

**TOWN OF ROCKY MOUNT
PLANNING COMMISSION
NOVEMBER 8, 2012
6:00 P.M.**

The Planning Commission of the Town of Rocky Mount, Virginia, met at the Rocky Mount Municipal Building on Thursday, November 8, 2012 at 6:00 p.m., with Madame Chair Janet Stockton presiding.

The following members of Planning Commission were present when the meeting was called to order: Madame Chair Janet Stockton and Vice Chair John Speidel; and Planning Commission Members Ina Clements, and John Tiggle. Let the record show that Planning Commission Member Derwin Hall was not present, and Planning Commission Member Jerry Greer was unable to attend due to a concurrent session of the Rocky Mount Town Council. In addition, let the record show that Planning Commission Member Bud Blanchard arrived at the meeting at 6:10 p.m.

The following staff members were present: Town Planner Patrick Rust and Deputy Clerk Stacey B. Sink.

APPROVAL OF AGENDA

Madame Chair Stockton asked if there were any additions or corrections to the presented agenda, and being none, entertained a motion.

- Motion was made by Planning Commission Member Clements to approve the agenda as presented, with motion on the floor being seconded by Vice Chair Speidel. There being no discussion, let the record show that the motion on the floor passed unanimously by those present.

APPROVAL OF MINUTES

Prior to the meeting, the Planning Commission received the following minutes for review and consideration of approval:

- July 2, 2012 – Regular Meeting Minutes
- August 9, 2012 – Joint Work Session with Rocky Mount Town Council
- September 4, 2012 – Regular Meeting Minutes

Madame Chair Stockton asked if there were any additions or corrections to the draft

minutes.

Planning Commission Member Clements pointed out that there is an error in the August 9 minutes on page 5061, which lists Planning Commission Member Tiggle as the vice chair. The deputy clerk advised she would pass this information on to the town clerk for correction.

There being no further discussion, Madame Chair Stockton entertained a motion:

- Motion was made by Planning Commission Member Tiggle to approve the draft minutes for July 2 and September 4 as presented, along with the draft minutes for August 9 with the noted correction, with motion on the floor being seconded by Vice Chair Speidel. There being no discussion, let the record show that the motion on the floor passed unanimously by those present.

PUBLIC HEARING

Let the record show there were no public hearings held at this time.

OLD BUSINESS

(1) Comprehensive Plan Update

The town planner addressed the Planning Commission regarding the pending five-year review of the Town's Comprehensive Plan, making the following points:

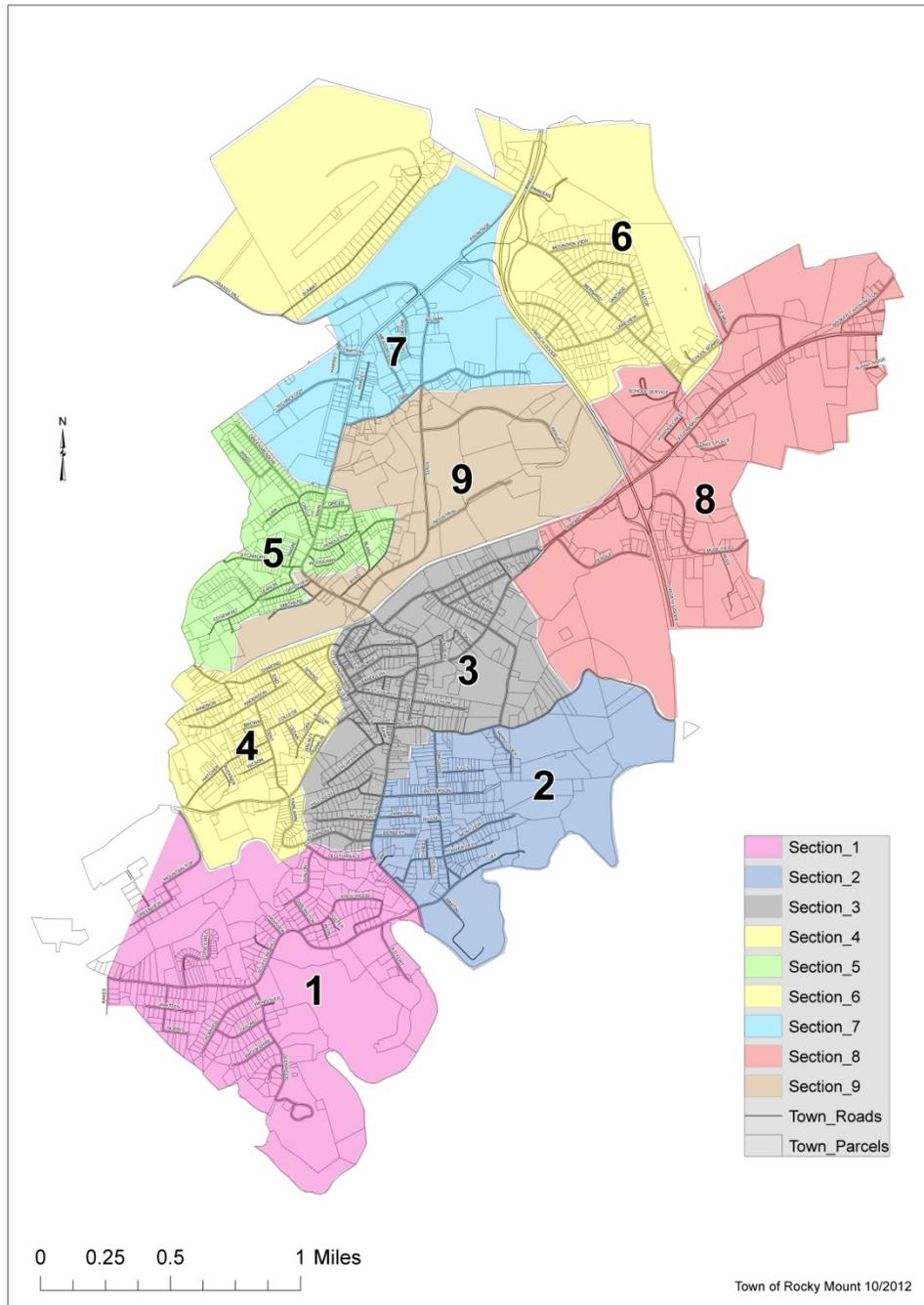
- Staff intends to present parts of the plan for review and edits to the Planning Commission over the next few months, rather than reviewing the entire plan at one time.
- Staff has divided the Town into nine "communities of interest" and for each community, staff will assess its strengths, weaknesses, and needs (such as housing, roads, and public facilities). Staff plans to present a draft in early 2013, with the hope of going to public hearing in the spring.
- The purpose in breaking the Town into separate communities is to help focus attention on specific items, such as what one community may have and another may lack, while still assessing the Town in a comprehensive manner.
- Staff will also look at how the Town has changed in the past five years.

