



Town of Farmville

Planning Commission

June 17, 2026 at 7:00 PM
Council Chamber of the Town Hall
116 North Main Street, Farmville, VA

AGENDA

1. **Call to Order**
2. **Roll Call**
3. **Approval of Agenda**
4. **Consideration of Minutes**
 - a. May 20, 2026 - Regular Meeting
5. **Public Comment Period - Please Limit Comments to Three Minutes**
6. **Public Hearing**
 - a. ZTA26-001: Public hearing for Planning Commission recommendation to amend the zoning ordinance by repealing Sec. 29-62 (d) (9) d - Sidewalks; and adding Sec. 29-62 (e) - Sidewalks. This ordinance establishes the requirements for the construction of sidewalks in subdivision developments within the B-1, B-2, B-3, R-1, R-2, and R-3 zoning districts.
 - b. CUP26-002: The applicant requests a conditional use permit to operate an outdoor display of sheds to be retailed. The site is located at 1006 West Third Street, parcel ID: 0023A03(0A)00-010, and consists of 0.971 acres.
 - c. CUP26-003: The applicant is seeking a conditional use permit to allow the conversion of a basement in a single-family home into an accessory dwelling unit (ADU). ADUs are only allowed in the R-1 zoning district with an approved conditional use permit. The 0.298-acre site is located at 1305 Lee Drive on Tax Map ID: 0023A12(01)00-065.
7. **Old Business**
8. **New Business**
9. **Staff Updates**
10. **Adjournment**

**Town of Farmville Planning Commission
Town Council Chamber of the Town Hall
116 North Main Street, Farmville, VA 23901
Wednesday, May 20, 2026**

Planning Commission Members Present: Cameron Patterson, Abigail O'Connor, Jennifer Fraley, and Sydney French.

Planning Commission Members Absent: Chairperson Miller, Patrick Crute, and Rhett Weiss

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

CALL TO ORDER

Ms. O'Connor called the Planning Commission meeting to order at 7:00 PM.

APPROVAL OF AGENDA

Ms. O'Connor noted the agenda was distributed. On a motion by Mr. Patterson, seconded by Ms. Fraley, and with all present members voting "aye", the agenda was adopted as presented.

CONSIDERATION OF MINUTES

Minutes of Regular Planning Commission Meeting – April 15, 2026

Ms. O'Connor noted that the minutes had been distributed and asked if there were any corrections or revisions. On a motion by Mr. Patterson, seconded by Ms. French, and with all present members voting "aye," the minutes from April 15, 2026, were approved as presented.

PUBLIC COMMENT PERIOD

Ms. Watkins reported that there was no one signed up for public participation.

PRESENTATION BY VDOT ON DESIGNATED GROWTH AREA (DGA)

Mr. Carson Eckhardt, VDOT Lynchburg District Planner, presented the Commissioners with an overview of the Designated Growth Area. The presentation had supporting slides and maps that outlined the definition of a Designated Growth Area.

OLD BUSINESS

Comprehensive Plan Review – Designated Growth Area and Future Land Use Map

Ms. O'Connor opened the floor for discussion of the proposed Designated Growth Area language and Future Land Use Map. Ms. Atkins-Austin provided a brief background and provided maps. There was a brief discussion amongst Staff and Commissioners. The consensus from Commissioners was acceptance of the proposed language and to use the boundary-matching map for clarity and readability.

Comprehensive Plan Review – Transportation

Ms. O'Connor opened the floor for discussion of the Transportation section. There was a brief discussion around transportation projects, traffic volumes, and crash data.

Comprehensive Plan Review – Implementation

Ms. O’Connor opened the floor for discussion of the Implementation section. Commission deferred to staff regarding updates to the implementation matrix.

NEW BUSINESS

There was no new business

STAFF UPDATES

Next Planning Commission meeting will be held on June 17, 2026, there will be three public hearings. Readvertisement for CUP26-002 and advertisement for CUP26-003 and the sidewalk ordinance amendment. The Town of Farmville is currently in search of citizen volunteers for the Board of Zoning Appeals and Planning Commission.

ADJOURMENT

With no further business, Ms. O’Connor called for a motion to adjourn the meeting. On a motion by Mr. Patterson, seconded by Ms. Fraley and with all present members voting “aye”, the meeting was adjourned at 7:36 PM.

Respectfully submitted by Michelle D. Watkins, CPT, Administrative Assistant II

John Miller, Chairperson

Abigail O’Connor, Secretary

DRAFT



Town of Farmville

Agenda Item Summary

MEETING DATE: June 17, 2026

ITEM NUMBER: 6.a. – ZTA26-001: Public hearing for Planning Commission recommendation to amend the zoning ordinance by repealing Sec. 29-62 (d) (9) d - Sidewalks; and adding Sec. 29-62 (e) - Sidewalks. This ordinance establishes the requirements for the construction of sidewalks in subdivision developments within the B-1, B-2, B-3, R-1, R-2, and R-3 zoning districts.

BACKGROUND:

RECOMMENDATION: I move that the Planning Commission recommend approval of ZTA26-001 to Town Council, to repeal Sec. 29-62 (d) (9) d - Sidewalks of the zoning ordinance, and add Sec. 29-62 (e) - Sidewalks as presented in Ordinance No. 247 to establish the requirements for the construction of sidewalks in subdivision developments within the B-1, B-2, B-3, R-1, R-2, and R-3 zoning districts.

FISCAL IMPACT:

ATTACHMENTS:

- 1. ZTA26-001 Ord No247

MOTION: _____

SECONDED: _____

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

Ordinance No. 247

Amending Chapter 29 – Zoning and Subdivision, Article VI. – Subdivisions of the Farmville Town Code by repealing Sec. 29-62 (d) (9) (d). Sidewalks; and adding Sec. 29-62 (e). Sidewalks, which establishes the requirements for the construction of sidewalks in subdivision developments within the B-1, B-2, B-3, R-1, R-2, and R-3 zoning districts.

