



Town of Farmville

Board of Zoning Appeals

March 26, 2026 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. Minutes of the Regular Board of Zoning Appeals Meeting - November 20, 2025
- 5. Election of Officers**
- 6. Hearing of Cases**
 - a. BZA26-001
- 7. New Business**
 - a. Consideration and Adoption of Standing Meeting Schedule for 2026
 - b. Consideration and Adoption of the 2025 Annual Report
- 8. Staff Updates**
- 9. Adjournment**



Town of Farmville

Agenda Item Summary

MEETING DATE: March 26, 2026

ITEM NUMBER: 4.a. – Minutes of the Regular Board of Zoning Appeals Meeting - November 20, 2025

BACKGROUND:

RECOMMENDATION: I move to approve the minutes as presented.

FISCAL IMPACT:

ATTACHMENTS:

1. BZA Draft Minutes -11-20-2025

MOTION: _____

SECONDED: _____

Members	Yes	No	Absent
Mr. Carey			
Ms. Lee			
Mr. Campbell			
Dr. Miller			
Ms. McKinney			

**Town of Farmville Board of Zoning Appeals
Farmville Town Hall Council Chambers
116 North Main Street, Farmville, VA
Thursday November 20, 2025**

Members Present: Chairperson Pam Butler, Sam Carey, and Dr. Miller.

Member Absent: Penny Pairet, and Shaunna Hunter-McKinney

Staff Present: Director of Community Development Ashley Atkins-Austin, and Town Planner Robert Dvorak.

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

Determination of Quorum: With three (3) members being present, a quorum was established.

APPROVAL OF MINUTES

Minutes of Board of Zoning Appeals Meeting – September 25, 2025

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

HEARING OF THE CASE

BZA25-005 Rachel Ivers’ request for a seven (7) foot variance to the 15 foot 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. The 0.193 acre site is located at 604 Second Avenue on Tax Map Number 0023A07(10)00-002.

Chairperson Butler set forth case BZA25-005 to the Board Members.

Mr. Dvorak provided a staff summary of the case with supporting documents and slides. Staff reported the proposed structure would occupy the same footprint as an existing poured slab that is no longer in good condition. The primary residential structure sits eight (8) feet from the north property line and is considered non-conforming for encroachment into the same 15-foot side yard setback. The strict application of the 15-foot side yard setback in R-1 would not unreasonably restrict the use of the property. It is currently a single-family dwelling and that use can continue. The property was acquired in good faith and any hardship was not created by the applicant. The granting of the variance would only affect this site and would have no negative effects on adjacent properties. Staff recommendation is approval of the variance request.

The applicant did not speak to the case and there were no citizens signed up to speak on the matter. The public hearing was closed and the board moved into deliberation. Dr. Miller made a motion to approve the request in BZA25-005 to allow a seven (7) foot variance to the required 15 foot 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. Mr. Carey seconded the motion. With all members present voting “aye” the motion passed.

BZA25-006 Michael Pisa on behalf of Chipotle requests a variance to the allowed number of freestanding signs per road frontage to construct a 6’ tall illuminated directional sign in the

B-3 High Commercial District. The site is located at 2004 South Main Street on tax map parcel number 0037000(08)00-001.

Chairperson Butler set forth case BZA25-006 to the Board Members.

Mr. Dvorak provided a summary of the case with supporting documents and slides. Staff reported the proposed six-foot tall illuminated directional sign would be to guide visitors to the pickup drive-through lane. The strict application of the sign standards in the B-3 district would not unreasonably restrict the use of the property. The current use of the property is restaurant, general and the use can continue without the variance. The property was acquired in good faith and any hardship was not created by the applicant. The granting of the variance would only affect the site and would have no negative effects on adjacent properties. The staff recommendation is denial of the variance request.

Mr. Michael Pisa with Alliance Signs of Virginia, LLC, the applicant, was in attendance and gave a brief description of the project. The proposed signage is for directional purposes to guide customers to the digital pickup location. There is no advertising on the signage, it says digital pickup.

