Town of Farmville
Planning Commission

September 16, 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. August 19, 2026 - Meeting Minutes
5. **Public Comment Period - Please Limit Comments to Three Minutes**
6. **Public Hearing**
   a. REZ26-001-Request for amendment to the Official Zoning Map to rezone parcel numbers 110AW2 1 and 110AW2 2 from B-3 Highway Commercial to R-2 Medium Density Residential. Parcel number 110AW2 2 is located at 829 Early Street, parcel number 110AW2 1 is a vacant lot to the right of 829 Early Street.
7. **Old Business**
8. **New Business**
   a. Discussion: Cottage Courts
   b. Discussion: Home Occupations
9. **Staff Updates**
10. **Adjournment**

Town of Farmville

Agenda Item Summary

MEETING DATE: September 16, 2026

ITEM NUMBER: 4.a. – August 19, 2026 - Meeting Minutes

BACKGROUND: Minutes from the regular Planning Commission meeting held on August 19, 2026.

RECOMMENDATION: I move to approve the minutes from the August 19, 2026 regular meeting as presented.

FISCAL IMPACT: No fiscal impact.

ATTACHMENTS:
1. 08-19-2026 DRAFT Planning Commission meeting minutes

MOTION: _____

SECONDED:_____

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

Town of Farmville Planning Commission
Town Council Chamber of the Town Hall
116 North Main Street, Farmville, VA 23901
Wednesday, August 19, 2026

Planning Commission Members Present: Chairperson Miller, Bruce Davis, Patrick Crute, Abigail O'Connor, Jennifer Fraley, and Sydney French.

Planning Commission Members Absent: Cameron Patterson.

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

CALL TO ORDER

Chairperson Miller called the Planning Commission meeting to order at 7:00 PM. Chairperson Miller offered introductory comments explaining the role of the Planning Commission in reviewing land use matters, conducting public hearings, and making recommendations to Town Council.

APPROVAL OF AGENDA

The agenda was amended to remove Public Hearing Case CUP26-004 due to application withdrawal, and to add Code Amendments as a discussion item under New Business. On a motion by Mr. Crute, seconded by Ms. O'Connor, and with all present members voting "aye", the agenda was adopted with the revisions.

CONSIDERATION OF MINUTES

Minutes of Regular Planning Commission Meeting – July 15, 2026

Chairperson Miller noted that the minutes had been distributed and asked if there were any corrections or revisions. On a motion by Ms. Fraley, seconded by Ms. French, and with all present members voting "aye," the minutes from July 15, 2026, were approved as presented.

PUBLIC COMMENT PERIOD

Ellery Sedgwick of STEPS addressed the Commission regarding housing and homelessness initiatives. He described STEPS' purchase of a 50-acre property on Lane Street, formerly Israel Hill, where STEPS proposes a mixed-use community with more than 130 units, including individual homes and multifamily apartments for low-income residents. He also discussed a separate transitional housing project involving 10 or more micro-homes, ranging from approximately 250 to 600 square feet, intended to support homeless clients for up to one year while they receive job training, financial education, and stabilization support.

Mr. Sedgwick stated that STEPS recently purchased a three-acre property in a secluded area of Farmville, currently zoned B-3, and hopes to work with the Planning Commission on a zoning designation suitable for micro-homes and cottages.

OLD BUSINESS

There was no old business presented to the Commissioners.

NEW BUSINESS

Discussion: Dimensional Standards and Code Amendments
Staff presented an overview of zoning ordinance amendments, including housekeeping or administrative amendments, regulatory amendments, policy amendments, and amendments needed for state or federal compliance. Staff noted several recent and upcoming General Assembly actions affecting manufactured housing, minimum off-street parking requirements, accessory dwelling units, public hearing notice timelines, subdivision approvals, and designated-agent review processes.

Policy items discussed included possible cottage court provisions and whether such housing should be allowed by right or by conditional use in certain zoning districts. Commissioners requested more general information before narrowing the discussion to specific zoning districts or standards. Staff also raised the issue of allowing home occupations in commercial districts where mixed-use structures exist, such as an apartment above a downtown business. Commissioners expressed interest in exploring a conditional-use option rather than maintaining a blanket prohibition.

Robert Dvorak presented information on residential dimensional standards, including minimum lot area, setbacks, and building height standards. He explained that current standards may limit the Town's ability to meet housing goals in the comprehensive plan, especially goals related to affordable housing, compact development, and housing variety.

Key intervention points discussed included reducing minimum lot area requirements in R-2 and R-3 districts, reviewing front-yard setback standards in R-1, R-2, and R-3 districts, and aligning R-3 rear-yard setback rules for accessory structures with the more flexible standards already available in R-1 and R-2.

Commissioners directed staff to review dimensional standards holistically rather than focusing only on isolated pressure points. The Commission emphasized affordability, compatibility with the comprehensive plan, preservation of Farmville's community character, and maintaining a human-scale built environment.

STAFF UPDATES
Staff reported that Town Council adopted the comprehensive plan amendments at its previous meeting, and the plan and amendment list would be posted on the Town website. The next Planning Commission meeting was scheduled for Wednesday, September 16, 2026, with continued discussion of ordinances expected and no cases scheduled at that time.

Staff also reported that a sign ordinance committee was being organized, with meeting-date coordination underway and an initial meeting expected the following week.

ADJOURMENT
With no further business, Chairperson Miller called for a motion to adjourn the meeting. On a motion by Mr. Davis, seconded by Mr. Crute and with all present members voting "aye", the meeting was adjourned at 7:56 PM.

