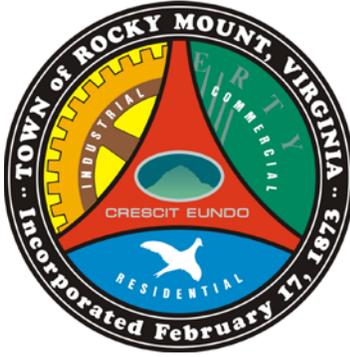


TOWN OF ROCKY MOUNT
345 DONALD AVE.
ROCKY MOUNT, VIRGINIA 24151

540.483.7660
FAX : 540.483.8830

E-MAIL: MHANKINS@ROCKYMOUNTVA.ORG
WWW.ROCKYMOUNTVA.ORG



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, February 4, 2014 • 6 p.m.

Call to Order and Welcome

Janet Stockton, Chair

1. Roll Call of Members Present
2. Approval of Agenda
3. Approval of Minutes
 - January 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 Planning Commission's 2013 Annual Report
 - b. Review of Dollar Tree Site Plan Approval Process
 - c. Discussion regarding Franklin Street-Floyd Avenue and Main Street-Floyd Avenue Intersections
7. Commissioner Concerns & Staff Updates
 - a. 20 Spring Street court outcome
 - b. Update on Oaks at Rakes Tavern development/overall view of all subdivisions
 - c. Stormwater/Erosion and sediment control program update
8. Adjournment

**TOWN OF ROCKY MOUNT
PLANNING COMMISSION
DRAFT MINUTES
JANUARY 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, at 6:00 p.m. on Tuesday, January 7, 2014, for its regular monthly meeting 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, Vice Chair John Speidel and Planning Commission Members Bud Blanchard, Ina Clements, and Derwin Hall. Let the record show that Planning Commission Member Jerry Greer arrived at the meeting at 6:05 p.m., and Planning Commission Member John Tiggle was absent.

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

APPROVAL OF AGENDA

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

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

REVIEW AND CONSIDERATION OF MINUTES

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

- November 6, 2013 – regular meeting minutes
- November 19, 2013 – special meeting minutes

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

presented minutes and being none entertained a motion.

- Motion was made by Planning Commission Member Clements to approve the November 6 and November 19 minutes 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.

NEW BUSINESS

(1) Set 2014 Meeting Schedule

The deputy clerk presented a proposed meeting calendar for 2014, noting that there are two regular meeting dates (first Tuesday in each month) which will conflict with elections. This typically is an issue for Planning Commission due to several members of the Commission also serving as officers of election. Therefore, the presented calendar denotes that the regular May and November meeting dates (first Tuesdays) are moved to the following Wednesdays. The deputy clerk noted that there were no other meeting dates which conflicted with holidays.

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

- Motion was made by Planning Commission Member Hall and seconded by Planning Commission Member Greer to approve the 2014 Meeting Calendar as presented (with the May and November meetings being moved to the following Wednesdays). There being no further discussion, let the record show that the motion on the floor passed unanimously by those present.

(2) Commission's Preference for Emphasis in 2013 Annual Report

The town planner noted that, with the end of 2013, it is time for the Commission's annual report. Generally, the report details the Commission's accomplishments throughout the year, and also provides some ideas for future planning projects.

The deputy clerk noted that she is able to report on Planning Commission's 2013 meetings through a review of the minutes.

Discussion by Planning Commission ensued, with it being the consensus of Planning Commission for staff to provide the Commission with a draft report at the February meeting.

Planning Commission Member Greer noted that two of his main planning concerns for the town continue to be traffic flow through the town, centering around big trucks which use Franklin Street instead of the preferred Main Street to Scuffling Hill Road route as a means of accessing Route 40W, and a continued problem with the control of traffic lights and the inability to flip a switch to force lights to flashing. He is also concerned about the Floyd Avenue-Franklin Street intersection, particularly with the opening of the Harvester as well as the opening of two new businesses in the area (restaurant in the old pizza parlor and bed-and-breakfast at The Grove).

Staff will prepare a draft document and present it for Planning Commission's consideration at the February meeting.

(3) *Discussion of Comprehensive Planning Path Forward*

The town planner noted that the Town remains overdue for the review of its Comprehensive Plan. Staff has devoted much time to the process over the course of the past few years; however, staff feels that the guidance of a professional firm will be necessary to produce a relevant and succinct planning document. Therefore, staff intends to issue a Request For Proposals in the near future to contract with such a firm. The firm will help to ensure that all of the requirements of the Code of Virginia are met.

Discussion ensued:

- The cost is unknown at this time. Generally, the cost is variable based on the size of the community.
- The public will be included in the process. The chosen firm will drive the process and make sure that the public is included.
- Planning Commission will be included in both the firm selection process and the comprehensive planning process.
- Vice Chair Speidel and Planning Commission Member Greer volunteered to serve on the panel to interview prospective firms. Madame Chair Stockton advised she would serve as back-up.