THE TOWN OF FARMVILLE HEREBY ORDAINS:

1. The Town of Farmville amends Chapter 29, Zoning and Subdivision, of the Farmville Town Code by repealing Sec. 29-62 (d) (9) (d) as follows:

Sec. 29-62 (d) *Lots*.

- (1) *Minimum size*. The minimum lot size in any area shall be in accordance with the zoning ordinance for those subdivisions within the corporate limits.
- (2) *Shape*. The lot arrangement, design and shape shall be such that lots shall provide satisfactory and desirable sites for buildings, be properly related to topography and conform to requirements of this chapter. Lots shall not contain peculiarly shaped elongations solely to provide necessary square footage of area but which would be unusable for normal purposes. Pipestem lots, also known as flag lots, are prohibited.
- (3) *Location*. Each lot shall abut on a street dedicated by the subdivision plat or on an existing publicly dedicated street or on a street which has become public by right of use. If the existing streets are not fifty (50) feet in width, the subdivider shall make provisions in the subdivision plat for the dedication of additional road right-of-way to equal one-half (½) the width set out in section 29-62 platting requirements and design standards, from the existing Code. This dedication will be deeded to the town prior to the final approval of the subdivision.
- (4) *Corner lots*. Corner lots shall have extra width sufficient for maintenance of any required building lines on both streets as determined by the agent.
- (5) *Side lines*. Side lines of lots shall be approximately at right angles, or radial to the street line.
- (6) *Remnants*. All remnants of lots below minimum size left over after subdividing a tract shall be added to adjacent lots or otherwise disposed of rather than allowed to remain as unusable parcels.
- (7) *Separate ownership*. Where the land covered by a subdivision includes two (2) or more parcels in separate ownership and lot arrangement is such that a property ownership line divides one (1) or more lots, the land in each lot so divided shall be transferred by deed to single ownership simultaneously with the recording of the final plat. Such deed is to be deposited with the clerk of the court and held with the final plat until the subdivider is ready to record same and they both shall then be recorded together.
- (8) Incorporation of two (2) contiguous parcels of land.

- a. With the approval of the agent, two (2) contiguous parcels of land may be incorporated into one (1) lot.
- b. The town council may make an exception to this section, if they feel the compliance with this section would cause an undue hardship on the property owner or cause a waste of land. Any exception made shall not violate any provisions of the zoning ordinance or other regulation in the town.

(9) *Water and sewer.*

- a. *Public water.* Where public water is available, the service, including fire hydrants, shall be extended to all lots within a subdivision by the subdivider in accordance with the design standards and specifications for water, construction and improvements in the town and meeting the approval of the agent.
- b. *Sewerage facilities.* Where public sewerage facilities are available, the service shall be extended to all lots within a subdivision and septic tanks shall not be permitted. Every subdivision shall be provided by the subdivider with a satisfactory and sanitary means of sewage collection and disposal in accordance with the design standards and specifications for sewerage construction and improvements in the town and meeting the approval of the agent.
- c. *Improvements; pro-rata share.* As allowed by Code of Virginia, §§ 15.2-2243 and 15.2-2242(5), the town may require a subdivider or developer of land to pay his pro rata share of the cost of providing reasonable and necessary road improvements, sewerage, water and drainage facilities, located outside the property limits of the land owned or controlled by him but necessitated or required, at least in part, by the construction or improvement of his subdivision or development as per town water and sewer regulations.
- d. ~~*Sidewalks.* As allowed by Code of Virginia, § 15.2-2242(9), the town requires the dedication of land and construction of a 5' sidewalk on the property in the B-1, B-2, B-3, R-1, R-2, and R-3 zoning districts being subdivided or developed when one (1) of the following applies:~~
 - 1. ~~The land fronts on an existing street;~~
 - 2. ~~Is adjacent to an existing sidewalk;~~
 - 3. ~~Is reasonably required by the proposed development, or~~
 - 4. ~~Is in the adopted comprehensive plan.~~

~~Nothing in this section shall alter VDOT's authority to require sidewalks.~~

- 2. The Town of Farmville amends Chapter 29, Zoning and Subdivision, of the Farmville Town Code by adding Sec. 29-62 (e) Sidewalks as follows:

Sec. 29-62 (e) Sidewalks Required.

- (1) ***New Public Right of Way.*** *The Town requires that a five (5) foot sidewalk be installed on both sides of a new public right of way and dedicated to the Town on all property subdivided in the B-1, B-2, B-3, R-1, R-2, and R-3 zoning districts when one of the following conditions are met:*

- a. *When the proposed subdivision requires the construction of fifteen (15) or more lots;*

- b. *The proposed subdivision is within one-quarter mile of an existing primary/secondary school or planned school site;*
 - c. *The parcel being subdivided is eighty (80) feet or less from an existing public sidewalk; or*
 - d. *The Comprehensive Plan has identified the property to be subdivided as a priority for future pedestrian infrastructure.*
- (2) ***Existing Public Right of Way.*** *The Town requires that one five (5) foot sidewalk be installed on and dedicated to the Town on all property subdivided on an existing street in the B-1, B-2, B-3, R-1, R-2, and R-3 zoning districts when one of the following conditions are met:*
- a. *When the proposed subdivision requires the construction of five (5) or more lots;*
 - b. *The proposed subdivision is within one-quarter mile of an existing primary/secondary school or planned school site;*
 - c. *The parcel being subdivided is eighty (80) feet or less from an existing public sidewalk; or*
 - d. *The Comprehensive Plan has identified the property to be subdivided as a priority for future pedestrian infrastructure.*
- (3) ***Multi-Use Path.*** *A multi-use path may be constructed on one side of the street in lieu of sidewalks when required on both sides of a new public right of way. Multi-use paths along streets shall have a preferred minimum width of ten (10) feet, though a minimum width of eight (8) feet may be approved by the subdivision agent.*
- (4) *Except as otherwise provided by the Zoning Ordinance, sidewalks shall be constructed of concrete or other approved materials, shall be a minimum of five (5) feet in width, and shall be parallel to the street.*
- (5) *Nothing in this Section shall alter VDOT's authority to require the construction and maintenance of sidewalks.*



