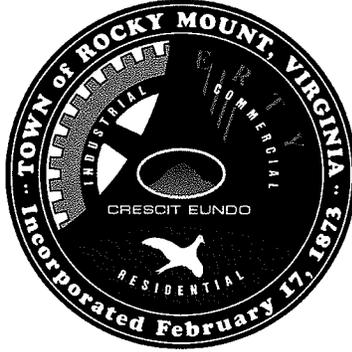


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PLANNING COMMISSION
JANET STOCKTON, *Chair*
JOHN SPEIDEL, *Vice Chair*

BUD BLANCHARD JERRY W. GREER, SR.
INA CLEMENTS DERWIN HALL
JOHN TIGGLE

C. JAMES ERVIN, *Town Manager*
MATTHEW C. HANKINS, *Assistant Town Manager*
& *Community Development Director*

PLANNING COMMISSION AGENDA

Thursday, November 8, 2012 • 6 p.m.

Call to Order and Welcome

Janet Stockton, Chair

1. Roll Call of Members Present
2. Approval of Agenda
3. Review and Consideration of Minutes
 - July 2, 2012 - Regular meeting minutes
 - August 9, 2012 - Joint work session with Town Council minutes
 - September 4, 2012 - Regular meeting minutes
4. Old Business
 - a. Comprehensive Plan Update
 - b. iPads
5. New Business
 - a. Proposed changes to Planning & Zoning Fee schedule (attachment)
 - b. Traffic Management Report (attachment)
6. Commissioner Concerns & Staff Updates
7. Adjournment

**TOWN OF ROCKY MOUNT
PLANNING COMMISSION
MINUTES
JULY 2, 2012
6:00 P.M.**

The Planning Commission of the Town of Rocky Mount, Virginia, met at the Rocky Mount Municipal Building on Monday, July 2, 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, Jerry Greer, Derwin Hall, and John Tiggle. Let the record show that Planning Commission Member Bud Blanchard was not present.

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

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 Tiggle 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:

- March 6, 2012 – Regular Meeting Minutes
- April 3, 2012 – Regular Meeting Minutes
- May 8, 2012 – Regular Meeting Minutes
- June 5, 2012 – Regular Meeting Minutes

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

- Motion was made by Planning Commission Member Clements to approve the draft minutes as presented, with motion on the floor being seconded by Planning Commission Member Greer. 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.

NEW BUSINESS

Let the record show that there was no new business to discuss at this time.

OLD BUSINESS

(1) *Work Session regarding Zoning Ordinance update*

Let the record show that for the past several months and at Planning Commission's direction, staff has been working to update the Town's Zoning and Development Ordinance to correct grammar and punctuation errors, to insure that contained references are correct, and to look for other substantive issues which may require Planning Commission's attention. Prior to the meeting, Planning Commission received documentation regarding the proposed changes, many of which were discussed in last month's work session. The purpose of this work session is to discuss the remaining items. Discussion regarding the proposed updates was as follows:

- Added a cross-reference definition for *accessory structure*.
- Defined *accessory use* and *accessory structure* separately (had previously been combined into one definition.)
- Deleted *adult care facilities* definition and added *adult day care center* definition, which was based on state code and other local ordinances.
- Right now Town Code allows home day cares in residential districts, but state code defines a *family day home*, and requires that certified letters be sent to adjoining property owners giving neighbors 30 days to respond before a zoning permit is approved for a family day home. Right now the town does not

do this notification because we allow home day cares as a use by right. Therefore, to comply with state law, *home day cares* have been removed and *family day homes* added as a use by special exception in residential zoning districts.

- Child care for 5 or less children in the home is considered a home occupation which is allowed in all residential zoning districts. From 6 to 12 children, is considered a family day home and requires special exception. More than 12 is considered a child day center, which is a commercial use and only allowed in commercial zoning districts.
- Family day homes are, by definition, single family residences, therefore an apartment or a duplex would not qualify.
- Amended the definition of *accessory building* and added an exception clause regarding housekeeping purposes and temporary family healthcare structures. Went over 2010 legislation which made *temporary family healthcare structures* a use by right in all single family zoning districts.
- Amended Article 6 – Supplementary District Regulations to include *temporary family healthcare structures*.
- Amended the definition of *hospital*.
- Fees were previously published as part of the Zoning Ordinance. Fees should be updated annually as part of the budget process, so with fees included in the ordinance, any fee change would also require an amendment to the ordinance along with a public hearing. It is recommended that the ordinance reference fees being published on a fee schedule, but not contain the actual fee amounts.
- The new definition of *sawmill* will read: a facility where logs or partially processed cants are sawn, split, shaved, stripped, or chipped, or otherwise processed to produce wood products. This use includes lumber mills and planing mills.
- Corrected 6-3-2.8 to read “abuts an area intended for the common use of townhouse occupants.”
- Assisted living facilities were added as a use by right in General Business. They were already included in the Central Business District.
- Article 39 was amended to account for “Act of God” legislation in state code.
 - The Planning Commission and the Town Attorney appreciated the work that the Deputy Clerk did in reviewing the Zoning and Development Ordinance.

COMMISSIONER CONCERNS

Discussed the following:

- Perdue's lot on South Main needs to be mowed. The Town Planner advised that per Town Code, because the lot is greater than one acre, only a 5 foot buffer must be mowed.
- The BZA has an upcoming variance request.
- Pigg River Bridge Replacement is going to bid this month.

ADJOURNMENT

At 7:19 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 Greer, seconded by Vice Chair Speidel, and carried unanimously by those present.

Janet Stockton, Chairman

ATTEST:

Stacey B. Sink, Deputy Clerk

/sbs

DRAFT

**ROCKY MOUNT TOWN COUNCIL
SPECIAL COUNCIL MEETING
JOINT WORK SESSION WITH PLANNING COMMISSION
AUGUST 9, 2012**

The Rocky Mount Town Council held a special Council meeting joint work session with the Planning Commission on August 9, 2012 at 6:00 p.m. in the Council Chambers of the Rocky Mount Municipal Building located at 345 Donald Avenue, Rocky Mount, Virginia with Mayor Steven C. Angle presiding. The following members of Council were present: Council Members Bobby M. Cundiff, Jerry W. Greer, Sr., P. Ann Love, Robert L. Moyer, and Billie W. Stockton. Let the record show that Vice Mayor Gregory B. Walker was absent due to a previous commitment.

