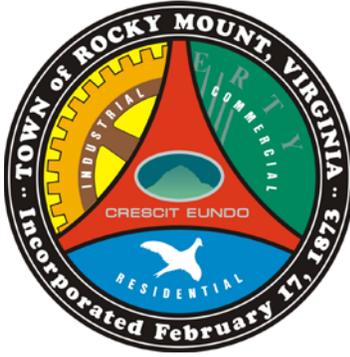


TOWN OF ROCKY MOUNT
345 DONALD AVE.
ROCKY MOUNT, VIRGINIA 24151

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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

Tuesday, June 3, 2014 • 6 p.m.

To be held in the Council Chambers
of the Rocky Mount Municipal Building
Located at 345 Donald Avenue, Rocky Mount, VA

Call to Order and Welcome

Janet Stockton, Chair

1. Roll Call of Members Present
2. Approval of Agenda
3. Review and Consideration of Minutes
 - *May 7, 2014 - regular meeting minutes*
4. Public Hearings ~ *none at this time*
5. Old Business ~ *none at this time*
6. New Business
 - a. *Review and Consideration of Agreement for Professional Services with Hill Studio for Comprehensive Plan Update*
7. Commissioner Concerns & Staff Updates
8. Adjournment

**TOWN OF ROCKY MOUNT
PLANNING COMMISSION
REGULAR MEETING MINUTES
MAY 7, 2014
6:00 P.M.**

The Planning Commission of the Town of Rocky Mount, Virginia met in the Council Chambers of the Rocky Mount Municipal Building, located at 345 Donald Avenue, Rocky Mount, Virginia, at 6:00 P.M. on Wednesday, May 7, 2014, for its regular monthly meeting with Madame Chair Janet Stockton presiding.

Commission Members Present: Derwin Hall; Ina Clements; John Tiggle; Madame Chair Janet Stockton; Vice Chairman John Speidel

Commission Members Absent: Bud Blanchard; Jerry Greer

Staff Members Present: John Boitnott, Town Attorney; Linda Woody, Finance Director; Matthew C. Hankins, Assistant Town Manager; Patrick N. Rust, Town Planner; Stacey B. Sink, Deputy Clerk and Secretary

APPROVAL OF AGENDA

Additions or Corrections: None

Motion: To approve the agenda as presented.

Motion By: Commission Member Clements

Second: Commission Member Tiggle

Action: Approved by a unanimous vote of members present.

REVIEW AND CONSIDERATION OF MINUTES

Let the record show that prior to the meeting, Planning Commission received the following draft minutes for review and consideration of approval: **April 1, 2014 - Regular Meeting Minutes.**

Additions or Corrections: None

Motion: To approve the minutes as presented.

Motion By: Commission Member Tiggle

Second: Vice Chairman John Speidel

Action: Approved by a unanimous vote of members present.

PUBLIC HEARING***Public Hearing #1: Worley Development, Inc., Major Subdivision Request, Tanglewood Hills, Section 5***

Staff Report: The Town has received a proposed and preliminary major subdivision plat from Worley Development, Inc. The request seeks approval for a major subdivision for a portion of Franklin County Tax Map and Parcel Number 21100 00100, which will contain 14 lots zoned Residential - R1 (single-family) and will be known as Tanglewood Hills Subdivision, Section 5. The proposed subdivision is located on Mountain Top Drive within the corporate limits of the Town of Rocky Mount. The parcel to be subdivided is bisected by the Town's corporate boundary, with portions of the parcel lying in the County of Franklin and the Town. This proposed subdivision considers only a portion of the parcel which is located within the Town.

Planning Commission's duty in reviewing the preliminary plat is to determine the plat's compliance or non-conformity with the standards and requirements of the Subdivision Ordinance, the Zoning and Development Ordinance, and other applicable Town ordinances. In addition, the Planning Commission shall make recommendations to the subdivision agent regarding utility service, and transportation access to and circulation within the proposed subdivision.

