



# Town of Farmville Planning Commission

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

## Agenda Wednesday, September 21, 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 – August 17, 2022
5. **Public Participation – Speakers have three (3) minutes to make statements on non-agenda items.**
  - a. Public Participation
6. **Public Hearings – CUP22-002- David Furlong for Locket Creek Real Estate Group, 1306 Longwood Avenue, Ward D, Tax Map #0023A09(19)00-004- Conditional Use Permit for a multifamily dwelling containing four (4) apartment units per Town Code Section 29-22.a.**
  - a. Staff Report (Ashley Atkins-Austin)
  - b. Public Hearing/ Participation-Speakers have three (3) minutes to make statements
  - c. Planning Commission Deliberation and Decision
7. **Old Business**
  - a. Moton Museum Gateway Overlay District- Continuation of Discussion
8. **New Business**
  - a. Ordinance Amendment Resolution 2022-002 for Moton Museum Gateway Overlay
  - b. Staff Items
  - c. Commission Items
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, August 17, 2022**

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

**Planning Commission Members Absent:** Patrick Crute

**Staff Present:** Director of Community Development Lee Pambid, GIS Analyst/Grants Manager Ashley Atkins- Austin, and Administrative Assistant II Michelle Watkins

**CALL TO ORDER**

Chairperson Miller called the Planning Commission meeting to order at 7:00 PM.

**APPROVAL OF AGENDA**

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

**CONSIDERATION OF MINUTES**

**Minutes of Regular Planning Commission Meeting -July 20, 2022**

Chairperson Miller noted that the minutes had been likewise distributed and asked if there were any corrections or revisions. On a Motion by Mr. Weiss, seconded by Mr. Patterson, and with all present members voting "aye," the minutes from July 20, 2022, were approved as presented.

**PUBLIC PARTICIPATION**

Chairperson Miller opened the public participation portion of the meeting. Ms. Watkins reported that staff had not received any comments or requests to speak from the public.

**PUBLIC HEARING**

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. The report contained qualitative information in terms of what staff has been doing from a training standpoint and other activities in the department. He shared that the report also contained statistics on permit approval, FAB Ridership, and Airport fuel sales.

Mr. Pambid provided an update on the airport's runway and taxiway closures. He also reported that the Board of Zoning Appeals will not be meeting in the month of August 2022.

The Commissioners and staff offered congratulations to Penny Pairet, Board of Zoning Appeals member and Ashley Atkins-Austin, Town of Farmville GIS Analyst/Grants Manager for recently completing the Certified Board of Zoning Appeals course with the Land Use Education Program at VCU.

### **OLD BUSINESS**

Mr. Pambid updated the Commissioners on the status of ZTA22-001 (additional height regulations) and ZTA22-002 (B-2/B-3 political and campaign signs). The Town Council referred the proposed amendments back to the Planning Commission for further review.

The Commissioners reached an agreement to defer further review of the proposed amendments due to the heavy lift regarding the Moton Museum Overlay District and an anticipated conditional use permit and hearing.

### **NEW BUSINESS**

#### **Moton Museum Gateway Overlay District**

Mr. Patterson shared that a community meeting will take place on Thursday September 8, 2022, at 6:00 PM at the Moton Museum. The meeting will be arranged in an open house format with presentations from the museum and town staff. The purpose is to explain the museum's serial application for World Heritage Site Designation and to get comment from the public regarding the proposed overlay district.

Staff Presented the Commissioners with a draft of the ordinance language and a report containing an update for the Moton Museum Gateway Overlay. The Commissioners reviewed the materials and had a discussion. Some of the key items were:

- Draft ordinance language
- Intent of the overlay ordinance
- Major themes
- Definition and Examples
- District data
- Specific provisions
- Timeline of overlay process
- Draft overlay boundaries
- Zoning map
- Vicinity map

### **OTHER ITEMS OF INTEREST**

The Planning Commission will hold its next meeting on September 21, 2022. There will possibly be a Conditional Use Permit public hearing.

Welcome back Longwood University students. Staff at the Community Development department had the opportunity to meet with three honors students from Longwood University on August 15, 2022, as part of their orientation. Chairperson Miller thanked Staff for taking the time to meet with the students and making them feel welcomed.

Chairperson Miller expressed the interest to meet with other legislative bodies within the town and county to establish relationships, useful trainings and discuss items of mutual interest as it relates to their roles.

**ADJOURNMENT**

With no further business, Chairperson Miller called for a motion to adjourn the meeting. On a motion by Mr. Patterson, seconded by Mr. Weiss and with all present members voting “aye”, the meeting was adjourned at 8:48 PM.