The following members of the Planning Commission were present: Chair Janet Stockton, Planning Commission Members John Tiggle and Jerry Greer, Sr. Absent were Vice Chair John Tiggle and Planning Commission Members Ina Clements, Blanchard (Bud) Boyce, Derwin Hall.

The meeting was called to order by Mayor Angle on behalf of the Rocky Mount Town Council and Chair Stockton on behalf of the Planning Commission. For the record, the following were present: Members of Town Council and Planning Commission as noted, Town Manager C. James Ervin, Assistant Town Manager/Community Development Director Matthew C. Hankins (and Planning & Zoning Administrator), Town Attorney John T. Boitnott, Deputy Clerk and Planning Technician Stacey B. Sink, and Town Clerk Patricia H. Keatts.

APPROVAL OF AGENDA

Prior to the meeting, Council had received the agenda for review and consideration of approval.

- Motion was made by Council Member Love to approve the agenda as presented, seconded by Council Member Cundiff and carried unanimously by those present.

JOINT WORK SESSION

A. Review of Draft Town of Rocky Mount Zoning and Land Use Rules

Prior to the meeting, a list of the substantive zoning ordinance revisions, chart relating to child care, and the planning and zoning fee schedule were handed out to everyone for review:

SUBSTANTIVE ZONING ORDINANCE REVISIONS

SUBSTANTIVE CHANGE #	Article No. (New)	Description of Change	Old Article No.
1	3-3	Amending Article 3-3 to include Franklin County Zoning District Planned Commercial District PCD and assign corresponding Rocky Mount Zoning Districts of Commercial Office Limited District C1 and Commercial Office General District C2; and, changing the Rocky Mount District corresponding to Franklin County District Residential Planned Unit Development RPD from Residential District R1 to Residential Planned Unit Development RPUUD.	2-3
1a	4	Adding definition: ACCESSORY STRUCTURE - See "Building, accessory".	
1b	4	Amending definition: ACCESSORY USE - A use of land or a use of a building or structure for purposes customarily incidental and clearly subordinate to the principal use of the lot on which it is located. <i>(Formerly - Accessory use or structure: A subordinate or secondary use or structure customarily incidental to and located upon the same lot occupied by the main use or building, provided that no such accessory building shall be used for housekeeping purposes.)</i>	
2	4	Deleting definition: ADULT CARE FACILITIES - an agency, organization or individual providing daytime care for adults, in conformance with licensing regulations	19

3	4	<p>Adding definition: ADULT DAY CARE CENTER - a facility which provides supplementary care and protection during a part of the day only to four or more aged, infirm, or disabled adults who reside elsewhere, except a facility or portion of a facility licensed by the Commonwealth of Virginia State Board of Health or the Commonwealth of Virginia Department of Mental Health, Mental Retardation and Substance Abuse Services.</p>	19
4	4	<p>Adding definition: ADULT DAY CARE HOME - a single-family dwelling in which is operated a facility which provides supplementary care and protection during a part of the day only to less than four aged, infirm or disable adults who reside elsewhere, except a facility or portion of a facility licensed by the Commonwealth of Virginia State Board of Health or the Commonwealth of Virginia Department of Mental Health, Mental Retardation and Substance Abuse Services.</p>	19
5	4	<p>Adding definition: ASSISTED LIVING FACILITY - Any facility or any identifiable component of a facility in which the primary function is the provision on a continuing basis of shelter and other services, which may include meals, housekeeping, and personal care assistance, for elderly residents who are typically functionally impaired and socially isolated, but otherwise in good health and able to maintain a semi-independent lifestyle, not requiring the more intensive care of a nursing home.</p>	19
6	4	<p>Adding definition: AUTOMOBILE/TRUCK SALES AND SERVICE - See automobile dealership.</p>	19

7	4	<p>Amending definition: BUILDING, ACCESSORY - A subordinate structure customarily incidental to and located upon the same lot occupied by the main structure. No such accessory structure shall be used for housekeeping purposes, <u>with the exception that dwelling use shall not be prohibited for temporary family health care structures (as defined).</u></p>
8	4	<p>Adding definition: BUILDING, COMMUNITY ACCESSORY - In high-density housing or planned developments, a structure and associated amenities owned and operated by a community corporation or association for the purpose of providing common meeting, social, recreational or dining spaces for the benefit of the members of the corporation or association. Some examples include: clubhouses, swimming pools and poolhouses, dining halls, ballrooms, tennis courts, locker rooms, recreational fields and associated buildings or similar uses associated with the mission of the corporation or association.</p>
9	4	<p>Adding definition: BUILDING FOOTPRINT - The outline of the total area covered by a building's perimeter, as measured from the outside of all exterior walls, at the ground level.</p>
10		<p>Deleting definition: CHILD CARE CENTER - A structure either wholly or partially used for the temporary care and lodging for compensation of young children. Three types of child care centers are: (a) home care: use of the residential structure or part thereof for the temporary lodging and care of not more than four children for compensation; (b) day care center: a commercially zoned structure utilized for the temporary care of not more than ten children for compensation. This use must meet the necessary state licensing requirements; and (c) nursery: a structure utilized for the reception, board, and care for compensation of ten or more children. This use must meet the necessary state licensing requirements.</p>

11	4	Adding definition: CHILD DAY CENTER - A facility complying with applicable Commonwealth of Virginia licensing requirements and operated for the purpose of providing care, protection and guidance to a group of 13 or more children separated from their parents or guardians during a portion of the day.
12	4	Adding definition: COMMUNITY CENTER - See community accessory building.
13	4	Amending definition: DAIRY - A commercial establishment for the production and sale of wholesale dairy products. (Formerly - A commercial establishment for the manufacture and sale of dairy products.)
14	4	Adding definition: DATA CENTER - An industrial building designed to hold large numbers of servers, computers, switches and related electronic equipment to facilitate storage of data from off-site sources. Typically, data centers include infrastructure support for high-speed communications connections, as well as the back-up power supplies required to maintain the integrity of the center in case of disaster.
15	4	Adding definition: FAMILY DAY HOME - A single-family dwelling in which a facility as defined in § 63.2-100 of the Code of Virginia (1950), as amended, is operated for the purpose of providing care for more than five but less than 13 children separated from their parents or guardians during a portion of the day, exclusive of the provider's own children and any children who reside in the home. The care of five or less children for portions of a day shall be considered a home occupation.