COMMISSIONER CONCERNS AND STAFF UPDATES

Assistant Town Manager Hankins gave a brief update on Harvester construction and funding.

ADJOURNMENT

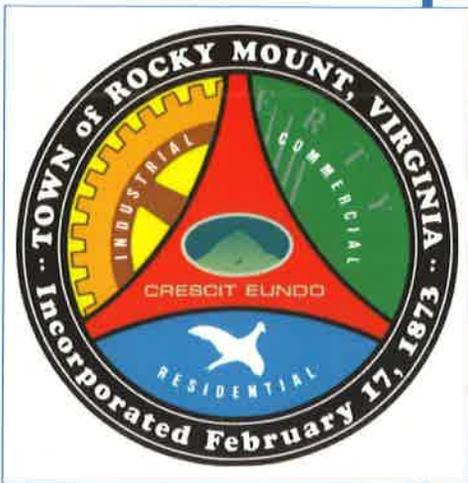
At 6:49 p.m. and with no further business to discuss, Madame Chair Stockton entertained a motion to adjourn, with motion being made by Planning Commission Member Clements, seconded by Planning Commission Member Blanchard, and carried unanimously by those present.

Janet Stockton, Chair

ATTEST:

Stacey B. Sink, Deputy Clerk

/sbs



PLANNING COMMISSION ANNUAL REPORT 2013

PLANNING COMMISSION

Janet Stockton, Chair	
<i>Muse Field Rd.</i>	2017
John Speidel, Vice Chair	
<i>South Main St.</i>	2015
Bud Blanchard	
<i>Hillcrest Dr.</i>	2017
Ina Clements	
<i>Pell Ave.</i>	2015
Jerry Greer	
<i>Circle Dr.</i>	2017
Derwin Hall	
<i>Riverview St.</i>	2015
John Tiggler	
<i>B.T. Washington Hwy.</i>	2015

SUPPORT STAFF

Matthew C. Hankins

*Planning & Zoning Administrator
Subdivision Agent*

Patrick N. Rust

*Town Planner
Code Enforcement Officer*

Stacey B. Sink

*Planning Technician
Clerk to Planning Commission*

John T. Boitnott

Town Attorney

C. James Ervin

Town Manager

Letter from the Chair

Mayor Angle and Members of Town Council:

On behalf of the Planning Commission of the Town of Rocky Mount, I am pleased to present you with the Annual Report of the Commission to Council and Citizens.

Planning Commission is thankful for the opportunity to represent the citizens of Rocky Mount in helping to make decisions that affect our community's ability to grow and prosper. We appreciate the confidence that Council has bestowed upon us to be good stewards of the public's trust, as well as the opportunity to meet and interact with the citizens and businesses that make Rocky Mount a great place to live, work, and play.

2013 was a busy year! During this time, we met for eight regular meetings, one special meeting, held seven public hearings and visited seven sites in the Town. We also reviewed immediate concerns, such as code enforcement and traffic issues, and spent a great deal of time looking ahead to Rocky Mount's future...and what a fabulous future it is!

It is exciting to be part of the Harvester Performance Center's development, and we look forward to the new development opportunities and challenges which the center will bring. We are pleased to be part of a community that values its cultural assets and believes that investing in dreams is equally as important as managing the day-to-day operations that keep our community running. We are optimistic about Rocky Mount's future as a destination for music lovers, artisans, and cultural enthusiasts, and we look forward to creating a sense of place which will be the heartbeat of Downtown. We also look forward to working with the Town Council on upcoming projects for a Town that is continuing to grow and prosper!

On behalf of the Commission, thank you for the opportunity to serve the citizens of Rocky Mount. We look forward to another year of planning for the safety, beauty and sense of community that abounds in our wonderful town.

Sincerely,

Janet Stockton, Chair



Commission in Motion: Planning for You

January

Planning Commission met in work session to receive iPad training to aid in the adoption of a paperless agenda process. Several government students attended the meeting to satisfy the requirements of their high school curriculum. Planning Commission members were enthusiastic about the new technology and the new process.