Town of Farmville

Agenda Item Summary

MEETING DATE: June 17, 2026

ITEM NUMBER: 6.b. – CUP26-002: The applicant requests a conditional use permit to operate an outdoor display of sheds to be retailed. The site is located at 1006 West Third Street, parcel ID: 0023A03(OA)00-010, and consists of 0.971 acres.

BACKGROUND:

RECOMMENDATION: I move that the Planning Commission recommend approval/denial of the conditional use permit, CUP26-002, to Town Council for an outdoor display at 1006 West Third Street with the proposed conditions from the staff report.

FISCAL IMPACT:

ATTACHMENTS:

1. CUP26-002 PC Staff Report
2. CUP26-002 Adjacent Owner Notice V02
3. CUP26-002 - Vicinity Map
4. CUP26-002 - Aerial Map
5. CUP26-002 - SFHA Map
6. CUP26-002 - 1006 West Third Street - Plot Plan
7. 1006 West Third Street - FIRMette

MOTION: _____

SECONDED: _____

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



Identification and Location Information

Applicants	Nate Boehmer, Better Built Sheds
Property Owner	Michael B. Crews
Location	1006 West Third Street
Ward	A
Acreage	0.971 acres
Zoning	B3 Highway Commercial
Future Land Use Recommendation	General Commercial
Overlays	Floodplain
Adjacent Zoning	B-3 and B-2
Adjacent Uses	Commercial and Public Park and Recreation Areas
Staff Contact	Robert W. Dvorak, MNR, CZA Town Planner Phone: 434-392-8465 Email: rdvorak@farmvilleva.com

Background and Existing Conditions

The applicant is requesting a conditional use permit to allow the outdoor display of sheds to be retailed in the B-3 Highway Commercial District. The site is at 1006 West Third Street, parcel ID: 0023A03(OA)00-010, and consists of 0.971 acres. Outdoor display as a use is only allowed in the B-2 and B-3 Zoning Districts by conditional use permit. The subject site is in both the special flood hazard area and the regulatory floodway.

Zoning Ordinance Considerations

Outdoor display is permitted by **Conditional Use Permit** in the B-3 Highway Commercial District pursuant to the zoning use matrix in Section 29-22. a. (Table 1, Zoning Use Matrix).

Outdoor display is defined in Section 29-81. - Definitions as the following:

- *The permanent and/or continuous keeping, displaying, or storing, outside of a building, of any goods, materials, merchandise or equipment to be sold to the public.*

Outdoor display has the following standards Sec. 29-35.d.14.:

- a. Areas associated with retail uses shall have no outdoor display except during town authorized special events or by a conditional permit.
- b. Conditional permitted displays shall be subject to the following standards:
 1. Shall be limited to a maximum of five (5) percent of the total lot area.
 2. Shall not be located in front of (i.e., on the street side of) or on top of the building.
 3. All surfaces will be graded and drained as to dispose of all surface water accumulated within the area to a public storm drain or on-site detention as approved with stormwater plans.



4. Asphalt or concrete walkways or aisles shall be provided to permit all-weather customer access to all areas of the outdoor display.
5. Shall be screened with an opaque fence or wall and shall not be visible from any public street or adjacent parcel.
6. Walls or fences shall not be less than six (6) feet in height, nor exceed eight (8) feet in height.
7. No sales display may exceed the height of the screening wall or fence.

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

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

Comprehensive Plan Considerations

Future Conditions:

General Commercial

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

Utilities

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

Transportation/ Streets

No significant impact to public streets.

Environmental

The site is located within the Special Flood Hazard Area and the regulatory floodway as determined by FEMA Map **51147C0091D**. Code of Federal Regulations, Title 44, Sec. 60.3.d.3.: Prohibit encroachments,



including fill, new construction, substantial improvements, and other development within the adopted regulatory floodway unless it has been demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed encroachment would not result in any increase in flood levels within the community during the occurrence of the base flood discharge;

Findings and Recommendations

Staff's Findings

- The application may not meet the standards of review for Conditional Use Permits set forth in Section 29-13.c.1 of the Town Zoning Ordinance.
- There are no significant impacts to the capacities of the utility or transportation systems.
- The environmental impacts to the site or adjacent properties are undetermined until evidence is provided by hydrologic and hydraulic surveys.
- An approval in this single instance may have a detrimental effect on the neighborhood fabric or neighboring properties. Public Park and Recreation facilities nearby

Staff recommends that Planning Commission recommend a **denial** of the Conditional Use Permit for outdoor display.

Staff proposed Conditions from Sec. 29-35.d.14.:

1. Shall be limited to a maximum of five (5) percent of the total lot area.
2. Shall not be located in front of (i.e., on the street side of) or on top of the building.
3. All surfaces will be graded and drained as to dispose of all surface water accumulated within the area to a public storm drain or on-site detention as approved with stormwater plans.
4. Asphalt or concrete walkways or aisles shall be provided to permit all-weather customer access to all areas of the outdoor display.
5. Shall be screened with an opaque fence or wall and shall not be visible from any public street or adjacent parcel.
6. Walls or fences shall not be less than six (6) feet in height, nor exceed eight (8) feet in height.
7. No sales display may exceed the height of the screening wall or fence.