16	4	<p>Amending definition: FLOOD OR FLOODING - (1) A general and temporary condition of partial or complete inundation of normally dry land areas from the overflow of inland or tidal water; or, the unusual and rapid accumulation or runoff of surface waters from any source; (2) The collapse or subsistence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature such as flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding as defined in part (1) of this definition. (Formerly - A general and temporary inundation of normally dry land areas.)</p>
17	4	<p>Amending definition: FLOODPLAIN OR FLOODPRONE AREA - Any land area susceptible to being inundated by water from any source. (Formerly - (1) A relatively flat or low land area adjoining a river, stream, or watercourse which is subject to partial or complete inundation; (2) An area subject to the unusual and rapid accumulation or runoff of surface waters from any source.)</p>
18	4	<p>Amending definition: FLOODWAY - The channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height. (Formerly - The designated area of a floodplain required to carry the discharge of flood waters of a given magnitude. For the purposes of this ordinance the floodway shall be capable of accommodating a flood of the 100-year magnitude.)</p>

19	4	<p>Adding definition: FUNERAL HOME - A mortuary service facility licensed and inspected by the Commonwealth of Virginia which provides ordinary and customary on-site funerary services after death and before final disposition of a body, including, but not limited to: transfer of decedent remains to or from other mortuary services; embalming and associated disposition of fluids; preparation of remains for viewing and burial; holding wakes, memorials and funeral services; cremation of remains; pre-need planning; casket and vault sales; storage and parking for vehicles ordinarily used for funeral transportation.</p>
20	4	<p>Deleting definition: HARDSHIP - A situation used in appealing for variances that borders on confiscation. Inconvenience does not constitute hardship.</p>
21	4	<p>Deleting definition: HOME DAY CARE - Use of a residence or part thereof for the temporary day care of not more than four children or four elderly persons for compensation as allowed by law.</p>
22	4	<p>Amending definition: HOME OCCUPATION - leaving "as-is" but removing the last statement which reads: <i>(Certain home care facilities for the young or the elderly may be conducted as a "home occupation" if they comply with Virginia law related to "day care" facilities.)</i></p>

23	4	<p>Amending definition: HOSPITAL - A facility, licensed by the Commonwealth of Virginia, in which the primary function is the provision of diagnosis, treatment and medical and nursing services, surgical or nonsurgical, for sick or injured persons, and which provides inpatient beds, and including ancillary facilities for outpatient and emergency care, training, research, administration and employee, patient and visitor services, but not including a facility exclusively or primarily for the care and treatment of psychiatric patients or persons suffering from substance abuse. (Formerly - An institution rendering medical, surgical, obstetrical, or convalescent care, including nursing homes, homes for the aged and sanitariums, but in all cases excluding institutions primarily for mental disorders or mentally handicapped patients, epileptics, alcoholics or drug addicts.)</p>
24	4	<p>Adding definition: LODGE - A facility providing meeting, recreational, social and/or dining spaces for a fraternal organization. Compare to club.</p>
25	4	<p>Adding definition: NURSERY, HORTICULTURAL - An agricultural or commercial facility wherein plants, trees, and shrubs are raised from seed or root stock for sale in retail or bulk garden centers.</p>
26	4	<p>Adding definition: NURSING HOME - Any facility or identifiable component of a facility in which the primary function is the provision on a continuing basis of nursing services and health related services for the treatment and in-patient care of two or more non-related individuals and which is licensed by the Commonwealth of Virginia as a nursing home, but excluding a facility providing care for alcoholism, drug addiction, mental disease, or communicable disease.</p>

27	4	<p>Amending definition: PENNANT SIGN - Pieces of cloth, plastic or flexible material generally triangular or rectangular in shape, and which typically are strung together in a series of lines which are hung from poles, between buildings or in other arrangements for the purpose of decoration or attracting attention <u>on a temporary basis.</u></p>
28	4	<p>Amending definition: PERSONAL SERVICE ESTABLISHMENT - Any building wherein the occupation is the repair, care of, maintenance or customizing of personal properties that are worn or carried about the person or are a physical component of the person. For the purpose of this ordinance, personal service establishments shall include barbershops, beauty parlors, pet grooming establishments, tailors, dressmaking shops, <u>dry cleaners</u>, shoe cleaning, repair shops, photographic studios, linen and diaper service establishments.</p>
29	4	<p>Adding definition: RAIL TRANSFER FACILITY - A facility, either standalone or incorporated with an industrial facility, designed to accommodate the intermodal transfer of goods and raw materials to or from rail cars and to or from highway carriers.</p>
30	4	<p>Amending definition: SAWMILL - A facility where logs or partially processed cants are sawn, split, shaved, stripped, chipped, or otherwise processed to produce wood products. This use includes limber mills and planing mills.</p>

		<p>31</p> <p>5-7</p> <p>Amending Article 5-7, Fees to read as follows: The Town Council may establish by general rule for the collection of fees to cover the cost of making inspections, issuing permits, advertising of notices and other expenses incident to the administration of this zoning ordinance or to the filing or processing of appeals and amendments. All applications for rezoning, permits, reviews, approvals or other actions for which fees are specified by such general rule, shall be accompanied by the required application fee. A schedule of such fees shall be made available in the office of the zoning administrator... (Formerly: Fees are allowed by § 15.2-2286 of the Code of Virginia (1950), as amended. Administrative review and processing of zoning permits, certificates of zoning compliance (occupancy), site plans, rezoning requests, special exceptions, amendments, public hearing advertising, variance and nonconforming uses shall be published under a separate fee schedule and reviewed annually by the zoning administrator prior to approval by the town council. The amount of the current fees and charges are as follows.) NOTE: The referenced fee schedule was previously contained within the ordinance which required an amendment each time a fee was change. This will allow fees to be changed through normal procedures without requiring an amendment to the Zoning Ordinance.)</p>
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15-8