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

John Miller, Chairperson

Abigail O'Connor, Secretary

DRAFT

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

Department of Community Development

REZ26-001 –The rezoning of Parcel Numbers 110AW2 1 and 110AW2 2 from B-3 to R-2

Staff Report for 9/16/2026 Planning Commission Meeting

Identification and Location Information

Applicants	Jamie & Ginger Davis
Property Owner	Southern Virginia Homes, LLC (Jamie & Ginger Davis)
Location	Vacant Lot, Early Street – Parcel Number 110AW2 1 (Lot 1) 829 Early Street – Parcel Number 110AW2 2 (Lot 2)
Ward	E
Acreage	Lot 1 = 0.229 acre; Lot 2 = 0.346
Zoning	B-3 Highway Commercial
Future Land Use Recommendation	Moderate Density Residential
Overlays	None
Adjacent Zoning	R-2 Medium Density Residential across Early Street and to the left of the subject parcels. B-3 Highway Commercial to the rear and right of the parcels.
Adjacent Uses	Adjacent uses include single-family dwellings and undeveloped property.
Staff Contact	Ashley Atkins-Austin, CZA, Director of Community Development Phone: 434-392-8465 | Email: aaustin@farmvilleva.com

Background and Existing Conditions

Located on Early Street near its intersection with Jackson Avenue, parcel 110AW2 1 containing 0.229 acre is an undeveloped lot. Parcel 110AW2 2 containing 0.346 acre, is an existing single-family dwelling. The applicant is requesting to rezone both parcels from B-3 Highway Commercial to R-2 Medium Density Residential to allow for the construction of a single-family home on the undeveloped lot and the remodel of the single-family dwelling at 829 Early Street.

Zoning Ordinance Considerations

The R-2 District's purpose and intent is a follows:

- *Medium density residential district, R-2, encompasses medium-density residential areas, both existing and planned, as well as certain compatible public and semipublic land uses. This district should provide a suitable environment for a mix of housing types located in closer proximity to shopping and employment centers.*

Standards for review set forth in Sec. 29-14.a.2.d of the Farmville Zoning & Subdivision Ordinance.

1. Consider the proper relationship of such amendment to the entire zoning plan.
   - The subject properties are along Early Street where residential development is already established. The requested rezoning to R-2 would align the parcels with the existing residential character of the area and the intended residential use of the properties.
2. Consider the integrity and validity of the zoning districts described in this chapter.
   - The purpose of the B-3 highway commercial district is to accommodate commercial uses serving motorists and the traveling public. The subject properties are currently occupied by,

or proposed for, single-family residential uses and front on a street that is of a residential character.

3. Avoid isolated unplanned spot-zoning changes in the zoning district map.
   - The parcels are directly adjacent to R-2 medium density residential zoning. This will not create an isolated residential district surrounded by commercial zoning.
4. Recognize that a certain element of stability is desirable in land use controls, but conditions and standards will change.
   - The proposed rezoning reflects current land use conditions and is in compliance with the future land use map of the comprehensive plan.
5. Consider the right of all citizens to be treated reasonably.
   - The request represents a reasonable use of the property and appears consistent with the residential use of the area.
6. Evaluate changes based on the comprehensive plan and comprehensive analysis of community conditions.
   - The rezoning and proposed use are in compliance with the comprehensive plan.

Comprehensive Plan Considerations

The Comprehensive Plan Existing Land Use Map shows parcel 110AW2 1 as vacant and 110AW2 2 as residential.

The proposed rezoning to R-2 is consistent with Future Land Use designation of Moderate Density Residential.

Utilities

The addition of a single-family home on the vacant property should have no effect on the utilities in the area.

Transportation/Streets

The addition of a single-family home will not have a negative impact on the streets or public transportation in the area.

Environmental

No environmental impacts.

Findings and Recommendations

Staff's Recommendation

Staff recommends that the Planning Commission recommend **approval** of REZ26-001 filed by Jamie & Ginger Davis to rezoning parcel number 110AW2 1 and 110AW2 2 from B-3 Highway Commercial to R-2 Medium Density Residential.

Attachments

1. Application
2. Vicinity and aerial maps

Department of Community Development

Zoning Text and Map Amendment Application

An application for a zoning text or zoning map amendment (rezoning) may be made by the owner, contract purchaser with the owner's written consent, or the owner's agent, of the property on which the proposed amendment is requested. The application shall be submitted to the Director of Community Development/Zoning Administrator and shall be accompanied by the application fee of $500.00.

A pre-application meeting between the Applicant(s) and the Director of Community Development/Zoning Administrator is encouraged.

Once your application is deemed to be complete, the town will evaluate the application and may request that the applicant make revisions as necessary. The application for a rezoning is placed on the agenda with the Farmville Planning Commission for public hearing and recommendation. The Planning Commission will make a recommendation to Town Council to approve, approve with conditions, or deny the request. The Farmville Town Council will hold a public hearing approximately three weeks later for final action to approve or deny the request.

Zoning Text & Map Amendment Checklist:

- ☐ Complete application with original signatures by all necessary parties.
- ☐ Required application fee: $500.00
- ☐ Legal and equitable ownership disclosure statement.
- ☐ A description of the proposed use and, where applicable, the hours of operation and the proposed number of employees/patrons.
- ☐ A written statement of proposed project compatibility with the following:
  - The Comprehensive Plan.
  - The applicable zoning district.
  - The surrounding properties.
  - Current and future neighborhood conditions.
  - Pedestrian and vehicular traffic patterns, on-site and off-site.
  - Adequate public facilities.
- ☐ When requested by the Director of Community Development/Zoning Administrator, the Planning Commission, or the Town Council, the following information shall be provided by the applicant:
  - The architectural elevations and floor plans of proposed building(s).
  - Traffic impact analysis.
  - Fiscal impact analysis.
  - Parking and site circulation analysis.
  - Photographs of property and surrounding area.
  - Environmental impact statement.
  - A preliminary site plan in accordance with Sec. 29-13(e)

Department of Community Development

Zoning Text and Map Amendment Application

I, Jamie Davis and Ginger Davis do hereby petition the Farmville Town Council to amend the Farmville Zoning & Subdivision Ordinance by:

☐ Modifying the zoning district classification of the following property

Current Zoning District B3 Proposed Zoning District RZ

☐ Modifying section(s) _____

Property Information

Property Location 829 and 831 Early Street

Tax Map Parcel Number(s) 110AW2 2 and 110AW(02)00-001

Current Use of Property 829 is a single-family dwelling. currently rented. 831 is a vacant lot.