Attachments

1. Adjacent Owner Notice
2. Vicinity and aerial maps
3. Special Flood Hazard & Floodway Map
4. Plot Plan
5. FIRMette



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.



COMMUNITY DEVELOPMENT DEPARTMENT

Ashley Atkins-Austin, CZA
Director of Community Development

John Ramsay, Building Official

Robert Dvorak, CZA Town Planner

Michelle D. Watkins, CPT
Administrative Assistant II Permit Technician

Date: June 1, 2026

Re: Case # CUP26-002 Notice of Public Hearing for a Conditional Use Permit for an outdoor display

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, June 17, 2026, 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 CUP26-002:** The applicant is requesting a conditional use permit to allow the outdoor display of sheds to be retained in the B-3 Highway Commercial District. The site is at 1006 West Third Street, parcel ID: 0023A03(OA)00-010, and consists of 0.971 acres. Outdoor display as a use is only allowed in the B-2 and B-3 Zoning Districts by conditional use permit. The subject site is in both the special flood hazard area and the regulatory floodway.

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 Ashley Atkins-Austin at aaustin@farmvilleva.com or by mail to PO Drawer 368, Farmville, VA 23901, to arrive by 4:00 p.m. on Wednesday, June 17, 2026.

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.

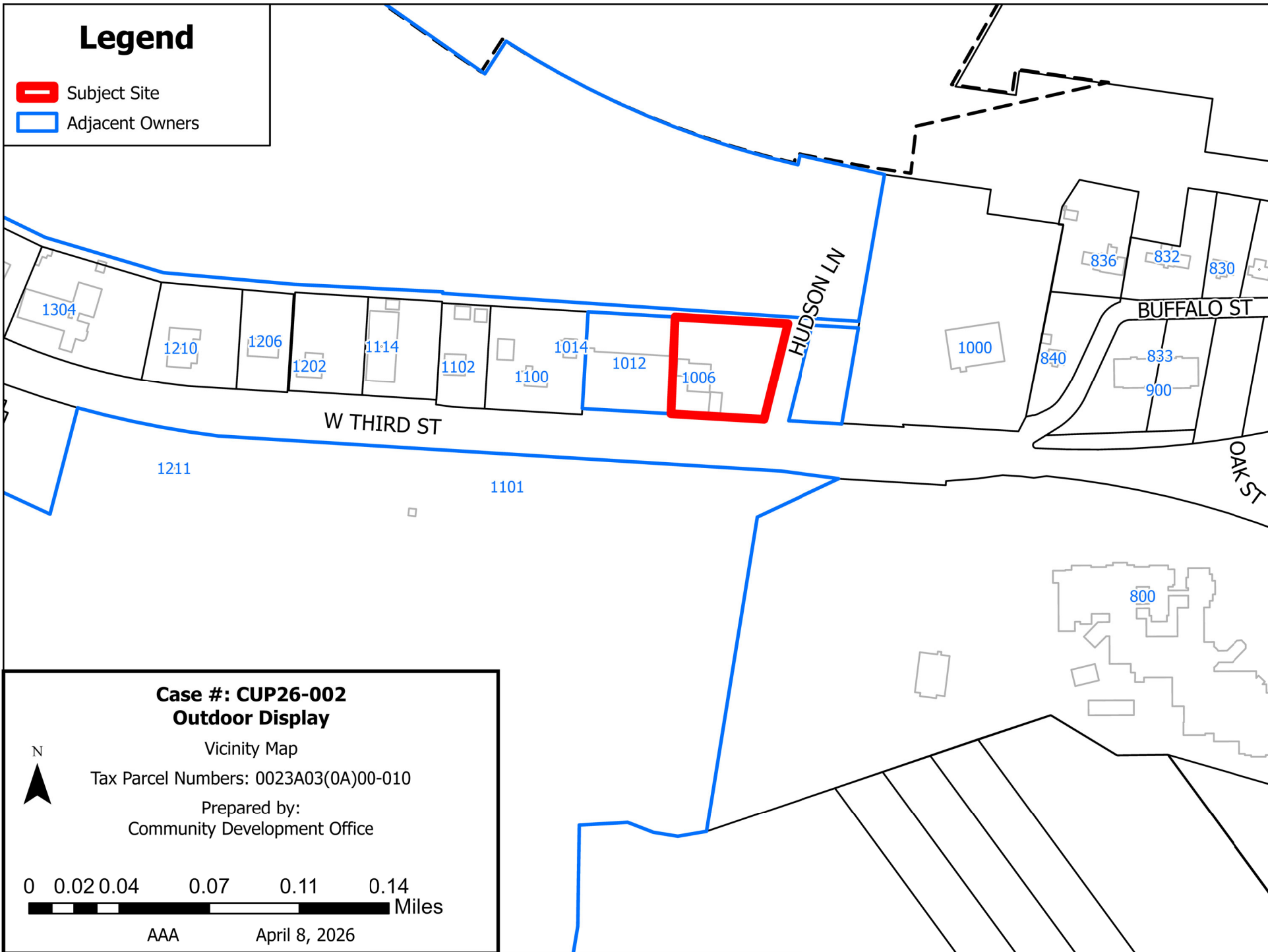
It is the intent of the Town to comply with the Americans with Disabilities Act. Should you need special accommodations, please contact C. Scott Davis, LP.D., Town Manager, at (434) 392-5686, prior to the meeting.