In reviewing this proposed major subdivision request staff considered the following aspects:

- Out of the proposed fourteen lots, thirteen lots front on Mountain Top Drive and one lot fronts on Creekwood Drive. All the lots front upon and will have access to Town of Rocky Mount public streets. Lots 13 and 12 have back boundaries that fall into Franklin County but will have no access from the county side.
- All lots meet the Zoning Ordinance area regulations and frontage regulations from Sections 20-5 & 20-7 in the Residential - R1 zoning district, which requires the minimum lot area for permitted uses to be 15,000 square feet or more, and that each lot abut for a minimum of 25 feet upon a dedicated and approved street. Section 20-7 also requires the minimum lot width at the building line to be 100 feet. All fourteen of the proposed lots meet this requirement.
- Public utilities currently exist for a section of the lots. The plat shows the extension of public utilities to provide for every lot.
- Existing curb and gutter are in place on Mountain Top Drive and Creekwood Drive, which are classified as local roads in the Town of Rocky Mount.
- Staff's review of the preliminary plat indicates that most of the requirements of the Town's Subdivision Ordinance are met, with additional attention and review needed for the following:

1. Illustration of 100-year floodplain that may affect the proposed subdivision.
2. Proposed stormwater management measures (based on the Town's erosion and sediment control ordinance).
3. Improvements requirements: Sidewalks and walkways within and adjacent to the subdivision are necessary to provide safe, convenient, and efficient transportation for the citizens of the town.
 - Staff has received numerous phone calls regarding the proposed subdivision. All of the calls have been general inquiries about the proposed action and reason for public hearing. No caller expressed concern or disapproval regarding the proposed subdivision. To date, no written comments have been received.
 - Planning Commission has 60 days from the date of acceptance of the preliminary plat to approve or disapprove of the proposed subdivision, unless referral to a state agency is necessary, which will allow an additional 30 days.
 - The approval of the preliminary plat does not guarantee or constitute approval or acceptance of the subdivision or authorization to proceed with construction or improvements within the subdivision. The subdivider has six months from the date of approval of the preliminary plat within which to file a final plat meeting all the submittal requirements. Final plat approval will be determined by the subdivision agent.

After due review and based on these considerations, staff suggests that Planning Commission approve the proposed preliminary subdivision plat for Tanglewood Hills Subdivision, Section 5 on the condition that the illustration of the 100-year flood plan, proposed stormwater management measures, and improvements requirements are addressed by the developer.

Questions/Comments for Staff from Planning Commission: There were no questions from Planning Commission at this time.

Comments from the Applicant: David Furrow, attorney for Mr. Worley, came forward, asking for plat approval and offering to answer any questions. Assistant Manager Hankins asked if Mr. Worley had any plans to ask for waivers from any portion of the subdivision ordinance, with Mr. Furrow acknowledging that he does not know of any waiver requests being considered right now, but indicating that his client does have some questions about the stormwater and sidewalk requirements.

Questions/Comments for the Applicant from Planning Commission: Vice Chairman Speidel questioned if the houses on the lower section that adjoins the flood plain will be out of the flood plain, with Mr. Furrow indicating the floodplain map that he has shows the 100 year flood zone right at the curb. Given the requirements of the setback, the 100 year flood plain would not reach any of the structures. All of the structure will be in

the back part of the lot. Mr. Worley and his team are aware of the floodplain and will make sure that the houses are further back.

Open Public Comment: Eugene Mattox of 45 Belmont Drive (in Tanglewood Hills) came forward to question if the requirements for the previous portion of the Tanglewood Hills Subdivision have been updated since the original requirements were established, one of which being that the houses must have a minimum value of only \$35,000. Assistant Manager Hankins acknowledged to Mr. Mattox that the paper he references contains restrictions for the subdivision, and the Town does not enforce restrictive covenants. Mr. Furrow acknowledged that Mr. Worley intends to put the same restrictions in place, and to update the restrictions to make sure the houses coming in are of the same quality as the existing homes.

Let the record show that no additional members of the public came forward to speak.

Discussion by Planning Commission: There was no additional discussion by Planning Commission.

Motion: For Planning Commission to approve the preliminary subdivision plat for Tanglewood Hills Subdivision, Section 5 located on Mountain Top Drive, Franklin County Tax Map & Parcel Number 21100 00100, with the condition that the following requirements are included on the plat:

1. An illustration of the 100-year floodplain that may affect the proposed subdivision.
2. Proposed stormwater management measures based on the Town's erosion and sediment control ordinance.
3. Improvements requirements, specifically: sidewalks and walkways.