Proposed Use of Property 829 – continued use as a single-family dwelling. 831 – build a single-family dwelling

Description of Request ① Requesting 829 be rezoned to RZ. It is already an inhabited single family dwelling. ② Requesting 831 be rezoned to RZ to build a single family dwelling. Lots are side by side.

Proffered Conditions (if any, please attach): _____

Ginger Davis 8/22/26

Applicant's Signature Date

Address 510 Park Ave, Farmville VA 23901

Phone Jamie 434 391 4119 Email Jamie customfloorsfvl@gmail.com

Ginger 434 547 7188 Ginger gingergdavis@gmail.com

Department of Community Development

Zoning Text and Map Amendment Application

Property Owner Certification (if applicable)

I/We_____ hereby certify that the applicant named above has the authority vested by me to make this application.

_____ _____

Property Owner's Signature Date

Address _____

Phone_____ Email _____

RECEIVED

AUG 2 4 2026

For Staff Use Only

Date Received _____

Case Number REZ26-001

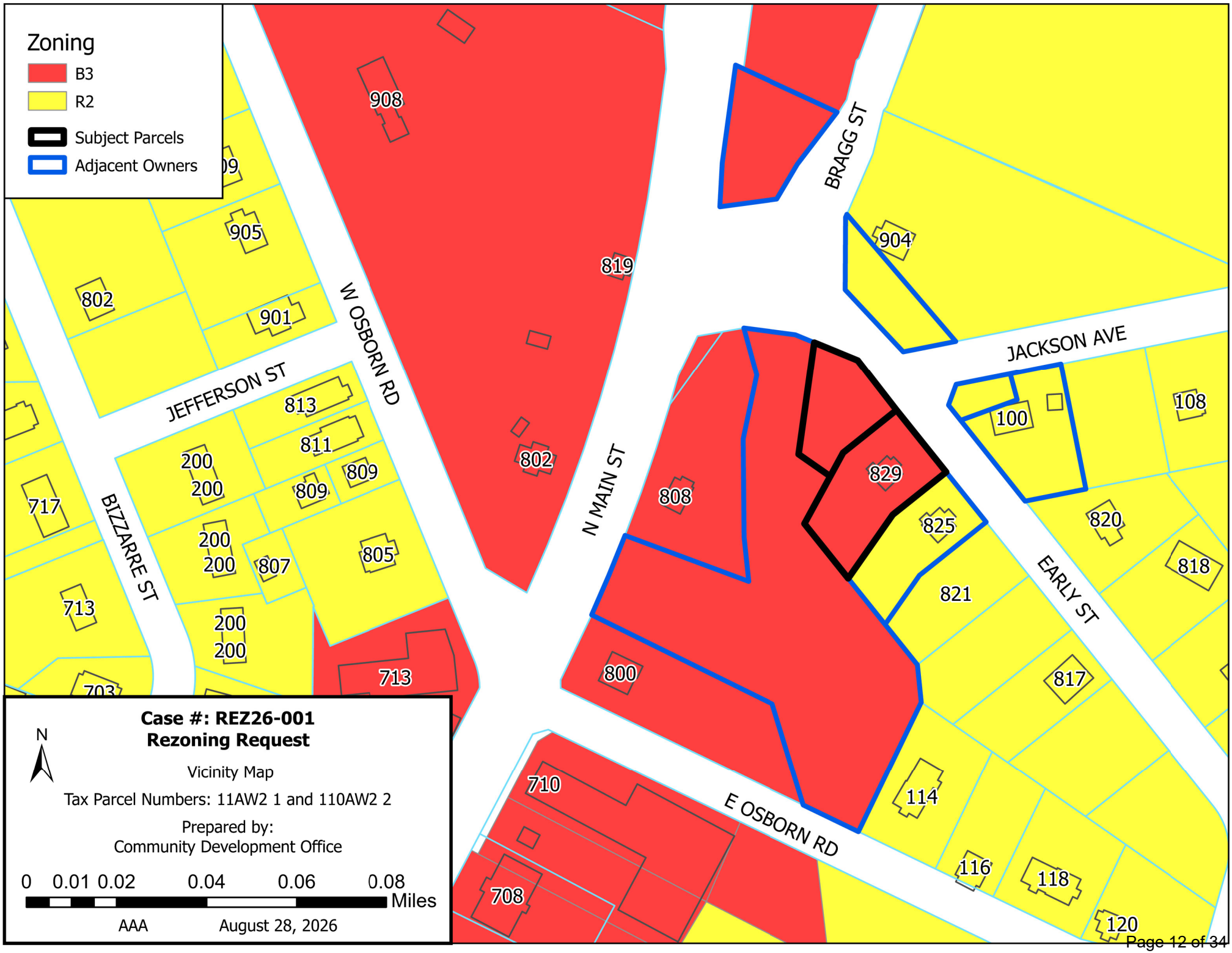
Fees Paid ✓

Planning Commission Hearing Date _____

Planning Commission Action _____

Town Council Hearing Date _____

Town Council Action_____


Zoning
B3
R2
Subject Parcels
Adjacent Owners
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BRAGG ST
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E OSBORN RD
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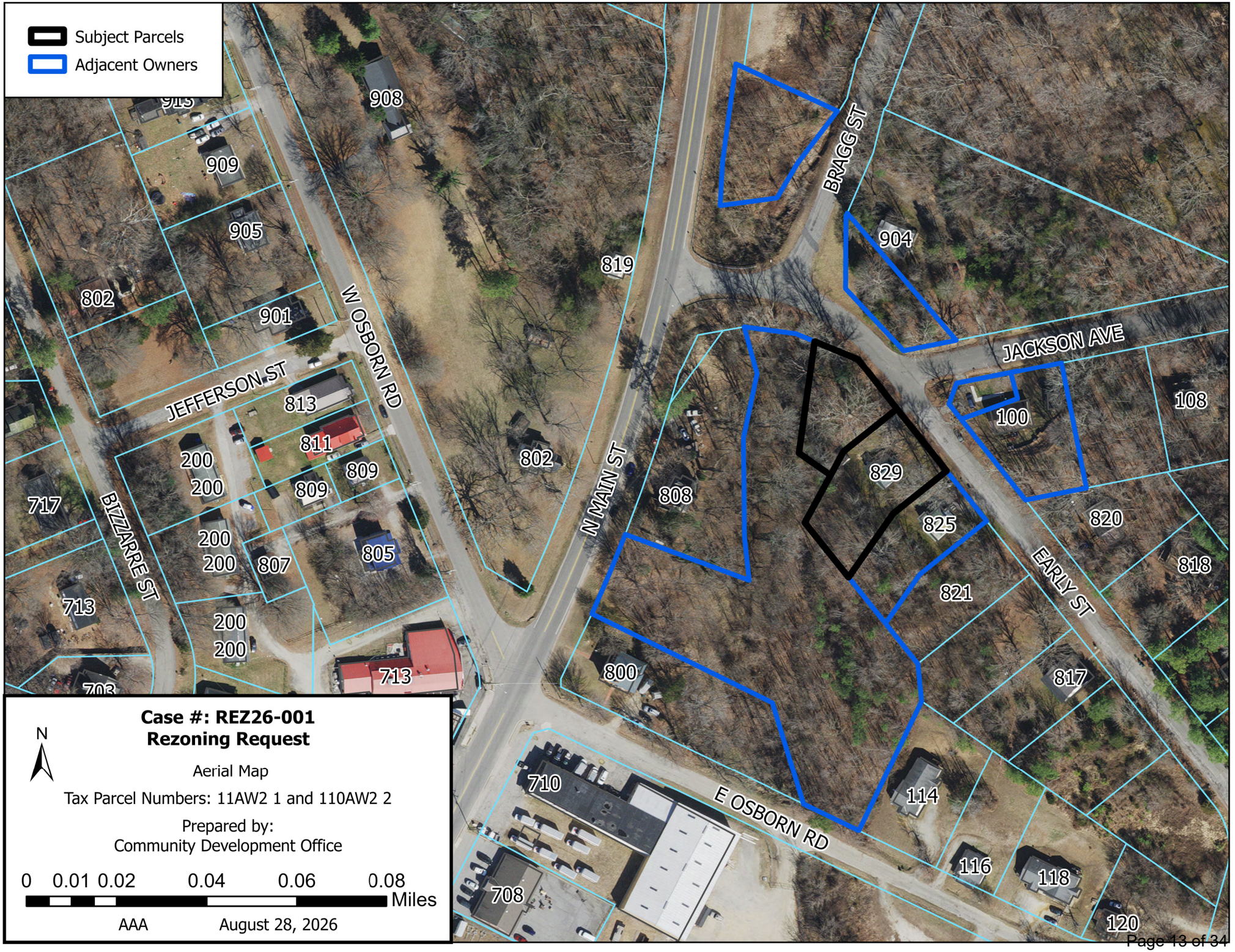
Case #: REZ26-001
Rezoning Request
Vicinity Map
Tax Parcel Numbers: 11AW2 1 and 110AW2 2
Prepared by:
Community Development Office
N
0 0.01 0.02 0.04 0.06 0.08
Miles
AAA
August 28, 2026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Town of Farmville

Agenda Item Summary

MEETING DATE: September 16, 2026

ITEM NUMBER: 8.a. – Discussion: Cottage Courts

BACKGROUND:

RECOMMENDATION:

FISCAL IMPACT:

ATTACHMENTS:
1. ZTA26-002 Staff Report
2. ZTA26-002 Staff Report - Attachment 1
3. Cottage Courts Presentation

MOTION: _____

SECONDED: _____

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

DATE: September 14, 2026
TO: Planning Commission
FROM: Robert Dvorak, MNR, CZA, Town Planner
RE: Code Amendment request ZTA26-002

Background