Sincerely,

Ashley Atkins-Austin,
Director of Community Development

Legend

-  Subject Site
-  Adjacent Owners

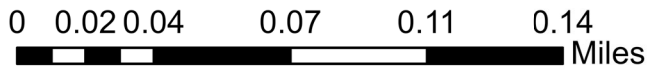


Case #: CUP26-002 Outdoor Display

Vicinity Map

Tax Parcel Numbers: 0023A03(0A)00-010



Prepared by:
Community Development Office



AAA





April 8, 2026

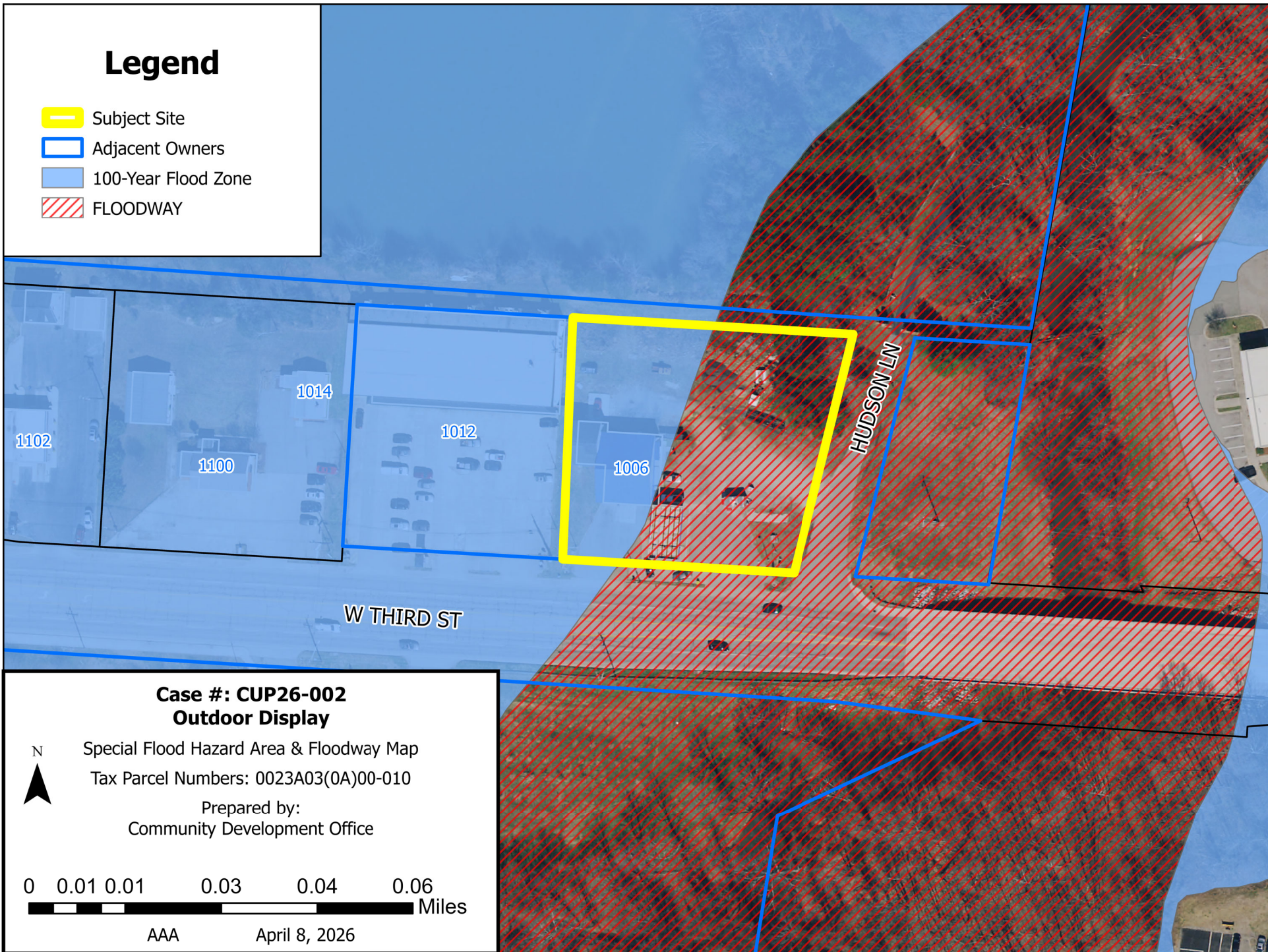
Legend