32	6-3-1.2	<p>Amending Article 6-3-1.2 changing terminology used from <u>sketch development plan</u> to site development plan as follows: Prior to the development of a manufactured home park, the developer must submit a site development plan to the planning commission and the town council for approval. The plan shall be prepared at a scale of one inch equals 100 feet or one inch equals 200 feet and shall depict the following items: (a) Location and size of the manufactured home park; (b) Location and size of the manufactured home lots; (c) Location and width of the proposed internal streets, and common walkways; (d) Location and size of the proposed sanitary facilities; (e) Location and size of the proposed service building and recreation area; (f) Location and size of water facilities.</p>
33	6-3-2.8	<p>Amending 6-3-2.8, rear yard regulations to read as follows: Each townhouse shall have a minimum rear yard of 40 feet, except when the rear yard abuts <u>an area intended for the common use of townhouse occupants</u> such yard shall be at least 25 feet. An accessory building not exceeding ten feet by ten feet may be constructed in any rear yard, not closer than five feet to the property line, and not further than 15 feet from the property line.</p>
34	6-5-3(B)3	<p>Amending 6-5-3(B)3 regarding required screening to read as follows: The following list of specific screening provisions is descriptive of configurations which, among others, meet the standards of subsection (A) above: (1) White pines, Lob pines, Eastern red cedar, Norway spruce, Canada hemlock, or similar tree; (2) Yew, box honeysuckle or similar dense hedge; (3) A six-foot-high architectural screen (fences, man-made structures, berms, etc.) <u>supplemented</u> with plantings.</p>
35	11	<p>Amending Article 11, Provisions for Appeal, for conformity to State Code</p>

12-3-2.8

12-6-3(B)3

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36	12	Amending Article 12, Violation and Penalty, for conformity to State Code
37	19-1-5	Amending Article 19-1-5 Accessory buildings, as defined; however, a building or structure attached to the main building by walls or roof shall be considered part of the main building. The building footprint of an accessory building shall not exceed 50-percent of the building footprint of the principal building. An accessory building shall not be greater in height than the main structure. An accessory building shall be located behind and not closer than ten feet to the main structure. An accessory building within 20 feet of a property line may not be more than one story in height. A one-story accessory building may be no closer than five feet to any property line of an adjoining property owner.
38	19-1-10	Deleting 19-1-10 Home child care centers - as a use by right in the RA district.
38a	19-1-19	Adding 19-1-19 Adult day care homes, as defined - as a use by right in RA.
39	19-1-20	Adding 19-1-20 Temporary family health care structures, as defined - as a use by right in RA (required by State Law in all residential zoning districts).
40	19-2-2	Adding 19-2-2 Family day homes, as defined - as a use by special exception in the RA district.
41	19-5	Amending 19-5 Area regulations to read: The minimum lot area for permitted uses shall be one acre (43,560 square feet) or more. For permitted uses utilizing individual sewage disposal systems, the required area for any such area shall be approved by the health official. The health official and the administrator may require a greater area if considered necessary by soil and site conditions.

42	20-1-5	<p>Amending 20-1-5 Accessory buildings, as defined; however, a building or structure attached to the main building by walls or roof shall be considered part of the main building. The building footprint of an accessory building shall not exceed 50-percent of the building footprint of the principal building. An accessory building shall not be greater in height than the main structure. An accessory building shall be located behind and not closer than ten feet to the main structure. An accessory building within 20 feet of a property line may not be more than one story in height. A one-story accessory building may be no closer than five feet to any property line of an adjoining property owner.</p>
43	20-1-10	<p>Deleting 20-1-10 Home care centers - as a use by right in R1.</p>
44	20-1-13	<p>Adding 20-1-13 Adult day care homes, as defined - as a use by right in R1.</p>
45	20-1-14	<p>Adding 20-1-14 Temporary family health care structures, as defined - as a use by right in R1.</p>
46	20-2-2	<p>Adding 20-2-2 Family day homes, as defined - as a use by special exception in R1.</p>
47	21-1-5	<p>Deleting 21-1-5 Home care centers - as a use by right in R2.</p>
48	21-1-7	<p>Amending 21-1-7 Accessory buildings, as defined; however, a building or structure attached to the main building by walls or roof shall be considered part of the main building. The building footprint of an accessory building shall not exceed 50-percent of the building footprint of the principal building. An accessory building shall not be greater in height than the main structure. An accessory building shall be located behind and not closer than ten feet to the main structure. An accessory building within 20 feet of a property line may not be more than one story in height. A one-story accessory building may be no closer than five feet to any property line of an adjoining property owner.</p>
49	21-1-12	<p>Adding 21-1-12 Adult day care homes, as defined - as a use by right in R2.</p>

50	21-1-13	Adding 21-1-13 Temporary family health care structures, as defined - as a use by right in R2.
51	21-2-4	Adding 21-2-4 Family day homes, as defined - as a use by special exception in R2.
52	22-1-4	Deleting 22-1-4 Day care centers - as a use by right in R3.
52	22-1-8	Amending 22-1-8 Accessory buildings, as defined; however, a building or structure attached to the main building by walls or roof shall be considered part of the main building. The building footprint of an accessory building shall not exceed 50-percent of the building footprint of the principal building. An accessory building shall not be greater in height than the main structure. An accessory building shall be located behind and not closer than ten feet to the main structure. An accessory building within 20 feet of a property line may not be more than one story in height. A one-story accessory building may be no closer than five feet to any property line of an adjoining property owner.
53	22-1-11	Adding 22-1-11 Adult day care homes, as defined - as a use by right in R3.
54	22-1-12	Adding 22-1-12 Temporary family health care structures, as defined - as a use by right in R3.
55	22-2-3	Adding 22-2-3 Family day homes, as defined - as a use by special exception in R3.
56	23-1-8	Deleting 23-1-8 Family day care homes - as a use by right in RPUD.
57	23-1-14	Adding 23-1-14 Adult day care homes, as defined - as a use by right in RPUD.
58	23-1-15	Adding 23-1-15 Temporary family health care structures, as defined - as a use by right in RPUD.
59	23-2-2	Adding 23-2-2 Family day homes, as defined - as a use by special exception in RPUD.