Localities across Virginia are adopting diverse residential uses into their ordinances to offer more flexibility to property owners and to bring affordable housing options to market. While cottage courts represent a development pattern that has been present in human building since early civilization, the term in modern land use planning began in the 1990s. These early examples had to get creative with existing zoning codes, however the use is now well established as a standalone in many localities. The proposed ordinance amendments to follow as **Attachment 1** are based on the City of Waynesboro's 2025 amendments.

The accompanying staff presentation will introduce three case studies and an example of a development that exists in the Town of Farmville already and can be defined as a cottage court. Each example chose a different ownership model, and that flexibility allows the housing supply to react to demand from the potential residents. Those models include operating each unit as long-term rentals with ownership retained by a business entity or offering each unit for sale like condominiums with common space ownership retained by a homeowner's association. The creation of cottage courts as a residential zoning use can contribute to the Town's broader housing diversity and affordability strategies.

Comprehensive Plan Considerations

Chapter 4. Population and Housing

Goal*: Provide for the needs of a diverse community with quality, affordable housing for all.*

- Strategy 13: *Promote the development of diverse and affordable housing stock that meets the needs of current and future residents.*

Chapter 7. Land Use

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

- Strategy 27*. Allow for a wider mix of residential types, including accessory dwellings and live/work units.*
- Strategy 28. *Allow for higher density development in select downtown and university areas.*
- Strategy 29. *Promote infill and redevelopment in appropriate areas of existing development rather than growing the Town outward.*

Attachments

- **Attachment 1.** Proposed ordinance language – Staff recommends amending the definition section to include a definition of “cottage courts”. With the new use defined, amend the zoning use matrix to reflect where the use is allowed in the zoning map. Standards for the specific use should be added, especially indicating required minimum conditions if the use is allowed through a conditional use permit. Finally, off-street parking standards should be added to Sec. 29-33.

Section 29-81. - Definitions.

Cottage Court. A group of small dwelling structures that may be made up of detached or attached units. The majority of the units should front around a common open space with private open spaces provided for each unit.

