Planning Commission Members Present: Patrick Crute, Jerry Davenport, Abby O’Connor, Sherry Honeycutt, John Miller, and Cameron Patterson

Members Absent:

Staff Present: Interim Town Manager, Scott Davis; and Administrative Assistant, Kristen Queen

Approval of Agenda:
On a motion made by Mr. Patterson and seconded by Mr. Crute and with all members voting “aye,” the agenda for the August 28, 2019, Planning Commission meeting was approved.

Consideration of Minutes:
On a motion by Mr. Patterson, seconded by Mr. Crute, and with all members voting “aye,” the minutes from June 26, 2019, Planning Commission meeting were approved.

Public Hearings regarding the Robert R. and Sherry P. Martin Project Proposals:
Dr. Miller opened the public hearing by asking Dr. Davis to read the public hearing notice

Public Hearing Notice:
The Farmville Planning Commission will hold a public hearing on the below request beginning at 7:00 P.M., on Wednesday, August 28, 2019, in the Council Chamber, located on the second floor of the Town Hall, 116 North Main Street, Farmville Virginia, to hear citizen comments on the following requests:

1. Robert R. and Sherry P. Martin to renovate an existing single-family structure into a multiple-family dwelling consisting of three (3) dwelling units with each having no more than three (3) bedrooms with an address of 504 High Street, parcel number 0023A04(01)20-013. This property is zoned Residential District R-3 and allows for multiple-family dwellings with a conditional use permit.

2. Robert R. and Sherry P. Martin to construct a multiple-family dwelling on an existing vacant lot consisting of three (3) dwelling units with each having no more than three (3) bedrooms, parcel number 0023A04(01)20-014. This property is zoned Residential District R-3 and allows for multiple-family dwellings with a conditional use permit.

3. Robert R. and Sherry P. Martin to renovate an existing single-family structure into a multiple-family dwelling consisting of three (3) dwelling units with each having no more than three (3) bedrooms with an address 510 High Street, parcel number 0023A04(01)20-015. This property is zoned Residential District R-3 and allows for multiple-family dwellings with a conditional use permit.
Chairman Miller invited the Martin’s and/or their representatives to speak on behalf of the revised plans for the three projects being evaluated for conditional use permits. Mr. Kevin O’Brien spoke on behalf of the Martin’s that concerns from previous proposals have been taken into consideration and addressed in the current plans.

**Public Hearing Speakers:** Dr. Miller then invited members of the public who had signed up to speak during the public hearings. Mr. Adam Yoelin spoke in support of the Martin project. He thanked the planning commission for their time, and that he and his wife are in favor of and support the proposed projects.

After no further comments the public hearing was closed on a motion made by Mr. Crute and seconded by Ms. Honeycutt, with all members voting “aye,” the motion passed.

**Public Participation Speakers:** Dr. Miller then invited members of the public who had signed up to speak during the public participation. Mr. Dennison had signed up to speak but declined after citing that the comprehensive plan updates would be discussed under new business.

Dr. Davis announced the conclusion of speakers signed up for public participation. Dr. Miller invited any members of the public to the microphone. After no further commentary, Dr. Miller moved to close the public hearings for public commentary.

**Staff Report:** Dr. Davis advised that the planning commission members had the documents in their packets, and the current request for the front porch at 504 High Street will be enclosed with steps removed, and that all entrances to the three (3) structures will be accessible in the back of the buildings away from High Street. The new structure on High Street will be suited to fit the style of similar residences in the area to compliment the neighborhood aesthetics. All dwellings will have three (3) bedrooms in each of the units. The provided site plans for all three (3) residences include, setbacks, entrances and egresses, and parking, and all revisions comply with local zoning ordinances. Parking will be shared between the three houses on High Street and two on Appomattox Street in the rear of these lots. Dr. Davis recommends as conditions to all three (3) permits before the deeds are completed, that the Planning Commission recommend to Town Council that cross-parking and access easements are recorded for all five (5) parcels for future use if property is sold or divided.

**Discussion:** Ms. O’Connor inquired if Dr. Davis felt that the proposed parking lot would pose concerns for water runoff on High Street. Dr. Davis advised if parcels go over one (1) acre requirements for retention they would be subject to retention criteria, but current parking lot is less than an acre. He also stated that the Will Nash reviewed the plans and did not make any comments regarding the need any structure for water retention.

Chairman Miller commended the new proposal, and that the owners, engineers and architects have taken public concerns seriously and met evaluative criteria in preserving the historic district and abating potential traffic hazards.