Dr. Miller asked for clarification on the location of the proposed sign. The proposed sign is on a island in the middle of the parking lot. As there were no citizens signed up to speak on the case, the public hearing was closed.

Dr. Miller asked staff to clarify the definition of frontage and the maximum sign allowance in the B-3 district. Staff responded with the definition of frontage from Town Code being, minimum width of a lot measured from one side lot line to the other along a straight line parallel to the street, or if curved, parallel to the tangent to the curve of the street on which no point shall be farther away from the street on which the lot fronts than the building setback line as defined and required herein. Staff spoke to the parcel being a corner lot with frontage on both South Main Street and Bowling Lane. A monument sign was approved as the freestanding sign on Bowling Lane, the proposed sign would be considered a second free standing sign on the Bowling Lane.

Mr. Carey asked for clarification on the number of signs on this lot. Staff reported there were a total of three signs on the lot. The freestanding monument sign and two wall signs were approved.

Dr. Miller asked the applicant if there was another location for the monument sign. Mr. Pisa responded that there wasn't anywhere else for the monument sign to go and the proposed location for the digital pickup sign was the only logical place.

Staff reported that a minor sign could be approved, but the sign would need to meet the definition of a minor sign, which is one square foot or less.

Mr. Carey made a motion to deny the request of BZA25-006 for a variance to the allowable number of freestanding signs required in the B-3 commercial district. Dr. Miller seconded the motion. With all members present voting "aye" the motion passed.

UNFINISHED BUSINESS

There was no unfinished business before the Board.

NEW BUSINESS

There was no new business before the Board.

ADJOURNMENT

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

On a motion by Dr. Miller, seconded by Mr. Carey, with all members present voting “aye”, the meeting was adjourned.

Pam Butler, Chairperson



Town of Farmville

Agenda Item Summary

MEETING DATE: March 26, 2026

ITEM NUMBER: 6.a. – BZA26-001

BACKGROUND: The applicant is seeking a 1’ variance to the R-1 15’ side yard setback to construct a covered screened porch. The proposed structure would occupy the same footprint as an existing poured slab patio. The primary residential structure is considered nonconforming for encroachment into the same 15’ side yard setback; it currently sits 14’ from the south property line. The 0.193 acre site at 608 Second Avenue, Tax Map number 0023A07(10)00-001 is in the R-1 Low Density Residential zoning district.

RECOMMENDATION: I move to **APPROVE/ DENY** the request in BZA26-001-VAR for a 1’ 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.

FISCAL IMPACT:

ATTACHMENTS:

1. STAFF REPORT BZA26-001 - 608 Second Avenue Setback Variance
2. BZA26-001 - Vicinity map
3. BZA26-001 - Aerial Map
4. BZA26-001 Plot Plan
5. BZA26-001 Construction Drawing
6. SAM_1145
7. SAM_1146

MOTION: _____

SECONDED: _____

Members	Yes	No	Absent
Mr. Carey			
Ms. Lee			
Mr. Campbell			
Dr. Miller			
Ms. McKinney			



Identification and Location Information

Applicant	Durrel Weaver, XFrame LLC
Property Owner	Rachel Goodman
Location	608 Second Avenue; Tax Map Number 0023A07(10)00-001
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, CZA Town Planner

Background

The 0.193 acre site at 608 Second Avenue, Tax Map number 0023A07(10)00-001 is in the R-1 Low Density Residential zoning district. The applicant is seeking a 1’ variance to the R-1 15’ side yard setback to construct a covered screened porch. The proposed structure would occupy the same footprint as an existing poured slab patio. The primary residential structure is considered nonconforming for encroachment into the same 15’ side yard setback; it currently sits 14’ from the south 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 primary 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 BZA26-001-VAR for a 1' 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: BZA26-001