Section 29-22. a. Table 1. Zoning Use matrix

	R-1	R-2	R-3	R-4	B-1	B-2	B-3
Cottage Courts	C	C	B			C	C

Section 29-35. (b). - Standards for specific uses

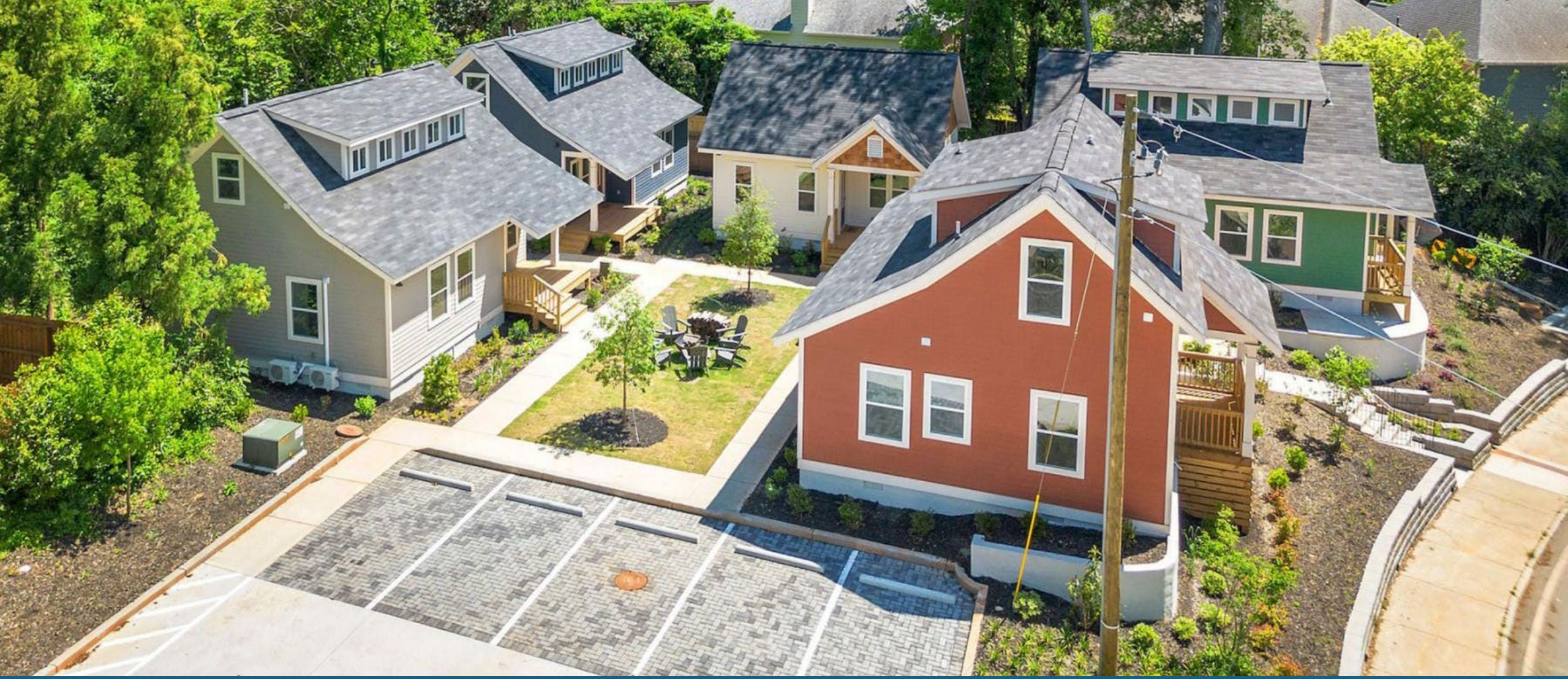
5. Cottage Courts

a. A Cottage Court development should endeavor to "fit in" or be consistent with the design and uses that comprise the surrounding neighborhood. Architectural details shall be submitted with the conditional use permit application to show how the development will be compatible with the broader neighborhood.
b. If the cottage court housing units are individually saleable, all common areas or shared improvements shall be dedicated to and maintained by a homeowners' association or condominium association, as applicable.
c. Cottage courts shall not be used as short-term rentals
d. Cottage courts shall require a site plan in accordance with Sec. 29-13. (e).
e. Cottage court units are limited to a maximum of 1,000 square feet of finished floor area and 1,500 square feet gross square footage.
f. Common area/space requirements
    1. 400 square feet of common space per cottage court unit is required.
    2. Common areas should consist of a central space or a series of interconnected spaces.
    3. At least 50% of the units shall abut the common open space, all of the units shall be within reasonable walking distance of the common open space, and the common open space shall have cottages abutting at least two sides.
    4. Stormwater facilities, connections between common areas, parking areas, driveways, and other physically constrained areas such as wetlands or steep slopes cannot be counted towards the common area requirements.
    5. All units shall have access to the common areas and public sidewalk through the use of walkways. These walkways shall be at least five feet wide and consist of a material that meets current ADA accessibility standards.
g. Private areas

1. Each cottage housing unit shall be provided a minimum of 200 square feet of useable private open space.
2. The private open space shall be screened or otherwise separated from the common open space to create a sense of separate ownership and may include front or back yards, gardening areas or patios.

Sec. 29-33. h. Table 6: Minimum Off-Street Parking Requirements

Cottage court	1.) 1 parking spaces are required per cottage court unit. 2.) Parking areas, rather than individual driveways, are encouraged. Parking areas should be clustered in logical areas throughout the development. If the property has existing alley access, parking areas may be accessed from the alley. 3.) Parking may be located within an accessory structure such as a multi-car carport or garage, but such structure shall not be attached to individual cottages, except that single-car garages and carports may be attached to the rear of individual cottages. 4.) Parking shall be oriented to ensure the cottage housing units are the main focal point of the development. 5.) Parking areas shall be landscaped in accordance with the applicable landscape standards of Sec. 29-32. g.



Department of Community Development

Cottage Court Overview SEP 2026

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

TOWN OF FARMVILLE
Est. 1798

What is a cottage court?

Sample definition:

Cottage Court. A group of small residential buildings that may be made up of detached, attached, or tiny houses. The majority of the units should front around a common open space with private open spaces provided for each unit (City of Waynesboro, 2025).

