cases.



116 North Main Street  
Farmville, Virginia 23901  
434-392-8465  
www.farmvilleva.com

## Department of Community Development **POD24-004 – Office Expansion and Construction of Fleet Garage, Transmission Building, and Covered Vehicle Storage**

Staff Report for 4/16/2025 Planning Commission Meeting

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The applicant has submitted a preliminary lot consolidation plat. The consolidation plat accomplishes vacating interior lot lines between parcels 0023A09(OA)00-035, 0023A09(OA)00-030A, 0023A09(OA)00-030, 0023A09(OA)00-034, 0023A09(15)00-00A, 0023A09(15)00-00B to create one parcel containing 6.721 acres. Parcel No. 0023A09(OA)00-030B which contains the communications tower will remain a separate parcel.

The site is located in the Enterprise Zone.

### **Zoning Ordinance Considerations**

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#### *Authority*

Site plans that propose new commercial construction are required to be reviewed by the Planning Commission pursuant to Town Code Section 29-13.e.4.e. Please note that this does not go to the Town Council. Once this is approved by the Planning Commission, any remaining items to be addressed will be handled administratively prior to signature sets being authorized.

#### *Definition and Standards*

The office space on site has the general use of *office, general*, the fleet garage, transmission building, storage building, and covered vehicle storage have the general use of public maintenance and service facility.

*Office, general* is permitted **by-right** in the B3 Highway Commercial District pursuant to the zoning use matrix in Section 29-22.a (Table 1, Zoning Use Matrix). An *office, general* is defined in Section 29-81-Definitions as the following:

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

*Public maintenance and service facility* is permitted by **conditional use permit** in the B3 Highway Commercial District pursuant to the zoning use matrix in Section 29-22.a (Table 1, Zoning Use Matrix). A *public maintenance and service facility* is defined in Section 29-81-Definitions as the following:

- A public facility supporting maintenance, repair, vehicular or equipment servicing, material storage, and similar activities including street or sewer yards, equipment service centers, and similar uses having characteristics of commercial services or industrial activities.



## Department of Community Development **POD24-004 – Office Expansion and Construction of Fleet Garage, Transmission Building, and Covered Vehicle Storage**

Staff Report for 4/16/2025 Planning Commission Meeting

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Besides those stated in the definition, there are separate design or use standards for a public maintenance and service facility in Section 29-35.

- The outside storage for supplies, materials, or heavy equipment must be in the rear yard and screened from any non-industrial zoned parcels or rights-of-way in accordance with the landscape section of this chapter.
- Outside storage areas shall not exceed thirty-five (35) percent of the total area of the site.

These use standards were addressed in the conditional use permit process.

### *District's Intent*

The B3 zoning district's purpose and intent is as follows (Section 29-22.k):

- *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.

### **Comprehensive Plan Considerations**

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**Land Use – Existing Conditions – 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.

**Land Use – Future Conditions – General Commercial** - General Commercial land uses area a lower-density element of Farmville's commercial economy. General commercial lacks the historic significance of 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**

---



## Department of Community Development **POD24-004 – Office Expansion and Construction of Fleet Garage, Transmission Building, and Covered Vehicle Storage**

Staff Report for 4/16/2025 Planning Commission Meeting

---

There are adequate provisions for water supply and sanitary sewer facilities. The office space will have a 6" sewer line that runs from the building to a manhole in the right-of-way on East Third Street. The existing water line from Milnwood Road to the building will remain. The water lines to the manufactured home, and the office buildings on Milnwood Road will be removed. The fleet garage and transmission building will have new water and sewer lines.

### **Transportation/ Streets**

---

The site is located on East Third Street and Milnwood Road. The site plan proposes closing the manufactured home entrance and the two entrances to the office buildings on Milnwood Road. The site plan shows the commercial entrance on East Third Street remaining and the commercial entrance to the Dominion Energy site on Milnwood Road remaining. Both entrances meet VDOT standards for commercial entrances. The site plan shows construction of a 5' sidewalk along East Third Street and connection to the building. The applicant has submitted a letter to ask that the Planning Commission waive the requirement for sidewalk along Milnwood Road.