Respectfully submitted by Michelle D. Watkins, Administrative Assistant II

---

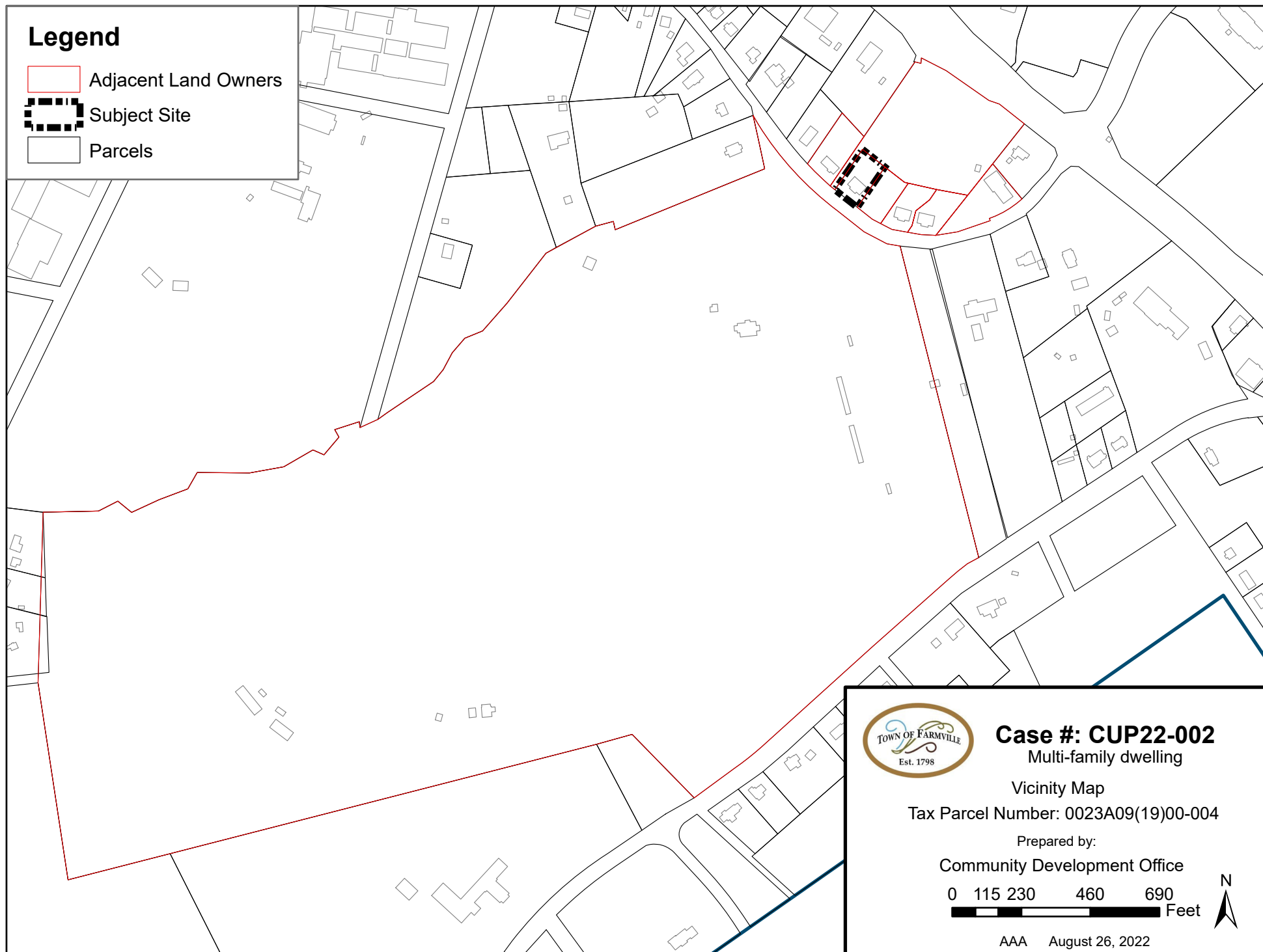
Dr. John Miller, Chairperson

---

Abigail O’Connor, Secretary

## Legend

-  Adjacent Land Owners
-  Subject Site
-  Parcels



**Case #: CUP22-002**  
Multi-family dwelling

Vicinity Map

Tax Parcel Number: 0023A09(19)00-004

Prepared by:

Community Development Office

0 115 230 460 690 Feet

AAA August 26, 2022



## Legend

-  Subject Site
-  Adjacent Land Owners
-  Parcels



**Case #: CUP22-002**  
Multi-family dwelling

Aerial View

Tax Parcel Number: 0023A09(19)00-004

Prepared by:

Community Development Office

0 25 50 100 150  
Feet

AAA August 26, 2022





**MEETING DATE:** Wednesday, September 21, 2022 (Planning Commission)

**ITEM NO.:** 6

**REQUEST:** CUP22-002, Conditional Use Permit Application by David Furlong, Locket Creek Real Estate LLC for a multifamily dwelling at 1306 Longwood Avenue

---

**BACKGROUND:** Written staff report and other supporting materials and verbal report by Ashley Atkins-Austin, GIS Analyst/Grant Administrator

**RECOMMENDATION:** That the Planning Commission recommend approval to the Town Council of CUP22-002, Conditional Use Permit for a four (4) unit multifamily dwelling at 1306 Longwood Avenue with seven (7) conditions.