-  Subject Site
-  Adjacent Owners



Legend

-  Subject Site
-  Adjacent Owners
-  100-Year Flood Zone
-  FLOODWAY

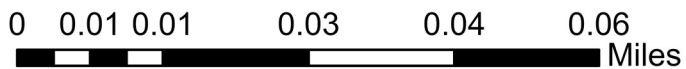


Case #: CUP26-002 Outdoor Display

Special Flood Hazard Area & Floodway Map

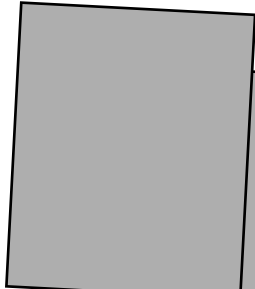
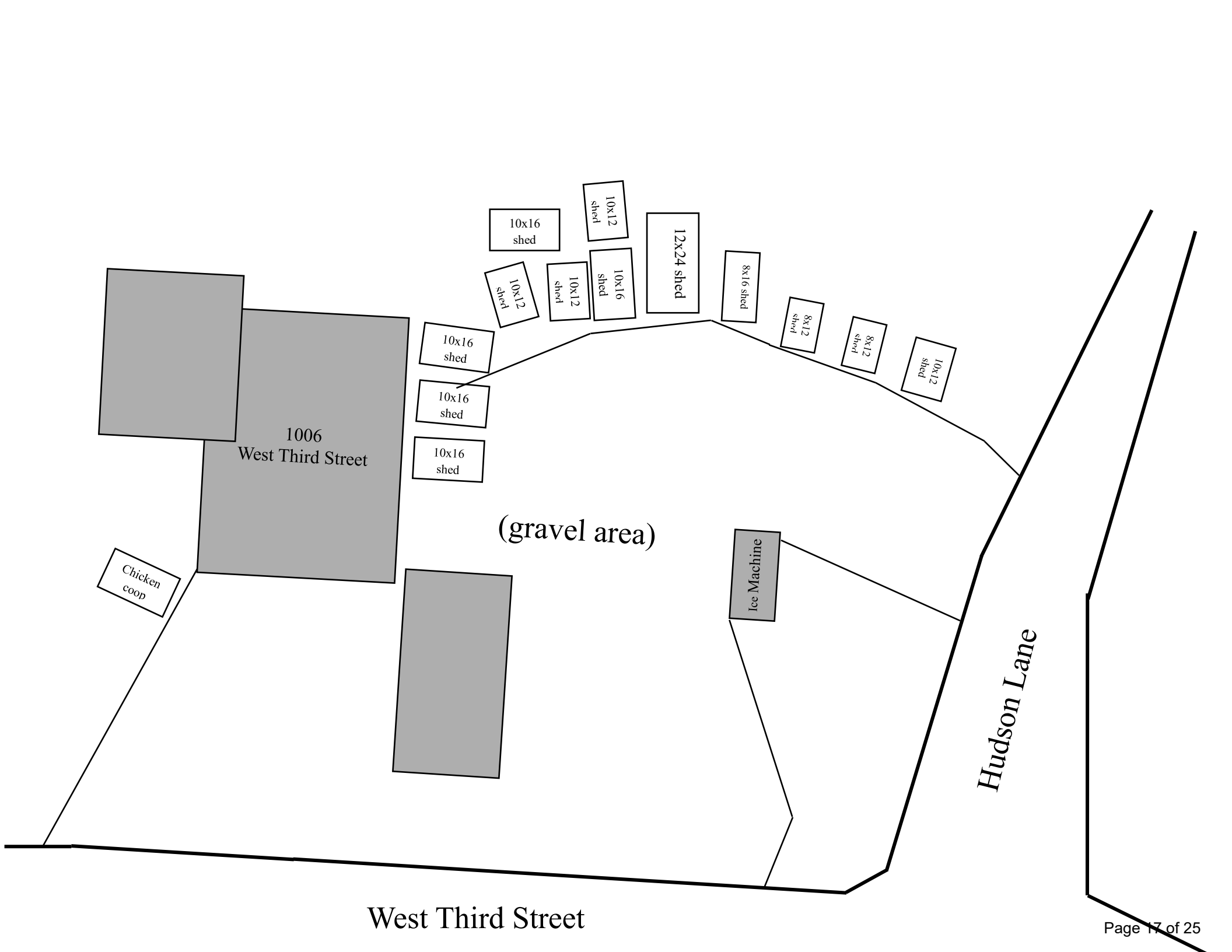
Tax Parcel Numbers: 0023A03(0A)00-010