Discussion ensued:

- Planning Commission asked for clarification on how the Town will be divided.

- The town planner presented a map showing the nine geographically divided communities of interest and pointed out that the community at Scuffling Hill is different than the community of Franklin Heights.

Town of Rocky Mount Communities of Interest



- Staff will review each community for strengths, weakness and needs.

- The community-of-interest geographical divisions are not based on zoning classifications.
- In response to questions about why this type of classification is needed when there is already zoning classifications, the town planner pointed out that it would be used to identify specific needs in communities that may or may not correspond with zoning classifications.
- The communities of interest will be a new, more specific component of the Comprehensive Plan, but it will not change the overall goal of the plan.
- Concern was expressed over the communities of interest possibly conflicting with the zoning classifications, and even conflicting in areas when trying to reach conclusions about the needs.
- The Comprehensive Plan will still address zones, since zoning and the Comprehensive Plan is often used by Planning Commission to make decisions.
- An example of how this may be applied: North Main has a large residential population, but there are no public recreation amenities there, like a park or a basketball court. Scuffling Hill, on the other hand, has access to a park. In this manner, staff could look at ways to better each community while still keeping in-line with the overall view of the Comprehensive Plan.

(2) iPads

iPads are on order and should be received within the next two weeks. After that, a training session will be held for Planning Commission and then the transition to paperless agendas will take place.

NEW BUSINESS

(1) *Proposed Changes to Planning & Zoning Fee Schedule*

The town planner advised that staff has been working with the Finance and Human Services Committee to review the planning and zoning fees which have not been updated since 2008, giving consideration to the fees of neighboring localities and how the Town's fees compare, as well as the amount of time required to review certain requests and applications.

The proposed new fee schedule is as follows:



