



Town of Farmville Planning Commission

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

Agenda Wednesday, August 17, 2022 @ 7:00pm

1. **Call to Order** (please silence devices)
2. **Roll Call**
3. **Approval of Agenda**
4. **Consideration of Minutes**
 - a. Minutes of the Regular Planning Commission Meeting – July 20, 2022
5. **Public Participation – Speakers have three (3) minutes to make statements on non-agenda items.**
6. **Public Hearings (none) - Speakers have three (3) minutes to make statements.**
 - a. Staff Report
 - b. Public Participation
 - c. Planning Commission Deliberation
7. **Staff Updates**
8. **Old Business**
 - a. Status of ZTA22-001 (additional height regulations) and ZTA22-002 (B-2/ B-3/ political and campaign signs)
9. **New Business**
 - a. Moton Museum Gateway Overlay District
 - b. Staff Items
 - c. Commission Items
10. **Adjournment**

**Town of Farmville Planning Commission
Town Council Chamber of the Town Hall
116 North Main Street, Farmville, VA
23901 Wednesday, July 20, 2022**

CALL TO ORDER

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

ROLL CALL

Planning Commission Members Present: Vice-Chairperson Cameron Patterson, Secretary Abigail O'Connor, Jerry Davenport, Jayne Johnson, and Rhett Weiss.

Planning Commission Members Absent: Chairperson John Miller and Patrick Crute

Staff Present: Director of Community Development Lee Pambid and Administrative Assistant II Michelle Watkins

Introduction of new Commissioner: Vice-Chairperson Patterson Introduced Mr. Rhett Weiss, new Commissioner for the Town of Farmville Planning Commission.

Mr. Weiss briefly shared his background with the Commission. He stated that he joined the Farmville, VA community on December 1, 2021. He had previously been in attendance with the public audience at a Town of Farmville Planning Commission meeting and expressed that the matters of planning, land use, and zoning is near and dear to his heart.

Mr. Weiss is a lawyer by training, but no longer practices law. He also has professional experience in real estate related land use and zoning, economic development on the behalf of various companies, and that he had been an executive for Google and Amazon.

APPROVAL OF AGENDA

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

CONSIDERATION OF MINUTES

Minutes of Regular Planning Commission Meeting -June 15, 2022

Vice-Chairperson Patterson noted that the minutes had been likewise distributed and asked if there were any corrections or revisions. On a Motion by Ms. O'Connor, seconded by Mr. Davenport, and with all present members voting "aye," the minutes from June 15, 2022, were approved as presented.

PUBLIC PARTICIPATION

Vice-Chairperson Patterson opened the public participation portion of the meeting. Mr. Pambid reported that staff had not received any comments or requests to speak from the public.

PUBLIC HEARINGS

There were no public hearings scheduled.

STAFF UPDATES

Mr. Pambid reported to the Commission that there was a monthly department report included in their meeting package that they had received. He noted the report contained qualitative information in terms of what staff has been doing from a training standpoint and other activities in the department. The report also contained statistics on permit approval, FAB ridership, and airport fuel sales.

Mr. Pambid shared with the Commission that the Town of Farmville is re-advertising for the Building Official position. He mentioned that the Board of Zoning Appeals was scheduled to meet on June 23, 2022, However, the meeting was rescheduled for Thursday July 28, 2022 due to unforeseen circumstances.

Vice-Chairperson Patterson followed up by providing the Commissioners with details of the Reimaging Longwood Village briefing which was listed as an item of interest in the staff report. He shared that STEPS, a local non-profit organization in Farmville has been leading an effort to partner with the Better Housing Coalition of Richmond. He mentioned that the organizations are exploring the possibilities of the future use of Longwood Village. He provided the Commission with upcoming meeting dates and encouraged them to attend.

OLD BUSINESS

Mr. Pambid provided the Commissioners with a brief update on the status of ZTA22-001 and ZTA22-002. He shared that the amendments are currently in the Town Councils' domain and the public hearings will most likely be held within the next month or so.

NEW BUSINESS

Mr. Pambid spoke briefly about the Moton Museum Gateway Overlay District. He provided the Commission with a map that contained a draft from Georgia State University illustrating the overlay boundaries. He spoke about the district boundaries, language and extent of regulation, and type of review and decision. The next steps were to finish the first draft of language and present it to the stakeholders such as Georgia State University, Town Staff, Planning Commission, and Council Committee in August 2022.

