



Town of Farmville

Board of Zoning Appeals

November 20, 2025 at 3:00 PM
Council Chamber of the Town Hall
116 North Main Street, Farmville, VA

AGENDA

- 1. Call to Order**
- 2. Roll Call**
- 3. Determination of Quorum**
- 4. Consideration of Minutes**
 - a. September 25, 2025
- 5. Public Hearings**
 - a. BZA25-005 - Variance Request
 - b. BZA25-006 - Sign Variance
- 6. New Business**
- 7. Adjournment**

**Town of Farmville Board of Zoning Appeals
Farmville Town Hall Council Chambers
116 North Main Street, Farmville, VA
Thursday, September 25, 2025**

Members Present: Chairperson Pam Butler, Vice-Chair Penny Pairet, Ms. McKinney, and Dr. Miller.

Member Absent: Sam Carey

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

Call to Order: Chairperson Butler called the meeting to order at 3:00 pm.

Determination of Quorum: With four (4) members being present, a quorum was established.

APPROVAL OF MINUTES

Minutes of Board of Zoning Appeals Meeting- July 24, 2025

On motion by Ms. Pairet, seconded by Dr. Miller, and with all present members voting “aye”, the minutes were approved with no corrections.

Ms. Atkins-Austin welcomed new Board Member Ms. McKinney.

HEARING OF THE CASE

BZA25-004-VAR- Applicant requests an eight (8) foot and ten (10) foot variance to the 25 foot foot required front yard setback in the B-2 Transitional Commercial District as stated in Section 29-22.b (Table 2), to construct an addition to the existing building. The 0.422 acre site is located at 208 North South Street on Tax Map Numbers 0023A04(23)01-005, 0023A04(23)01-003, and 0023A04(23)01-002.

Chairperson Butler set forth case BZA25-004-VAR to the Board Members.

Mr. Robert Dvorak provided a summary of the Variance request. Staff recommended approval of BZA25-004.

On a motion by Ms. Pairet, seconded by Ms. McKinney, and with all present members voting “aye”, the motion passed to approve BZA25-004-VAR.

NEW BUSINESS

There was no new business.

ADJOURNMENT

With no further business before the Board of Zoning Appeals, Chairperson. Butler called for a motion to adjourn.

On a motion by Ms. McKinney, seconded by Dr. Miller, with all members present voting “aye”, the meeting was adjourned at 3:08 pm.

Pam Butler, Chairperson



Identification and Location Information

Applicant	Rachel Ivers
Property Owner	John B. Ivers et al
Location	604 Second Avenue; Tax Map Number 0023A07(10)00-002
Ward	C
Acreage	0.193 acres
Zoning	R-1
Existing Land Use	Single-family home
Future Land Use Recommendation	Low Density Residential
Overlays	n/a
Adjacent Zoning	R-1
Adjacent Uses	Single-family home
Staff Contact	Ashley Atkins-Austin, CZA: Director of Community Development Phone: 434-392-8465 Email: aaustin@farmvilleva.com Report by Robert W. Dvorak, Town Planner

Background

The 0.193 acre site at 604 Second Avenue, Tax Map number 0023A07(10)00-002 is in the R-1 Low Density Residential zoning district. The applicant, Rachel Ivers, is seeking a 7’ variance to the 15’ side yard setback in R-1 to construct a porch. The proposed structure would occupy the same footprint as an existing poured slab patio that is no longer in good condition. The primary residential structure is considered nonconforming for encroachment into the same 15’ side yard setback; it currently sits 8’ from the north property line.

Zoning Ordinance Considerations

Dimension Standards- Section 29-22.b (table 2) of the Town Code lists the various bulk (dimensional) requirements for development in Town. The applicable dimension is highlighted below:

- (b) *Dimensional standards for base zoning districts. Dimensional standards within each zoning district shall apply as provided in table 2.*

(Table to follow on next page)



Table 2: Dimension Standards for Base Zoning Districts *

Zoning District	Minimum Lot Size			Minimum Yard Size		Maximum Building Height
	Area	Setback	Frontage	Side	Rear	
R-1 low density residential	14,000 sq. ft.	35 ft. or more from any street right-of-way which is 50 ft. or greater in width, or 60 ft. or more from the center of any street right-of-way less than 50 ft. in width	80 ft.	15 ft.	25 ft for principal structure, 5 ft. for accessory building	35 ft.

* Dimensions for other districts were removed for brevity and formatting.

The BZA’s Standards for Review- *Section 29-13.d.2.d* of the Town Code establishes the Board’s standards and procedures for the review of and action on variance requests. In doing so, the Board may also set conditions of approval should it deem granting a variance appropriate.