The site plan shows 74 parking spaces, including 5 ADA spaces, are provided.

The site plan shows installation of a 5' sidewalk along East Third Street and a sidewalk leading to the facility from East Third Street. The applicant is seeking a waiver to the sidewalk requirement along Milnwood Road from the Planning Commission. A letter stating the reasons for asking for the waiver is attached to the staff report.

### **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. Patron-related noise and traffic will be consistent with other commercial uses in the area.

The site plan meets the requirements for setback and screening. The site plan has been reviewed by Environmental Services and concurred they plan is in compliance with Erosion and Sediment Control. The applicant has received approval from Prince Edward County for stormwater.

### **Findings and Recommendations**

---

#### Staff's Findings

- The application appears to meet the standards of review for site plans set forth in Section 29-13.e of the Town Zoning Ordinance.
- The application is substantially consistent with the Future Land Use Map and General Commercial Districts.
- There are no significant impacts to the capacities of the utility or transportation systems.



116 North Main Street  
Farmville, Virginia 23901  
434-392-8465  
www.farmvilleva.com

Department of Community Development  
**POD24-004 – Office Expansion and Construction of  
Fleet Garage, Transmission Building, and Covered  
Vehicle Storage**

Staff Report for 4/16/2025 Planning Commission Meeting

---

- There are no significant environmental impacts to the site or adjacent properties.

#### Staff's Recommendations

The Staff recommends **approval** of POD24-004, a site plan for office expansion, fleet garage, and storage buildings for Dominion Energy.



- No staff recommended conditions at this time.