Prepared by:
Community Development Office



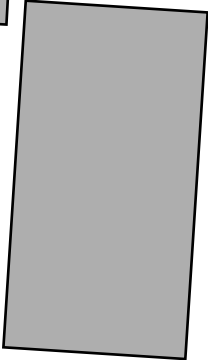
AAA

April 8, 2026



1006
West Third Street

Chicken
coop



10x16
shed

10x16
shed

10x16
shed

10x12
shed

10x16
shed

10x12
shed

10x16
shed

10x12
shed

12x24
shed

8x16
shed

8x12
shed

8x12
shed

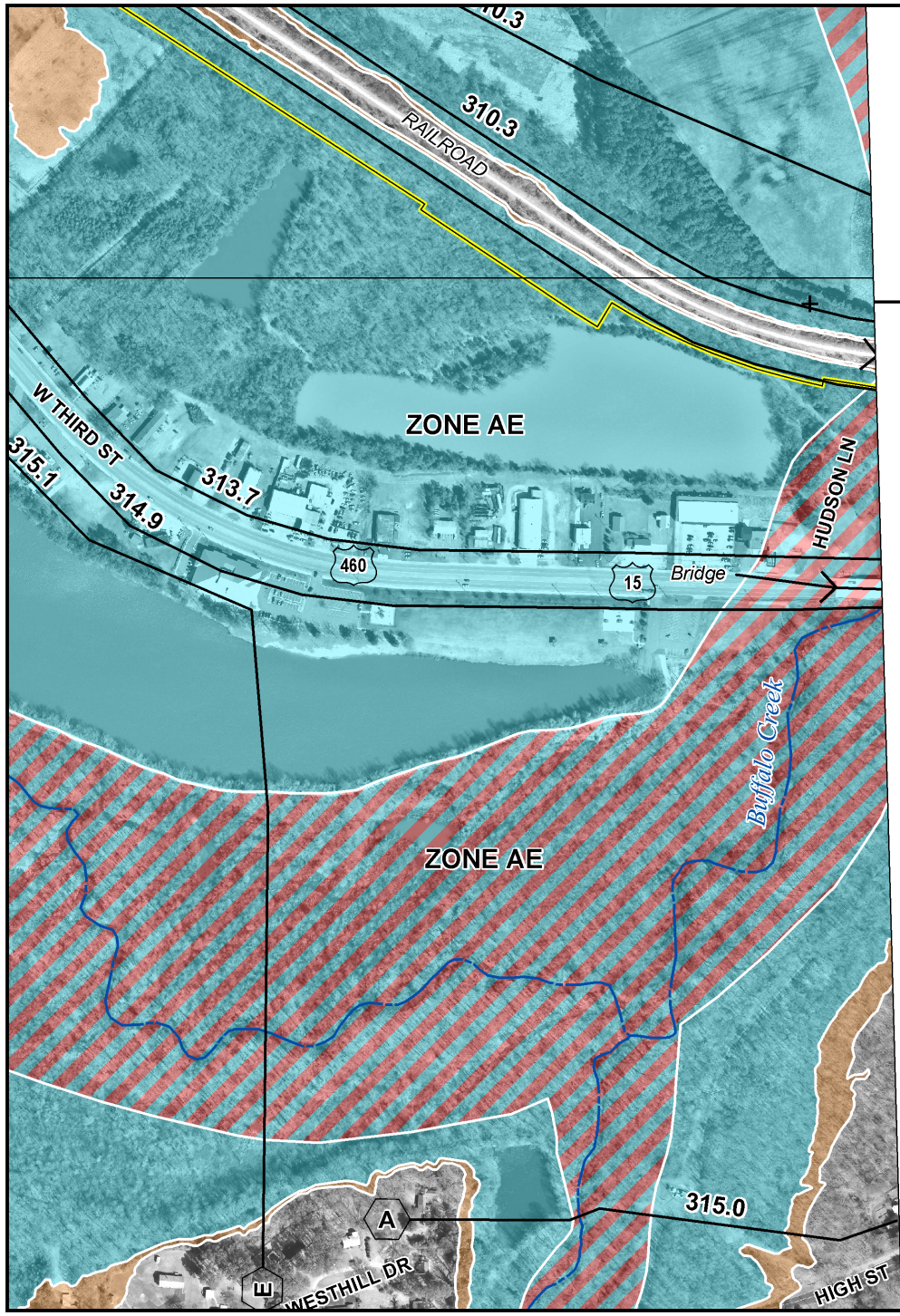
10x12
shed

(gravel area)

Ice
Machine

Hudson Lane

West Third Street

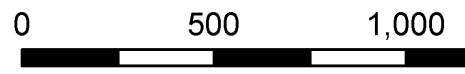


3635000 FT



Map Projection:
 NAD 1983 UTM Zone 17N;
 North American; Vertical Datum: NAVD 88

1 inch = 500 feet



FEMA
 NATIONAL FLOOD INSURANCE PROGRAM

NATIONAL FLOOD INSURANCE PROGRAM
 FLOOD INSURANCE RATE MAP

PRINCE EDWARD COUNTY, VIRGINIA
 and Incorporated Areas

PANEL 91 OF 375



Panel Contains:

COMMUNITY	NUMBER	PANEL	SUFFIX
FARMVILLE, TOWN OF	510118	0091	D
PRINCE EDWARD COUNTY	510239	0091	D



VERSION NUMBER
 2.6.4.0
 MAP NUMBER
 51147C0091D
 MAP REVISED
 APRIL 19, 2023

This is an official FIRMette showing a portion of the above-referenced flood map created from the MSC FIRMette Web tool. This map does not reflect changes or amendments which may have been made subsequent to the date on the title block. For additional information about how to make sure the map is current, please see the Flood Hazard Mapping Updates Overview Fact Sheet available on the FEMA Flood Map Service Center home page at <https://msc.fema.gov>.



Town of Farmville

Agenda Item Summary

MEETING DATE: June 17, 2026

ITEM NUMBER: 6.c. – CUP26-003: The applicant is seeking a conditional use permit to allow the conversion of a basement in a single-family home into an accessory dwelling unit (ADU). ADUs are only allowed in the R-1 zoning district with an approved conditional use permit. The 0.298-acre site is located at 1305 Lee Drive on Tax Map ID: 0023A12(01)00-065.

BACKGROUND:

RECOMMENDATION: I move to recommend approval of the conditional use permit, CUP26-003, to Town Council with the conditions stated in the staff report.

FISCAL IMPACT:

ATTACHMENTS:

1. CUP26-003 PC Staff Report
2. CUP26-003 Adjacent Owner Notice
3. CUP26-003 - Vicinity Map
4. CUP26-003 - Aerial Map

MOTION: _____

SECONDED: _____

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



Identification and Location Information

Applicants	Sheila Harrison
Property Owner	Sheila and Paul Harrison Jr.
Location	1305 Lee Drive; Tax Parcel: 0023A12(01)00-065
Ward	A
Acreage	0.298 acres
Zoning	R-1 Low Density Residential
Future Land Use Recommendation	General Commercial
Overlays	n/a
Adjacent Zoning	R-1
Adjacent Uses	Residential
Staff Contact	Ashley Atkins-Austin, CZA: Director of Community Development Phone: 434-392-8465 Email: aaustin@farmvilleva.com Report by Robert W. Dvorak, MNR, CZA Town Planner

Background and Existing Conditions

The applicant is seeking a conditional use permit to allow the conversion of a basement in a single-family home into an accessory dwelling unit (ADU). ADUs are only allowed in the R-1 zoning district with an approved conditional use permit. The 0.298-acre site is at 1305 Lee Drive, Tax Map ID: 0023A12(01)00-065.

Zoning Ordinance Considerations

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

Sec. 29-81. – Definitions. *Accessory dwelling or accessory dwelling unit.* 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.

Sec. 29-22. e. R-1 low density residential; purpose and intent. 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.

Sec. 29-35. b. 1. Accessory Dwelling.

- a. Such structures shall comply with all setback requirements that apply to the primary structure.
- b. Only one (1) accessory dwelling shall be allowed on a lot or parcel of land.
- c. No recreational vehicle may be used as an accessory dwelling.
- d. Prior to installing an accessory dwelling, a permit must be obtained from the town and associated fees paid.



- e. Any accessory dwelling shall comply with all applicable requirements of the state department of health and the Virginia Uniform Statewide Building Code.
- f. No signage advertising or promoting the existence of the structure shall be permitted on the exterior of the structure or anywhere on the property.
- g. The town may revoke the permit if the permit holder violates any provision of this section.

Sec. 29-13. c. 3. c. Standards for review.