Background

The first example of a cottage court in modern land use was the Third Street Cottages, Langley, WA, designed by Ross Chapin. Cottage courts are a type of *missing middle* housing, rarely constructed since the post-WWII 1940s (Ross Chapin Architects, n.d. & Parolek, 2020).

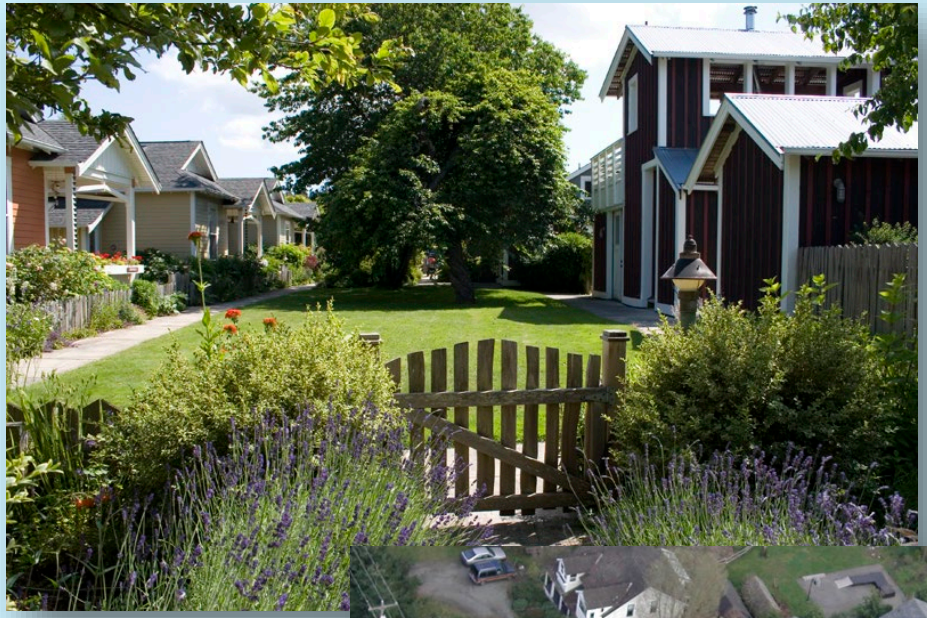


Image 2. Third Street Cottages, Ross Chapin Architects

Image 3. Third Street Cottages, Ross Chapin Architects

Missing middle housing

Missing middle housing occupies the space between the extremes of the below graphic. Advocates look for housing patterns that are close in scale to single family units but offer more units per structure or lot (Parolek, 2020). Cottage courts represent a gentle transition from single-family homes by reinforcing the human scale character of the existing built environment.

Image 4. Missing middle housing (Opticos Design, Inc., 2020)

Missing middle housing (cont.)

Image 5. Stacked triplex (Bruinier & Assoc.)

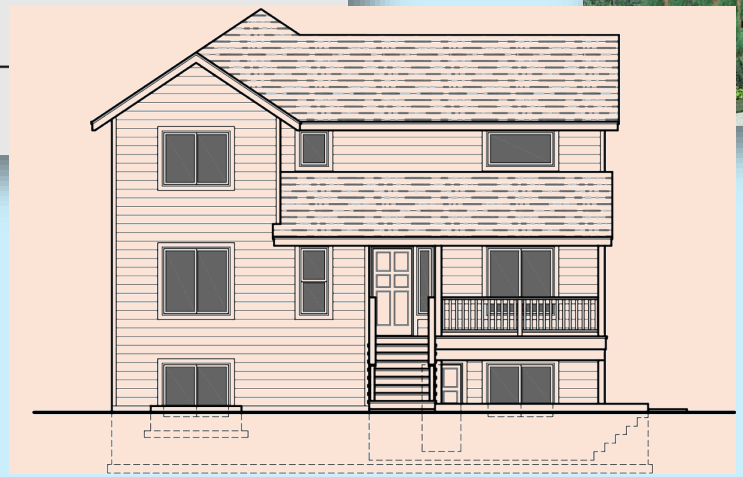


Image 6. 6 Bedroom duplex (Bruinier & Assoc.)

Image 7. Carriage house (ADU) (Bruinier & Assoc.)

Affordable

To Build:

- **With more units per acre or per lot, the cost of land per unit decreases**
- **Smaller units reduce the material cost per unit**
- **Sustainability features can be included at the design phase rather than retrofitting**

To Live:

- **Smaller footprint / construction cost reduces purchase or rental price**
- **Outdoor maintenance costs are reduced by inclusion of common space and smaller private open space**
- **Infill siting reduced dependence on automobile travel**

Case Study: The Cottages

Location: 1415 Pine Cone Road, Moscow, Idaho
Date: 1997 - 1999

This project was a 16-unit infill on a single lot of a subdivision. The site was 1.43 acres, and although multifamily development was allowed at the time, the use of independent structures was novel for the municipal staff. The parcel is surrounded by single-family homes and open space on all sides.

High Points:

- Integrated with existing multimodal network
- Accommodated young families with green space
- Easier adaptation to difficult terrain

(Arendt, 2017)