Vice-Chairperson Patterson followed up by mentioning to the Commissioners that the Moton Museum is currently going through the World Heritage designation process. They have been working with thirteen other civil rights sites across the South to submit a joint serial nomination. He indicated that the World Heritage status is the highest form of historic designation that a historic site can receive, which is administered by a group called UNESCO.

The Commission and Staff briefly discussed the overlay district.

OTHER ITEMS OF INTEREST

Mr. Davenport expressed his enthusiasm for the process and discussion of the Moton Museum.

ADJOURNMENT

With no further business, Vice-Chairperson Patterson called for a motion to adjourn the meeting. On a motion by Mr. Davenport, seconded by Ms. O'Connor and with all present members voting "aye", the meeting was adjourned at 7:52 PM.

Respectfully submitted by Michelle D. Watkins, Administrative Assistant II

Dr. John Miller, Chairperson

Abigail O'Connor, Secretary

DRAFT



MEMORANDUM

To: Farmville Planning Commission
From: Leander N. "Lee" Pambid, CZA, MURP, MPA, Director of Community Development
Date: Tuesday, August 16, 2022
Subject: Addendum to the Packet for the August 17 Meeting

Referral of Zoning Text Amendments

The Town Council has referred the above referenced zoning text amendments (ZTA) back to the Planning Commission additional consideration.

ZTA22-001 is an amendment that adds *Section 29-22.1- Additional height regulations* to regulate the height of certain structures and architectural features and provide more definitive measurements where none exist currently for said structures and features.

The Council's discussions centered exclusively on the flagpole height of 20'. It is this height dimension that they request be reconsidered, as there are some flagpoles in Town that exceed 20'. Possibilities for revision may include keeping 20' for flagpoles in residential districts and increasing the height for flagpoles to 30' or 40' in business districts. The Planning Commission may also consider a local government exemption from the maximum height for any of the listed features, including flagpoles.

ZTA22-002 is an amendment for certain signs regulations in Section 29-31. The Town Council had no issues with the B-2 and B-3 sign regulations as recommended. However, the issue of political and campaign signs was held back by the Planning Commission and was minimally discussed by the Town Council. At the Commission's public hearing in June, Vice Chairman Patterson suggested that political and campaign signs be allowed as soon as a candidate or ballot question qualifies for the ballot. This seems reasonable and language could easily be crafted to that effect.

Since this ZTA has been referred back, Staff suggests that the Commission may also take this opportunity to consider adding a local government exemption only for sign area (allowing up to a certain percentage above the stated maximum) in all zoning districts. Currently, governmental signs are required to comply with the same regulations.

Please note that the Staff has fielded inquiries regarding the 15 square foot maximum sign area in the B-1 downtown business district. While the Staff is not prepared to present on this in August, it will consider some draft regulations and present them in the future.



MEMORANDUM

To: C. Scott Davis, LPD, Town Manager
From: Leander N. "Lee" Pambid, CZA, MURP, MPA Director of Community Development
Date: Tuesday, August 9, 2022
Subject: Director's Monthly Report (July 2022), Department of Community Development

Statistics

Item	Amounts	Notes
Zoning Permits	10	
Building Permits	16 Total	
	1	New single-family construction
	1	Manufactured homes
	9	Trades (mechanical, electrical, plumbing)
	1	Structural (interior renovations)
	1	Structural (exterior improvements)
	3	Signs
FAB Ridership	2,831 riders total 10,217 miles 566.5 service hours	FAB is currently advertising for a Bus Operations Aide (van driver).
Fuel Sold at KVVX	91 sales \$14,937.65 2,349.1 gallons	2,345.2 gallons AV 3.9 gallons Jet A

Items of interest

- The Staff selected WE Nash Surveying for an environmental services consultancy, including surveying, floodplain management, and erosion and sediment control program management. The contract is pending approval.
- The Staff participated in the following meetings and trainings in July:
 - Moton Museum Overlay with Cam Patterson and Anne Farrissee of Georgia State University (Pambid)
 - Farmville Regional Airport Disadvantaged Business Enterprise Stakeholders virtual session (Pambid and Austin)
 - Reimagining Longwood Village community stakeholders (Pambid)
- Farmville Regional Airport (KVVX) updates:
 - The Runway Safety Area Grading Project will necessitate the runway closure on Monday, August 15, 2022.
 - The project, once started, is expected to take 60 calendar days including holidays and weekends to complete. The airport closure will be limited to 45 days.