Side Yard Setback Variance Request

Meeting Date: Thursday, March 26, 2026 at 3pm

Attachments

1. Vicinity and aerial maps
2. Exhibits
3. Site Photos

Legend

-  Subject Site
-  Adjacent Owners



Case #: BZA26-001

Vicinity Map

Tax Parcel Numbers: 0023A07(10)00-001

Prepared by:
Community Development Office





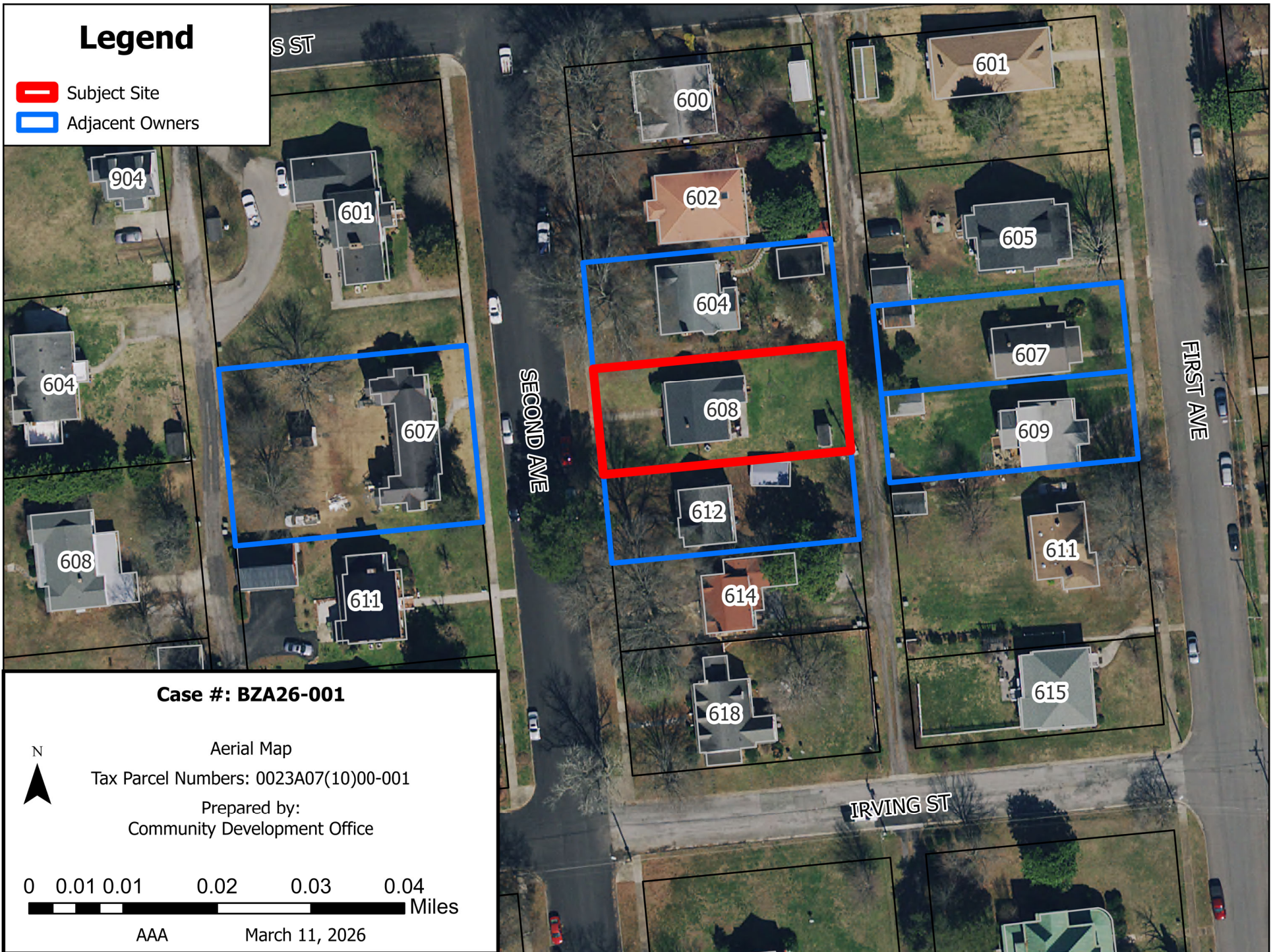
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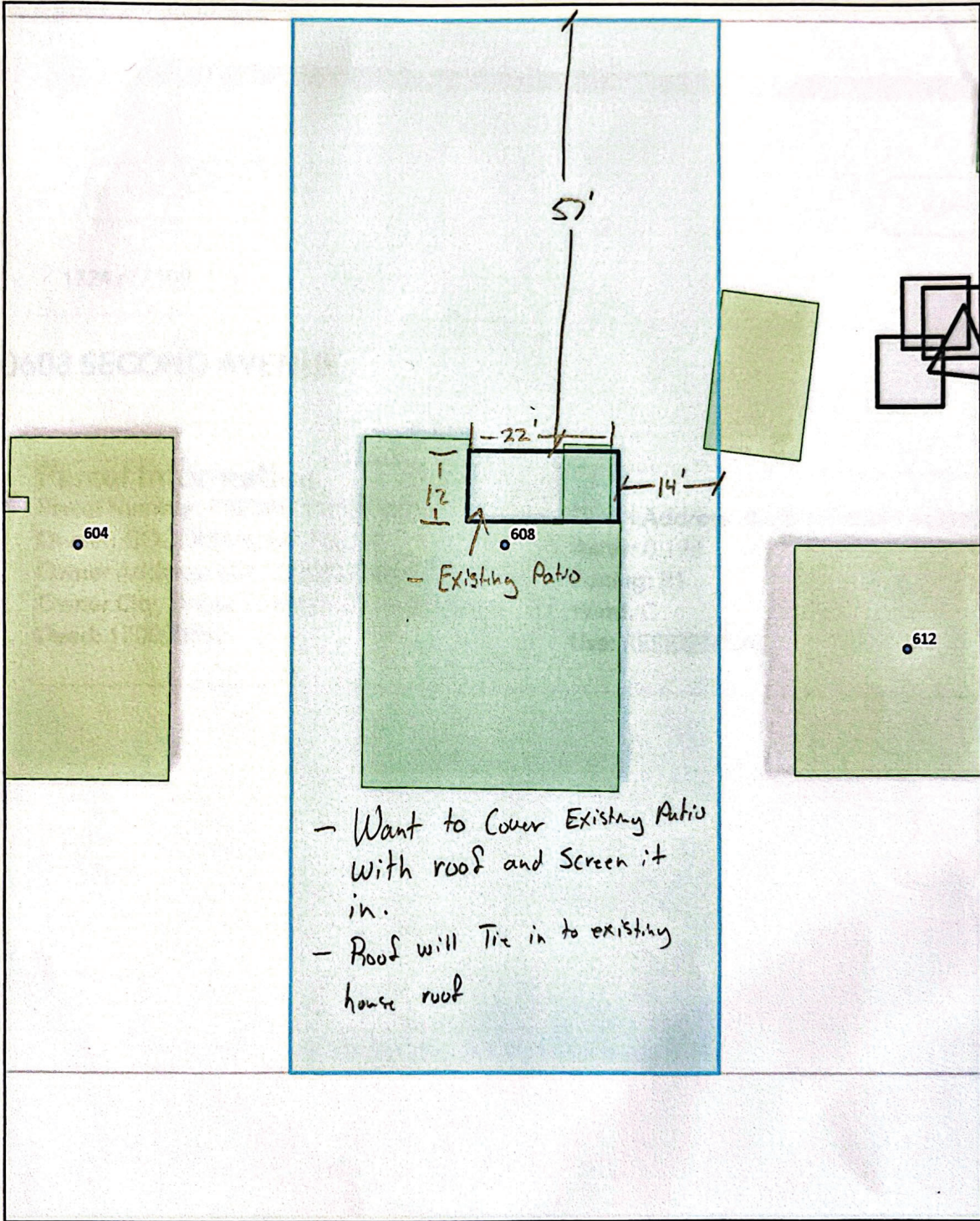
March 11, 2026

