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**Town of Farmville Planning Commission Minutes**  
**Meeting held at**  
**THE TOWN HALL, Town Manager's Conference Room**  
**Tuesday, January 19, 2010, 12:00 p.m.**

**Members Present:** Sam Wilson Jr., Edward Gordon, Lloyd McKay, Gerry Spates

**Members Not Present:** Andy Andrews

**Staff:** Cindy Morris, Town Planner and Megan Douglas, Administrative Assistant

**Guest:** William Overstreet

The meeting began at 12:15 p.m.

**Review and approval of Minutes:**

Mr. Wilson began the meeting by asking the Planning Commission to review the minutes from the November 17 and December 9, 2009 meetings. There being no changes or corrections, Mr. Spates made the motion to approve the minutes and Mr. McKay seconded the motion. All other Members voted "aye".

**Verbal update on playground equipment and wooden pole structure for Faith & Victory Ministries and Childcare located at 502-B Beech Street:**

Mrs. Morris indicated that the regulations for this playground equipment fall under the Department of Social Services. Mrs. Morris reported that she has contacted the Virginia Department of Social Services several times and in response they would be sending someone out to look at the playground equipment. Mrs. Morris also indicated that the playground equipment is not being utilized at this point. The wooden pole structure falls under the building code. The Building Official, Larry Philbeck, has sent the owner of the property; Mr. Dionisio, a letter stating the structure must be repaired or taken down. Mr. Wilson inquired about the letter that the Planning Commission discussed sending out on the Town's behalf after the last Planning Commission Meeting. The letter was to clarify the conditions Council set upon approval of the Conditional Use Permit (CUP). Mr. Spates commented saying he will talk to Mr. Dionisio again before the next Planning Commission Meeting about the removal of the playground equipment. The Planning Commission would like to see the Town Council's wishes enforced with regards to the equipment being taken down, the fencing and wooden pole structure repaired. Mr. Spates stated that he will talk with Mr. Dionisio and see that the conditions are met.

**Conditional Use Permit Application (CUP) on behalf of Vara Bonagiri, MD located at 1402 Milnwood Road:**

Mr. Overstreet was present on behalf of Dr. Bonagiri and began speaking on his intended proposal. Dr. Bonagiri has submitted a Conditional Use Permit (CUP) application proposing to utilize the existing house as a residence at 1402 Milnwood Road and construct up to three (3) additional buildings for future office space. Mr. Spates informed the Commission that

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this residence is in a B-4 zone and that what Dr. Bonagiri is proposing is an allowed use with an approved Conditional Use Permit (CUP). Mrs. Morris also noted that this property is adjacent to both commercial and residential areas, and noted that since it is adjacent to a residential area the zoning ordinance requires the setbacks to be greater. Several Planning Commissioners discussed the adjacent businesses to this property and the compatibility of this proposal with the surrounding environment. Dr. Gordon and several other members indicated a desire to see a detailed plan of what the additional buildings will look like with landscaping included. Mr. Wilson spoke of his concerns on the traffic flow, and the Milwood Road Improvements Project. Mr. Wilson also had concerns relating to the close proximity of the three (3) entrances to the shopping center, the residential neighborhood, and Dr. Bonagiri's property. Mr. Spates spoke about VDOT regulations, and the minimum distance that is required. Mr. Wilson also noted concerns on biohazard safety. Dr. Gordon commented that biohazard would not create a problem because it will be self-contained. There was also discussion on the property and future buildings being used for multiple purposes. It was the consensus of the Planning Commission, that before any Conditional Use permit recommendations are suggested to Town Council, they will wait until the adjacent property owners are notified, and the public notice advertised to hear public comments. Mr. Overstreet agreed to provide the Planning Commission with a more detailed plan of the office buildings design including landscaping. The Planning Commission was in agreement to meet sometime prior to Council's meeting on April 14, 2010 to make recommendations to Council.

**Conditional Use Permit (CUP) on behalf of Janie Irons at 313 First Avenue to operate a Bed & Breakfast establishment:**

Dr. Irons resubmitted a Conditional Use Permit (CUP) application to operate a Bed and Breakfast at her residence located at 313 First Avenue. Bed and Breakfast establishments are an allowed use in an R1A zone. For the Planning Commission's information Mrs. Morris referenced the Council minutes from when Dr. Irons' CUP was approved last year. There were no conditions set by Council. Dr. Irons is allowed up to five (5) bedrooms; however Dr. Irons will be operating four (4) bedrooms. Dr. Irons will be using parking for the Bed and Breakfast on First Avenue, School Street and the alley. Dr. Gordon suggested the possibility of adding one condition upon approval of the CUP and charging a minimal amount for parking on behalf of the Bed and Breakfast. The Commissioners had questions and concerns about neighborhood residents' opposition to the Bed and Breakfast. Dr. Gordon suggested sending certified mailings to adjacent property owners. The Town's staff will take care of advertising, sending out certified mailings of the Public Notice to adjacent property owners; publish Public Notice in the Farmville Herald and post the property with CUP pending sign. The Planning Commission requested that staff be responsible for keeping track of meetings, stipends, and cost of advertising, mailings and staff time to bill Dr. Irons for the CUP fee in lieu of the \$500.00 fee, since she had paid the fee last year for her initial request. The Planning Commission will be present at the next Council Meeting on February 10, 2010 to hear any public comments. It was the consensus of the Planning Commission to have a meeting sometime prior to Council's March 10, 2010 meeting to discuss and review public comments to make a recommendation to Town Council on the CUP.

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**Establish criteria for installing Streetlights in New Subdivisions:**

Mr. Spates informed the Planning Commission about several calls he has recently received concerning street light installation. Mr. Spates spoke about the high cost of street lights that were installed in previous subdivisions. Mr. Spates suggested that that the Town require the developer of subdivisions to install the street lights. It was the consensus of the Planning Commission that the Town establish draft language for street light installation and that it be consistent with public safety needs. It was discussed that the Town Manager require at his discretion installation of street lights and that it be decided based on public safety needs. Mr. Spates had concerns that the language was too broad and suggested it be more specific such as, streetlights will be installed by developers at intersections and culdesacs. The Planning Commissioners agreed with his point. Mr. Spates said he will look at other locality's language regarding street light installation in subdivisions and prepare draft language for the Planning Commission to review.

**Formatting changes to Zoning Map:**

The Planning Commission discussed the new formatting changes to the Zoning Map that includes a legend, Flood Zone Areas and Historic Districts. Mr. Wilson commented on how well the Zoning Map looked and complimented Ashley Atkins on a job well done.

There being no further discussion Mr. Wilson made motion to adjourn the meeting at 1:25. Dr. Gordon seconded the motion with all other Commissioners voting "aye".

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Andy Andrews, Chairman

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Gerald J. Spates, Secretary