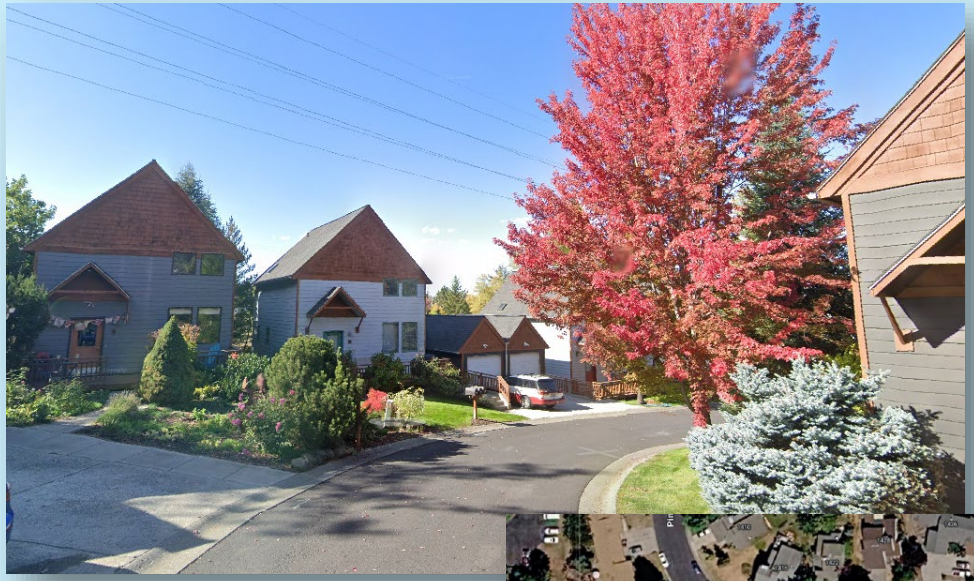


Image 8. Street view of the development

Image 9. Aerial view of the development

Case Study: Poplar Gardens

Location: Poplar Avenue, North Boulder, Colorado
Date: 1994-1996

This project totaled 14 units in mostly built out part of North Boulder. The site was 1.4 acres and was the result of a partnership between a local affordable housing nonprofit and the Boulder Housing Authority. The land is in a land trust and there is a 3% limit on annual appreciation, retaining long-term affordability.

High Points:

- Shade trees around shared green
- Picket fencing to create private space for individual units
- Garage for each unit rather than surface parking.

(Arendt, 2017)

Image 10. Street view of the development

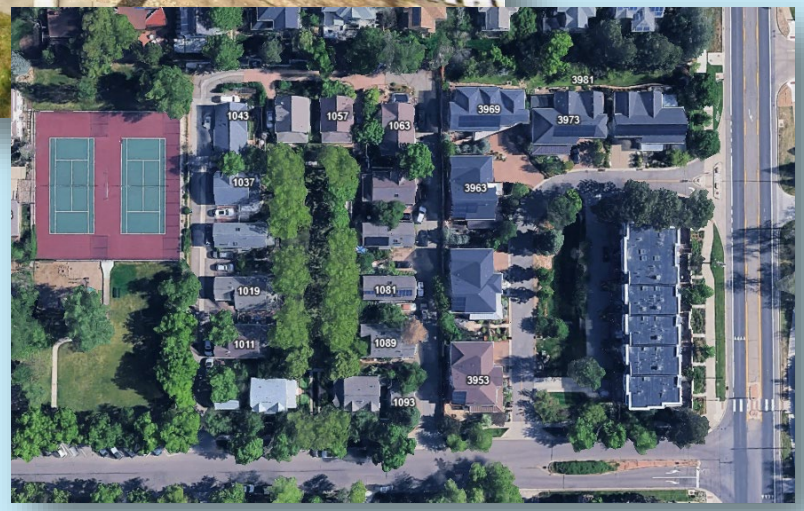


Image 11. Aerial view of the development

Case Study: Calley Commons

Location: Calley Street, Ashland, Virginia
Date: 2024-Present

This 9-unit cottage court proposal was approved in 2024 as a component of a larger subdivision. The lot devoted to the cottage court is 1.68 acres. As a landlocked parcel the project does involve the addition of right of way to extend and connect to existing infrastructure.

High Points:

- Proffered conditions aligned with design guidelines
- New right of way to increase connectivity
- Residential Incentive Zoning

(Town of Ashland, 2024)

Image 12. Proposed plan of development

Home grown

This existing development on 1st Street would be defined as a cottage court!

Resources

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

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- Opticos Design Inc. (2020). Missing Middle Housing. Opticos Design Inc. retrieved August 31, 2026. https://missingmiddlehousing.com/
- Parolek, D. (2020). *Missing Middle Housing: Thinking Big and Building Small to Respond to Today's Housing Crisis*. Island Press. retrieved August 31. 2026. https://www.amazon.com/Missing-Middle-Housing-Thinking-Building/dp/1642830542?asin=1642830542&revisionId=&format=4&depth=1 (MMH Book)
- Ross Chapin Architects. (n.d.) *Third Street Cottages*. Retrieved August 31, 2026. https://rosschapin.com/projects/pocket-neighborhoods/small/third-street-cottages/
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Town of Farmville

Agenda Item Summary

MEETING DATE: September 16, 2026

ITEM NUMBER: 8.b. – Discussion: Home Occupations

BACKGROUND: See staff report.

RECOMMENDATION: No motion needed at this time.

FISCAL IMPACT: No fiscal impact.

ATTACHMENTS:
1. ZTA26-003 Home Occupations PC Staff Report
2. Attachment B

MOTION: _____

SECONDED: _____

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

DATE: September 8, 2026
TO: Planning Commission
FROM: Ashley Atkins-Austin, CZA, Director of Community Development
RE: Code Amendment request ZTA26-003 to amend Sec. 29-22.a Table 1 of the Farmville Zoning & Subdivision Ordinance.

Summary

A code amendment request to address home occupations in residential units located in commercial districts.

Background

Residential units are allowed in the R-1, R-2, R-3, R-4, B-2, and B-3 zoning districts as either by-right or conditional uses. Mixed use structures are allowed in the B-1, B-2, and B-3 zoning districts, allowing residential units to be located on the second floor and any higher floor by-right. A mixed use structure also allows a first floor residential unit that is not visible from a public street and/or shielded from a public street by office or retail space or a lobby that maintains a commercial appearance.

The Farmville Zoning & Subdivision Ordinance allows home occupations, class A in all residential districts. Class A home occupations are a less intensive category of home-based businesses. The operator lives in the dwelling and has no additional employees working at the site. They typically do not distract from the primary dwelling use of the property and take up 35% or less of the gross floor area of the dwelling unit. A class A home occupation can sometimes be conducted within an accessory structure on the property. The business can serve no more than five (5) clients or customers at one (1) time on a regular basis. Class A is permitted by-right because the impacts to adjacent owners should be minimal.