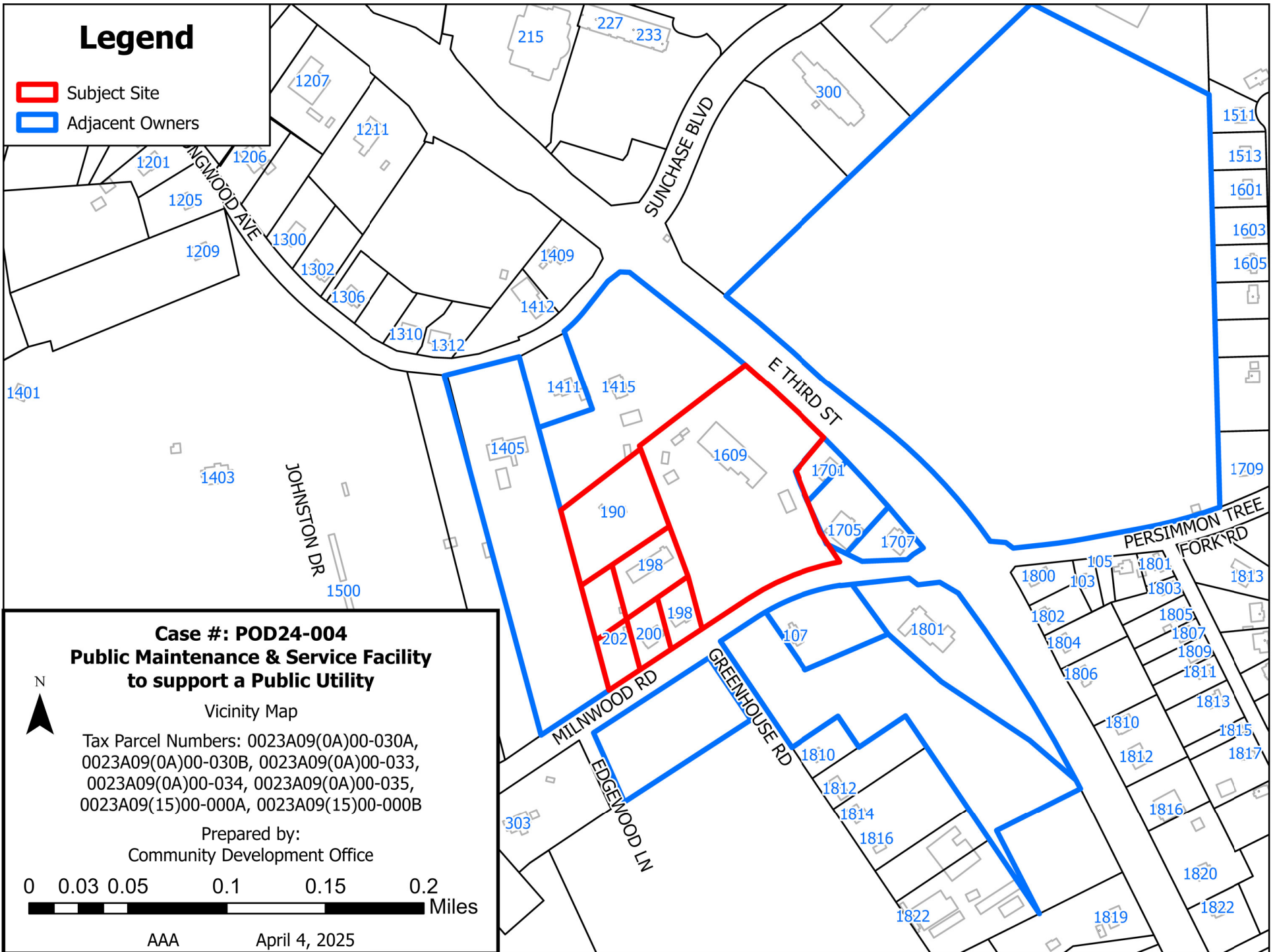
#### Attachments

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1. Vicinity and aerial maps
2. Submitted Site Plan – large format plans are available by request
3. Preliminary lot consolidation plat
4. Letter seeking sidewalk waiver