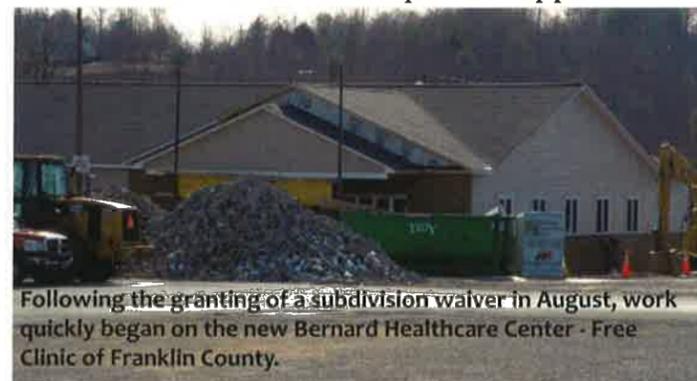
February

Planning Commission met to review and consider a proposed draft ordinance amending Chapter 22, Article 11, Division 2 of the Code of the Town of Rocky Mount, Virginia (2002), in part, and providing for changes to weed and trash abatement in the Town of Rocky Mount. Planning Commission recommended the proposed changes which included: (1) decreasing the nuisance height of grass and weeds from 14 inches to 10 inches; (2) reducing the amount of time allowed to abate a nuisance from 14 days to 7 days; (3) requiring only one written notice regarding weed violations per property between April 1 and November 1 of each year; and (4) increasing the required mowing buffer on unimproved lots greater than one acre from 5 feet to 50 feet.

March

March was a busy month for Planning Commission with two public hearings and one new business item.

For the first public hearing, Peggy Shilling, doing business as Ceramic Tradition, presented a special use request to operate a kiln in relation to the manufacture and retail sale of ceramics on South Main Street. No one spoke in opposition to



Following the granting of a subdivision waiver in August, work quickly began on the new Bernard Healthcare Center - Free Clinic of Franklin County.

the request. Planning Commission's major concerns were about ventilation and dust and the request received a favorable recommendation from the Commission.

The second public hearing concerned a rezoning request of Larry and Glenna Moore to rezone a parcel located on Claiborne Avenue from R2 to R3 residential, for the purpose of converting a single-family residence into a 3-unit apartment. One person spoke in opposition to the request. Planning Commission's primary concerns were traffic and parking congestion in the area. Planning Commission recommended denial of the request with a split vote of 4 to 2.

To close the meeting, Planning Commission received a presentation from Jeremy Holmes, Program Director of the Roanoke Valley Alleghany Regional Commission's RIDESolutions Program. Mr. Holmes gave an overview of the 2013 work program which is a study of the ride sharing and commuting options available in Rocky Mount.

April

Planning Commission held a public hearing on the Town of Rocky Mount's 5-Year Capital Improvement Program (CIP) for the fiscal period beginning July 1, 2013 and ending June 30, 2018. Planning Commission specifically reviewed the following line items: Celeste Park development, Christmas and other street decorations, 40 East side- and crosswalks, street sweeper replacement, first responders' memorial, and wayfinding signage.

June

Planning Commission reviewed one previous business item: the special use permit for Piedmont Community Services' 50 West Church Street location, previously granted in May 2012. PCS provided a report of its special use operations following 6 months of operation with on-site client services.

Under new business, Planning Commission considered partnering with Franklin County in applying for a new Enterprise Zone designation, to

Work continues at the Harvester.



replace the Town's EZ which will expire with 2013. Planning Commission also reviewed the Comprehensive Economic Development Strategy of the West Piedmont Economic Development District.

To close the meeting, Planning Commission received comments from a local business owner with concerns regarding the newly approved Little Caesar's drive-through.

August

August was another busy month, with two public hearings:

Great Southern Wood, VA presented a request to rezone 4.124 acres at 75 State Street from Industrial Limited District (M1) to Industrial General District (M2) for the purpose of expanding its woodpreserving operations including the addition of kilns. No one from the public spoke in reference to this request. The Commission's main concern was the possibility of smells, discharges and emissions. Planning Commission recommended approval of the rezoning with a unanimous vote.

Bernard Healthcare Center and Franklin Plaza, LLC presented a subdivision waiver request from Section 8.2(a) of the Subdivision Ordinance, which requires that lots provide appropriate sites for buildings and be properly related to topography so that each lot has an acceptable building site with direct access from an improved street. The new minor subdivision will create one new lot, which will be the home of the new free clinic. Two people expressed concerns about the project.

Planning Commission's major concerns were water issues, parking, visibility, and traffic flow. With a five to two split vote, Planning Commission recommended approval of the waiver.

Additionally, Planning Commission approved its 2012 annual report and reviewed possible VDOT 6-year plan projects.