60	23-7	<p>Amending 23-7 to read: Buildings may be erected up to 25 feet in height above the finished floor elevation. <u>(Formerly - Buildings may be erected up to 25 feet in height above the finished floor elevation except that no accessory building within 20 feet of any lot line shall be more than one story high. All accessory buildings shall be less than the main building in height.)</u></p>
61	23-13-1 (1)	<p>Amending 23-13-1(1) to read: Any change in the density of development. (Formerly - Any increase in the density of development.)</p>
62	24-1-9	<p>Amending 24-1-9 Accessory buildings, as defined; however, a building or structure attached to the main building by walls or roof shall be considered part of the main building. The building footprint of an accessory building shall not exceed 50-percent of the building footprint of the principal building. An accessory building shall not be greater in height than the main structure. An accessory building shall be located behind and not closer than ten feet to the main structure. An accessory building within 20 feet of a property line may not be more than one story in height. A one-story accessory building may be no closer than five feet to any property line of an adjoining property owner.</p>
63	24-1-16	<p>Deleting 24-1-16 Home child care centers - as a use by right in RB.</p>
64	24-1-19	<p>Adding 24-1-19 Adult day care homes, as defined - as a use by right in RB.</p>
65	24-1-20	<p>Adding 24-1-20 Temporary family health care structures, as defined - as a use by right in RB.</p>
66	24-2-1	<p>Adding 24-2-1 Family day homes, as defined - as a use by special exception in RB.</p>
67	24-2-2	<p>Adding 24-2-2 Child day centers, as defined - as a use by special exception in RB.</p>
68	24-2-3	<p>Adding 24-2-3 Adult day care centers, as defined - as a use by special exception in RB.</p>

69	24-7-2(2)	Amending 24-7-2 Accessory buildings, as defined; however, a building or structure attached to the main building by walls or roof shall be considered part of the main building. The building footprint of an accessory building shall not exceed 50-percent of the building footprint of the principal building. An accessory building shall not be greater in height than the main structure. An accessory building shall be located behind and not closer than ten feet to the main structure. An accessory building within 20 feet of a property line may not be more than one story in height. A one-story accessory building may be no closer than five feet to any property line of an adjoining property owner.
70	27-1-4	Amending 27-1-4, changing "Day care facilities, as defined" to "Child day centers, as defined" as a use by right in C1.
71	27-1-17	Adding 27-1-17 Adult day care centers, as defined - as a use by right in C1.
72	28-1-2	Amending 28-1-2, changing "Day care facilities, as defined" to "Child day centers, as defined" as a use by right in C2.
73	28-1-3	Adding 28-1-3 Adult day care centers, as defined - as a use by right in C2.
74	29-1-19	Amending 29-1-19, changing "Child care centers, as defined" to "Child day centers, as defined" as a use by right in CBD.
75	29-1-34	Adding 29-1-34 Adult day care homes, as defined - as a use by right in CBD.
76	29-1-35	Adding 29-1-35 Adult day care centers, as defined - as a use by right in CBD.
76a	29-1-36	Adding 29-1-36 Temporary family health care structures, as defined - as a use by right in CBD.
76b	29-2-7	Adding 29-2-7 Family day homes, as defined - as a use by right in CBD.
77	30-1-8	Amending 30-1-8, changing from "nursing homes" to "nursing homes and assisted living facilities, as defined" as use by right in GB.

78	30-1-24	Amending 30-1-24, changing "Child care centers" to "Child day centers, as defined" as a use by right in GB.
79	30-1-25	Adding 30-1-25 Adult day care centers, as defined - as a use by right in GB.
80	34-1-20	Adding 34-1-20 Rail transfer facilities, as defined - as a use by right in M2.
81	34-8-1	Amending 34-8-1 to read: The creation of irregular or pipe stem lots shall be prohibited. No lot shall be platted or modified pursuant to the provisions of the Town of Rocky Mount Subdivision Ordinance that, due to its geometric characteristics, results in the creation of an irregular lot. <i>(Formerly - The creation of irregular or pipe stem lots shall be prohibited. No lot shall be platted or modified pursuant to the provisions of the Roanoke County Subdivision Ordinance that, due to its geometric characteristics, results in the creation of an irregular lot.)</i>
82	37-1-10	Amending 37-1-10 Accessory buildings, as defined; however, a building or structure attached to the main building by walls or roof shall be considered part of the main building. The building footprint of an accessory building shall not exceed 50-percent of the building footprint of the principal building. An accessory building shall not be greater in height than the main structure. An accessory building shall be located behind and not closer than ten feet to the main structure. An accessory building within 20 feet of a property line may not be more than one story in height. A one-story accessory building may be no closer than five feet to any property line of an adjoining property owner.
83	39	Amending Article 39 in its entirety to account for "Act of God" legislation.

	HOME OCCUPATION (child care of 5 or less children - does not require state licensure)	FAMILY DAY HOME* (child care of 6 to 12 children - requires state licensure)	CHILD DAY CENTER (13+ children - requires state licensure)	ADULT DAY CARE HOME* (care of <4 adults)	ADULT DAY CARE CENTER (care of 4 or more adults)
USE BY RIGHT	Allowed in all residential districts. Not limited to single-family dwellings, so would include duplexes and multi-family dwellings. Would be treated as any other home occupation.		GB CBD C2 C1	CBD RB R3 R2 R1 RA RPUD	GB CBD C2 C1
USE BY SPECIAL EXCEPTION		CBD RB R3 R2 R1 RA RPUD			RB

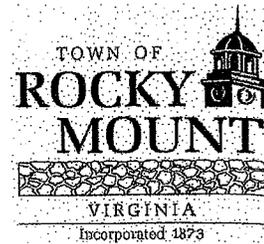
* Family Day Homes and Adult Day Homes are, by definition, "single-family dwellings". Therefore, even though they are allowed in R3 and R2 zoning, they would not be allowed in multi-family dwellings or duplexes.