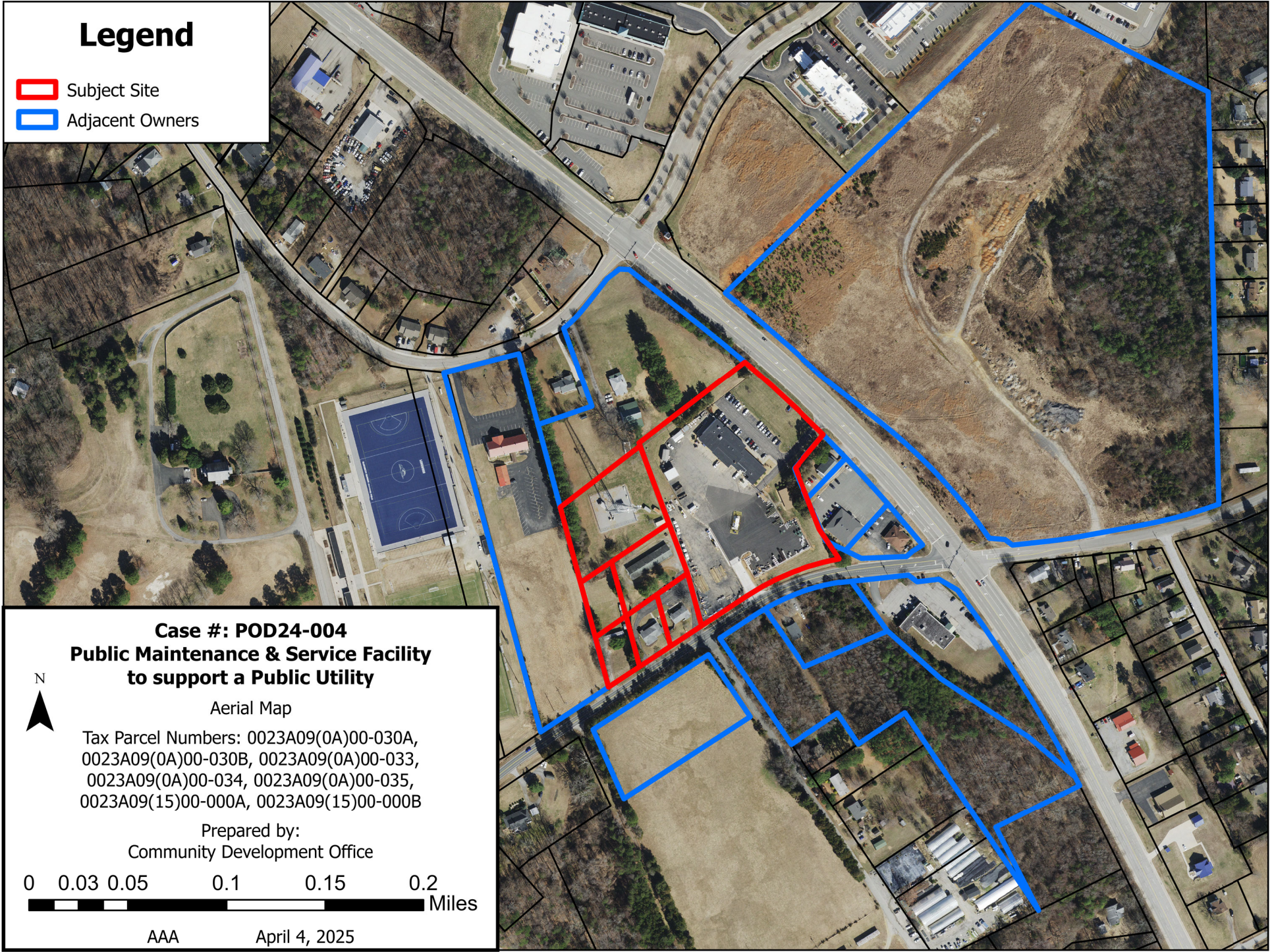
# Legend

-  Subject Site
-  Adjacent Owners



# Legend

-  Subject Site
-  Adjacent Owners




**Case #: POD24-004**

## **Public Maintenance & Service Facility to support a Public Utility**

Aerial Map

Tax Parcel Numbers: 0023A09(0A)00-030A,  
0023A09(0A)00-030B, 0023A09(0A)00-033,  
0023A09(0A)00-034, 0023A09(0A)00-035,  
0023A09(15)00-000A, 0023A09(15)00-000B

Prepared by:  
Community Development Office

0 0.03 0.05 0.1 0.15 0.2  
 Miles

AAA

April 4, 2025

Y:\901\69996-DominionFarmville\DWG\69996-901V-PLATSUBD.dwg | Plotted on 2/7/2025 2:51 PM | by Jarrod Livingston

**OWNER'S CONSENT and DEDICATION**

The platting or dedication of the following described land **PLAT SHOWING A CONSOLIDATION OF 0.472 ACRES OF LAND PID: 024280800 & PID: 024280031 LOCATED ON THE NORTH SIDE OF ROME STREET PETERSBURG, VIRGINIA** is with the free consent and in accordance with the desire of the undersigned owners, proprietors, and trustees, if any.

\_\_\_\_\_  
Owner

CITY/COUNTY OF \_\_\_\_\_  
COMMONWEALTH OF VIRGINIA  
THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME  
THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ BY \_\_\_\_\_

NOTARY PUBLIC  
NOTARY REGISTRATION NUMBER: \_\_\_\_\_  
MY COMMISSION EXPIRES: \_\_\_\_\_

**SOURCE OF TITLE**

**PARCEL NUMBER: 0023A09(0A)00-035**

The property embraced within the limits of this Consolidation Plat was conveyed to Virginia Electric and Power Company by deed dated September 30, 1963 recorded October 7, 1963 in Deed Book 153, Page 621 in the Clerk's Office of the Circuit Court the County of Prince Edward, Virginia.

**PARCEL NUMBER: 0023A09(0A)00-030A; 0023A09(0A)00-033; 0023A09(0A)00-034**

The property embraced within the limits of this Consolidation Plat was conveyed to Dogwood Park Partnership by deed dated December 10, 2001 recorded December 11, 2001 in Deed Book 364, Page 316 in the Clerk's Office of the Circuit Court the County of Prince Edward, Virginia.