Home occupations, class B are allowed conditionally in the R-3, B-1, and B-2 zoning districts. Class B home occupations are generally considered to be a more intensive home-based business. While still secondary to the primary use of the property, it allows greater business activity, more employees, and more customer traffic. Specifically in our ordinance, class B allows not more than two (2) full or part-time outside employees and no more than ten (10) clients or customers allowed on the premises at any one (1) time on a regular basis.

There are standards for home occupations listed in Sec. 29-35.d.10. All home occupations are subject to the following general standards:

a. No signs shall be permitted.
b. The area devoted to the home occupation shall not exceed thirty (35) percent of the gross floor area of the dwelling unit.
c. Use shall be conducted as an accessory use and shall not change the character of the dwelling unit nor have any exterior evidence of its use.
d. The type and volume of traffic generated by a home occupation shall be consistent with the traffic generation characteristics of other dwellings in the area.

e. The home occupation shall not increase the demand on water, sewer, or garbage collection services to the extent that its use combined with the residential use of the dwelling shall not be significantly higher than is normal for residential uses.
f. The equipment used by the home-based business and the operation of the business shall not create any noise, vibration, heat, glare, dust, odor or smoke discernible at the property lines or use or store hazardous materials in excess of quantities permitted in residential structures.
g. The operator of a home occupation use shall secure a town business license and obtain a home occupation use permit.
h. Approval of a home occupation use shall be revocable at any time by the Town because of the failure of the owner or operator of the use covered by the approval to observe all requirements of law with respect to the maintenance and conduct of the use and all conditions imposed in connection with the approval.
i. Approval of a home occupation use shall stand revoked, without any action by the town, if the use authorized has been intentionally abandoned, has ceased for a period of one (1) year, has not commenced within one (1) year of approval, or does not have a current business license.

Staff proposes amending the Zoning Use Matrix listed in Sec. 29-22.a. Table 1 by allowing Home occupations, class A as by-right in the B-1, B-2, and B-3 zoning districts.

Attachments

Proposed ordinance amendment is shown in **Attachment B**.

Sec. 29-22. - Primary zoning district regulations.

(a) Zoning use matrix. Permitted uses shall be permitted in accordance with table 1. Table 1 provides all use types and all zoning districts where the use type is permitted ("B") or permitted with approval of a conditional use permit ("C") in accordance with the requirements of article II. Additional standards for specific uses shall apply as provided in section 29-35.

Table 1: Zoning Use Matrix

Use Types	R-1 Low Density Residential	R-2 Medium Density Residential	R-3 High Density Residential	R-4 Mobile Homes	B-1 Downtown Commercial	B-2 Transitional Commercial	B-3 Highway Commercial
B: By-right C: Conditional							
Residential							
Accessory Dwelling	C	B	B				
Group home	B	B	B				
Manufactured home				B			
Multi-family dwelling			B			C	B
Single family dwelling, attached	B	B	B			C	
Single family dwelling, detached	B	B	B			C	
Townhouse dwelling		B	B			B	C
Two-family dwelling		B	B			C	
Civic							
Cemetery	B						
Clubs			C		B	B	B
Education facility, college/university	C	C	C		C	C	C
Education facility, primary/secondary	C	C	C		C	C	C
Emergency shelter						B	B
Public assembly			C		C	C	
Public maintenance and service facility		C					C
Public use	C	C	C	C	B	B	B
Public park and recreation area	C	C	C	C	C	C	
Religious assembly	C	C	C		B	B	B
Shelter					B	B	B
Commercial							
Auction barn					C	C	C
Automobile rental/leasing						C	B
Automobile repair service					C	C	B
Automobile sales						C	B
Bed and breakfast	C	C	C		B	B	
Brewery or distillery					C	C	B

Business or trade school					C	C	B
Car wash						C	C
Clinic					B	B	B
Commercial indoor recreation/amusement					B	B	B
Commercial outdoor recreation/amusement	C					C	B
Commercial vehicle repair							C
Communications service					B	B	B
Construction sales and service							B
Construction yard							C
Consumer repair service					B	B	B
Day care center	C	C	C		C	B	C
Equipment sales and rental							C
Family home day care	C	C	C		C	B	C
Farmer's market						B	B
Financial institution					B	B	B
Funeral homes						B	B
Garden center						B	B
Gasoline stations						B	B
Greenhouse, commercial						B	B
Home occupations, class A	B	B	B	B	**B**	**B**	**B**
Home occupations, class B			C		C	C	
Hospitals		C	C		C	C	C
Hotels, motels					B	B	B
Kennel						C	C
Laboratory, research, and development						B	B
Laundry, commercial							B
Life care facility			C			C	C
Manufacturing							C
Manufacturing, small-scale							B
Micro-brewery					B	B	B
Mini distillery					B	B	B
Mini warehouse						C	C
Mixed use structure					B	B	B
Nursing home			C			C	C
Office, general			C		B	B	B
Office, medical			C		B	B	B
Outdoor display						C	C

Personal improvement services			C		B	B	B
Personal services			C		B	B	B
Recycling center							C
Restaurant, general					B	B	B
Restaurant, mobile			C		B	B	B
Restaurants, drive in						C	B
Shopping center						C	B
Short-term rental business	B	B	B		B		
Specialty food shop			B		B	B	B
Store, adult							C
Store, general					B	B	B
Store, grocery					B	B	B
Store, liquor					B	B	B
Store, neighborhood convenience	C	C	B		B	B	B
Store, specialty					B	B	B
Studio, fine arts					B	B	B
Tasting room					B	B	B
Tattoo parlor and/or body piercing salon						B	B
Transportation terminals						C	C
Veterinary hospital/clinic					C	C	B
Warehouse							B
Wholesale sales						C	B
Winery					C	C	B
Miscellaneous							
Accessory structure	B	B	B	B	B	B	B
Amateur radio tower	B	B	B	B	B	B	B
Broadcasting or communication tower	C	C	C			C	C
Cemetery, private	C						
Garage, private	B	B	B		C	C	C
Parking facility					C	C	C
Recreation facility, private	B	B	B			C	
Utility service, major	C	C	C			C	C
Utility service, minor	B	B	B	B	B	B	B