Motion By: Commission Member Tiggle

Second: Vice Chairman Speidel

Action: Approved by a unanimous vote of members present

Public Hearing #2: Town of Rocky Mount 5-Year Capital Improvement Plan for the fiscal period beginning July 1, 2014 and ending June 30, 2019

Staff Report: The Town's 5-Year Capital Improvement Plan is a document to forecast significant expenditures and revenue needs for major capital improvements, equipment, property, utility infrastructure, and other public uses. The CIP is for planning purposes only and does not obligate the Town Council to carry out any project contained therein nor prohibit unanticipated capital needs to be purchased during the time period of the CIP but not contained as part of the adopted plan.

Assistant Manager Hankins noted that this is the same document Planning Commission sees every year. This year, he worked with the town manager and the

finance director in finalizing the proposed budget. However, since the CIP document was prepared, Council has changed several things and the new CIP is presented tonight. Council disapproved of borrowing \$2 million to catch up on some of the requested projects, which were put behind due to the recession. The finance director has sought ways to fund only the most necessary capital projects. One of the most necessary project is the removal of the Pendleton Street water tanks. These tanks are structurally challenged and the metal is thinning. They are not used for water storage any longer, which only increases their decline. A second necessary project is stabilization of the Veterans' Park erosion problem. After three years, the plan to fix the erosion problem has been approved, but is a big fix at \$557,000. The cost for the tank removal is estimated at \$230,000. Additionally, there are some equipment purchases included, but most has been pushed down the road. Council has agreed to look at the budget mid-year to see if there is more money available. The Harvester Performance Center is showing success, and it appears that more money may be available later in the year. The main focus in preparing the CIP has been trying to avoid future higher costs and trying to maintain the Town's water and utility systems to prevent higher costs and loss.

Questions/Comments for Staff from Planning Commission: Madame Chair Stockton questioned if the key projects are prioritized on the list, or is it just a list, with Assistant Manager Hankins advising it is just a list. Commission Member Hall questioned if there has been a change of philosophy in relation to Celeste Park, noting that the Town said previously it would not spend money on the park. Assistant Manager Hankins noted that so far, the work done at Celeste Park has been piece-mealed. The Town established the parking lot, a group of Ferrum College students used a Lowe's grant to do some work, and the only other work the Town has inquired about is for a local contractor to give a price for staking out some trails in accordance with the master plan for the park. A price has not, yet, been obtained. Once the survey is done, then the Public Works Department can make the trails. So, the philosophy has not changed much. The Town wants to use the tremendous gift of Celeste Park, without committing a lot of budget resources. Approximately \$5,000 has been donated to the park from the Greer and Williams families as death memorials. The proposed \$35,000 is for the survey work and materials, as needed, for the trails. Commission Member Hall questioned if the sidewalk work is to connect to Celeste Park, with Assistant Manager Hankins advising it is not, and that the sidewalk work is incidental and part of a revenue sharing project with VDOT. Similar projects have been the guard rails on Weaver Street and Grassy Hill Road and the sidewalks on 40 East, which are still under development. Staff also envisions a sidewalk connector on the west side, as there are a lot of people who walk into downtown or toward the Government Center from the Dent Street area. This would be a good revenue-sharing project, with an ancillary benefit to the Harvester, as it would allow people to park at Celeste Park and walk up to the Harvester. Vice Chairman

Speidel questioned if the Pendleton Street water tanks will be replaced, with Finance Director Woody confirming that they will not be replaced. Commission Member Clements questioned if the street sweeper has been retired, with Assistant Manager Hankins advising that the sweeper was replaced, and currently all streets that have curb and gutter are swept.

Open Public Comment: Let the record show that no one from the public came forward to speak in reference to the proposed Capital Improvement Plan for FY15-19.

Motion: To recommend to Town Council the approval of the plan as presented, including the changes requested by Town Council

Motion By: Vice Chairman Speidel

Second: Commission Member Clements

Action: Approved by a unanimous vote of members present

OLD BUSINESS

Old Business Item #1: Request for Proposals for Comprehensive Plan Update

Staff Remarks: Town Planner Rust offered a brief update on the Comprehensive Plan RFP process. The Town received proposals from six private planning firms. Staff reviewed the entirety of the six proposals and then independently recommended the top three. Each staff member independently chose the same three firms. The three top firms will be interviewed by a committee, consisting of Assistant Manager Hankins, Deputy Clerk Sink, Town Planner Rust and Vice Chairman Speidel. A final selection will be made by the committee, with the work expected to start in June with a six-month time frame. Assistant Manager Hankins noted that there is money in the budget for getting the plan done. Some of the funds are current year and some are from next the next budget year. The selected firms are aware of the budget and are willing to work within it. The chosen firm will be brought back to Planning Commission for a recommendation to Town Council.