**MOTION:** \_\_\_\_\_

**SECONDED:** \_\_\_\_\_

| Commissioner | Yes | No |
|--------------|-----|----|
| O'Connor     |     |    |
| Weiss        |     |    |
| Johnson      |     |    |
| Davenport    |     |    |
| Patterson    |     |    |
| Crute        |     |    |
| Miller       |     |    |



---

#### Identification and Location Information

|                                       |                                                                                                                                                            |
|---------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Applicant</b>                      | David Furlong representing Locket Creek Real Estate LLC                                                                                                    |
| <b>Property Owner</b>                 | Same as above                                                                                                                                              |
| <b>Location</b>                       | 1306 Longwood Avenue, Tax Map # 0023A09(19)00-004                                                                                                          |
| <b>Ward</b>                           | D, Council Member D. Hunter                                                                                                                                |
| <b>Acreage</b>                        | 15,481sf, 0.355 acre                                                                                                                                       |
| <b>Zoning</b>                         | B2 Transitional Commercial                                                                                                                                 |
| <b>Density</b>                        | 11.27 units per acre                                                                                                                                       |
| <b>Future Land Use Recommendation</b> | Mixed Use Commercial                                                                                                                                       |
| <b>Overlays</b>                       | Enterprise Zone                                                                                                                                            |
| <b>Adjacent Zoning</b>                | R2 Medium Density Residential to the left, B2 Transitional Commercial to the right and rear. "LU" across Longwood Avenue.                                  |
| <b>Adjacent Uses</b>                  | Two-family dwellings to left and right, vacant commercial to the rear, Institutional (Longwood athletic fields) across Longwood Avenue                     |
| <b>Staff Contact</b>                  | Ashley Atkins-Austin, GIS Analyst/Grant Administrator<br>Phone: 434-392-8465   Email: <a href="mailto:aaustin@farmvilleva.com">aaustin@farmvilleva.com</a> |

---

#### Background and Existing Conditions

The request is to add two (2) below ground dwelling units to an existing duplex for a total of four (4) dwelling units, which is by definition a multi-family dwelling. See *Zoning Ordinance Considerations* for additional background.

According to Prince Edward Tax Records the structure was built as a two-family dwelling in 2001. The current two-family dwelling has two (2) units that contain two (2) bedrooms and two (2) bathrooms each. The structure has a full walk-out lower area that is approximately 1,600 square feet. The site is located on a local street with a speed limit of 25 MPH and light traffic. The parcel is currently zoned B-2, Transitional commercial District. In the B-2 district, both two-family and multi-family dwellings are allowed by Conditional Use Permits.

---

#### Zoning Ordinance Considerations

*Multi-family dwellings* are permitted by **Conditional Use Permit** in the B2 Transitional Commercial District pursuant to the zoning use matrix in Section 29-22.a (Table 1, Zoning Use Matrix).

A *Dwelling, multi-family* is defined in Section 29-81- Definitions as the following:

- *A building arranged or designed to be occupied by three (3) or more dwelling units for permanent occupancy, regardless of the method of ownership. Included in the use type would be garden apartments, low and high rise apartments, apartments for elderly housing and condominiums.*



The B2 District's purpose and intent is as follows:

- *Transitional commercial district, B-2, is intended to encompass the expanding major downtown center and to provide for its orderly expansion. Business district B-2 should provide a framework for the perpetuation of a strong nucleus for the business community in which each business can enhance other businesses and where all the amenities and services of downtown can be provided. Business district B-2 is intended to accommodate shopping facilities which can supply the needs of families living in the immediate area. At the same time, business district B-2 is intended to be relatively free of the nuisance effects which businesses can render on adjacent residential areas.*

Zoning ordinance standards for specific uses, Section 29.35.3.a and 29.35.3.b state:

- a. Multi-family dwellings shall be designed with special attention to the compatibility of adjacent land uses, topography, existing vegetation, building height, orientation, and other similar factors.*
- b. Multi-family dwellings shall incorporate an attractive building layout which retains, relates to, and enhances the natural vegetation and terrain of the site or incorporates natural design features such as preservation of scenic vistas, natural areas, or other unique elements of the site.*

---

### **Comprehensive Plan Considerations**

---

#### **Land Use – B-2 Business (Transitional Commercial)<sup>1</sup>**

- *The B-2 district is intended to be a transitional zone between downtown commercial areas, general commercial areas and residential neighborhoods. This is an appropriate place for higher density residential uses such as apartments and townhomes, but also makes room for light commercial uses such as offices, financial services, boutique retail, and other service uses that can serve neighborhood residents while fitting in with the character of nearby neighborhoods.*