- The Planning Commission met on July 20, 2022.
 - The staff provided them with information on the Moton Museum Gateway Overlay District progress.
 - The Planning Commission is scheduled to meet on Wednesday, August 17, 2022.
- The Board of Zoning Appeals met on July 27, 2022.
 - They heard Case BZA22-002-VAR and denied a variance request for Buddy's Rentals at 1407 South Main Street.
 - One BZA member (P. Pairet) and one staff member (A. Austin) is taking the Certified BZA Course.

Staff Contacts | Department of Community Development

Ashley Austin	GIS Analyst/ Grants Coordinator	aaustin@farmvilleva.com	434-392-2114
Phillip Moore	Building Official (<i>Interim</i>)	pmoore@farmvilleva.com	434-392-8465
Leander N. "Lee" Pambid	Director of Community Development	lpambid@farmvilleva.com	434-392-8465
Michelle Watkins	Administrative Assistant II	mwatkins@farmvilleva.com	434-392-8465



Background

As part of its requirements to be designated a World Heritage Site in conjunction with several other civil rights sites throughout America, an overlay district must be established to protect existing properties and providing enhanced standards for redevelopment around the Robert Russa Moton Museum site.

Both the zoning ordinance and the zoning map must be amended to include this district, once compiled. Please note that separate public hearings are needed for each the zoning ordinance and zoning map. Staff recommends they be held at the same meeting.

Town and Museum Staff have corresponded and conferred with Anne Farrissee, Project Manager for the Georgia State University World Heritage Initiative, which serves as coordinator for the application. The Town Staff has reviewed several examples of overlay districts and design guidelines from around the country provided by GSU, having made comments and asked questions back to the GSU staff about how and what to implement here in Farmville.

The Staff's three main considerations include:

- Extent of the boundaries/ district
- Language and extent of regulation
- Type of review and decision (administrative by staff vs. discretionary by a board)

The Staff will briefly explain these considerations with and show mapping to the Commission on Wednesday, August 17.

Additional Information

An overlay district is a type of zoning district that establishes a additional regulations for various purposes (typically enhancement, protection, and safety) while maintaining the original zoning classification intact. For instance, a property can both be in a residential R-1 district and in a historic district. Farmville has one other established overlay district for the regulation of development within the floodplain. **Other types of overlays** include historic and architectural districts, entrance corridors, airport safety and approaches, agriculture and forest districts, tourism and business incentive districts, and special flood hazard areas (flood plains).

Town and Museum Staffs have consulted and circled the following dates for a tentative schedule:

Wed 8/17	PC meeting and discussion on overlay; Announce engagement session
Thurs 9/8	Public engagement session at Moton Museum, 6pm
Wed 9/14	Town Council regular meeting & discussion;
Wed 9/21	PC meeting and discussion on overlay; Authorize public hearing
Wed 10/5; Wed 10/12	Town Council worksession & regular meeting (discussion, if needed)
Wed 10/19	PC- 2 public hearings (zoning ordinance and zoning map amendments)
Wed 11/2; Wed 11/9	Town Council worksession (discussion) & regular meeting (2 public hearings)



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

Department of Community Development

Staff Report: Moton Museum Gateway Overlay Update #2

Attachments

Attachment A- most recent version of draft boundaries as discussed between staff of Moton Museum, GSU, and Farmville.