EFFECTIVE 7/11/2008

PLANNING & ZONING FEE SCHEDULE

ZONING FEES

ZONING PERMIT	\$60.00
ZONING PERMIT (SINGLE-FAMILY RESIDENCE)	\$40.00
ZONING COMPLIANCE PERMIT	\$10.00
ZONING LETTER	\$125.00
REZONING.....	\$575.00 + POSTAGE
REZONING (R1,R2,RA,RB DOWNZONING/ALL REZONINGS < 3 ACRES)	\$375.00 + POSTAGE
SPECIAL EXCEPTION/USE (SINGLE-FAMILY RESIDENCE)	\$375.00 + POSTAGE
SPECIAL EXCEPTION/USE (ALL OTHERS)	\$475.00 + POSTAGE
VARIANCE (SINGLE-FAMILY RESIDENCE)	\$250.00 + POSTAGE
VARIANCE (ALL OTHERS).....	\$350.00 + POSTAGE
ZONING APPEALS.....	\$350.00 + POSTAGE
AMENDMENTS TO PROFFERS.....	\$375.00 + POSTAGE



SITE PLAN REVIEW FEES

SITE PLAN REVIEW (INCLUDING EROSION AND SEDIMENT)	\$725.00
SITE PLAN REVIEW (ENTERPRISE ZONE).....	\$450.00
MINOR SITE PLAN REVIEW	\$250.00
MINOR SITE PLAN REVIEW (ENTERPRISE ZONE)	\$150.00
CHANGES TO APPROVED SITE PLAN/ PLAN SUBMITTAL AFTER 2ND	\$325.00
FINAL SITE INSPECTION, BOND RELEASE/REDUCTION	\$125.00

SUBDIVISION FEES

MAJOR SUBDIVISION PLAT (PRELIMINARY).....	\$150.00 + (\$20.00 PER LOT) + POSTAGE
MAJOR SUBDIVISION PLAT (FINAL)	\$100.00 + (\$10.00 PER LOT)
MINOR/FAMILY SUBDIVISION	\$100.00 + (\$20.00 PER LOT)
SUBDIVISION/DEVELOPMENT WAIVER REQUEST	\$575.00 + POSTAGE
LINE ADJUSTMENT/VACATE LINE(S)/EASEMENT PLAT/RESURVEY	\$80.00

EROSION AND SEDIMENT CONTROL FEES

EROSION AND SEDIMENT CONTROL PLAN REVIEW	\$325.00
EROSION AND SEDIMENT CONTROL PLAN REVIEW (ENTERPRISE ZONE)	\$200.00
CHANGES TO APPROVED EROSION AND SEDIMENT CONTROL PLAN	\$150.00
LAND DISTURBING PERMIT	\$75.00 + (\$100.00 PER ACRE OR PARTIAL ACRE)
LAND DISTURBING AGREEMENT IN LIEU	\$75.00
FINAL SITE INSPECTION, BOND RELEASE/REDUCTION	\$125.00

SIGN FEES

SIGN PERMIT	\$40.00 PER SIGN
BANNER PERMIT	\$20.00

MISCELLANEOUS

MAPS (8.5" x 11").....	\$2.00
MAPS (11" x 17").....	\$5.00
MAPS (POSTER).....	\$15.00
SUBDIVISION ORDINANCE	\$30.00
SEWER & WATER ORDINANCE	\$30.00
ZONING & DEVELOPMENT ORDINANCE	\$30.00
COMPREHENSIVE PLAN	\$45.00
WATER & SEWER MASTER SPECIFICATIONS	\$30.00
DIGITAL DATA	\$10.00 PER FILE/LAYER
DIGITAL COPIES OF ORDINANCE	\$10.00

345 Donald Avenue, Rocky Mount, VA 24151 • PH: (540) 483-0907 • FAX: (540) 483-8830
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The Assistant Town Manager came before Council stating the following:

- Staff had worked with and received guidance from the Planning Commission over a two year period in updating the zoning and land use rules, and what was before Council at this time was a book that was more user friendly and serves much better as a reference book.
- The primary motivation to bring the book up-to-date was due to the fact that in the past, a number of people had been maintaining the book and not everything had been corrected when inserted in the “blue book” (older version being updated).
- From organizational standpoint, there has been a variety of ways to amend the “blue book”, but now its replacement (“orange book”) is more user friendly and much easier to reference, with the final book being more reliable.
- The Planning Technician is the gatekeeper to update the newer “orange” books, iPads, and making sure that the books are distributed the way they should be.

At the request of the Mayor, the Assistant Town Manager hit the highlights of the proposed changes, which were mostly changes in the definitions, and that child care centers are now mandated by the state.

At this point, the Planning Technician explained the chart handed out to Council prior to the meeting that dealt with: home occupation; family day home; child day center; adult day care home; and adult care center. She explained that the current terms in the existing “blue” book did not go with the state code, which were all defined. What is being proposed to be inserted into the Town’s ordinance was explained in the chart that was handed out. She explained each definition listed on the chart.

The Assistant Town Manager continued hitting the highlights of the proposed changes: requested fee schedule to be changed (proposed changes handed out to Council prior to meeting); amending article dealing with accessory buildings and everything pertaining to that was changed accordingly; had referred to other localities in updating the book to see what process they use in updating their zoning and land use ordinance (this is a usual practice with localities); explained what pendant signs and banners are and how long they are allowed to be displayed.

The Mayor indicated that he believes that the planning and zoning staff did a good job and that he has read through it, but not all at one sitting. He stated that he believes it is a more user friendly document for not only the Town staff, but for people wanting to look at it, and that having the document on-line is beneficial.

The Assistant Town Manager stated that the Planning Commission has put in a lot of time and that he and the Town Attorney both agree that the Planning Technician has

saved the Town about \$100,000 since it was done internally by her versus farming it out to be updated.

There was discussion regarding child care centers of six or more and if they are grandfathered in, with the Assistant Town Manager indicating that he believes they would have to come and get a permit, with Social Services also having to give them approval, but his staff would verify this. It was confirmed by the Assistant Town Manager that if a family member is keeping siblings and it numbers more than six in their home and if they are tended to by only one person, it is not considered a business.

Also discussed a family needing to put up an accessory building (granny pod) that is required now by the state code for a family member that needs medical assistance, and if that person no longer needs that type of housing, how long the Town would allow the structure to be on the property before it is removed, since they are temporary in nature. The Planning Technician explained that the Town would police this to make sure no one would be using it for other than the intended use allowed.

Discussion also ensued regarding a vacant lot being more than an acre in size that is subject to vermin if the lots are not mowed, and that there needs to be some language in the Town code that addresses this. It was explained by staff and the Town Attorney that the Town now has that ability to enforce through the nuisance ordinance.

The proposed zoning fees were discussed. Relating to the fees, staff indicated that some of the fees were not high enough. The Town Attorney noted that during the Council budget consideration, the fees could be reviewed and could be decided upon at that time. Staff explained that the fees typically cover the cost of advertising, staff time, and outside engineers, and that the fee schedule is on-line and has not been amended since 2008.