(d) *Variance.*

(2) *Standards and procedures.*

- d. *Standards for review.* Pursuant to the Code of Virginia, § 15.2-2309(2), a variance shall be granted if the evidence shows that the strict application of the terms of the ordinance would unreasonably restrict the utilization of the property or that the granting of the variance would alleviate a hardship due to a physical condition relating to the property or improvements thereon at the time of the effective date of the ordinance, and:
 1. The property interest for which the variance is being requested was acquired in good faith and any hardship was not created by the applicant for the variance;
 2. The granting of the variance will not be of substantial detriment to adjacent property and nearby properties in the proximity of that geographical area;
 3. The condition or situation of the property concerned is not of so general or recurring a nature as to make reasonably practical the formulation of a general regulation to be adopted as an amendment to the ordinance;
 4. The granting of the variance does not result in a use that is not otherwise permitted on such property or a change in the zoning classification of the property;
 5. The relief or remedy sought by the variance application is not available through a special exception process that is authorized in this chapter pursuant to Code of Virginia, § 15.2-2309(6) or the process for modification of a zoning ordinance pursuant to Code of Virginia, § 15.2-2286(A)(4) at the time of the filing of the variance application.

Utilities, Transportation/ Streets, Environmental

Not impacted.



Findings and Recommendations

Staff's Findings

The application generally meets the standards set forth in Section 29-13.d.2.d of the Town Code for granting a variance. Staff further finds the following:

1. The strict application of the 15' side yard setback in the R-1 District would not unreasonably restrict the use of the property. The property is currently a single-family home, and the use can continue without a variance;
2. The property was acquired in good faith and any hardship was not created by the applicant;
3. The granting of the variance would only affect this site and would have no negative effects on adjacent properties;
4. The property was developed under previous regulations several decades ago, and the existing structure is within the 15' setback requirement
5. The granting of the variance in fact would not result in a use that is not otherwise permitted on such property or a change in the zoning classification of the property;
6. Relief or remedy is not available through a special exception process. Special exceptions are not authorized for any reason by the Town Code, Chapter 29, Zoning and Subdivision Ordinance. Modification or amendment of the zoning ordinance was not in process at the time of the application.

Staff's Recommendations

1. The Staff recommends **approval** of the variance request.
2. The Staff recommends the following motion:

I move to **APPROVE/ DENY** the request in BZA25-005-VAR for a 7' variance to the 15' required side yard setback in the R-1 Low Density Residential District as stated in Section 29-22.b (Table 2), to construct a rear porch.

Appeals

Section 29-13.e.3 states the recourse for appeal.

Appeals. Any person jointly or severally aggrieved by any decision of the board of zoning appeals, or any aggrieved taxpayer or any officer, department, commission, or the town, within thirty (30) days of the date of the decision, may appeal the decision of the board of zoning appeals on a variance to the circuit court of Prince Edward County in accordance with Code of Virginia, § 15.2-2314.





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

Department of Community Development
Staff Report: BZA25-005-VAR
Ivers Side Yard Setback Variance Request
Meeting Date: Thursday, November 20, 2025 at 3pm