**PARCEL NUMBER: 0023A09(15)00-000A; 0023A09(15)00-000B**

The property embraced within the limits of this Consolidation Plat was conveyed to Edward C. Motley, JR. by deed dated June 30, 1980 recorded July 18, 1980 in Deed Book 215, Page 419 in the Clerk's Office of the Circuit Court the County of Prince Edward, Virginia.

\_\_\_\_\_  
Luke M. Turner L.S., NO. 3304  
Date: February 5, 2025

**1. GENERAL NOTES**

- Zoning: B-3 & R1
- OWNER: Virginia Electric and Power Company  
Parcel Number: 0023A09(0A)00-035

Dogwood Park Partnership  
P.O. Box 826  
Farmville, VA 23901  
Parcel Number: 0023A09(0A)00-030A; 0023A09(0A)00-033;  
0023A09(0A)00-034

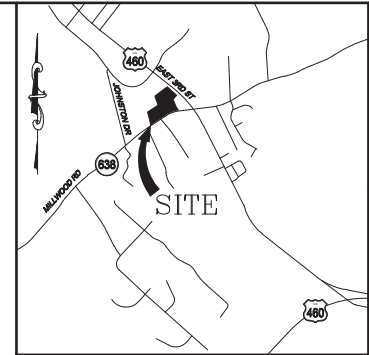
Edward C. Motley, Jr  
P.O. Box 208  
Farmville, VA 23901  
Parcel Number: 0023A09(15)00-000A; 0023A09(15)00-000B

- Area in Lots: 6.722 Acres
- Existing Lots: 6
- Proposed Lots: 1
- Land boundary survey shown is based on a land boundary survey completed on February 20, 2024.
- Based on graphic determination this property is in zone "X" of the HUD defined flood hazard area as shown on F.E.M.A. Flood Insurance Rate Map, Community Panel #51147C0092D & 51147C0115D dated April 19, 2023.
- This plat was prepared without the benefit of a title binder and may therefore not show all existing easements or other pertinent facts which may affect the property.

**SURVEYOR'S CERTIFICATE**

I hereby certify that to the best of my knowledge and belief, all of the requirements of the Board of Supervisors and Ordinances of the City of Petersburg, Virginia, regarding the platting of subdivisions within the city have been complied with. Given under my hand this 5th day of February, 2025.

\_\_\_\_\_  
Luke M. Turner L.S., NO. 3304



VICINITY MAP SCALE: 1"=2000'

**APPROVED FOR RECORDATION IN THE TOWN OF FARMVILLE, VIRGINIA THIS PLAT SHALL BE RECORDED WITHIN SIX (6) MONTHS FROM THE DATE OF APPROVAL**

_____ SUBDIVISION AGENT	_____ DATE
_____ PRESIDENT OF TOWN COUNCIL	_____ DATE

THIS DRAWING PREPARED AT THE CORPORATE OFFICE  
100 S. Lakeside Parkway, Suite 200  
Farmville, VA 23901  
TEL: 800-368-2222 FAX: 800-368-1111  
www.timmons.com

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Site Development Residential Infrastructure Technology

**TIMMONS GROUP**

**PLAT SHOWING  
THE CONSOLIDATION OF  
SIX PARCELS TOTALING 6.721 ACRES  
OF LAND LOCATED ON THE NORTH  
SIDE OF STATE ROUTE 638, MILLWOOD  
ROAD & THE WEST SIDE OF U.S. ROUTE  
460, EAST 3RD STREET  
TOWN OF FARMVILLE  
PRINCE EDWARD COUNTY, VIRGINIA**



DATE: February 6, 2025	SCALE: AS SHOWN
SHEET 1 OF 2	J.N.: 69996
DRAWN BY: J. Livingston	CHECK BY: L. Turner

Y:\901169996-DominionFarmville\DWG\69996-901V-PLATSUBD.dwg | Plotted on 2/7/2025 2:53 PM | by Jarrod Livingston