**Motion:** Ms. Honeycutt made the motion to recommend to Town Council the approval of a conditional use permit to renovate the existing single-family structure at 504 High Street, parcel number 0023A04(01)20-013, into a multiple-family dwelling consisting of three (3) dwelling units with each having no more than three (3) bedrooms with the condition that a cross-parking and access easement be
recorded on the following parcels: 0023A04(01)20-013, 0023A04(01)20-014, 0023A04(01)20-015, 0023A04(01)20-016, 0023A04(01)20-017. Seconded by Mr. Crute.

**Discussion:** Mr. Patterson raised the question about traffic at the ingress on High Street, and if the turn will cause an issue? Dr. Davis advised that after discussion with engineers and architects that this is the most feasible access point and causes the least amount of anticipated congestion entering parking area.

**Vote:** On a motion by Ms. Honeycutt seconded by Mr. Crute, and with a roll-call vote with all members voting “aye,” the motion was passed.

**Motion:** Ms. Honeycutt made the motion to recommend to Town Council the approval of a conditional use permit to construct a multiple-family dwelling on the existing vacant lot, parcel number 0023A04(01)20-014, consisting of three (3) dwelling units with each having no more than three (3) bedrooms with the condition that a cross-parking and access easement be recorded on the following parcels: 0023A04(01)20-013, 0023A04(01)20-014, 0023A04(01)20-015, 0023A04(01)20-016, 0023A04(01)20-017. Seconded by Mr. Crute.

**Vote:** On a motion by Ms. Honeycutt seconded by Mr. Crute, and with a roll-call vote with all members voting “aye,” the motion was passed.

**Motion:** Ms. Honeycutt made the motion to recommend to Town Council the approval of a conditional use permit to renovate the existing single-family structure at 510 High Street, parcel number 0023A04(01)20-015 into a multiple-family dwelling consisting of three (3) dwelling units with each having no more than three (3) bedrooms with the condition that a cross-parking and access easement be recorded on the following parcels: 0023A04(01)20-013, 0023A04(01)20-014, 0023A04(01)20-015, 0023A04(01)20-016, 0023A04(01)20-017. Seconded by Mr. Crute.

**Vote:** On a motion by Ms. Honeycutt seconded by Mr. Crute, and with a roll-call vote with all members voting “aye,” the motion was passed.

**New Business:**

**Comprehensive Plan Draft Strategies and Goals**

Dr. Davis advised that the Berkley group had begun drafting parts of the Comprehensive Plan that included detailed characteristics of goals and strategies into each chapter. These goals and strategies were assembled after careful consideration of public comments and surveys among the public, Planning Commissioners, staff, and additional professional peer commentary. Dr. Miller stated that this was a remarkable document that brought balance and incorporated a broad community experience, and proactively addresses the existing, emerging, and future issues facing the Town of Farmville. Dr. Davis advised these are all attainable goals. Dr. Miller shared that he would like to discuss each chapter with members of the Planning Commission and discuss with them the needs for any additions, corrections, or other changes.

Mr. Davenport raised the questions about parking concerns, in that certain areas needed evaluation and improvement within the strategic plan. Dr. Davis advised that the parking concerns that members of Planning Commission have expressed are more aligned for zoning than that which is involved in the Comprehensive Plan.

Dr. Miller began the discussion by reading each chapter, attainable goals, and strategic definitions outlined.
ENVIRONMENT
Goal: Preserve Farmville’s natural resources, while protecting people and property from natural hazards.

Strategies:
1. Develop appropriate stormwater and environmental standards for all new developments that protect local environmental resources.
2. Maximize the use of river and stream corridors for tourism and other recreation use by building and promoting trails and blueways.
3. Increase landscaping and urban tree canopy for stormwater and aesthetic benefits.
4. Explore enrollment in the National Flood Insurance Program's Community Rating System to reduce the cost of flood insurance for residents.

Discussion:
Mr. Davenport shared that he felt these were all attainable goals within the next ten (10) years.

HISTORY
Goal: Promote the history of the Town as an asset for tourism and economic development.

Strategies:
1. Encourage the listing of eligible historic buildings on state and national historic registers.
2. Enhance Farmville’s gateways with appropriate signage and features that establish the Town’s unique identity.
3. Promote the Town’s civil rights history with signage and other tourism outreach.