Proposed Development Fees

November 2012

ZONING	Zoning Permit	Single Family Residential	\$ 40
	Zoning Permit	Single Family Residential- Addition	\$ 30
	Zoning Permit	Accessory Structure <200 sf	\$ 25
	Zoning Permit	Accessory structure >200 sf	\$ 35
	Zoning Permit	All Non-Residential Uses/Zones	\$100
	Zoning Compliance Permit		\$ 10
	Zoning Letter		\$125
SPECIAL ZONING	Rezoning	Upzoning to more intensive use	\$600+postage
	Rezoning	All other rezonings	\$350+postage
	Special Exception/Use	Single Family Residence	\$350+postage
	Special Exception/Use	All Others	\$500+postage
	Variance	Single Family Residence	\$250+postage
	Variance - Nonconforming	Post-disaster rebuild/replacement	\$125+postage
	Variance	All Others	\$350+postage
	Zoning Appeals		\$350+postage
Amend Proffers		\$500+postage	
SITES	Site Plan Review	Including Erosion & Sediment	\$975
	Minor Site Plan Review		\$250
	Changes to Approved Site Plan/Resubmittal		\$500
	Final Site Inspection		\$150
	Bond Release		\$150
PLATS	Major Subdivision Plat	Preliminary	\$1,000+\$25 per lot
	Major Subdivision Plat	Final	\$1,000+\$25 per lot
	Minor/Family Subdivision	Five lots or less	\$ 250+\$25 per lot
	Waiver Request		\$1,000
	Line Adjustment/Line Vacation/Easement Plat/Resurvey		\$ 100
E&S	Erosion & Sediment Control Plan Review		\$350
	Changes to Approved E&S Control Plan		\$200
	Land Disturbing Permit		\$ 75+\$100 per acre or partial
	Land Disturbing Permit Agreement In Lieu		\$ 75
	Final Site Inspection		\$150
	Bond Release		\$150
SIGNS	Sign Permit		\$ 50
	Banner Permit		\$ 40
MISCELLANEOUS	Maps	Black & white (up to 11x17)	\$ 3
		Color (up to 11x17)	\$ 5
		Poster	\$ 15
	Subdivision Ordinance		\$ 30
	Water & Sewer Ordinance		\$ 30
	Zoning & Development Ordinance		\$ 75
	Comprehensive Plan		\$ 45
	Water & Sewer Specifications		\$ 30
	Digital Data		\$ 10/file or layer
	Digital Copy of Ordinance		\$ 10
	Lamination		\$ 3/foot
	Scanning		\$ 1/page

Discussion ensued:

- All of the fees did not increase. There are some that stayed the same and some that were reduced. Most of the commercial uses were increased, while the fees affecting homeowners were reduced.

- Zoning Permits for residential uses were tiered so that it now does not cost as much to add an accessory building or an addition as it would to build a new residence. This reflects the fact that it takes less time to review an accessory building request than it does a new home request.
- In comparing the current fee schedule to other localities, staff found that the Town's subdivision review fees were well below other localities.
- The significance of the 200 square feet differentiation in reference to accessory structures is tied to Franklin County's building permit requirements: a building greater than 200 square feet requires a building permit.
- There was general discussion regarding the fee item for a non-conforming variance due to a post-disaster rebuild or replacement and whether or not that line item was needed in reference to Article 39-8-5 of the Zoning and Development Ordinance.
- Plat reviews for subdivisions show a rather large increase in fee. This is due to the fact that it takes many hours to review subdivision plats, with the plat review process for the Oaks at Rakes Tavern development being a prime example.
- Planning Commission liked the fact that the non-commercial fees have been reduced. The town planner clarified that Zoning Letters are generally requested for commercial uses.

Madame Chair Stockton called for additional comments or questions from Planning Commission, and being none entertained a motion:

- Motion was made by Planning Commission Member Clements that Planning Commission recommend to Town Council the approval of the proposed development fees as presented, with motion on the floor being seconded by Planning Commission Member Tiggle. There being no discussion, let the record show that the motion on the floor passed unanimously by those present.

(2) *Traffic Management Report*

The town planner reported that over the past several months the Town has been working with contracted engineer Richardson & Wayland to study and tweak the traffic light system for better performance. The outcomes of this study have been as follows:

- As requested by Planning Commission and directed by Town Council, the uptown and downtown lights are now programmed to go into flash mode from 10:00 p.m. until 5:00 a.m. on weekdays, and from 11:00 p.m. until 5:00 a.m. on the weekends.
- Review of the system highlighted some maintenance issues that could be fixed

- in the future to improve overall performance of the system.
- The Lights for Life preemption system was also reviewed, and several problem intersections were identified. A major issue is the pre-existing conditions of the intersections, such as curves, topography, trees, and buildings, which can hinder the line of sight that is needed for the emergency vehicles to trigger the detectors on the Lights for Life System.
 - Advance detectors could be placed at some intersections to enhance the functionality of the system. However, advance detectors can be very costly to install into the existing system, with cost depending on the particular intersection.
 - Overall, the system is working well and is an asset to the Town and its citizens.

COMMISSIONER CONCERNS & STAFF UPDATES

Discussed the following:

- Staff recently sent out a letter to every property owner and business located within the Town's Enterprise Zone, alerting recipients that the Town's Enterprise Zone is scheduled to expire at the end of 2013.
- The Town is no longer allowed to apply for an Enterprise Zone designation on its own, but may apply in conjunction with the County. Discussions are underway with the County regarding this.

ADJOURNMENT

At 6:48 p.m., and with no further business to discuss, Madame Chair Stockton entertained a motion to adjourn, with motion being made by Planning Commission Member Clements, seconded by Planning Commission Member Blanchard, and carried unanimously by those present.

Janet Stockton, Chairman

ATTEST:

Stacey B. Sink, Deputy Clerk
/sbs

(This page left intentionally blank.)