FARMVILLE MOORE LODGE #889  
D.B. 123, PG. 889  
PARCEL ID: 0023A09(0A)00-032

VIRGINIA ELECTRIC  
& POWER COMPANY  
D.B. 243, PG. 407  
PARCEL ID: 0023A09(0A)00-030B

**6.721 ACRES**  
VIRGINIA ELECTRIC  
& POWER COMPANY  
D.B. 153, PG. 621  
D.B. 154, PG. 160  
PARCEL ID: 0023A09(0A)00-035

DOGWOOD PARK PARTNERSHIP  
D.B. 364 PG. 316  
PARCEL ID: 0023A09(0A)00-030A

EDWARD C. MOTTLEY, JR  
D.B. 215, PG. 419  
PARCEL ID: 0023A09(15)00-000B

MT TRELLA PROPERTIES LLC  
INST. #200802126  
PARCEL ID: 0023A09(0A)00-030

**U.S. ROUTE 460**  
EAST 3RD STREET  
VARIABLE WIDTH ROW  
VDOT PROJECT: 0680-144-101

PRINCE EDWARD  
COUNTY FARM BUREAU  
D.B. 230, PG. 707  
PARCEL ID:  
0023A09(0A)00-037  
PIL PER RECORDED PLAT  
D.B. 230, PG. 707

CENTRA SOUTHSIDE  
PROFESSIONAL  
INST. #200801223  
PARCEL ID:  
0023A09(0A)00-038

ANDREW P. JOHNSON  
INST. #160000183  
PARCEL ID:  
0023A09(0A)00-040

**STATE ROUTE 638**  
MILLWOOD ROAD  
50' R/W  
D.B. 193, PG. 149

PIL TO BE VACATED

PIL TO BE VACATED

PIL TO BE VACATED

PIL TO BE VACATED

PIL TO BE VACATED

PROPERTY LINE  
PER RECORDED PLAT  
D.B. 153, PG. 621

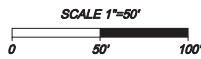
PROPERTY LINE  
PER RECORDED PLAT  
INST. #200801223

PROPERTY LINE  
PER RECORDED PLAT  
D.B. 193, PG. 149

PROPERTY LINE  
PER RECORDED PLAT  
INST. #160000183

PLAT SHOWING  
THE CONSOLIDATION OF  
**SIX PARCELS TOTALING 6.721 ACRES**  
OF LAND LOCATED ON THE NORTH  
SIDE OF STATE ROUTE 638, MILLWOOD  
ROAD & THE WEST SIDE OF U.S. ROUTE  
460, EAST 3RD STREET  
TOWN OF FARMVILLE  
PRINCE EDWARD COUNTY, VIRGINIA

LINE TABLE		
LINE	BEARING	LENGTH
L1	S58°58'27"W	425.91'
L2	S45°56'30"E	99.69'
L3	S20°43'00"E	176.64'
L4	S32°59'42"E	91.58'
L5	S22°40'30"E	67.85'
L6	S24°00'23"E	122.48'
L7	S30°16'59"E	56.83'



PARCEL ID: 0023A09(0A)00-035 ORIGINAL 4.847 ACRES  
 PARCEL ID: 0023A09(0A)00-030A ORIGINAL 0.617 ACRES  
 PARCEL ID: 0023A09(0A)00-030 ORIGINAL 0.310 ACRES  
 PARCEL ID: 0023A09(0A)00-034 ORIGINAL 0.314 ACRES  
 PARCEL ID: 0023A09(15)00-00A ORIGINAL 0.308 ACRES  
 PARCEL ID: 0023A09(15)00-00B ORIGINAL 0.325 ACRES  
 PARCEL ID: 0023A09(0A)00-035 REMAINING 6.721 ACRES