Attachments

1. Vicinity and aerial maps
2. Applicant's application, and exhibit

Legend

-  Subject Parcel
-  Adjacent Owners



Case #: BZA25-005

Vicinity Map

Tax Parcel Numbers: 023A07(10)00-003



Prepared by:
Community Development Office

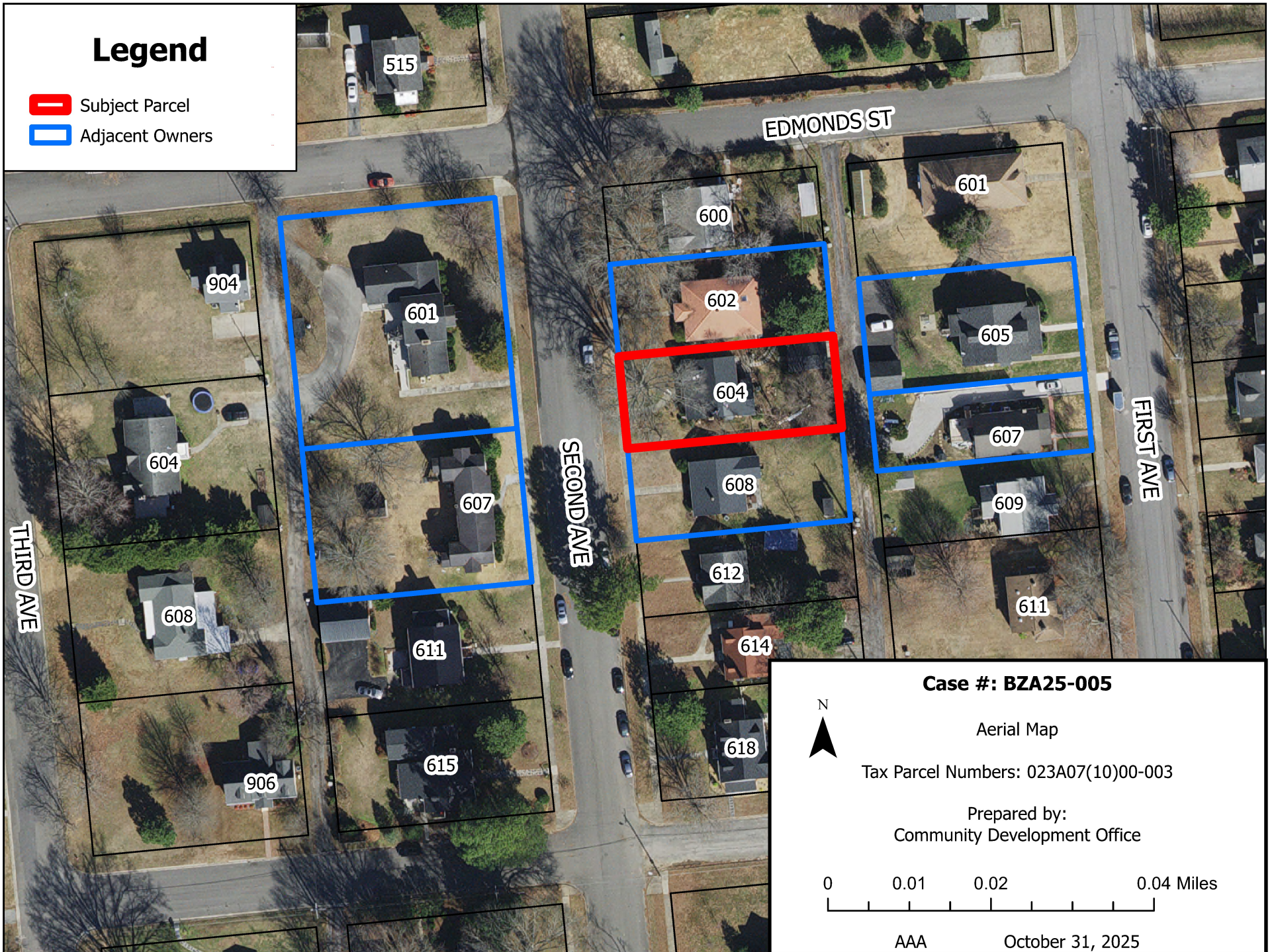


0 0.01 0.02 0.04 Miles

AAA October 31, 2025

Legend

-  Subject Parcel
-  Adjacent Owners

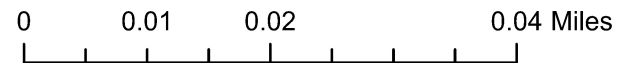


Case #: BZA25-005

Aerial Map

Tax Parcel Numbers: 023A07(10)00-003

Prepared by:
Community Development Office



AAA

October 31, 2025



Application Details

Application for: Appeal (\$500.00) Variance (\$500.00) Boundary Interpretation (\$500.00)

Date received: _____ Property Address: _____

Appeal Details:

Date of Decision: _____ Regarding: _____

Variance Details:

Provide Zoning Ordinance Code Section:

Variance request basis:

- Unreasonable Restriction
- Hardship due to physical condition of the property

To allow:

Owner Information

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Applicant Information

Name: _____

Company: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Property Information



Address of Property: _____

Tax Map Number: _____

Zoning District: _____ Present Use: _____

Application Checklist

- Letter detailing justification of request (Variance & Appeals)
- A scale drawing of the property & proposed project, with location map

Signatures

I certify that the information supplied on this application and on the attachments provided (maps and other information) is accurate and true to the best of my knowledge. In addition, I hereby grant permission to the agents and employees of the Town of Farmville to enter the above property for the purposes of processing and reviewing the above application.

Signature of Owner: _____ Date: _____

Signature of Owner: _____ Date: _____

Signature of Agent: _____ Date: _____

Submit this form and associated documents to:

