

## MONTHLY STAFF REPORT

<b>DATE:</b>	April 7, 2010
<b>TO:</b>	Rocky Mount Town Council
<b>FROM:</b>	Matthew C. Hankins, Director of Community Development
<b>DEPARTMENT:</b>	Community Development
<b>MONTH:</b>	March 2010

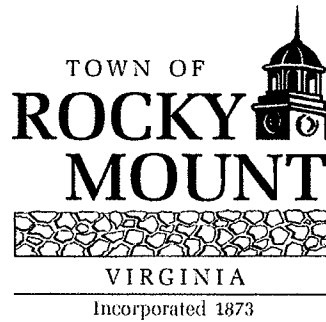
Attached is the monthly report for Community Development Department.

Attachment(s): Yes

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C. James Ervin, *Town Manager*  
Matthew C. Hankins, *Assistant Town Manager*  
& *Community Development Director*

## Community Development Monthly Report To Town Council

### Major Items worked on during March 2010:

This was a big month for Uptown, including:

- Recorded communications easements for Uptown.
- Led Uptown pre-construction meeting.
- Led stakeholders meeting for Uptown project.
- Signed Enterprise Zone state grant application for N. Morris Building.
- Signed Notice to Proceed and change orders for contractor.
- Office staff (primarily Stacey Sink) worked to arrange Uptown groundbreaking.

Other items of significance:

- Set up the Musical Styles of the Crooked Road Exhibit, including producing an hour-long DVD of local musicians performing in and around Rocky Mount.
- Attended wayfinding signage meeting with Main Street consultant.
- Worked with Stacey Sink on updating Zoning Ordinance Book.
- Worked with the Town Attorney to complete subdivision agreements, bond agreements and memorandum of agreement on Oaks development, and held preconstruction meeting to go over town and state legal requirements regarding development.
- Working with Town Attorney to complete memorandum of agreement on the Landmark subdivision.
- Attended 10<sup>th</sup> anniversary celebration of the Franklin County Toastmasters.
- Met with Franklin County regarding subdivision request.
- Submitted Virginia Commission for the Arts Grant for The Grainery.
- Worked on budget items for finance director and town manager.

Planning Items Received:

- Ralph Casey subdivision/vacation plat on Mary Coger Lane.
- Franklin County/Rocky Mount Industrial Park plat.
- Minor subdivision plat for Satchel Worley.

Business Notes:

- 84 Lumber, located just outside of town on 40 West, closed as part of a 10-store closure by the company.
- New pool store to open in part of former Franklin Minute Market.

GIS report:

From Nathan Wright:

- **BUD Commission**
  - BUD commission website has been launched
- **Erosion & Sediment Control**
  - Notice to Comply sent to Empire Foods project site for the following issues:
    - Improperly constructed construction entrance
    - Improperly maintained silt fencing
    - Improperly constructed sediment basin
    - Lack of temporary or permanent seeding to protect exposed soil
  - Violation letters were sent out to the following:
    - CEED Educational Building
    - Habitat for Humanity site
    - Jubal's Retreat site
    - Lot 39 in the Landmark Subdivision
    - Oaks at Rakes Tavern
  - The Oaks at Rakes Tavern erosion and sedimentation control plan for phase 1 has been completed.
- **Code Enforcement**
  - The inoperable vehicle has been removed from Montview Street.
  - Investigating excessive trash complaints on Wilson Street and Pell Avenue.
- **Mapping**
  - Water meter mapping data has been categorized for ease of data sharing.
  - Changes to the U.S. Census Bureau boundary data have been accepted.
  - Updated the Virginia Utility Protection Services database to reflect all newly installed public utilities.
  - Performed real estate updates to the GIS.
- **Current Projects**
  - Rebuilding The Town of Rocky Mount Municipal Building door database in preparation for the new security software.
- **Long Term Projects**
  - Will create a new business license map to show current and expired license holders after the extended deadline passes.
  - Begin the Housing Stock Survey.