The Assistant Town Manager read for the record at the request of Vice Mayor Walker that he would like entered into the record the following regarding the August 9, 2012 Special meeting joint work session with the Planning Commission regarding the review and consideration of the proposed updates to the zoning and land use book for the Town of Rocky Mount, Virginia being: "I have read through the zoning and land use book and given special attention to the proposed changes and I do not see any problem with what is being proposed; therefore, I am in favor of holding the Rocky Mount Town Council public hearing scheduled for September 10, 2012 (or when announced) that will address the proposed changes. I would like to commend the planning and zoning staff for a job well done".

Chair of the Planning Commission stated that she appreciates staff, and especially the Planning Technician for a job well done.

The Assistant Town Manager informed Council that they will be given the books once approved by Council, it will be on the Town's website, and it will be uploaded to Council's iPads.

The Planning Technician stated that the discretionary things allowed by the state were not included at all, but briefly went over what they were; and that Article 11 was changes based on the code.

The Town Manager gave a brief synopsis on how the zoning and land use changes came about, reflecting back five years when several of the Town's planners had input in putting the changes in the blue book. He stated that he and the Town Attorney noted that there was a lack of professional follow-up by the planners on what ended up in the book and that the Town is a government of law and that everyone needs to be treated the same, therefore, the changes in the book needed to be kept up-to-date, with the current Planning Technician having the wherewithal to do this. He further commented that now the second phase of this process (after Council tweaks the document) will be the Town Clerk and himself guiding Council through the re-codification of the Town Code, and that hopefully by the end of 12 to 18 months, there will be an accurate book on all the changes that have been made.

The Assistant Town Manager confirmed that the Planning Commission will hold their public hearing in September and bring to Council a recommendation for their public hearing.

There being no further comments, the Mayor entertained a motion.

- Motion was made by Council Member Greer for staff to advertise for a public hearing to be scheduled for September 10, 2012, with motion on the floor being seconded by Council Member Moyer. There being no discussion, let the record show that the motion on the floor passed unanimously by those present.

ADJOURNMENT

At 6:41 p.m., motion was made by Council Member Love to adjourn, seconded by Council Member Stockton and carried unanimously by those present.

Steven C. Angle, Mayor
Rocky Mount Town Council

ATTEST:

Patricia H. Keatts/Town Clerk

Janet Stockton, Chair
Rocky Mount Planning Commission

ATTEST:

Stacey B. Sink, Deputy Clerk

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DRAFT

**TOWN OF ROCKY MOUNT
PLANNING COMMISSION
MINUTES
SEPTEMBER 4, 2012
6:00 P.M.**

The Planning Commission of the Town of Rocky Mount, Virginia, met at the Rocky Mount Municipal Building on Tuesday, September 4, 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 Bud Blanchard, Ina Clements, Jerry Greer, and John Tiggle. Let the record show that Planning Commission Member Derwin Hall was not present.

The following staff members were present: Assistant Town Manager Matthew C. Hankins, Town Planner Patrick Rust, Deputy Clerk Stacey B. Sink, and Town Attorney John Boitnott.

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

Let the record show there were no minutes presented for approval at this time.

PUBLIC HEARING

Madame Chair Stockton recessed the meeting to hold the first of two public hearings.

(1) Special Use Request of Mary Thelma Wray

After being duly advertised and pursuant to the Town Code of Rocky Mount and the Code of Virginia, Mary Thelma Wray came before Planning Commission to request a special use permit for a mural sign to be erected on the south side of the structure located at 230 Franklin Street and known as Franklin County Tax Map and Parcel Number 20700 37300, and zoned Central Business District (CBD). Pursuant to Article 28-15(E) of the Zoning and Development Ordinance, a special use permit is required for all new signs of this type. If granted, this permit will replace the permit previously granted for the north side of the Artisan Center building located at 224 Franklin Street.

The Town Planner gave a brief staff report regarding the request, which contained the following points:

- Mrs. Wray was previously granted a special use permit in March 2012. This request is for the same materials, size specifications and subject matter as before. She wishes to change the location of the previously granted special use from the north side of 224 Franklin to the south side of 230 Franklin Street.
- If this permit is granted then it will replace the previously granted permit.

Being no questions following the staff report, Madame Chair Stockton called upon the applicant to speak in regards to her request.

Mary Thelma Wray of 1860 Riverbend Drive made the following comments:

- She advised that that Artisan Center was moved from the 224 address to the 230 address, and this is why she wishes to change the location of the mural. 230 has better visibility and a larger retail area.
- She intends for the subject matter to stay the same.
- Clarified that the wall areas are approximately the same size. The new wall is a little higher and does not have windows.
- In response to Madame Chair Stockton's desire for the conditions set forth on the previous special use permit to be carried to this request, Mrs. Wray questioned if the size limitations are necessary, noting that The Grainery did not have a similar limitation.
- The topics have been determined, but she has not started producing the panels due to the cost, as she wants to make sure her request is approved first.
- Questioned if just the topics need to be submitted to staff or if the actual drawings must be submitted, with Madame Chair Stockton advising that the images must be submitted to staff for review.

- Clarified to Vice Chair Speidel that she does not intend to move her store again. She cannot say she will *never* move. It will depend on the circumstances, but she does not foresee that any time in the near future.

Madame Chair Stockton noted that there was no one in the audience to comment regarding Mrs. Wray's request.

There being no further comment from Planning Commission, Madame Chair Stockton called the meeting back into regular session and entertained a motion.

- Motion was made by Planning Commission Member Tiggle that Planning Commission recommend to Town Council the approval of the special use request for 230 Franklin Street, Tax Map and Parcel Number 20700 37300, with the following conditions: (1) The mural will be placed on panels which will be limited to a maximum of 512 square feet; (2) The images for the mural(s) must be submitted to staff for review and no commercial advertising or offensive content is to be part of the murals; (3) This special use request replaces and voids the previously granted request for 224 Franklin Street; and (4) Neither Planning Commission nor Town Council will take up amendment of this special use request for twelve months, with motion on the floor being seconded by Vice Chair Speidel. There being no further discussion, a roll call vote was taken. Let the record show the motion on the floor passed unanimously by those present.

Let the record show that Madame Chair Stockton recessed the meeting to hold the second public hearing.

(2) *Consideration of Ordinance Recodifying and Amending the Town of Rocky Mount Zoning and Development Ordinance*

After being duly advertised and pursuant to the Town Code of Rocky Mount and the Code of Virginia, the Planning Commission opened the matter of recodifying and amending the Town of Rocky Mount Zoning and Development Ordinance for discussion.