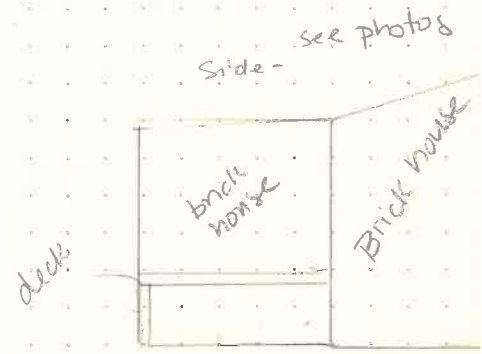
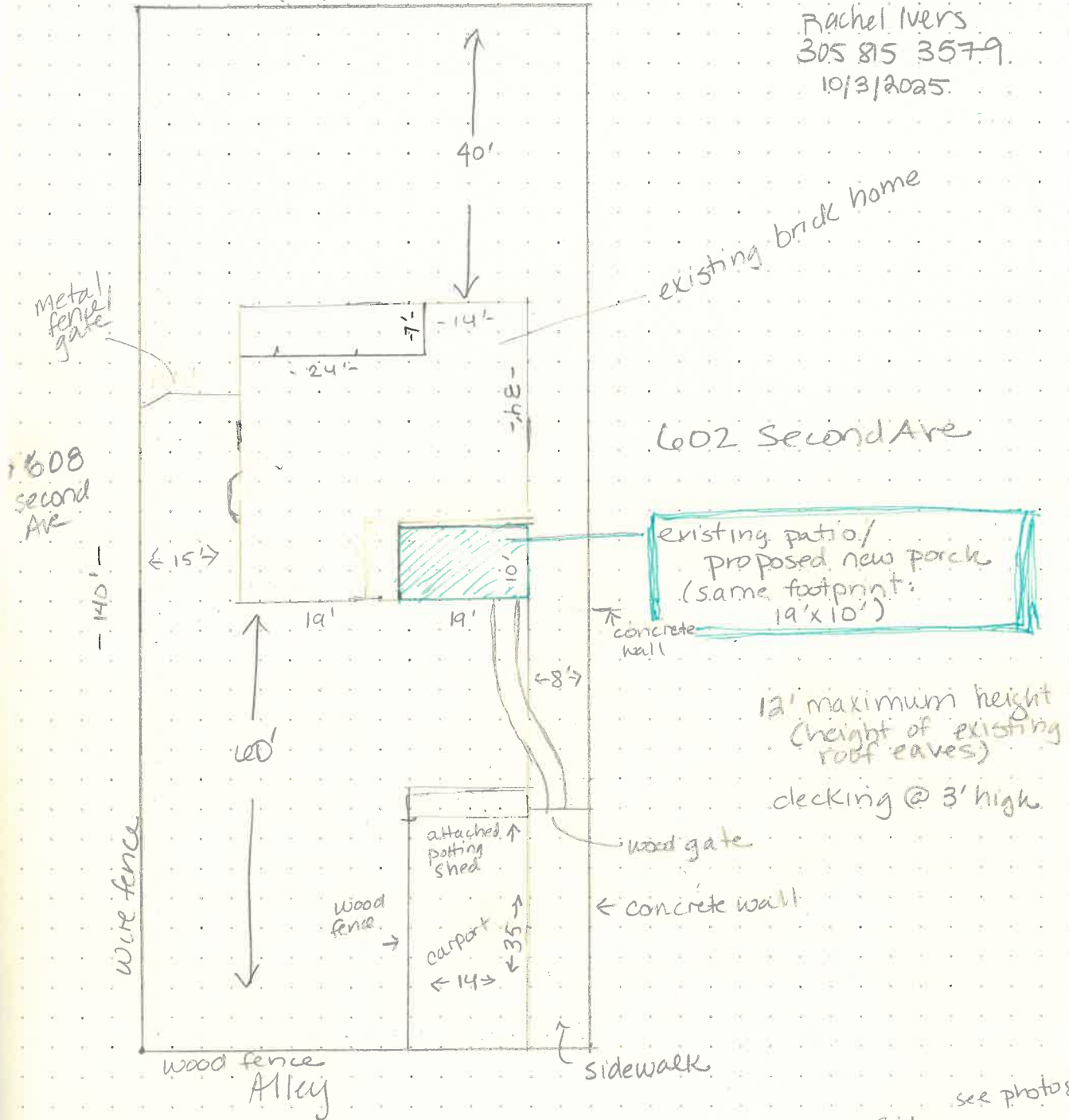
Town of Farmville
Community Development Department
P. O. Drawer 368
Farmville, VA 23901

Department Use Only

Case Number			
Completed Application	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Date of Completed Application:	Date Returned:		
BZA Meeting Date:	BZA Action:		

-60'-
604 Second Ave sidewalk

New porch:
604 Second Ave
Rachel Ivers
305 815 3579
10/3/2025.





Identification and Location Information

Applicant	Michael Pisa
Property Owner	Farmville Retail Management LLC
Location	2004 South Main Street; 0037000(08)00-001
Ward	A
Acreage	1.006
Zoning	B-3
Existing Land Use	Commercial
Future Land Use Recommendation	Commercial
Overlays	n/a
Adjacent Zoning	North: B-3 Commercial, South: B-3 Commercial; East: B-3 Commercial; West: B-3 Commercial
Adjacent Uses	Commercial
Staff Contact	Ashley Atkins-Austin, CZA: Director of Community Development Phone: 434-392-8465 Email: aaustin@farmvilleva.com Report by Robert W. Dvorak, Town Planner

Background

The 1.006-acre site at 2004 South Main Street, Parcel ID - 0037000(08)00-001, is in the B-3 Highway Commercial zoning district. The applicant, Michael Pisa, is seeking a variance to the allowed number of freestanding signs per road frontage to construct a 6’ tall illuminated directional sign. The proposed sign would guide visitors to the pick-up drive-through lane.

