

TOWN OF ROCKY MOUNT  
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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, April 7, 2015 ~ 6:00 p.m.

Council Chambers, Rocky Mount Municipal Building  
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
  - March 3, 2015 - Regular Meeting Minutes
4. Public Hearing
  - a. The Town of Rocky Mount's 5-Year Capital Improvement Plan (CIP) for the fiscal period beginning July 1, 2015 and ending June 30, 2020: The 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 therein or prohibit unanticipated capital purchases during the time period of the CIP but not contained in the adopted plan.
    - i. Staff Report Regarding CIP
    - ii. Comments from Public
5. Old Business ~ *None at this time*
6. New Business
  - Discussion and Staff Report for Town Planning Commission's guidance in the regulation of mobile vending units/food trucks.
7. Commissioner Concerns & Staff Updates
8. Adjournment

*Thank you for attending tonight's Planning Commission meeting and/or public hearing. The Planning Commission appreciates and welcomes public participation in its meetings. If you have a cell phone, please silence it during the meeting. If you have need for a special accommodation during the meeting, please notify the deputy clerk. The Town has assistive listening devices available for those who are hard of hearing. If you wish to speak during a public hearing, please sign in on the appropriate sheet located at the front table. There will be one sheet for each public hearing.*

**TOWN OF ROCKY MOUNT  
PLANNING COMMISSION  
REGULAR DRAFT MEETING MINUTES  
March 3, 2015  
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 March 3, 2015, 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: Josh Gibson, Town Planner; Deanna Alexander, Deputy Clerk

**APPROVAL OF AGENDA**

Additions or Corrections: None

Motion: To approve the agenda as presented

Motion By: Commission Member Clements

Second: Vice Chairman Speidel

Action: Approved by a unanimous vote of members present

**APPOINTMENT OF DEPUTY CLERK AND SECRETARY**

Motion: To approve Deanna Alexander as Secretary to the Planning Commission

Motion By: Vice Chairman Speidel

Second: Commission Member Clements

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:

### **February 3, 2015 - Regular Meeting Minutes**

Additions or Corrections: None

Motion: To approve the minutes as presented

Motion By: Commission Member Tiggle

Second: Vice Chairman Speidel

Action: Approved by a unanimous vote of members present

## **PUBLIC HEARING**

Let the record show no public hearings at this time.

## **OLD BUSINESS**

***Old Business Item No. 1: Staff Report on classification of Central Business District – Bed & Breakfast, Tourist Home, Hotels and Special Use Permit***

Staff Remarks:

Josh Gibson, Town Planner, came before the Planning Commission to present the staff report memorandum on Lodging in the Central Business District.

Memorandum To: Janet Stockton, Chair, and Planning Commissioners From: Matthew C. Hankins, Assistant Town Manager and Zoning Administrator Josh Gibson, Town Planner Date: February 26, 2014 Re: Lodging in the Central Business District. Planning Commissioners: At the February 3, 2015, meeting of the Town of Rocky Mount Planning Commission, Mr. Hankins presented information regarding the allowance of hotels in the Central Business District (CBD) zoning classification. He suggested the Commission consider permitting additional lodging categories in the CBD either by right or by special exception as a way to facilitate economic growth and contemplate future needs. During the discussion, staff and the Commission identified some inconsistency

and overlap among the definitions for different types lodging. Staff was asked to (1) examine the lodging definitions in the Town Code and identify potential opportunities for improvement, and (2) research options for introducing non-dwelling based lodging in the CBD. The following staff report examines current lodging definitions, potential changes and possible options for addressing by right hotels in the district.

### EXECUTIVE SUMMARY

- Some lodging types are defined and limited by the number of rooms, while others are defined and limited by the number of occupants, creating confusion and some inconsistency.
- Many of the lodging types defined in the Zoning Ordinance are not actually permitted in any zoning district, neither by right nor special exception.
- Allowing hotels by right in the Central Business District seemed to be a concern, so some options are presented below, including (a) the establishment of simple design guidelines for new businesses in the district and (b) establishing a new definition for lodging in the Central Business District (“Boutique Hotel”)
- The zoning ordinance currently incorporates flexibility for allowing uses in the CBD not contemplated as by right or special exception: Article 29-1-32 in CBD regulations states that “*Any use not specifically listed will be reviewed on an individual basis and if approved, permitted by granting of a special exception by town council,*” which could include hotels and other types of lodging. This authorization is unique among commercial district regulations, and may suffice for providing future guidance. It should be noted, however, that this clause is situated in an odd location amongst a list of by right uses and may easily be overlooked by those interested in locating businesses in this District.