#### **Land Use – Mixed Use Commercial<sup>2</sup> (Up to 24 Units per Acre)**

- *The Mixed Use Commercial category is intended to be a transitional zone between downtown commercial areas and residential neighborhoods. This is an appropriate place for higher density residential uses, such as apartments and townhomes, and also provides opportunity for light commercial uses such as offices, financial services, boutique retail, and other service uses that can serve neighborhood residents while fitting in with the character of nearby neighborhoods. Restaurants and other high volume or highly-active businesses may not be appropriate for these areas. Commercial and residential uses may be located in adjacent separate structures or in single structures that include both use types in a coordinated building plan. Commercial uses should occupy ground floors, street corners, or other logical spaces with exclusive entrances and parking. While uses transition between residential and commercial, building design should*

---

<sup>1</sup> P. 52, Town of Farmville Comprehensive Plan, Adopted 6/10/2020

<sup>2</sup> P. 56, Town of Farmville Comprehensive Plan, Adopted 6/10/2020



*likewise transition between typical residential design and the appearance of Farmville's historic downtown.*

#### Land Use – East Third Mixed Use Gateway<sup>3</sup>

- **Existing Conditions-** *East Third Street is a newly developing gateway into the Town. Once a rural area comprised mostly of open space, it has recently seen a large amount of residential development and some commercial development. Currently, this area includes a shopping center with a movie theatre, apartments, and a hotel. Adjacent to these uses are numerous open spaces, single family dwellings, and an incomplete interchange to the US 460 Byway. There is potential for this area to grow substantially. However, planning is needed to encourage organized development.*
- **Development Goal-** *The goal in developing this area is to establish a niche community that can live, work, and play in one location while inviting other citizens in to enjoy the amenities the area offers. The Town has envisioned the completion of the US 460 interchange and listed it in the 2035 Transportation Plan as well as the Transportation chapter of this plan. This project will spur economic development here and in adjacent areas. Development for the planning area must occur thoughtfully so that businesses and residential units infill, creating a sense of place and preserving green space for recreational uses.*
- **Development Tools and Strategies-** *Strategies to achieve this successful mixed-use gateway include:*
  - *Move forward with the completion of the US 460 interchange;*
  - *Ensure connection to and the preservation of recreational and green spaces while allowing specific uses that will be beneficial to neighborhood residents and commuting traffic;*
  - *Coordinate strategic land use planning with Prince Edward County to ensure compatible and cohesive development;*
  - *Establish an Entrance Corridor Overlay to improve signage, landscaping, and building design standards in the area;*
  - *Seek designation as an Urban Development Area (UDA) to access funding for projects in this gateway. The purpose of UDAs is to allow the concentration of growth in certain areas and to guide the design of such areas to ensure they are livable and attractive environments. The essential design criteria include pedestrian-friendly road design, interconnection of streets, preservation of natural areas, mixed-use neighborhoods, reduction of front and side setbacks, among other things. Minimum densities are set by floor-to-area ratio for commercial and dwelling-units-per-acre for residential development.*
  - *Utilize the existing Enterprise Zone designation to encourage development and business location within the area.*

---

<sup>3</sup> P. 60, Town of Farmville Comprehensive Plan, Adopted 6/10/2020



### Utilities

The property is on the Town's public water and sewer system. Currently this site has two taps, one each for Units A and B. Staff recommends the applicant discuss adding additional taps for the new units with the Director of Public Works.

### Transportation/ Streets

Staff recommends expanding the parking area to accommodate eight (8) parking spaces and paving that area with an all-weather driving surface. Eight (8) parking spaces will be required. This will require the minimum parking area to be 72' X 18'. Staff is recommending separating the parking with a walkway between two groups of parking spaces. To accommodate the parking area the owner will need to expand the curb cut. Staff recommends making sure the new curb cut meets VDOT standards for a parking entrance. Staff has suggested that the mailbox be moved from the current location in the center of the sidewalk. We recommend that the owner meet with staff of the Community Development Department to work on a better location for the mail receptacle. The nearest Farmville Area Bus stop is approximately 1,000 feet to the west.

### 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.1 of the Town Zoning Ordinance.
- The application is substantially consistent with the Future Land Use Map and Mixed Use Districts.
- 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 a change to a multi-family dwelling will not change the character of the dwelling from the road or from a land use perspective.

#### Staff's Recommendations

The Staff recommends **approval** of the Conditional Use Permit for a multi-family dwelling with the following conditions.

1. All eight (8) required off-street parking spaces may be paved with at least chip-and-tar paving. Gravel is prohibited. The parking area shall be swept free of excess gravel prior to the issuance of a certificate of occupancy.



2. Required off-street parking shall be provided in bays of four (4) spaces separated by a pathway a minimum of five (5) feet in width in order to provide pedestrian access to the front units.
3. Mailboxes or any other appurtenances required to serve these units shall not be located within the sidewalk or public right-of-way.
4. The applicant shall provide improved pathways with clear, delineated edges from the front to the rear units.
5. Improve the landing area of current steps leading from the rear exits of the main floor units.
6. In addition to the standard plot plan requirements for a single-family dwelling, the applicant shall provide the following information at the time of application for zoning and building permits: the dimensions and locations of all proposed improvements including parking spaces and arrangement, trash receptacle locations, pathways, underground utility connections, and mailbox(es).
7. The applicant shall provide a scaled copy of a current survey of the property.