Discussion by Planning Commission: None

COMMISSIONER CONCERNS & STAFF UPDATES

Clements: Questioned the status of the old Morris Furniture building. Town Planner Rust explained that an auction was held, but the reserve price for the property was not met.

Hall: None

Tiggle: Noted that the Harvester promotions on Channel 7 are great. Assistant Manager Hankins noted that the Harvester's Assistant General Manager Sheila Silverstein is entirely responsible for those ads, and that Channel 7 has signed on as a media partner for the Harvester.

Speidel: None

Stockton: Questioned when Dollar Tree is expected to be complete, as the mud is starting to become a problem. Assistant Manager Hankins advised that the original plan was for the end of July, but he thinks it will be closer to September. He also thinks the Taco Bell will open around the same time, noting that the plans for Taco Bell were received today. The stockpile for the Dollar Tree is on School Board Road (Paul Shively's stockpile/borrow site).

Staff Updates: Assistant Manager gave a brief update on the Harvester Performance Center: There have been seven shows to date, with approximately 2,400 people attending. The business case called for this to be a profitable venture if about 25,000 people attend the first year, so staff thinks the center will at least break even and probably show a profit. The Center's assistant manager has been hired and she has great experience in marketing and promotion. He has attended every show and likes to thank people from coming as they are leaving, and so far, he has not had any complaints. All feedback has been positive. The quality of the sound system is great. Staff is still working to obtain the ABC license. Most of the on-line ticket sales are to people outside of Rocky Mount and Franklin County. The restaurants and hotels are seeing more business, and the money coming in is new money that would not have been here without the Harvester. People have been coming from Virginia Beach, Williamsburg, and North Carolina. There have also been tickets purchased from as far away as Wyoming and the United Kingdom.

Town Planner Rust advised that the erosion stabilization work at Veterans' Park should begin this summer.

ADJOURNMENT

Motion to Adjourn By: Commission Member Clements

Second: Vice Chairman Speidel

Action: Approved by a unanimous vote of members present

Time of Adjournment: 7:08 P.M.

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DRAFT

**TOWN OF ROCKY MOUNT
PLANNING COMMISSION
REGULAR MEETING MINUTES**

The Planning Commission of the Town of Rocky Mount, Virginia met in the Council Chambers of the Rocky Mount Municipal Building, located at 345 Donald Avenue, Rocky Mount, Virginia, at on , for its regular monthly meeting with presiding.

Commission Members Present:

Commission Members Absent: None

Staff Members Present:

APPROVAL OF AGENDA

Additions or Corrections:

Motion:

Motion By:

Second:

Action:

REVIEW AND CONSIDERATION OF MINUTES

Let the record show that prior to the meeting, Planning Commission received the following draft minutes for review and consideration of approval:

Additions or Corrections: None

Motion:

Motion By:

Second:

Action:

PUBLIC HEARING

Public Hearing #1:

Staff Report:

Questions/Comments for Staff from Planning Commission:

Comments from the Applicant:

Questions/Comments for the Applicant from Planning Commission:

Open Public Comment:

Discussion by Planning Commission:

Motion:

Motion By:

Second:

Action:

Public Hearing #2:

Staff Report:

Questions/Comments for Staff from Planning Commission:

Comments from the Applicant:

Questions/Comments for the Applicant from Planning Commission:

Open Public Comment:

Discussion by Planning Commission:

Motion:

Motion By:

Second:

Action:

OLD BUSINESS

Old Business Item #1:

Staff Remarks:

Discussion by Planning Commission:

Motion:

Motion By:

Second:

Motion Discussion:

Action:

COMMISSIONER CONCERNS & STAFF UPDATES

Blanchard:

Clements:

Greer:

Hall:

Tiggle:

Speidel:

Stockton:

Staff Updates:

ADJOURNMENT

Motion to Adjourn By:

Second:

Action:

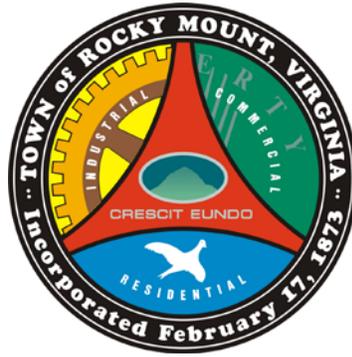
Time of Adjournment:

DRAFT

TOWN OF ROCKY MOUNT
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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: Planning Commission

From: Matthew C. Hankins, Planning & Zoning Administrator

Date: May 30, 2014

Re: Staff recommendation for Comprehensive Plan Development

Commissioners:

Your staff has solicited proposals from community development consulting firms interested in leading development of your next comprehensive plan. Mr. Rust led that effort and received six proposals. Your staff narrowed the list down to three highly qualified firms.