### I. TOWN ZONING ORDINANCE LODGING DEFINITION NOTES (See Fig. 1 below)

- There is little functional difference between *Hotels* and *Motels* as they are currently defined, and each is only mentioned alongside the other throughout the Ordinance. Unless we wish to further differentiate, they could be combined into one lodging category.
- The *Bed and breakfast* definition could be expanded to include more rooms so as to not constrain existing and future businesses; Bedford and Roanoke County both allow up to five rooms, Town of Blacksburg allows up to 12 rooms. Other localities remove the room limit entirely and specify “in a residential structure” as the defining characteristic (ours addresses this by defining *bed and breakfasts* as home occupations).
- *Boarding house* and *tourist home* are very similar, the only current difference being that one must be a dwelling and the other need not be (although the intent of the code seems to imply that it should).
- *Tourist Court, Auto Court, Motel, Inn, Cabins, or Motor Lodge* definition can be simplified; currently a catch-all category.

**FIGURE 1. Lodging as Currently Defined in the Zoning Ordinance**

<b>LODGING TYPE</b>	<b>ZONING ORDINANCE DEFINITION</b>
<b>HOTEL</b>	A building designed or occupied as the more or less temporary abiding place for 14 or more individuals who are, for compensation, lodged, with or without meals, and in which provision is not generally made for cooking in individual rooms or suites.
<i>Defining code characteristics:</i>	<i>Single building and occupancy of 14 or more individuals paying for lodging - OR - Single building and capacity to house 14 or more individuals paying for lodging</i>
<b>MOTEL</b>	Any group of dwelling units, combined or separated, used for the purpose of housing more than 14 transient guests, each unit of which is provided with its own toilet, washroom and off-street parking facility.
<i>Defining code characteristics:</i>	<i>Similar to "Hotels" but can include grouped buildings and no capacity requirement</i>
<b>BOARDING HOUSE*</b>	A building where, for compensation, lodging or meals are provided for at least five and up to 14 persons.
<i>Defining code characteristics:</i>	<i>Similar to "Hotels" but occupancy is limited to 5-14 people. Based on similar localities and codes, the code likely originally intended for this use to be confined to a "dwelling" but it is defined in the Town's code as any "building"</i>
<b>BED AND BREAKFAST</b>	A home occupation involving the rental of up to four rooms to overnight guests and offering breakfast meals only to said guests.
<i>Defining code characteristics:</i>	<i>Home occupation rather than commercial building use; the occupancy is not regulated but the number of rooms is (maximum of four)</i>
<b>TOURIST HOME</b>	A dwelling where only lodging is provided for compensation for up to 14 persons (in contradistinction to hotels and boarding houses) and open to transients.
<i>Defining code characteristics:</i>	<i>Similar to Boarding house but: (1) must occur in a dwelling (2) no minimum threshold, and (3) a specific mention of "transients"</i>
<b>TOURIST COURT, AUTO COURT, MOTEL, INN, CABINS, OR MOTOR LODGE*</b>	One or more buildings containing individual sleeping rooms, designed for or used temporarily by automobile tourists or transients, with garage or parking space conveniently located to each unit. Cooking facilities may be provided for each unit.
<i>Defining code characteristics:</i>	<i>No occupancy or room minimum/maximum; may be grouped or single building; cooking facilities per unit are typical</i>

*\*defined but not explicitly permitted in any zoning classification*

Possible Changes (see Figure2, below):

- Hotel/Motel combined
- Boarding House and Tourist Home combined/simplified
- Tourist Court, Auto Court, Motel, Inn, Cabins or Motor Lodge removed (not currently addressed in any zoning district)

- All lodging types re-defined by occupancy for consistency
- Room maximum removed from *Bed and Breakfast*