Attachment B- **DRAFT** overlay district language

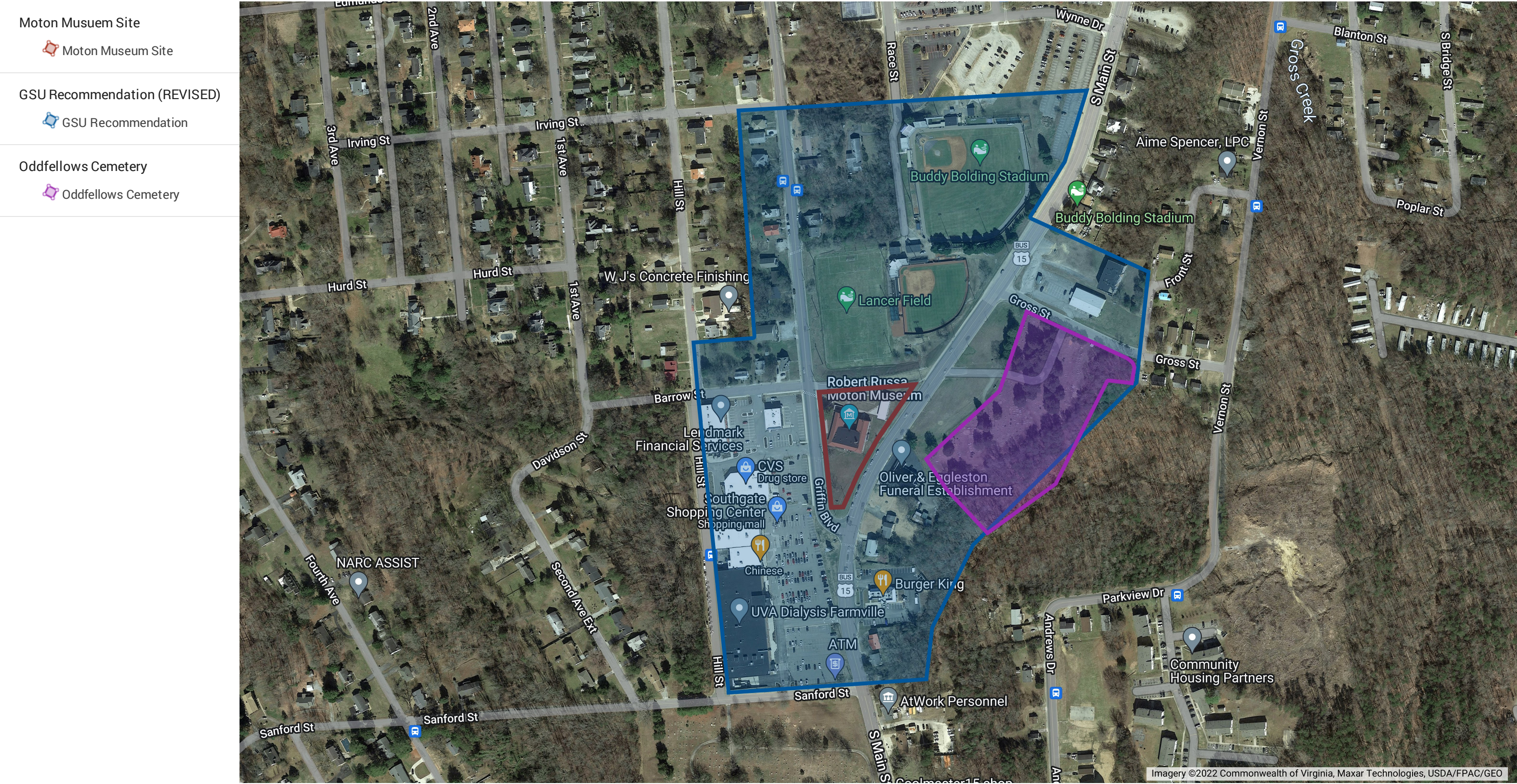
Staff Contact

Leander N. “Lee” Pambid, CZA, MURP, MPA, Director of Community Development
Phone: 434-392-8465 | Email: lpambid@farmvilleva.com

Moton Museum Gateway Overlay District

Attachment A

DRAFT Overlay Boundaries Georgia State University
Map by LNP 2022-07-14



Sec. 29-25. Robert Russa Moton Museum Gateway Overlay District

(a) Intent of district.

The intent of the Robert Russa Moton Museum Gateway Overlay District is to preserve and protect an area of important historic, architectural, archaeological or cultural interest within the Town. In addition, the purpose of the district is to carry out comprehensive plan policies for protecting the historic character of the Town, specifically, the areas adjacent to and nearby the Robert Russa Moton Museum, which is an historical and international center of civil rights.

The district fosters the goal of protecting individual historic landmarks, not only for their own value as community resources, but also because of their contribution to the Town's unique character; to encourage the protective maintenance of nearby structures; to protect, enhance and perpetuate such buildings, structures, and landscape features which represent elements of the Town's cultural, social, economic, political and architectural history; to stabilize and improve property values; to foster civic pride in the Town's past; to protect and enhance the Town's attractions to tourists and visitors; to promote quality infill development; and to support and stimulate business and strengthen the economy of the Town; and to promote the use of districts and historic resources for the education, pleasure, and welfare of the citizens of the Town.

(b) Application of the district.