Mr. Rust, Ms. Sink and Mr. Speidel interviewed all of the firms. I was unable to interview the first firm, so I did not vote on the selection. I was impressed by the quality of applicants and the scope of work proposed by all three firms, and I don't think we could have made a bad decision.

Your staff recommendation, after due consideration of the benefits to the Town, is to enter a contract with Hill Studio of Roanoke. Hill has worked with the Town on a number of projects, is familiar with many of our goals, and is qualified to offer the skilled advice we need to advance this Comprehensive Plan. I have conferred with my colleagues who have used Hill in the past, and they come highly recommended both for the quality of their work and the timeliness of their effort.

Hill states that it can complete our Comprehensive Plan six months after engagement. We rationally expect a few bumps in the road; however, this puts the expected completion date in early 2015.

Hill's lead staff on this project will be Evie Slone. Mr. Rust and Ms. Slone have developed a draft contract, which is included in this report. The contract falls within the budget we have available to complete this project. Should you recommend that we enter a contract, Town Council will have to approve the contract.

Planning Commission should expect to participate in a few extra meetings this fall to bring the plan to completion. This may involve extra commission meetings, community meetings and focus groups necessary to get the public involvement needed to complete this plan.

Agreement for Professional Services

*Hill Studio
120 West Campbell Avenue
Roanoke, Virginia 24011*

*Town of Rocky Mount, Virginia
345 Donald Avenue
Rocky Mount, Virginia 24151*

This agreement is between Hill Studio (Consultant) and the Town of Rocky Mount, Virginia (Town) for planning services to update the Comprehensive Plan for the Town of Rocky Mount, as described herein. The following paragraphs describe the Project Understanding and the Scope of Services and Work Tasks to be provided.

PROJECT UNDERSTANDING

The Town of Rocky Mount is the County Seat of Franklin County and serves as the center of government, trade and commerce. As a growing community, it is influenced by expanding educational facilities, civic improvements, and the growing development patterns of surrounding counties, including Roanoke, Pittsylvania and Henry County. The Town is recognized as the start of the Crooked Road, Virginia's Heritage Music Trail, which has boosted tourism and activity in recent years. In addition, the Town is the central market and shopping destination for the surrounding agricultural community, and neighboring Smith Mountain Lake.

Developed in 2007, the existing Comprehensive Plan and needs to be updated to reflect current trends, issues, and direction for the future. The vision for the community recognizes the growth potential and development opportunities to enhance the economic and social well-being of citizens, as well as preserve the significant community heritage and conserve assets.

The updated plan must be user-friendly, visual, flexible and effective in guiding Town officials, citizens and investors toward a desired vision with managed community growth and development. The Consultant will work under the direction of Town staff and the Planning Commission and undertake statistical updates, mapping, public outreach, and overall plan writing to achieve an up-to-date document. In particular, it is important that the plan be usable and flexible for decision-making and guidance to residents and investors with respect to public infrastructure and land development.

The Town desires to have this project completed within approximately six months.

SCOPE OF SERVICES

Hill Studio will update the Comprehensive Plan by undertaking the following work tasks:

Task 1: Project Kick-Off Meeting & Community Tour

- Hill Studio planners will meet with Town Staff and other designated project stakeholders to understand desired project goals and take a guided community tour of selected areas of particular interest. The meeting will include a discussion of project schedule and

milestone work tasks. In addition, we will obtain relevant planning documents and mapping.