**FIGURE 2.** Possible Changes Lodging Definitions  
(Green = addition; Red Strikethrough = deletion)

LODGING TYPE	ZONING ORDINANCE DEFINITION
HOTEL/MOTEL	A building <b>or group of buildings</b> designed or occupied as the more or less temporary abiding place for 14 or more individuals who are, for compensation, lodged, with or without meals, and in which provision is not generally made for cooking in individual rooms or suites.
<del>MOTEL</del>	<del>Any group of dwelling units, combined or separated, used for the purpose of housing more than 14 transient guests, each unit of which is provided with its own toilet, washroom and off-street parking facility.</del>
BOARDING HOUSE	A <b>building</b> <del>dwelling</del> where, for compensation, lodging or meals are provided <b>by the owner/operator</b> for <del>at least five and</del> up to 13 persons <b>as a more or less temporary abiding place open to transients. Included in this use are tourist homes (which do not provide board)</b> <i>(currently allowed in R3 only)</i>
BED AND BREAKFAST	A home occupation involving the rental of <del>up to four</del> rooms to overnight guests and offering breakfast meals only to said guests.
<del>TOURIST HOME</del>	<del>A dwelling where only lodging is provided for compensation for up to 14 persons (in contradistinction to hotels and boarding houses) and open to transients. (currently allowed in R3 only)</del>
TOURIST COURT, AUTO COURT, MOTEL, INN, CABINS, OR MOTOR LODGE	One or more buildings containing individual sleeping rooms, designed for or used temporarily by automobile tourists or transients, with garage or parking space conveniently located to each unit. Cooking facilities may be provided for each unit.

\*NOTE: These modifications would necessitate additional changes throughout the Zoning Ordinance where the labels of lodging types will need updating

**II. BOUTIQUE HOTELS: NEW DEFINITION**

Understandably, commissioners and staff have shown reluctance to permitting standard-size hotels by right in the Central Business District as they may pose a risk to the character of the historic district. One approach to diversifying lodging options while alleviating concerns about disruptive uses is to incorporate a smaller-scale hotel definition with limits on size and scope. This is becoming more common with revitalization efforts in other localities, and often also permits mixed uses explicitly in the definition.

Sample language: *“Building designed or occupied as the more or less temporary abiding place in the Central Business District (CBD) zoning district featuring no less than 8 rooms and no more than 12 rooms with individuals who are, for compensation, lodged, with or without meals, and in which provision is not generally made for cooking in individual rooms or suites. In addition to the 8-12 rooms/suites, it may also permit a public restaurant, a boutique, a wine tasting room, a room to host small parties (possibly weddings receptions), etc. that would also be open to the public, indoor/outdoor events.”*

This definition differs from *Boarding House* because it need not be located in a dwelling, nor provide meals, and may include additional uses. It differs from *Hotels/Motels* because of size and scope.

### III. POSSIBLE DESIGN GUIDELINES FOR CBD

Another possible approach to mitigating potentially disruptive uses in the CBD is by incorporating some design guidelines for the district, either as a whole, for certain uses, new uses, or some other specified group. The language below is just an example. Before incorporating even simple design standards into any district, further research and planning would be required.

*EXAMPLE LANGUAGE: Downtown building design in the Central Business District*

- (a) This section applies to (1) all new structures in this district and (2) additions of one thousand (1000) square feet or more to existing structures in the district, and (3) special exception applications in the district*
- (b) The use of contemporary interpretations of earlier design styles of surrounding structures in the Central Business District is encouraged; this might include characteristics such as scale, massing (size and general shape), roof shape, window size, shape and spacing, and exterior materials.*
- (c) Site plans shall include drawings, renderings, or perspectives of a professional quality which illustrate the scale, massing, roof shape, window size, shape and spacing, and exterior materials of the structure.*

### IV. SUMMARY

1. The Town's definitions for *Bed and Breakfast* establishments are constraining on current and future businesses, and staff recommends amending the definition to either (a) increase the maximum number of rooms permitted in an establishment or (b) remove the maximum entirely; *Hotels* and *motels* definitions are similar and easily grouped together.
2. A new, smaller hotel category could help facilitate appropriate lodging downtown.
3. Design guidelines are intended to provide guidance for new or updated buildings or uses in the Central Business District, but the details would need additional staff work if the Commission is interested in exploring them.

### Discussion by Planning Commission:

Open discussion ensued with Commission Members and Mr. Gibson regarding parking, lodging definitions, boutique hotels and, tasting rooms for wine and beer. Chair Stockton asked for the definition of "transient". Transient is defined as a person who is staying or working in a place for only a short time. Synonyms were discussed among members: hobo, vagabond, homeless person, and derelict.