#### **Additional Information**

---

1. In response to the CUP application question, *Will proposed use have any detrimental effects on adjoining property owners? If so, please describe (ex. Noise, dust, fumes, etc.),* the applicants stated:

*"Adjoining property owner will have no detrimental effects."*

2. There are no other zoning or code enforcement violations pending.

#### **Attachments**

---

1. Vicinity and aerial maps
2. Images
3. Standard plot plan requirements
4. Applicant narrative



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

## Department of Community Development

### CUP22-002

### Locket Creek Real Estate Group Multi-Family Residence

Staff Report for 9/21/2022 Planning Commission Meeting

---

## Standards for Review

---

### ***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.









Conditional use permit request

for

1306 Longwood Avenue,  
Farmville VA 23901

Requested by:

Locket Creek Real Estate LLC

David Furlong 434-390-6223

Prince Edward County Planning Commission,

I am writing you to obtain a conditional use permit for my property at 1306 Longwood Avenue. The property currently has a duplex home on it that has 2 bedrooms and 2 bathrooms on each side. Due to the topography of the lot, it has a full walk out lower area that has 10' ceilings and a concrete floor. My intentions are to turn each side of the walkout area into a one bedroom studio apartment. Each side is approximately 725 square feet. I would plan on installing laminate flooring throughout, one bathroom, a kitchen area with all appliances and a PTAC air conditioning unit on each side. The apartments would be fitted with higher end amenities, be senior citizen friendly and also appealing to young professionals.

The area the home is located is surrounded by other multi-family homes. To the rear of the property is the Third Street Wrecker yard and It is also very close to the Longwood University field hockey and soccer fields. I currently own the vacant lot next to it as well as the two duplexes continuing down Longwood Avenue towards the Moose Lodge. I advise you of this to make you aware of the minimal impact this conditional use permit will have on the surrounding neighborhood.

I have included pictures of the existing building as well as the proposed apartment area. It should be noted there is adequate area for additional parking. Once the front entryway is cleared at the road, the entire parking area will measure 70' X 26' thus allowing plenty of room for the fourplex unit. The posted speed limit is 25 MPH and there is not a sightline issue for the future tenants.

I appreciate your consideration in this matter and please do not hesitate to contact me with any additional questions.

Respectfully submitted,

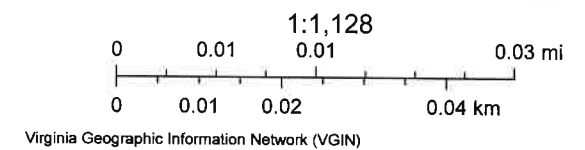


David Furlong  
Locket Creek Real Estate Group LLC  
(434) 390-6223

# Furlong Multifamily Inquiry 0023A09(19)00-004



July 1, 2022





**Existing Duplex**



**Back View With  
Old Stairs and  
Landing**





**Left side Future Walkway  
to Apartments**



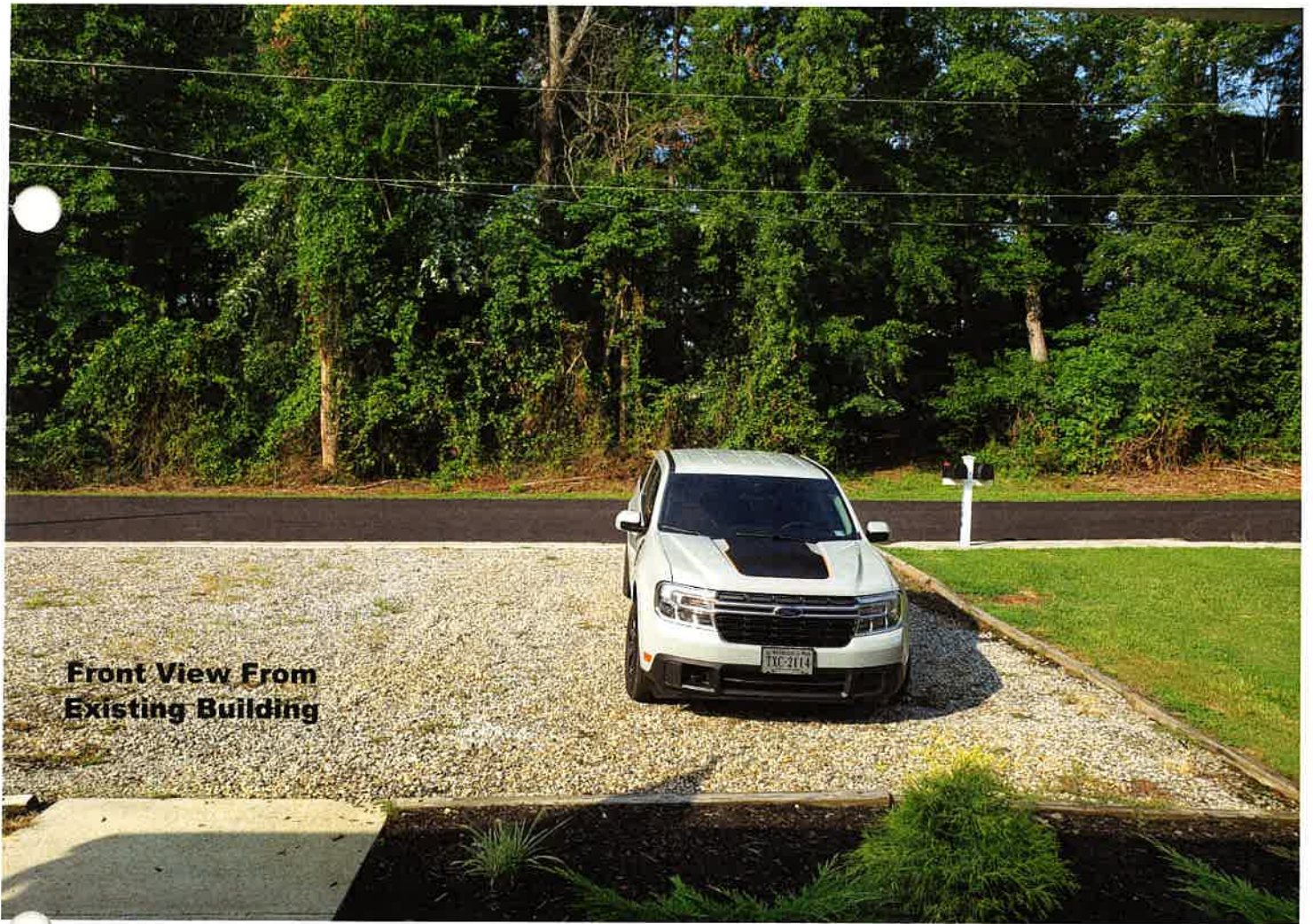
**Right Side Vacant Lot  
Also Owned By  
Homeowner**