Task 2: Community Consultation – Focus Group Discussions (2 days) + Public Workshop

- Hill Studio will collaborate with Town staff to discuss desired public outreach efforts and key points for public participation and engagement. Based on initial discussions, one public workshop will be hosted to share draft plan information and obtain public feedback.
- Hill Studio will spend two days in Rocky Mount working with various stakeholders in Focus Group Meetings to identify community issues, goals, and direction for the plan. These stakeholders can include town staff and identified community leaders. We will provide written notes to document the feedback received.
- During the project, Hill Studio will provide prepared project updates and associated project materials to the Town that can be posted on the Town webpage or made available to interested stakeholders.
- Hill Studio will prepare public meeting announcement information, graphic materials and other needed media for engaging the public.

Task 3: Project Collaboration with Town Staff and Planning Commission

- Hill Studio will work closely with Town staff and established project committees regarding work products.
- Hill Studio proposes to meet with Town Staff and the Planning Commission up to 6 times during the project. One of the coordination meetings will precede the public meeting so that important information can be shared in advance to allow positive feedback. In addition, Town staff and Planning Commission, or established committee members, can be very helpful during public work sessions assisting with events, information distribution, and discussions.
- Hill Studio will make one official presentation of the final plan to the Planning Commission and to Town Council.

Task 4: Community Assessment – Existing Conditions, Challenges, Opportunities

- Hill Studio will review all relevant plans and documents identified as important to the incorporation into the long-term plan.
- Hill Studio will use information gathered from focus groups and discussions with Town Staff, Planning Commission, and key leaders to summarize community challenges and opportunities for use in the Comprehensive Plan document.
- Hill Studio will assemble appropriate demographic and economic profiles for the purposes of sharing with the public a “snapshot” of existing and projected demographics and trends. These will be integrated into the updated Comprehensive Plan.

Task 5: Design Workshop - Targeted Action Areas

- Hill Studio will facilitate and host one design workshop to address two targeted areas that can be included in the Comprehensive Plan. Our project team routinely facilitates public workshops and uses them in our project work. Focusing on a particular challenge area helps to build vision and forges partnerships for implementation. Our experience is that these areas serve as “jump start” planning initiatives and take the plan from being a shelf document to one that is a true guide used by multiple implementing partners.
- If additional action areas are desired for planning purposes, Hill Studio will discuss desired target areas with town staff and develop a mutually agreeable method and fee for working with these additional sites. For example, the design workshop could be extended for an additional day or a second workshop could be scheduled.

Task 6: Comprehensive Plan - Elements and Deliverables

- Hill Studio will prepare and assemble all written Comprehensive Plan elements for land use, economic development, transportation, environment, community facilities/services, historic resources, housing, community design, and regional coordination/influences.
- Hill Studio will collaboratively work with Town staff to ensure appropriate attention is given to priority elements throughout the duration of the project. In addition, we will coordinate with Town staff on content, format and best approaches for achieving a user-friendly guiding document.
- The Plan will include an implementation section that will be strategic and provide key action projects and recommended partners and timeframes. The implementation section can be used as a “report card” for update on an annual basis to track implementation of the plan.
- The Comprehensive Plan will be user-friendly, illustrated, and developed in Microsoft Office for future editing by the Town. Mapping will be developed in ESRI ArcGIS. Hill Studio will prepare up to 10 maps for the Comprehensive Plan update, which shall include a Future Land Use Map. All digital files will be provided to the Town in an appropriate format for future use.
- Hill Studio will provide one digital draft plan to the Town staff and Planning Commission for review and applicable distribution. Following receipt of Town comments and input from the public workshop, Hill studio will revise the draft document for official public hearings by the Town Planning Commission and Council.
- Hill Studio will provide one printed and one press quality digital copy (in both Word and PDF) of the final Comprehensive Plan to the Town for posting on the Town Webpage, printing and additional distribution.
- Hill Studio will prepare a summary poster of the plan for easy reference and marketing purposes. The poster will be provided in PDF Press Quality format for printing by the Town or posting on the Town webpage.

TERMS OF AGREEMENT

Fees

Hill Studio proposes to provide the Professional Services discussed above for a fee of \$35,000, not including expenses.