Zoning Ordinance Considerations

Section 29-31.f (table 4) of the Town Code lists maximum sign dimensions and quantities for the B-2 and B-3 zoning districts

- (f) *Sign standards: B-2 and B-3 zoning districts. Any business located within a B-2 and B-3 zoning districts shall be limited to displaying no greater than two (2) square feet of signage per linear foot of street frontage for freestanding buildings, or store frontage for in-line shopping center establishments. In no case shall any business display greater than one-hundred and fifty (150) square feet of signage. All signs are allowed to be internally illuminated if in compliance with all requirements set forth in this section. Individual signs shall be limited in their size and placement according to the following regulations:*

(Table to follow on next page)



Table 4: Maximum Sign Dimensions—B-2 and B-3 Zoning Districts*

Sign Type	Number	Area	Height (ft.)
Freestanding	1 per street frontage, limit 2 per lot	50 sq. ft.	15 ft.

* Dimensions for other sign types were removed for brevity and formatting.

The BZA’s Standards for Review- **Section 29-13.d.2.d** of the Town Code establishes the Board’s standards and procedures for the review of and action on variance requests. In doing so, the Board may also set conditions of approval should it deem granting a variance appropriate.

(d) *Variance.*

(2) *Standards and procedures.*

- d. *Standards for review.* Pursuant to the Code of Virginia, § 15.2-2309(2), a variance shall be granted if the evidence shows that the strict application of the terms of the ordinance would unreasonably restrict the utilization of the property or that the granting of the variance would alleviate a hardship due to a physical condition relating to the property or improvements thereon at the time of the effective date of the ordinance, and:
1. The property interest for which the variance is being requested was acquired in good faith and any hardship was not created by the applicant for the variance;
 2. The granting of the variance will not be of substantial detriment to adjacent property and nearby properties in the proximity of that geographical area;
 3. The condition or situation of the property concerned is not of so general or recurring a nature as to make reasonably practical the formulation of a general regulation to be adopted as an amendment to the ordinance;
 4. The granting of the variance does not result in a use that is not otherwise permitted on such property or a change in the zoning classification of the property;
 5. The relief or remedy sought by the variance application is not available through a special exception process that is authorized in this chapter pursuant to Code of Virginia, § 15.2-2309(6) or the process for modification of a zoning ordinance pursuant to Code of Virginia, § 15.2-2286(A)(4) at the time of the filing of the variance application.

Utilities, Transportation/ Streets, Environmental

Not impacted.



Findings and Recommendations

Staff's Findings

The application generally meets the standards set forth in Section 29-13.d.2.d of the Town Code for granting a variance. Staff further finds the following:

1. The strict application of the sign quantity standards in the B-3 district would not unreasonably restrict the use of the property. The property is currently a "restaurant, general", and the use can continue without a variance;
2. The property was acquired in good faith and any hardship was not created by the applicant;
3. The granting of the variance would only affect this site and would have no negative effects on adjacent properties;
4. The granting of the variance in fact would not result in a use that is not otherwise permitted on such property or a change in the zoning classification of the property.
5. Relief or remedy is not available through a special exception process. Special exceptions are not authorized for any reason by the Town Code, Chapter 29, Zoning and Subdivision Ordinance. Modification or amendment of the zoning ordinance was not in process at the time of the application.

Staff's Recommendations

1. The Staff recommend **denial** of the variance request.
2. The Staff recommends the following motion:

I move to **APPROVE/ DENY** the request in BZA25-006-VAR for a variance to the allowable number of freestanding signs required in the B-3 Commercial District as stated in Section 29-31.f (Table 4), to allow two freestanding signs to front the same right of way.

Appeals



Section 29-13.e.3 states the recourse for appeal.

Appeals. Any person jointly or severally aggrieved by any decision of the board of zoning appeals, or any aggrieved taxpayer or any officer, department, commission, or the town, within thirty (30) days of the date of the decision, may appeal the decision of the board of zoning appeals on a variance to the circuit court of Prince Edward County in accordance with Code of Virginia, § 15.2-2314.