Consensus among members to recommend the words "boutique" and "transient" be removed from the verbiage in lodging sections of the Town code.

Mr. Gibson provided a verbal example of lodging types from the Town of Blacksburg. Open discussion ensued with members and Mr. Gibson about finding a balance in the code, for the town and for future opportunities. Recommendations were made to keep our code simple, not restrictive.

Mr. Gibson advised the commission that the Community Development and Planning staff will continue to research lodging types. Mr. Gibson asked members to send an email with suggestions, questions, opinions, or concerns to help with the development of a final recommendation to the Planning Commission.

***Old Business Item No. 2: Comprehensive Plan Update***

Staff Remarks:

Josh Gibson, Town Planner, came before the Planning Commission to advise members that our Comprehensive Plan is still under development with Evie Sloane at Hill Studios.

Discussion by Planning Commission:

Open discussion ensued with Commission Members and Mr. Gibson on a projected date for the final version of the Comprehensive Plan. It has almost been a year, June 2014, when Evie started work on the plan. Discussion continued on completion expectation in May 2015, with the first draft anticipated in April 2015.

**NEW BUSINESS**

***New Business Item No. 1: Way Finding Signage Design***

Staff Remarks:

Josh Gibson, Town Planner, came before the Planning Commission to present the staff report memorandum on the new wayfinding signage design update.

MEMORADUM To: Janet Stockton, Chair, and Planning Commissioners From: Matthew C. Hankins, Assistant Town Manager and Zoning Administrator Josh Gibson, Town Planner Date: February 26, 2014 Re: New signage and wayfinding design update. Planning Commissioners: Thanks to the Harvester, new businesses and other popular events in and around Town, Rocky Mount has experienced a new influx of out-of-town visitors during the past year. It is imperative we facilitate a pleasant experience for these visitors, and one way to accomplish that is through effective signage and wayfinding. The update which follows summarizes ongoing staff efforts to improve wayfinding and signage within the town.

**SUPPLEMENTAL GUIDE SIGNS ON US 220**

According to Virginia Logos, which administers the state's Integrated Directional Signing Program (IDSP) for the Virginia Department of Transportation (VDOT), the Harvester qualifies for the Supplemental Guide Sign program as a venue and destination owned by a local governmental organization. Though we initially investigated adding The Harvester to the blue "Logo Signs" along access-restricted highways like US 220, the large brown signs like the one depicted in Figure 1 offer enhanced visibility without additional surrounding clutter. Our application for approval is nearly complete, but we cannot submit a completed application until additional steps are taken (discussed below).



### **TOWN WAYFINDING UPDATE**

The account representatives from Virginia Logos indicated that applicants would be facing a waiting period of several months after approval due to statewide construction delays. In the meantime, they suggested we begin work on a pre-installation requirement which they call a "trailblazer plan". The trailblazer plan is required to demonstrate that the applicant has installed sufficient signage to direct motorists from the brown Supplemental Guide signs along major thoroughfares (in this case U.S. 220) to the destination (in this case The Harvester).

For over six years, several staff members, groups and committees have worked intermittently on signage planning and installation around town. Some have come to fruition (Welcome Signs, Mary Elizabeth Park, parking signage), but the planned overall comprehensive wayfinding system has been delayed. The requirement for wayfinding as a part of the Supplemental Guide sign installations is a good opportunity to begin to finalize all of the effort expended over the years in planning for a consistent wayfinding system in town.

Though at the time of this Staff Report several items are still being finalized, we are nearing a point when we can begin putting out requests for bids on fabrication and installation of wayfinding signs. Based on the information from our past work on wayfinding, including public meetings and commentary, staff worked to develop a consistent theme for sign design as a basis for the system prior to assigning content to each sign.

### **WAYFINDING SIGN DESIGN**

The design theme for the wayfinding system was based on several key factors, which aimed to:

- Enhance and compliment current and historic town features and design characteristics
- Maximize visibility and contrast
- Present the information in an attractive manner
- Present the information succinctly
- Minimize colors and thus costs
- Minimize expensive enhancements
- Allow flexibility of the system now and moving forward
- Allow for consistent branding across several locations and signage types



Discussion by Planning Commission:

Open discussion ensued with Commission Members and Mr. Gibson regarding design, colors, and locations within the Town. Discussion continued with the individual size of the signs and the size of the lettering. Commission members are happy with colors, usage of the Town seal, and the consistency of design.