- - ROD FOUND
- - PIPE FOUND
- - ROD SET

PIL - PROPERTY LINE  
INST. - INSTRUMENT  
D.B. - DEED BOOK  
PG. - PAGE

[1]  
EDWARD C. MOTTLEY, JR  
D.B. 215, PG. 419  
PARCEL ID: 0023A09(15)00-000A

[2]  
DOGWOOD PARK PARTNERSHIP  
D.B. 364, PG. 316  
PARCEL ID: 0023A09(0A)00-03

[3]  
DOGWOOD PARK PARTNERSHIP  
D.B. 364 PG. 316  
PARCEL ID: 0023A09(0A)00-034

CURVE TABLE						
CURVE	RADIUS	LENGTH	TANGENT	DELTA	CHORD BEARING	CHORD
C1	661.62'	285.44'	144.98'	24°43'08"	S69°18'06"W	283.23'

DATE: February 6, 2025	SCALE: 1"=50'
SHEET 2 OF 2	J.N.: 69996
DRAWN BY: J. Livingston	CHECK BY: L. Turner

THIS DRAWING PREPARED AT THE  
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**TIMMONS GROUP**

March 21, 2025

Dr. John Miller, CPC  
Town of Farmville Planning Commission  
116 North Main Street  
Farmville, VA 23901

**RE: Dominion Energy Farmville  
Sidewalk Omission: Milnwood Road**

Dear Dr. Miller,

Timmons Group, on behalf of Dominion Energy, is requesting relief from the Town's comments to provide sidewalk along the Milnwood Road frontage of the Dominion Energy Farmville project, located at 1609 E 3<sup>rd</sup> Street. During the Site Plan review process, the Town made a comment requested a 5' sidewalk be provided along the project's frontages of E 3<sup>rd</sup> Street and Milnwood Rd. The Site Plans have since been revised to propose the requested sidewalk along E 3<sup>rd</sup> Street as requested. We are requesting that sidewalk not be required along the Milnwood Road frontage for various reasons outlined below. This has been deemed generally acceptable by the Community Development Department in their latest comment letter dated March 12, 2025, provided that Planning Commission grants this sidewalk omission with the Site Plan approval.

Milnwood Road's primary drainage facilities consist of roadside ditches adjacent to the roadway, with the pavement terminating without curb and/or gutter. Beyond the absence of existing curb and gutter, the current width of the right-of-way does not allow for the installation of a 5' sidewalk. An expansion of the right-of-way would be required to make room for the relocation of the existing drainage facilities and installation of sidewalk. Further expansion may be needed if the project side of Milnwood Road was reconstructed with curb/gutter to better accommodate a sidewalk like along E 3<sup>rd</sup> Street. Additionally, the surrounding area along Milnwood Road is primarily non-commercial and lacks existing pedestrian connectivity. For these reasons, it is our profession engineering opinion that a sidewalk along the project's Milnwood Road frontage is not presently suitable, and we therefor ask for an omission of this requirement. The project will provide the 5' sidewalk along the E 3<sup>rd</sup> Street frontage.

Timmons Group appreciates the opportunity to continue to work with the Town on this project, and we appreciate the Planning Commission's consideration of this request. Should you have any questions or comments, please feel free to contact me at 804-200-6543 or [Cameron.morgan@timmons.com](mailto:Cameron.morgan@timmons.com).

Sincerely,  
Timmons Group

A handwritten signature in blue ink that reads "Cameron D. Morgan". The signature is written in a cursive, flowing style.

Cameron Morgan, PE  
Project Manager



**MEETING DATE:** Wednesday, April 16, 2025 (Planning Commission)

**ITEM NO.** 7

**REQUEST:** **POD24-004**, Site plan for Dominion Energy’s office expansion at 1609 East Third Street and construction of fleet garage, transmission building, and covered vehicle storage.

---

**BACKGROUND:** Written staff report and other supporting materials and verbal report by Ashley Atkins-Austin, Director of Community Development.