Legend

-  Subject Site
-  Adjacent Owners

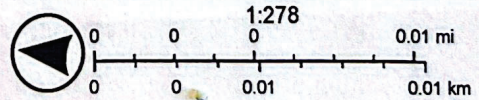


Town of Farmville, VA



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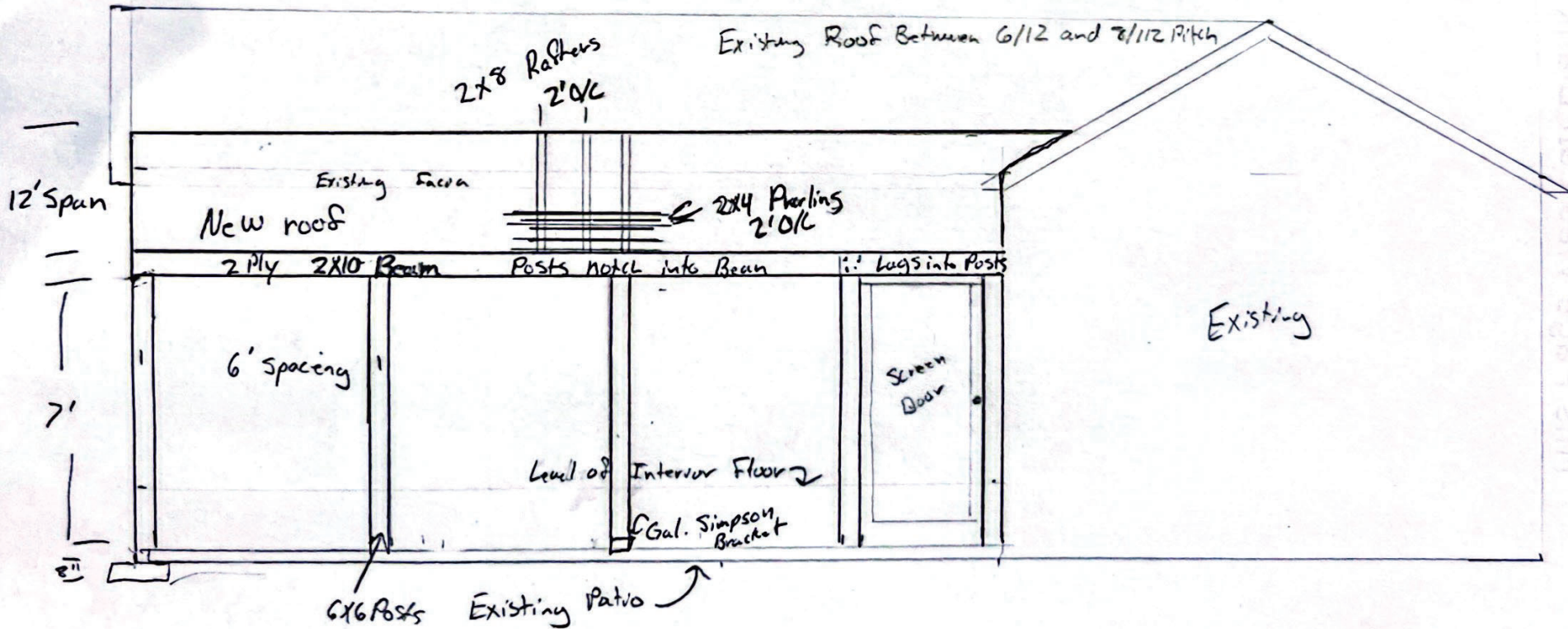
- AddressPoints
- Building Footprints
- Parcels
- Corporate Limit
- Citations



VITA, West Virginia GIS, Esri, HERE, Garmin, INCREMENT P, USGS, EPA, USDA

Notes for Construction

- Footing to be dug to 16" ~~depth~~
Below grade and Poured 16"x16"x8" min. size
- Posts anchored with Simpson Brackets to concrete
- Post notch into Beam at Top so that the 2x10's sit fully on the 6x6. Beams will be laged on to Post on Both Sides. Spacing will be 6'-7' O/C for Posts
- Rafter Span is 12' and Rafters will be 2x8 at 2' O/C
- Purlins are 2x4 at 2' O/C
- Roof Pitch 3/12
- Roof Steel Applied