Designation of the Moton Museum Overlay District, and any subsequent amendments thereto, shall be in accordance with Section 29-14(a) of the Town Code.

(c) The planning commission/ town council **may adopt design guidelines** to assist the _____ in reviewing applications and to assist applicants in undertaking work properly.

(d) Procedures for reviewing work in the overlay district shall be as follows:

1. Applications for work in the overlay district requiring a certificate of appropriateness shall be made to the zoning administrator on forms provided. A processing fee may be charged for an application.
2. Applications for a certificate of appropriateness **shall not require a public hearing**; however, adjacent property owners shall be notified of the pending application.
3. The _____, after consulting with the _____, shall consider an application and make a decision within thirty days of submission.
4. Following the _____'s decision, the applicant shall be provided with a written statement of their findings and any applicable conditions for undertaking the proposed work.
5. If the _____ disapproves an application, the applicant shall be notified in writing of the findings, reasoning, and any recommendations made by them. An amended application may be filed within 90 days.

6. A certificate of appropriateness shall be valid for one year from the date of action by the _____. If work has not commenced within one year, then the certificate of appropriateness shall be null and void, and a new certificate shall be required.
7. The _____ may refer any development proposal to the planning commission for review and approval in accordance with the provisions of this section.

(e) Certificate of appropriateness required for work.

1. A certificate of appropriateness shall be required from the _____ for all work undertaken in the overlay district, except for ordinary maintenance.
2. A certificate of appropriateness shall be required prior to issuing a building or zoning permit.
3. Ordinary maintenance shall not require a certificate of appropriateness.
 - a. The term "ordinary maintenance," for the purposes of this section, means exterior work that is undertaken on a frequent and routine basis to maintain the functional and structural integrity of an existing building, structure, or architectural or appurtenant features.
 - b. Furthermore, the term "ordinary maintenance" means repair work that maintains, and does not change, the architectural material, design, style, size and scale, arrangement, detailing or texture of the feature.
4. No building or structure, including signs, shall be erected, reconstructed, altered, rehabilitated, or restored within any such district unless the _____ finds that the work is in conformance with the design standards adopted for the district and is architecturally compatible with the historic building, structure, and/or the existing scale and character of the district and issues a certificate of appropriateness. This includes work on walls, fences, signs, exterior light fixtures, aboveground utility structures, and painting, among others.
5. No historic landmark, building or structure within any district shall be razed, demolished, or moved until approved and a certificate of appropriateness is issued, or a bona fide offer to sell has been filed with the town council pursuant to Section 29-____.g.2.

(f) Standards for review.

1. In reviewing an application for a certificate of appropriateness, the _____ shall consider the following:
 - a. The appropriateness of the proposed alteration or construction on the character defining features of the building, structure, landscape, or district. This includes consideration of the overlay district design standards, site context; building scale, mass and orientation; relationship to other buildings or elements; and the suitability of a material, design, style, arrangement, scale, detailing and texture.
 - b. The consistency of the work with supplemental design guidelines that have been adopted by the _____.
 - c. The applicability of adopted Secretary of the Interior standards for the treatment of historic properties, including guidelines for preservation, rehabilitation, restoration, reconstruction and historic landscapes.

2. In reviewing an application for a proposed alteration, expansion, construction, demolition or moving ("activity") of a building or structure, the _____ shall consider the following:
 - a. The historic significance of the individual building;
 - b. The contribution of the individual building to the overlay district;
 - c. The effect of the activity regarding the building on the overlay district;
 - d. The structural condition of the building;
 - e. The proposed new use and development of the property as it pertains to intent of the district and in accordance with adopted design guidelines.