**RECOMMENDATION:** That the Planning Commission approves POD24-004.

**MOTION:** \_\_\_\_\_

**SECONDED:** \_\_\_\_\_

Commissioner	Yes	No
O'Connor		
Weiss		
Fraley		
Davenport		
Patterson		
Crute		
Miller		



## MEMORANDUM

**To:** C. Scott Davis, LPD, Town Manager  
**From:** Ashley Atkins-Austin, CZA, Director of Community Development  
**Date:** Friday, April 4, 2025  
**Subject:** Director's Monthly Report (March, 2025) Department of Community Development

### Statistics

Item	Amounts	Notes
<b>Zoning Permits</b>	16	
<b>Building Permits</b>	26	
	1	New single-family construction
	14	Trades (mechanical, electrical, plumbing)
	3	Other Structural (interior renovations)
	5	Other Structural (exterior improvements, decks, accessory buildings, porches, etc.)
	3	Signs
<b>FAB Ridership</b>	9507 riders, 15,536 miles, 1089.50 hours of service	
<b>Fuel Sold at KVVX</b>	20 sales Totaling \$6048.42 1098.90 Gallons	407.30 gallons A V, \$2590.42 691.60 gallons Jet A, \$3458.00
<b>Arrivals/Departures at KVVX</b>	See chart	Figures represent 7-day trailing averages only. South Boston (W78) also provided for comparison.

### Items of interest

- The Staff participated in the following meetings and trainings in March:
  - Virginia 9-1-1 GIS & Addressing User Group (Austin)
  - PermitTechNation Meeting (Watkins)
  - (WICED)Women in Code Enforcement Meeting (Watkins)
  - James Madison Building and Code Officials Association Regional Meeting (Watkins, Ramsay)
  - Permit Technicians of Central Virginia (Watkins)
  
- The Planning Commission did not meet in the month of March 2025. No public hearings were scheduled or advertised.

- The Board of Zoning Appeals did not meet in the month of March 2025. No applications have been filed.
  
- Farmville Regional Airport (KFVX) updates:
  - Additional airport usage figures are attached. Flightaware.com provides 7-day trailing averages for free, and more specific data is available for purchase. For comparison, Staff includes the same data for William M. Tuck Airport (W78) in South Boston.

**Staff Contacts | Department of Community Development**

Ashley Austin	Director of Community Development	<a href="mailto:aaustin@farmvilleva.com">aaustin@farmvilleva.com</a>	434-392-2114
John Ramsay	Building Official	<a href="mailto:jramsay@farmvilleva.com">jramsay@farmvilleva.com</a>	434-392-8465
Robert Dvorak	Town Planner	<a href="mailto:jramsay@farmvilleva.com">jramsay@farmvilleva.com</a>	434-392-8465
Michelle Watkins	Administrative Assistant II / Certified Permit Technician	<a href="mailto:mwatkins@farmvilleva.com">mwatkins@farmvilleva.com</a>	434-392-8465

# March 2025 Arrivals and Departures

## Farmville Regional Airport KFXV

Date	Day	KFXV Arrivals & Departures * Farmville	KFXV Notes Farmville	W78 Arrivals & Departures * South Boston
3/1/2025	SATURDAY	0		4
3/2/2025	SUNDAY	8		4
3/3/2025	MONDAY	8		4
3/4/2025	TUESDAY	8		4
3/5/2025	WEDNESDAY	0		4
3/6/2025	THURSDAY	0		4
3/7/2025	FRIDAY	8		4
3/8/2025	SATURDAY	6		4
3/9/2025	SUNDAY	6		4
3/10/2025	MONDAY	6		4
3/11/2025	TUESDAY	6		6
3/12/2025	WEDNESDAY	6		7
3/13/2025	THURSDAY	6		8
3/14/2025	FRIDAY	6		8
3/15/2025	SATURDAY	0		8
3/16/2025	SUNDAY	0		8
3/17/2025	MONDAY	6		0
3/18/2025	TUESDAY	6		9
3/19/2025	WEDNESDAY	4		8
3/20/2025	THURSDAY	4		8
3/21/2025	FRIDAY	4		6
3/22/2025	SATURDAY	4		6
3/23/2025	SUNDAY	4		8
3/24/2025	MONDAY	4		8
3/25/2025	TUESDAY	4		6
3/26/2025	WEDNESDAY	0		4
3/27/2025	THURSDAY	4		5
3/28/2025	FRIDAY	4		6
3/29/2025	SATURDAY	4		7
3/30/2025	SUNDAY	0		6
3/31/2025	MONDAY	0		6

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