Attachments

1. Vicinity and aerial maps
2. Applicant's application, narrative, and exhibits

Legend

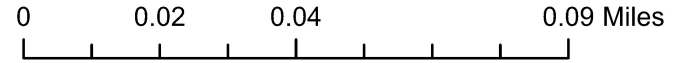
-  Subject Parcel
-  Adjacent Owner

Case #: BZA25-006

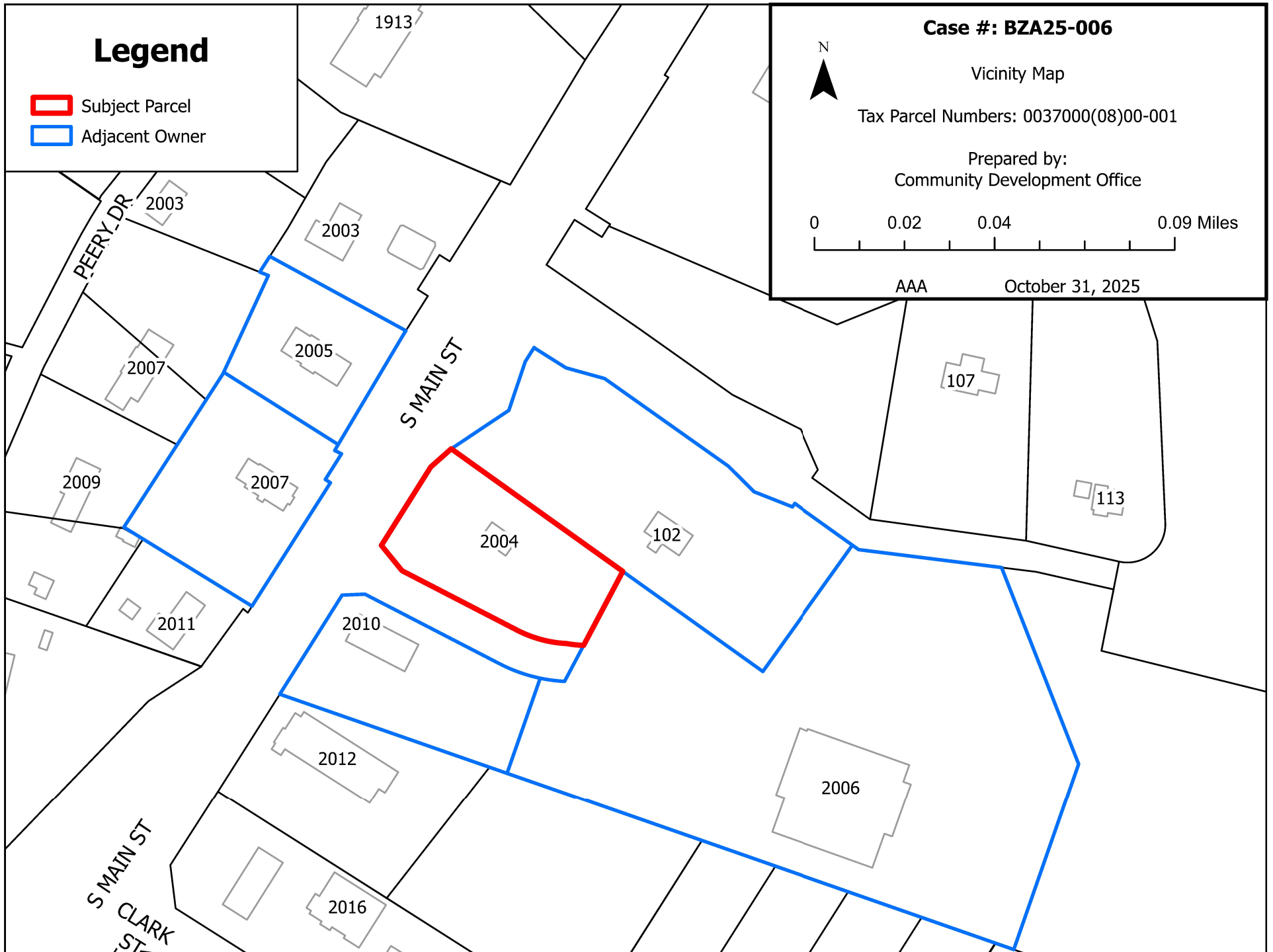
Vicinity Map

Tax Parcel Numbers: 0037000(08)00-001



Prepared by:
Community Development Office



AAA October 31, 2025



Legend

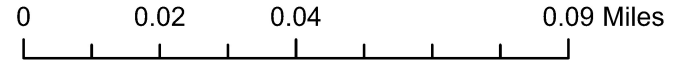
-  Subject Parcel
-  Adjacent Owner

Case #: BZA25-006

Aerial Map

Tax Parcel Numbers: 0037000(08)00-001

Prepared by:
Community Development Office



AAA October 31, 2025





12603 Green Garden Terrace • Chester, VA 23836

804.326.4338 • www.AllianceSignsofVA.com

October 13, 2025

RE: Request for Variance

To Whom It May Concern,

I am writing to formally request a variance for the installation of an additional directional sign on the property located at 2004 S. Main St. Under existing zoning regulations, this location is only permitted one freestanding sign. However, we are requesting consideration for a second freestanding directional sign due to specific operational needs and site limitations that create a hardship.

The tenant at this location will be **Chipotle Mexican Grill**, a nationally recognized quick-service restaurant. A significant portion of Chipotle's business model is built around mobile and online orders for takeout and pickup. As such, clear and effective directional signage is critical for customer access, efficient traffic flow and overall safety on the property.

Due to the single entrance and the need to guide customers directly to the designated pickup area without confusion or disruption, the addition of a directional sign is essential. This sign will not serve as additional advertising but will be used strictly for wayfinding purposes to enhance functionality and prevent congestion.

We respectfully request your consideration in granting this variance to accommodate the operational needs of the tenant and ensure a smooth and safe customer experience.

Thank you for your time and attention to this matter. Please feel free to contact me with any questions or for further information.