**View As You Exit  
Apartments**



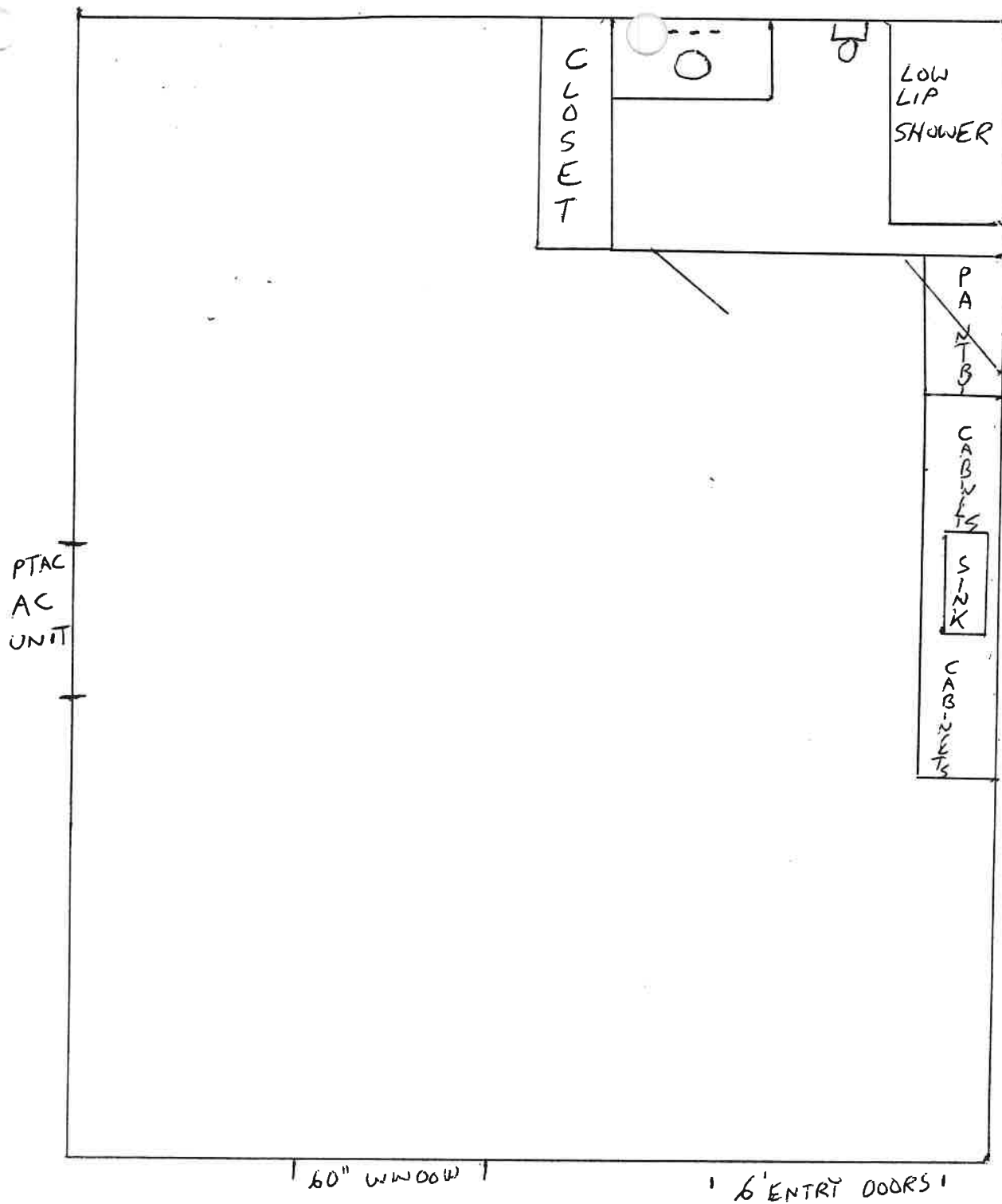
**Street View From  
Existing Building**