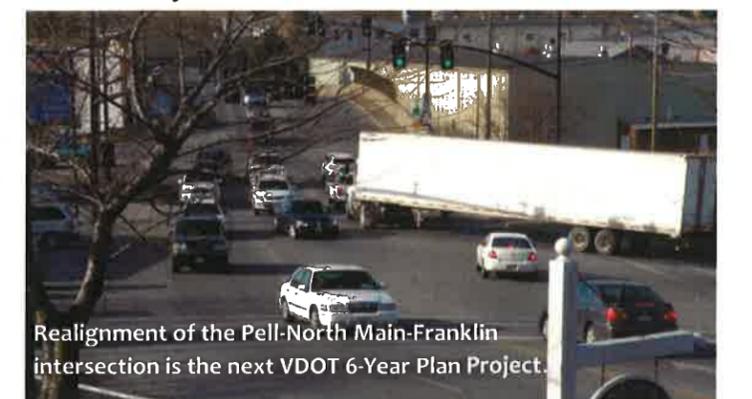
October

Planning Commission held a public hearing regarding EHS Support Services' request for a special use permit to offer on-site mental health counseling services at 230 S. Main Street. One person initially spoke against the request, but later spoke in favor of it. Planning Commission recommended approval of the request with a unanimous vote.

November

Planning Commission held two meetings this month. During the first meeting, Planning Commission held a public hearing regarding Brian Hochstein's request to rezone the property located at 50 Floyd Avenue, and commonly known as "The Grove", from Residential (R1) to Central Business District (CBD) for the purpose of opening a bed and breakfast establishment. Planning Commission's primary concerns were plans for future development, the historic nature of the property, and parking. No one from the public spoke against the request. Planning Commission recommended approval of the rezoning request with a vote of six for, zero against, and one abstention.

For the second meeting, Planning Commission toured the Harvester Performance Center which is currently under construction.



Realignment of the Pell-North Main-Franklin intersection is the next VDOT 6-Year Plan Project.

Upcoming Planning Projects for 2014 and Beyond

Complete Comprehensive Plan

Staff and the Commission continue to desire a comprehensive update to the Town's Comprehensive Plan. Staff will issue a Request For Proposals in early February for a professional firm to guide staff and the Commission through the process. Staff believes that contracting with a professional firm having recent and specific experience with the comprehensive planning process is essential to producing a document for the Town that is current, usable, and able to meet the specific requirements set forth in the Code of Virginia. Following the completion of this process, the Commission will strive to review portions of the plan on an annual basis.

The Next 6-Year Plan Project

With the funding of the Pigg River Bridge Replacement project, the Town suddenly found itself without a project on the Virginia Department of Transportation (VDOT) 6-Year Plan. Staff and the Commission worked quickly to determine what that next project should be: the realignment of the Pell Avenue-North Main Street- Franklin Street intersection near The Hub Restaurant. This project is currently on the VDOT 6-Year list. However, staff and the Commission believe it would be prudent to invest time in identifying the essence of the next available project, should the realignment receive funding within the next few years. The Commission will devote time and discussion hours to determining the next important project proposal.

Wayfinding

Wayfinding encompasses all of the ways in which people orient themselves in physical space and navigate from place to place. Signs are an important part of the wayfinding process, and over the past decade, the Town's wayfinding signage has not been updated to match the Town's growth or aesthetic progress. Some intersections are jumbled with too many signs, while others lack important wayfinding information. Currently, staff has inventoried the existing wayfinding conditions and will work with Planning Commission to implement a more succinct and aesthetically pleasing wayfinding program.

Town- Initiated Rezonings

Planning Commission has considered a staff request to investigate town-initiated rezonings on several properties

2013 ATTENDANCE RECORD

	Attended	Percent
Janet Stockton	8 of 9	89%
John Speidel	9 of 9	100%
Bud Blanchard	7 of 9	78%
Ina Clements	9 of 9	100%
Jerry Greer	7 of 9	78%
Derwin Hall	7 of 9	78%
John Tiggie	9 of 9	100%

which do not reflect the appropriate zoning based on the use. The properties staff seeks to investigate are primarily publicly owned and operated spaces which should be zoned Public or Open Space instead of their current designations.

Protection of Redeveloped Areas

With the significant investments made by the Town in parking and redeveloping Uptown and Downtown, staff and the Commission will work with utilities to develop code protecting redeveloped areas from overhead utility deployment.

Special Downtown Planning Needs

As the Harvester Performance Center transitions from a dream into a reality by April, 2014, the Commission expects to see a greater need for addressing planning issues in the Downtown area. As new businesses locate and existing businesses relocate or expand in the area, planning issues such as parking, signage, and pedestrian safety and access, particularly near the Floyd Avenue-Franklin Street intersection will need to be addressed. Staff and Planning Commission agree that these will be good issues to face.

Light Ordinance

Planning Commission recognizes the need to protect landowners from the intrusion of light from other properties. Staff will work with Planning Commission to determine if adequate protection is currently afforded to Town residents. This is particularly important in residential areas adjacent to higher-growth development areas.

Joint Meetings with Town Council

Planning Commission looks forward to opportunities to meet jointly with Town Council. These meetings are critical to the planning process, allowing the two bodies to work together in reviewing and determining planning priorities for the community.