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

Comprehensive Plan Considerations

Goals & Strategies: Land Use

- 3. Allow for a wider mix of residential types, including accessory dwellings and live/work units.

- 6. Promote infill and redevelopment in appropriate areas of existing development rather than growing the Town outward.

Utilities

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

Transportation/ Streets

No significant impact to public streets.



Environmental

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

Staff's Findings

- The application appears to meet the standards of review for Conditional Use Permits set forth in Section 29-13. c. 3. c. 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

Staff recommends **approval** of the Conditional Use Permit for an accessory dwelling with the following conditions.

Conditions:

- The structure will be no larger than presented on the construction drawings.
- 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

1. Adjacent Owner Notice
2. Vicinity and aerial maps
3. Applicant assets



COMMUNITY DEVELOPMENT DEPARTMENT

Ashley Atkins-Austin, CZA
Director of Community Development
John Ramsay, Building Official
Robert W. Dvorak, CZA Town Planner
Michelle D. Watkins, CPT
Administrative Assistant II Permit Technician

Date: June 1, 2026

Re: Case # CUP26-003 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, June 17, 2026, 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 CUP26-003:** The Applicant is seeking a conditional use permit to allow the conversion of a basement in a single-family home into an accessory dwelling unit (ADU). ADUs are only allowed in the R-1 zoning district with an approved conditional use permit. The 0.298-acre site is at 1305 Lee Drive, Tax Map ID: 0023A12(01)00-065.

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 Ashley Atkins-Austin at aaustin@farmvilleva.com or by mail to PO Drawer 368, Farmville, VA 23901, to arrive by 4:00 p.m. on Wednesday, June 17, 2026.

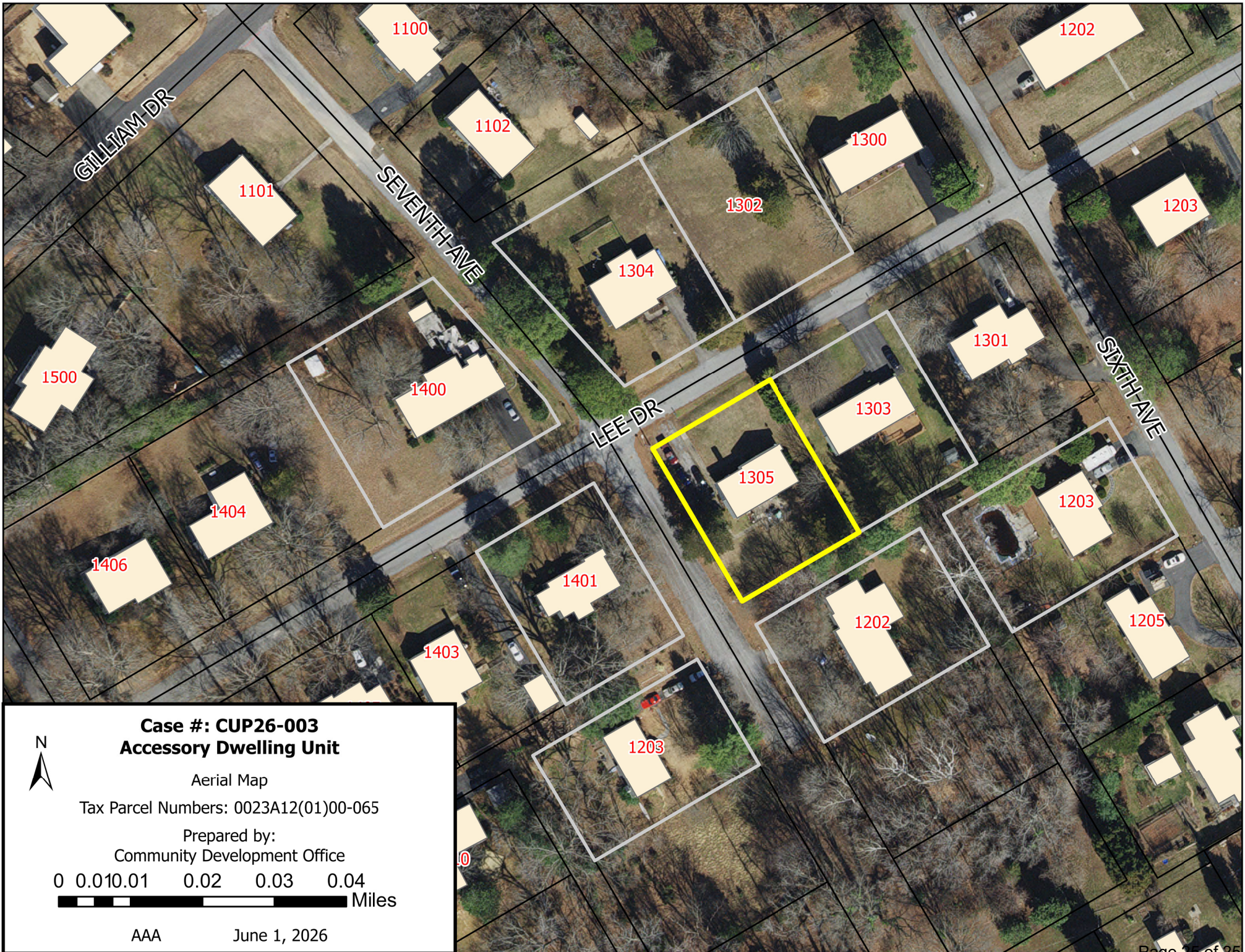
Note that the Town Council will hold a public hearing approximately 3 weeks later, and a separate notice will be sent to you.

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,
Director of Community Development



Case #: CUP26-003
Accessory Dwelling Unit

Aerial Map

Tax Parcel Numbers: 0023A12(01)00-065

Prepared by:
Community Development Office

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Miles

AAA

June 1, 2026