Sincerely,

Misty Pisa

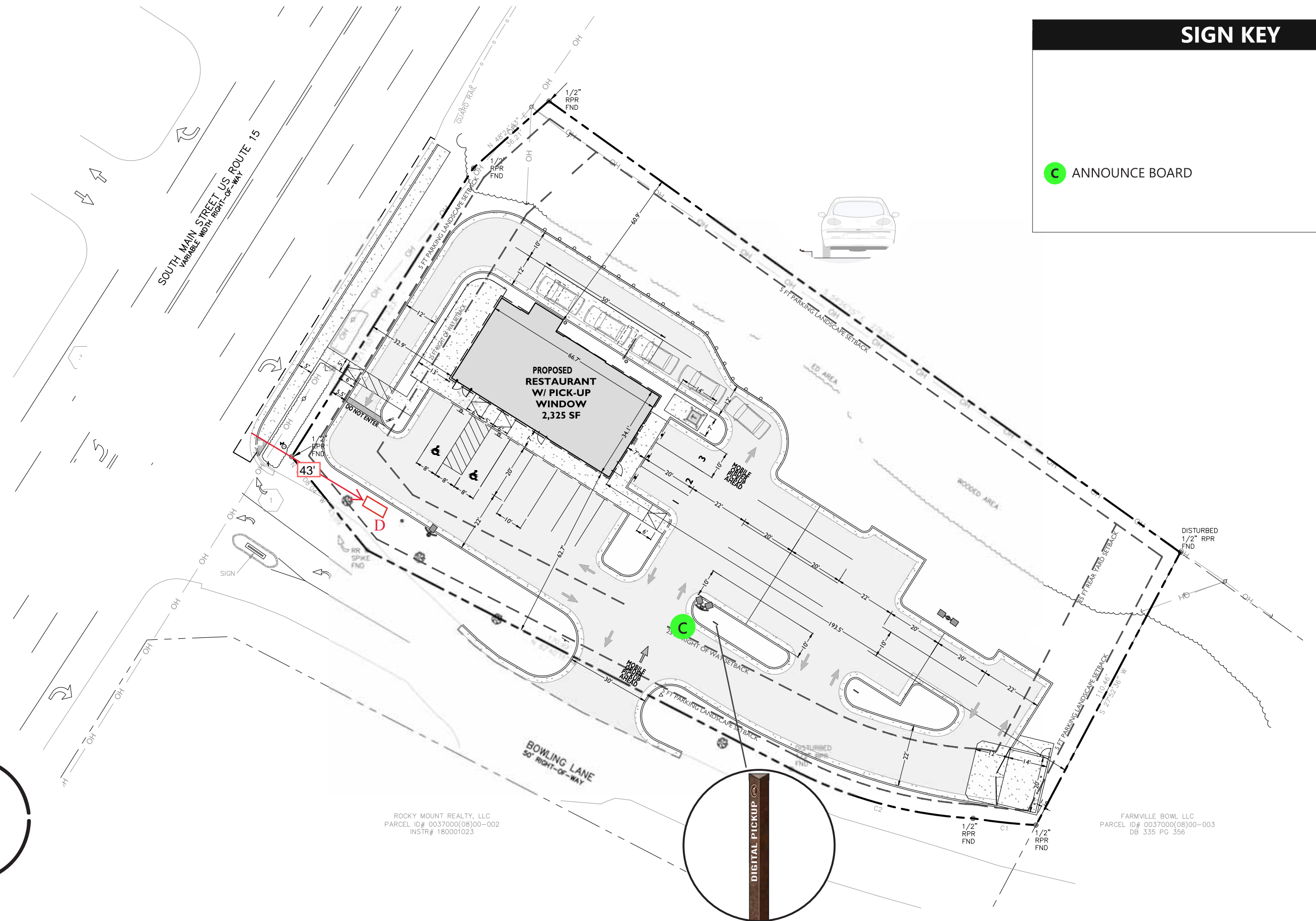
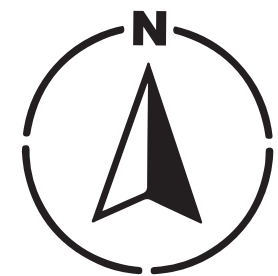
Misty Pisa