The Assistant Town Manager advised the Commission that this matter had been properly advertised in the newspaper for two consecutive weeks, taking up a full page of the paper. The amendments proposed are to reorganize the ordinance, to take in changes required by the state, and to take in omissions which staff felt were material. There are no significant changes other than those which are listed. There are no changes which will affect the zoning of any parcel. The only

concerns expressed by any member of the public, was from Elizabeth Greer, who was concerned about how the changes will affect her ability to market and sell her property. The Assistant Town Manager noted that Mrs. Greer walked in and joined the meeting as he was speaking, and that she may wish to share her concerns with the Commission.

Madame Chair Stockton opened the floor for public comment.

Elizabeth Greer of 50 Floyd Avenue came forward to speak, making the following comments:

- She owns The Grove at 50 Floyd Avenue, and it is on the market.
- So far she has had four groups of people to look at the property for various possibilities, including overnight childcare which is not on the list and would require a special use permit, and upscale eldercare.
- Her main concern is that something in the proposed changes will make selling The Grove impossible.
- It is most likely that the property will not be purchased for use as a residence.

The Assistant Town Manager addressed her concerns, advising that typically if a proposed use is not contemplated in the Zoning Ordinance, then it would be considered by the Planning Commission and Town Council.

Madame Chair Stockton asked for any comments from Planning Commission, and being none, called the meeting back into regular session and entertained a motion.

- Motion was made by Vice Chair Speidel that the Planning Commission recommend to a Town Council the approval of the recodifying and amending of the Town of Rocky Mount Zoning and Development Ordinance as presented, with motion on the floor being seconded by Planning Commission Member Clements. There being no further discussion, let the record show that the motion on the floor passed unanimously by those present.

NEW BUSINESS

Let the record show that there was no new business to discuss at this time.

OLD BUSINESS

Let the record show that there was no old business to discuss at this time.

COMMISSIONER CONCERNS & STAFF UPDATES

Discussed the following:

- The Town Planner has met with representatives of Richardson and Wayland on Planning Commission's request to talk about the timing of the lights and possibly putting the lights on flash. The Town does have the capability to do this. Staff will be meeting with the Town Council Streets, Sidewalks and Sanitation Committee regarding this.
- 20 Spring Street is still in bad shape. A neighbor recently called the police after hearing a loud bang from inside the house. The Assistant Town Manager gained entry to the home along with the police department to investigate the complaint. They did not discover the source of the noise. The house was unsecured and this is a concern. There are also a lot of feral cats around the house.

ADJOURNMENT

At 6:27 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 Greer, seconded by Planning Commission Member Blanchard, and carried unanimously by those present.

Janet Stockton, Chairman

ATTEST:

Stacey B. Sink, Deputy Clerk

/sbs

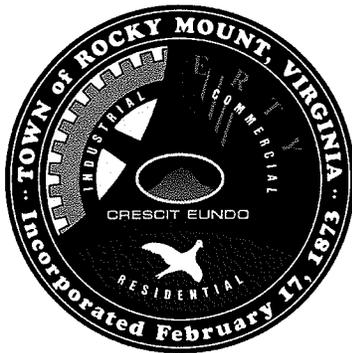
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DRAFT

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TOWN COUNCIL
STEVEN C. ANGLE, MAYOR
GREGORY B. WALKER, VICE MAYOR

BOBBY M. CUNDIFF P. ANN LOVE
JERRY W. GREER, SR. BOBBY L. MOYER
BILLIE W. STOCKTON

MATTHEW C. HANKINS
Assistant Town Manager
Director, Community Development

MEMORANDUM

To: Members of the Planning Commission

From: Matthew C. Hankins *me*
Assistant Town Manager

Date: November 2, 2012

Re: Proposed Planning & Zoning Fee Changes

Planning Commissioners:

The Town Council's Finance & Human Services Committee requested that staff look over, review, adjust and revise the planning & zoning fee schedule, specifically with reference to other Virginia communities of similar size and building climates. I have recommended no fee changes since the last revision in 2008, and council believed some inequities were built into our system.

Mr. Rust and I have met with the committee to review their concerns and suggest changes, leading to the creation of the attached document.

The changes are geared toward shifting costs to those developments which consume the greatest amount of staff time. We also recommended splitting cost for accessory structure, with more charged for those which require a building permit.

Please review the attached sheets in order to make changes or recommendations to the full council for review at its November meeting.



Proposed Development Fees

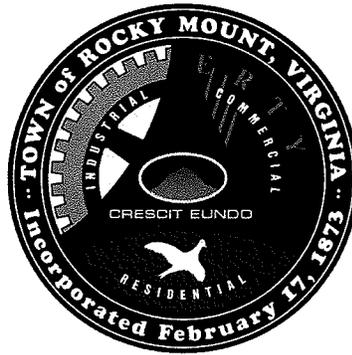
November 2012

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

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BILLIE W. STOCKTON

PATRICK N. RUST
Town Planner
Code Inspector / GIS Technician

MEMORANDUM

To: Planning Commission Members
 Janet Stockton, Chair

From: Patrick Rust, Town Planner *PR*

Date: 11/02/2012

Re: Traffic Management Report

Planning Commission:

Over the past several months, with cooperation between the Town and contracted engineer Richardson & Wayland, the town's traffic light system has been studied and tweaked for better performance.

Lights are now programmed to go into flash mode at low-volume traffic times, as had been requested by planning commission and directed by council.

The maintenance of the system has highlighted areas that could be altered or fixed on the spot and issues that can be fixed in the future to enhance overall performance. The maintenance will continue on the traffic light system and all issues should be reported to the Town for quick response.

The Lights for Life Pre-emption System has also been under review and is currently being altered for best performance. There have been a few intersections that have seen problems of not working correctly. Maintenance has abated some of these issues.

One of the major issues of this system is the pre-existing conditions. The curves, topography, trees, and buildings 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. The advance detectors can be very costly to install into the existing system.

Overall, the Lights for Life System has performed well and is a huge asset to emergency personnel, the Town of Rocky Mount, and Franklin County. The system will also be continued to be studied and maintained. Recommendation to Town Council can be made to consider the advanced detection system to bring the entire Lights for Life System up to full functionality.