(g) Appeals

1. Any **property owner** aggrieved by a decision of the _____ regarding a certificate of appropriateness may appeal the decision to the town council. After consultation with the _____, the council may uphold the decision of the _____, modify, or overturn the decision and issue a certificate of appropriateness.
2. **Any person aggrieved by the decision of the planning commission may appeal the decision to the town council.**
3. A decision of the town council may be appealed to the circuit court if filed within 30 days via a certified petition. The court may affirm the decision or it may reverse or modify the decision if it finds that the decision is contrary to law or is arbitrary and capricious. In addition to the right of appeal, a property owner shall have the right to demolish a building or structure, provided that:
 - a. The property owner has applied to the planning commission and town council for such right, filing a formal statement identifying the property, the offering price, and the beginning date for offering to sell.
 - b. The property owner has made a bona fide offer to sell the property at a price not more than fair market value to anyone willing to preserve and restore the building or structure.
 - c. **The time schedule for offers to sell shall be as follows: three months when the offering price is less than \$25,000.00; four months when the offering price is \$25,000.00 or more but less than \$40,000.00; five months when the offering price is \$40,000.00 or more but less than \$55,000.00; six months when the offering price is \$55,000.00 or more but less than \$75,000.00; seven months when the offering price is \$75,000.00 or more but less than \$90,000.00; and 12 months when the offering price is \$90,000.00 or more.**
 - d. No offer to sell shall be made more than one year after a final decision by town council, but, thereafter, the owner may renew his request to the governing body to approve the razing or demolition of the historic landmark, building or structure.
4. **The town council may acquire in any legal manner any historic area, landmark, building or structure, land pertaining thereto, or any estate or interest therein which, in the opinion of the town council should be acquired, preserved and maintained for the use, observation, education, pleasure and welfare of the people.**

(h) District design regulations.

1. An application for new development shall be submitted to the _____ and established fee paid prior to seeking a zoning permit and shall include the following information:
 - a. Site development plan drawn to scale showing setback, dimensions, and height of proposed addition or new building, and any parking areas;
 - b. Detailed elevation views of proposed addition or new building or structure drawn to scale showing architectural features including location, detailing, and exterior materials for porches, windows, doors, and roof (including pitch);
 - c. Preliminary landscape plan showing location of areas to be landscaped and existing trees to be removed or retained;
 - d. Utility plan showing locations of water, sewer, electricity, gas, etc., to serve the new building or structure.
- (i) To encourage compatible construction of new buildings or structures and additions in the Moton Museum Gateway Overlay District, the following design standards shall apply:
 1. New building location, mass and scale.
 - a. Design new buildings to fit in with the surrounding building and development patterns;
 - b. Position and orient buildings so that they face the primary street and are set back consistent with other buildings on the street;
 - c. Size buildings that they are similar in height, form, and scale to existing houses on the street;
 - d. Use exterior materials, architectural features, and colors that are complementary to those found in the neighborhood, particularly those of the Robert Russa Moton Museum.
 2. Addition location, mass and scale.
 - a. Make the addition subordinate to the main structure;
 - b. Use simple, compatible architectural details and materials;
 - c. Maintain the scale of the addition so that it does not overwhelm or compete with the main building (a good rule of thumb is to limit the addition to approximately one-third the size of the original structure);
 - d. Set the addition back from the face of the existing building to distinguish it from the main building wall;
 - e. Place an addition to the side or rear.
 3. Roofs.
 - a. Use roof forms that reflect the existing roof patterns and pitch in the neighborhood;
 - b. Use similar exterior materials or ones that are compatible with existing roofing materials in the neighborhood;
 - c. Position any roof feature toward the rear of the building so that it is not visible from the street (e.g., skylight, chimney, solar panel, vents). Exceptions may be made for the orientation of solar panels in order to maximize their efficiency.

4. Porches and entrances.
 - a. Include a primary, visible entrance that is centrally located on the front of the building;
 - b. Include a front porch on the new building that is similar in design and scale to other front porches on the street;
 - c. Provide proper porch roof pitch to ensure proper drainage and ensure that roofing material is appropriate for the pitch;
 - d. Install porch elements properly, especially railings and lattice under-pinning;
 - e. Prime and paint porch elements, rather than using unpainted, treated lumber;
 - f. Do not enclose a front porch for added interior living space.
5. Windows and doors.
 - a. Include appropriately detailed and sized windows and doors similar to those found on other houses on the street;
 - b. Include windows on all exterior walls;
 - c. Locate windows symmetrically on a building wall;
 - d. Position doors so that they are clearly visible from the street and centered within a focused entrance;
 - e. Ensure that windows and doors have sufficient trim to provide visible dimension and framing of the opening.
6. Parking.
 - a. Minimize driveway and parking pavement, especially in the front yard;
 - b. Locate parking to the side or rear of the main building, if possible.
7. Accessory structures.
 - a. Locate a garage, deck or patio to the rear of the house where they are not visible from the street;
 - b. Use covered risers on all stairs;
 - c. **Paint or stain fences.**
8. **Commercial development.**
 - a. **Insert commercial design standards here;**
 - b. **Insert commercial design standards here;**