Principle

misty.pisa@alliancesignsofva.com

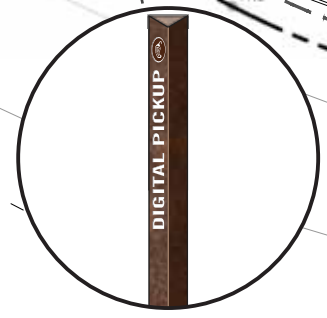
SIGN KEY

C ANNOUNCE BOARD



ROCKY MOUNT REALTY, LLC
 PARCEL ID# 0037000(08)00-002
 INSTR# 180001023

FARMVILLE BOWL LLC
 PARCEL ID# 0037000(08)00-003
 DB 335 PG 356

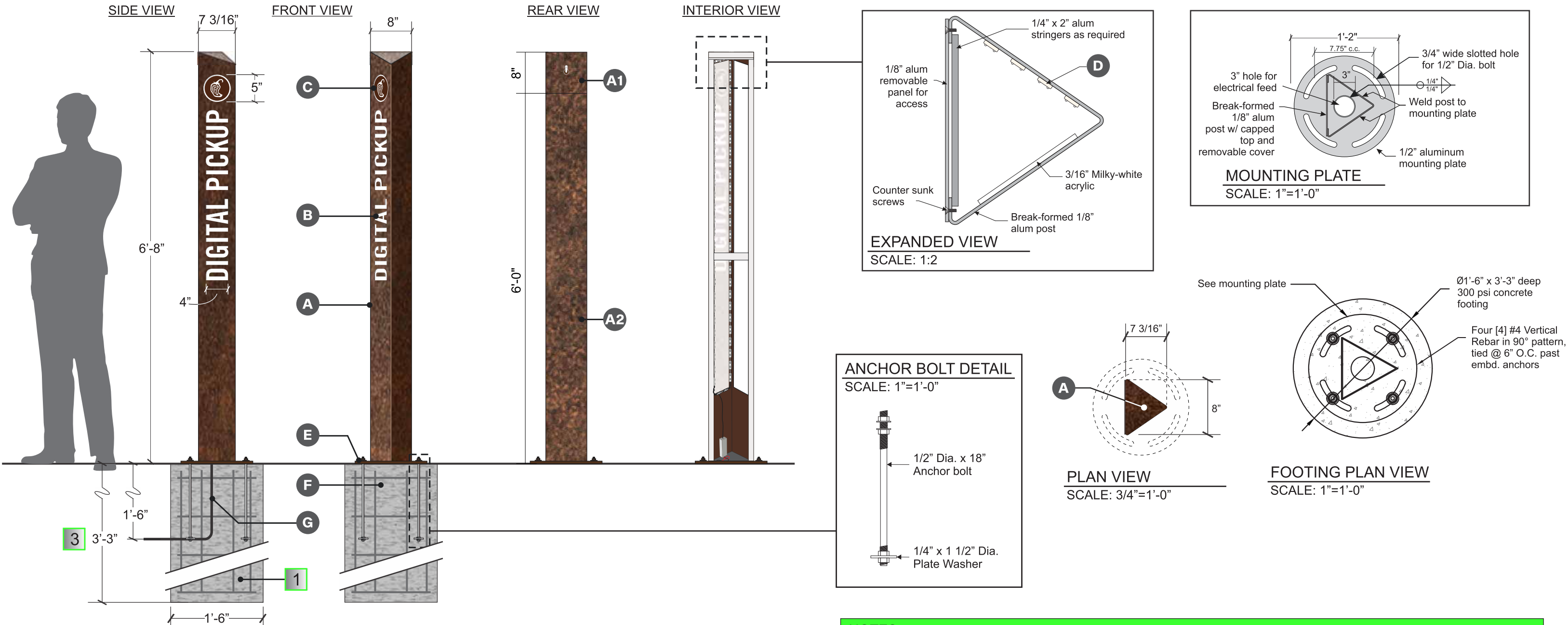


CHIPOTLE

Approved
 Approved with Corrections
 Rejected
 Revise and Resubmit
 Signature: _____ Date: _____

STORE #5424
 2004 S MAIN ST,
 FARMVILLE, VA 23901

SIGN C | QTY :1 | SCALE: 1:18 | 4.44 SQ FT
SINGLE SIDED "CHIPOTLANE" POST W/ DRIVE THRU ANNOUNCE SIGN



SPECIFICATIONS

- A** Waterjet cut & break formed 1/8" aluminum post (w/ capped top) welded to aluminum mounting plate
- A1** 8" fixed section w/ disconnect switch
- A2** Removable side panel for access
- B** Reverse-cut text w/ 3/16" milky-white acrylic backing
- C** First surface applied opaque vinyl pepper logo
- D** Sloan prism white LEDs or equivalent
- E** Posts mounting plate attaches to embedded bolts in caisson
- F** Concrete caisson & rebar as required
- G** 120V primary power by others prior to installation

NOTES:

- 1** INSTALLER TO DISCUSS WITH GC LOCATION OF SIGNAGE AND HEIGHT OF SONOTUBE IN COMPARISON TO FINISH GRADE PRIOR TO STARTING FOOTINGS.
- 2** REFERENCE DIMENSIONAL SITE PLAN PRIOR TO STARTING FOUNDATION TO ENSURE PROPER DISTANCE FROM CURB LINE.
- 3** EXACT FOOTING DIMENSIONS TO BE DETERMINED BY ENGINEER DRAWINGS. **(REMOVE NOTE ONCE DIMENSIONS ARE CONFIRMED)**