Discussion:
Miller questioned why Longwood University appeared absent from this chapter. Dr. Davis asked what would need to be included, as traditionally the Town does not market for state agencies. Dr. Miller commented that tourism and history are synonymous with Longwood’s presence in the Town and referenced the “First Two College Town” mural. Dr. Miller feels that a strategic vision should coexist between both Longwood and Hampden-Sydney College, and that the Town should take steps to proactively partner with these institutions for why and how they bring people to the Town. Dr. Davis mentioned that the Berkley group met with President Reveley and had a copy of the University’s Comprehensive Plan, and that he feels that they recognize the importance of what Longwood brings to the Town. Dr. Miller will include his recommendations on the matter to pass along to Berkley Group. Mr. Crute agreed, adding that kiosks and signage of historical nature should be included in the strategies outline in this chapter. Mr. Patterson added that both institutions contribute to branding the unique identity of the Town.

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

Strategies:
1. Encourage multi-family residential uses in designated areas where access to major streets and other services are in place.
2. Support the work of Habitat for Humanity and other organizations that increase affordable housing in Farmville.
3. Promote downtown adaptive reuse and the provision of housing above commercial uses.
4. Use the Town’s development regulations to ensure that housing features benefit senior citizens, including universal design, independent living apartments, and small assisted living projects designed and constructed in keeping with Farmville’s character.

5. Promote the development of condominium and town house residences that serve the needs of young professionals.

Discussion:
Mr. Patterson stated that this goal and accompanying strategies are critical pieces needing focus for the future and in meeting the needs of all community members. Dr. Davis stated that affordability means different thing to different groups of people, and this plan will help determine those needs. Mr. Patterson agreed that those specific needs need to be addressed.

PUBLIC FACILITIES & SERVICES
Goal: Provide high-quality and cost-effective administration, public works, water, sewer, law enforcement, parks, and events that enhance the Town’s character and livability.

Strategies:
1. Pursue a town-wide Utilities Master Plan to establish the growth capacities of the Town’s water and sewer systems.
2. Ensure that the cost of any future water or sewer system expansions are funded by applicable developments.
3. Continually review the need for new or expanded public services, including police, recreation, and administration, to maintain adequate service ratios as the Town grows.
4. Expand the number and variety of parks and recreation facilities to include indoor and outdoor opportunities for residents of all ages.
5. Support continued improvements in local education, including Prince Edward County Schools, Fuqua School, and pre-school programs, to benefit Farmville residents.
6. Coordinate with recreation providers, including the Southside Virginia YMCA and Prince Edward-Farmville Youth Association, to offer and promote top-quality programs that do not compete or overlap.

Discussion:
Dr. Miller stated that he would like to see the fire and EMT sectors included along with the police in terms of addressing the public service needs. Dr. Davis suggested revising this goal to use the term “public safety” as an all-encompassing definition.

ECONOMY
Goal: Actively build a diversified economy that serves the many needs of Farmville citizens and is an economic engine for the region.

Strategies:
1. Create a coordinated system of wayfinding signs directing visitors to attractions, parking, and other points of interest.
2. Work with regional partners to locate a Heartland Workforce Development Center in the Town.
3. Partner with Prince Edward and Cumberland Counties to actively recruit desirable businesses to the Town and surrounding areas.
4. Consider the Town’s need for a dedicated economic development officer.
5. Actively market Farmville as a tourist destination within Virginia and nationally.

Discussion:
Dr. Miller, while excited about the thought, asked if an economic development officer is currently needed. Mr. Crute followed up with saying that an economic development strategy is needed before an officer on staff. Mr. Crute elaborated that in doing so, a collective strategy is needed to establish who is doing what, and how, between county and town administration. Mr. Davenport asked what is currently available within the Town that is available to attracting new businesses and industries, and that identifying these opportunities are a high priority since the Town does lack many professional job roles outside of the educational and healthcare industries; and that someone who can develop this area is a critical need. Dr. Davis addressed these statements in sharing that he believes the goal and strategies are correctly written as “partnering” with other agencies to help in this area, since this is the Town’s Comprehensive Plan and that the Town cannot make other mutual entities form a strategic plan with us. Dr. Davis advised that the Town should form its own economic development strategic plan. It would be difficult to make a joint plan among neighboring counties. Ms. Honeycutt shared that she believed an economic development officer would be beneficial. She has been contacted multiple times by state agencies asking about available land in Prince Edward County, to share with prospective businesses interested in the area. However, they were not interested in properties in Town. An economic development officer would be helpful in this area to manage and market the town to prospective business and new industries. Dr. Davis stated that he believes that strategy number three (3) is well written and to leave the language as is in order to continue to partner with surrounding counties, but that the main focus should be on the Town of Farmville. No further changes were noted.