**Front View From  
Existing Building**



**Future Apartment  
Area**



$$\frac{1}{4}'' = 1'$$



## Department of Community Development

### Single Family Zoning Permit Submission Checklist

Use this checklist for zoning permit submissions for single family dwellings and duplexes. The following items need to be shown on the plans. The zoning permit is separate from the building permit. Please contact the Town Community Development Staff at 434-392-8465 if you have questions.

#### Plot Plan

- ☐ Boundary survey
  - If possible/ available on or near site, provide control points (optional)
- ☐ Setbacks
  - Buildable area shown as dashed line with required setback dimensions
  - Proposed setbacks measured perpendicular from the nearest property line to nearest building feature. **This includes cantilevered features such as bay windows, rooms, etc.**
  - Cantilevered features may be shown as a dashed line to distinguish them from the foundation
- ☐ Proposed Structure
  - Building footprint with all horizontal dimensions
  - Labeled with number of stories, total square footage (ex. "2-story, 2,145sf single family dwelling")
- ☐ Driveway
  - Location and materials (all weather surface required)
  - Dimensions- two (2) 9x18 parking spaces required, **exclusive of garage. May be side by side or end to end.**
  - All required off-street parking must be on the property; pavement in right-of-way cannot be counted towards the requirement
  - Driveway pavement must connect to the street pavement
  - Driveway slope should be 10% or less
  - If there happens to be a sidewalk easement behind the property line, the driveway length must *exclude the easement*
- ☐ Drainage Plan
  - Downspout locations
  - Drains, underground pipes (size and material)
  - Swale width and direction of flow
  - Connections to town drainage system
  - Ensure that drainage does not negatively affect adjacent properties or flow across or over Town sidewalks or streets, as this causes icing problems in winter
- ☐ Utility Locations
  - Town utility mains to be connected to (size, material)
  - Laterals (size, material, length) and connection to dwelling
  - Cleanouts/ Meters
  - Details of lateral connections
- ☐ Other Features
  - Accessory structures, decks, fences, patios, pools, detached garages with dimensions labeled
  - RETAINING WALLS (top and bottom of wall elevations for any retaining walls requiring a building permit), etc. with dimensions labeled



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

## Department of Community Development Single Family Zoning Permit Submission Checklist

- ☐ Existing and proposed easements
  - Purpose (access, maintenance, drainage, utilities, sight distance/ triangle, temporary construction, etc.)
  - Dimensions
  - Shown as a dashed line, ghosted
  - An inset or separate page may be needed for small easements.
- ☐ Transportation improvements
  - Sidewalk
  - Curb cut
- ☐ Environmental (as requested)
  - 2' contours, proposed
  - Identify major slopes
  - Show and label any streams and stream banks affecting the site. Stream banks need to be left untouched.
  - Remember to schedule an erosion and sediment (E&S) inspection after your control measures have been installed.

### Building Plans

- ☐ Façade Elevations
  - All four sides
  - Colors and materials called out OR properly symbolized with legend
  - Height dimension lines AND labels. Height is measured from the average elevation at grade along the front façade, NOT top of foundation.
  - Eave dimensions from exterior wall
- ☐ Floor Plan for all floors, including basement if applicable.
- ☐ Foundation ("footprint") plan with dimensions that match the plot plan

Note: These may be provided as part of the building permit as long as all information is provided.

### Conditions (if applicable)

- ☐ Conditional Use Permit, Proffers, Variance conditions

### Certificate of Occupancy Inspection

When you are ready for a CO:

- ☐ Ensure that the property stakes are still in place
- ☐ Ensure that the site and infrastructure are in good order and clean, ready for inspection
- ☐ Submit an inspection request
- ☐ Give some lead time for inspectors to conduct their visits and for you to correct deficiencies.
  - The Town will not guarantee scheduling of last-minute requests prior to closing, nor will it guarantee a CO on request should deficiencies be found.