	Work Task	Fee
1	Project Kick-Off Meeting & Community Tour	\$ 1,250
2	Community Consultation – Focus Group Discussions (2 days) + Public Workshop	\$ 3,000
3	Project Collaboration with Town Staff and Planning Commission	\$ 5,000
4	Community Assessment – Existing Conditions, Challenges, Opportunities	\$ 6,250
5	Design Workshop - Targeted Action Areas (2)	\$ 7,500
6	Comprehensive Plan – Draft and Final Plan and Poster	\$ 12,000
	Fee for Services	\$ 35,000
	Expenses (Allowance)	\$ 2,000
	Total Fee, including Allowance for Expenses	\$ 37,000

Other Terms

- A. **Project Billing.** Consultant will invoice on a monthly basis for the percentage of project work completed. Payment is expected within 30 days. Invoices which have not been paid within 60 days of issue will accrue interest at the rate of 1% per month. Monthly expenses for project expenses (travel, printing, etc.) will be itemized in accordance with good accounting principles.
- B. **Amendment.** This Agreement may be amended in writing for additional services related to this project. Attached is a comprehensive hourly rate schedule for Consultant. Any services not specifically included in the described Scope of Services shall be considered Additional Services. For any additional services requested and authorized by the Town, Consultant will provide, coordinate and bill the additional services and expenses at the negotiated hourly rate or fee, and, for a sub-contractor or project expense at 1.10 times the actual cost to the Consultant.

C. **Town Responsibilities.**

1. The Town, or its agent, will provide available GIS base materials, such as property maps, aerial photography, parcel and Town information, and utility information to be used in conjunction with the project and mapping.
2. The Town will identify stakeholders and help coordinate project meetings, and arrange project workspace for the design workshop or community meetings.

D. **Applicable Law and Courts.** The Contract resulting from this solicitation shall be governed in all respects by the laws of the Commonwealth of Virginia. The Consultant shall comply with applicable federal, state and local laws and regulations.

E. **Assignment of Contract.** This Contract shall not be assignable by the Consultant in whole or in part without the prior written consent of the Town.

F. **Discrimination Prohibited.** During the performance of this contract, the Consultant agrees to not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment. The Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

G. **Drug-free workplace to be maintained.** During the performance of this contract, the Consultant agrees to provide a drug-free workplace. Any subcontractor related to the project will be required to maintain the same drug-free workplace.

H. **Liability Insurance.** The Consultant shall maintain professional liability insurance in accordance with the provisions required by the Town and shall provide evidence of such to the Town at their request.

ENTIRE AGREEMENT

This agreement represents the entire agreement between the Town and Consultant. This agreement may be amended by written instrument signed by both parties to this contract.

All of the terms and conditions of this contract shall be binding on the Consultant and the Town, and their respective heirs, legal and personal representatives, successors and assigns.

Upon execution of this Agreement, the Consultant is authorized to proceed with the described professional services.

In witness whereof, each party to this Contract has caused it to be executed on the date indicated below.

APPROVED:

HILL STUDIO

TOWN OF ROCKY MOUNT, VIRGINIA

Evelyn A. Slone, AICP
Director of Community Planning

C. James Ervin
Town Manager

Date: _____

Date: _____

C: HS File 14__ c. 0



HOURLY RATES

Effective May 1, 2014, Hill Studio personnel will be billed at the following rates:

President	175.00 / hr
Director	130.00
Project Director / Senior Fellow	115.00
Project Planner/LA/Arch	100.00
Job Captain	95.00
Apprentice III Planner/LA/Arch	85.00
Apprentice II Planner/LA/Arch	75.00
Researcher	70.00
Apprentice I Planner/LA/Arch	65.00
CADD Technician II	80.00
CADD Technician I	60.00
Specs and Technical Composer	65.00
Clerical	50.00
Intern	40.00
Travel Rates for all personnel:	½ of normal rate

After December 31, 2014, Hill Studio rates may be adjusted.

President	David P. Hill, ASLA
Director	Evelyn A. Slone, AICP, LEED AP Hunter Greene, AIA Greg Webster, RLA, LEED AP
Project Director / Senior Fellow	Donald C. Harwood, AIA Alison Blanton Glenn Stach, RLA Gary Johnson, RLA Ben Johnson, RLA
Project Planner/LA/Arch	Helen R. Hill
Job Captain	Charlie Craig Marshall McMillan-Zapf, LEED AP
Apprentice III Planner/LA/Arch	Laurice Ellsworth Phil Moore
Apprentice II Planner/LA/Arch	Ashleigh Marshall
Researcher	Katie Coffield
Apprentice I Planner/LA/Arch	TBD
CADD Technician II	TBD
CADD Technician I	TBD
Specs and Technical Composer	Amy Saunders
Clerical	Sandy Thompson
Intern	TBD