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

Strategies:
1. Develop Venable Triangle as a bridge between Town and University, including public gathering space.
2. Encourage mixed-use in the downtown, including residential units on upper floors of commercial buildings.
3. Allow for a wider mix of residential types in residential districts, including accessory dwellings and live/work units.
4. Reduce minimum lot sizes to encourage more compact, efficient, and affordable residential development.
5. Allow for higher density development in select downtown and university areas.
6. Promote infill & redevelopment in appropriate areas of existing development rather than growing the Town outward.

Discussion:
Dr. Davis clarified that special use permits are currently needed in certain residential areas for in home offices. He feels the need to modernize the language and use of live/work areas. Developers are concerned with close, walkable proximities to downtown for amenities when developing on East and West Third Street for residential uses. The strategy concerning infill and redevelopment stemmed from public commentary. Based on professional analysis the Berkley Group found that there are many available areas within the town to develop and redevelop vacant properties before considering extending
the Town boundaries outward for growth. Members of the Planning Commissions agreed that infill makes sense. Ms. Honeycutt made the comment that an economic development officer would be helpful in this instance. Dr. Davis stated that this goal and these strategies lay groundwork for development, and in determining how and where districts will be in the future.

**TRANSPORTATION**

Goal: Provide a safe, efficient, and attractive system of town-scaled streets that welcome pedestrians, bicycles, and automobile traffic.

Strategies:
1. Work with state and regional partners to construct a full interchange at East 3rd Street and U.S. 460.
2. Continue to build a connected, off-street trail network.
3. Construct streetscape improvements along Griffin Boulevard and South Main Street and South Main, providing landscaping and high-quality pedestrian space.
4. Improve the intersection of Griffin, Oak, and High Streets to organize traffic and increase pedestrian safety.
5. Conduct a pedestrian and bicycle master plan to study and prioritize necessary non-automobile connections.

Discussion:
Ms. Honeycutt asked if this plan would help determine concerns over large truck traffic and possible rerouting heavy commercial traffic around Main St. Ms. O’Connor shared these concerns and that there is a need to decrease congestion during high volume, peak times. Dr. Davis advised that he is uncertain how attainable that is as it would require an alternative route, but that the Planning Commission members may suggest this. Mr. Patterson agreed and that he feels this is a need to share with Town Council for discussion. Dr. Miller would like to see more points for public transportation included under the strategy outlining a safe and efficient system for transportation, public transportation. Ms. O’Connor agreed that this should be considered, and asked if our existing infrastructure in public transportation is adequate for future? Dr. Davis advised that it may have been excluded because public comments did not include concerns in this area. Mr. Crute asked if any inefficiencies been expressed? Dr. Davis advised that the need will always be there, and Dr. Miller agreed stating this is an area requiring vigilance for the future. Dr. Davis asked members of the Planning Commission what they felt was an attainable goal for public transportation? Dr. Miller suggested adding to continually reviewing public transportation plans. Mr. Patterson agreed, and felt it was a disservice not to include this matter in the Comprehensive Plan. Mr. Crute agreed, stating there is a need to consistently maintain a high level of service through public transportation. Dr. Miller also added that improvements are needed across all intersections within the Town, not only Griffin/Oak/High, and moved to generalize this strategic definition to include all intersections within town limits. Mr. Crute agreed, that more intersections deserve this consideration.

Mr. Patterson made the comment that this is good work done by the Berkley Group in updating the Comprehensive Plan. Planning Commission members unanimously agreed.

Dr. Miller stated that he would draft the recommendations discussed during this meeting’s review of the Comprehensive Plan and would share these with Dr. Davis directly. Dr. Miller recommended sending along the current iteration of the goals and strategies of the Comprehensive Plan along to the Town Council along with the changes to be presented for consideration, through forthcoming communications.
On a motion from Mr. Crute, the motion was made to recommend to the Town Council, the proposed goals and strategies outlined in the Comprehensive Plan, as presented, along with forthcoming recommendations made by the Planning Committee. Ms. Honeycutt seconded the motion.

**Vote:** On a motion by Mr. Crute seconded by Ms. Honeycutt, and with a roll-call vote with all members voting “aye,” the motion was passed.

**Other Business:**
Ms. O’Connor wished to publicly thank the Town Council for their support of providing the Planning Commission with training and certification. The experience was fantastic and that she recommends it to others.

Mr. Patterson wished to publicly thank Dr. Ross for his time of service to Planning Commission after deciding to step away from his position recently. Dr. Miller added that he was a valued colleague during his tenure of service.

With no further business, Dr. Miller called for a motion to adjourn. On a motion made by Mr. Davenport, seconded by Mr. Crute, and with unanimous “aye” vote from all members, the meeting was moved to adjourned.

Dr. Miller adjourned the meeting at 8:10 P.M.

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John Miller, Chairman  Jerry Davenport, Secretary