**Planning Commission Resolution 2022-002**  
**Initiating an Amendment**  
**to the Farmville Town Code, Chapter 29, Zoning and Subdivision**  
**to Add a Moton Museum Gateway Overlay District**

WHEREAS, the Moton Museum, a federally designated National Historic Landmark, is seeking, in concert with several other sites historically significant to the American Civil Rights Movement, a serial nomination and designation as a World Heritage Site through the United Nations Educational, Scientific, and Cultural Organization (UNESCO); and

WHEREAS, one UNESCO requirement for said designation is a protective buffer district around candidate sites; and

WHEREAS, the Code of Virginia, Section 15.2-2223 requires that all localities within the Commonwealth adopt a Comprehensive Plan to guide and accomplish a coordinated, adjusted, and harmonious development of the territory which will, in accordance with present and probable future needs and resources, best promote the health, safety, morals, order, convenience, prosperity and general welfare of the inhabitants, including the elderly and persons with disabilities; and

WHEREAS, on June 10, 2020, after 22 months of deliberation, discussion, and other due diligence, and in pursuit of advancing the previously said goals in the Code of Virginia, Section 15.2-2223, the Farmville Town Council adopted a Comprehensive Plan; and

WHEREAS, the Town of Farmville's adopted Comprehensive Plan recommends a Moton Museum Gateway Overlay District for the protection and enhancement of the vicinity immediately surrounding the museum site, and an overlay district in the zoning ordinance is the most appropriate tool to accomplish such protection and enhancement; and

WHEREAS, Section 29-14.a.2.a.1.B of the Farmville Town Code and §15.2-2286(7) of the Code of Virginia allow the Planning Commission to initiate amendments to the zoning ordinance; and

NOW THEREFORE BE IT RESOLVED that the Farmville Planning Commission hereby initiates the ordinance amendment process pursuant to the appropriate local ordinance and statutory authority to add a Moton Museum Gateway Overlay District to the Farmville Town Code, Chapter 29, Zoning and Subdivision.

Approved by the Farmville Planning Commission on this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

Approved: \_\_\_\_\_  
Planning Commission Chair

Attest: \_\_\_\_\_  
Secretary



## MEMORANDUM

**To:** C. Scott Davis, LPD, Town Manager  
**From:** Leander N. "Lee" Pambid, CZA, MURP, MPA Director of Community Development  
**Date:** Monday, September 12, 2022  
**Subject:** Director's Monthly Report (August 2022), Department of Community Development

---

### Statistics

| Item                     | Amounts                                                   | Notes                                           |
|--------------------------|-----------------------------------------------------------|-------------------------------------------------|
| <b>Zoning Permits</b>    | 18                                                        |                                                 |
| <b>Building Permits</b>  | 12 Total                                                  |                                                 |
|                          | 0                                                         | New single-family construction                  |
|                          | 0                                                         | Manufactured homes                              |
|                          | 7                                                         | Trades (mechanical, electrical, plumbing)       |
|                          | 1                                                         | Structural (interior renovations)               |
|                          | 1                                                         | Structural (exterior improvements)              |
|                          | 3                                                         | Signs                                           |
| <b>FAB Ridership</b>     | 6,647 riders total<br>13,791 miles<br>882.5 service hours | Recruitment is open for a part-time bus driver. |
| <b>Fuel Sold at KVVX</b> | 62 sales<br>\$21,681.92<br>3,361.3 gallons                | 1,267.3 gallons AV<br>2,394.0 gallons Jet A     |

### Items of interest

- The professional services contract for WE Nash Surveying has been executed. This is a one-year contract to June 31, 2023, for assistance with floodplain administration, erosion and sediment control, and surveying services.
- The Building Official recruitment is open.
- The Staff participated in the following meetings and trainings in August:
  - American Association of Code Enforcement Check-In (Pambid)
  - Liberty University Aeronautics Meeting (Pambid, Austin)
  - Virginia Department of Emergency Management/ Geospatial Services Bureau Town Hall Meeting (Austin)
  - Virginia Flight Information Exchange (FIX) Meeting (Pambid)
  - Virginia Land Use Education Program Certified Board of Zoning Appeals Closing Session (Austin)
  - Virginia Building Code Academy Core Course (Watkins)

- Farmville Regional Airport (KFVX) updates:
  - The Runway Safety Area Grading Project is in progress and is generally ahead of schedule.
  - Airport users should still plan on an early-October runway opening.
  - Delta Airport Consultants has identified additional excavation and removal of flight surface penetrations/ obstructions that can take place within the current project budget.
  - Two hangars have changed owners.
- The Planning Commission met on August 17, 2022.
  - The staff provided them with information on the Moton Museum Gateway Overlay District progress.
  - The Planning Commission is scheduled to meet on Wednesday, September 21, 2022.
  - A Conditional Use Permit (CUP22-002) for a multi-family dwelling at the 1300 Block of Longwood Avenue has been reviewed by the Staff and notices and advertisements have been duly accomplished.
- The Board of Zoning Appeals did not meet in August.
  - They are not scheduled to meet in September.
  - Penny Pairret and Ashley Atkins-Austin completed the Certified Board of Zoning Appeals (CBZA) course.

### Staff Contacts | Department of Community Development

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