Farmville Board of Zoning Appeals 2026 Meeting Schedule

Farmville Board of Zoning Appeals will hold their regular monthly meetings for 2026 on the following dates:

Thursday, January 22, 2026
Thursday, February 26, 2026
Thursday, March 26, 2026
Thursday, April 23, 2026
Thursday, May 28, 2026
Thursday, June 25, 2026
Thursday, July 23, 2026
Thursday, August 27, 2026
Thursday, September 24, 2026
Thursday, October 22, 2026
Thursday, November 26, 2026
Thursday, December 24, 2026

Farmville Board of Zoning Appeals meetings are held in the Council Chamber on the second floor of the Town Hall, at 116 North Main Street, Farmville Virginia, at 3:00 p.m., unless otherwise scheduled.

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



Board of Zoning Appeals

2025 ANNUAL REPORT TO THE TOWN COUNCIL

Section 15.2-2308 of the Code of Virginia states:

The board shall keep a full public record of its proceedings and shall submit a report of its activities to the governing body or bodies at least once each year.

Members

Pam Butler

Term Expires: 12/31/2025

Penny Pairet

Term Expires: 12/31/2025

John Miller

Term Expires: 2/28/2026

Sam Carey

Term Expires: 5/31/2026

Zachary Preston – Resigned 5/8/2025

Term Expires: 2/28/2027

Shaunna Hunter-McKinney

Term Expires: 2/28/2027

Appointments

Pam Butler – Chairperson

Penny Pairet – Vice Chairperson

Meetings

The Board of Zoning Appeals met five times in the calendar year 2025.

2025 Cases

BZA25-001 – To consider the appeal of subdivision administrator’s decision filed by Smart Development, LLC, regarding a boundary line adjustment of Tax Map Parcels 37-7-5 and 37-7-5A. Members voted unanimously to deny the appeal.

BZA25-002 – Request for an eight (8) variance to the 60 foot required front yard setback in the R-3 High Density Residential District as stated in Section 29.22.b (Table 2), to construct an 8’ X 30’ porch onto an existing single family residential dwelling. The 0.106 acre site is located at 515 South Virginia Street on Tax Map Parcel 023A8(14)13 1G. Members voted unanimously to approve the variance request.

- BZA25-003** – Request for a three (3) foot variance to the required 60’ front yard setback in the R-3 High Density Residential District as stated in Section 29-22.b (Table 2), to construct a 5’ X 10’ porch onto an existing single-family residential dwelling. The 0.266 acre site is located at 512 East Second Street on Tax Map Parcel 0023A05(01)13-003A. Members voted unanimously to approve the variance request.
- BZA25-004** – Request for an eight (8) foot and ten (10) foot variance to the 25 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 Parcels 0023A04(23)01-005, 0023A4(23)01-003, 0023A04(23)01-002. Members voted unanimously to approve the variance request.
- BZA25-005** – Request for a seven (7) foot variance to the 15 foot 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. The 0.193 acre site is located at 604 Second Avenue on Tax Map Parcel 0023A07(10)00-002. Members voted unanimously to approve the variance request.
- BZA25-006** – Request for a variance to the allowed number of freestanding signs per road frontage to construct a 6’ tall illuminated directional sign in the B-3 Highway Commercial District. The site is located at 2004 South Main Street on tax map parcel number 0037000(08)00-001. Members voted unanimously to deny the variance request.

Goals and Objectives for the Coming Year

- Request that Town Council continue to budget for two Board of Zoning Appeals members to attend the Certified Board of Zoning Appeals Program that is conducted through the Land Use Education Program (LUEP) at Virginia Commonwealth University. Staff estimates that the combined cost for two members in 2026 would be \$2,000.
- Prepare and submit the 2026 annual report to Town Council.