Chair Stockton asked about adding Ben Franklin Middle School. Mr. Gibson advised the signs have limited space available. Some items will not be listed on the signs.

Mr. Gibson advised the members that the brown venue signage (IDSP) from VDOT will take approximately six to eight months for approval and delivery.

Chair Stockton asked for any other comments.

**COMMISSIONER CONCERNS AND STAFF UPDATES**

Member Hall: Questions about waste water and fees to County.

John Boitnott, Town Attorney, asked Mr. Hall to discuss directly with him.

Member Clements: No Comments

Vice Chairman Speidel: No Comments

Chair Stockton: No Comments

Member Tiggle: No Comments

Chair Stockton advised the board members of the Virginia Municipal League regional supper at the Harvester Performance Center on Thursday, April 16, 2015. Please RSVP to Town Clerk, Stacey Sink by Wednesday, March 25, 2015.

Chair Stockton thanked Mr. Gibson for his professionalism in his staff reports to the Planning Commission.

Chair Stockton hearing no further comments entertained a motion to adjourn.

**ADJOURNMENT**

Motion to Adjourn By: Commission Member Clements

Second: Vice Chairman Speidel

Action: Approved by a unanimous vote of members present

Time of Adjournment: 6:44 p.m.

\_\_\_\_\_  
Janet Stockton, Chairman

ATTEST:

\_\_\_\_\_  
Deanna F. Alexander, Clerk/Secretary

DFA/

TOWN OF ROCKY MOUNT		# = proposed project for FY 16 bond issue		
5 YEAR CAPITAL IMPROVEMENT PLAN		#	1,812,897	
FY 16 - 20			1,362,897	
Project / Purchase:	FY 16 By Depts.	FY 16 Proposed	FY 17 Proposed	
<b>GENERAL FUND PROJECTS:</b>				
<b>ADMINISTRATION / COMMUNITY DEVELOPMENT:</b>				
Finance - AS 400 Upgrade				
Finance - new financial / general ledger software				
Com Dev - replace 2001 Lumina & 2002 Cavalier with used vehs	25,000	25,000		
Administration - replace 2004 Ford Explorer				32,500
Zoning - replace 1991 Ford F150 pick-up				22,000
Zoning - replace 1995 GMC pick-up				
<b>TOTAL ADMIN / COMMUNITY DEVELOPMENT</b>	<b>25,000</b>	<b>25,000</b>		<b>54,500</b>
<b>PUBLIC SAFETY:</b>				
Police - replace in car camera & video (\$5000/car;2/year)	10,000	10,000		10,000
Police - replac Mobile Data Terminal in car (\$3000/car;3/year)	9,000	9,000		9,000
Police - K-9 narcotic dogs (\$25,000 per dog/2 dogs)				25,000
Police - replace 2 vehicles at \$32,000 per car (Explorers)				35,000
Police - replace 2 K-9 vehicles				
Radio System - Police share (\$114,950)	114,950	# 114,950		
Radio System - Fire share (\$65,447)	65,447	# 65,447		
Radio System - 6.75% construction contribution to County (\$33,750)	-	-		
ES Bldg - extend parking lot North Main (Fire Dept side)	25,000			25,000
ES Bldg - outside storage unit for Police Dept (diff=in-house constr)	25,000	8,000		
Fire - replace 1993 Pierce fire engine (Town share 10%)	52,600	52,600		
Fire - replace 3 SCBA units in each year listed	29,500	29,500		
Fire - replace 4 sets of turnout gear				10,500
Fire - replace 1995 Chevy Suburban				
Fire - Rit Pack-Rapid Intervention (SCBA support)				
Fire - replace 1996 Freightliner fire engine				
Fire - replace thermal imaging camera				
Fire - replace 1992 utility truck				
<b>TOTAL PUBLIC SAFETY</b>	<b>331,497</b>	<b>289,497</b>		<b>114,500</b>

TOWN OF ROCKY MOUNT		# = proposed project for FY 16 bond issue		
5 YEAR CAPITAL IMPROVEMENT PLAN		#	1,812,897	
FY 16 - 20			1,362,897	
Project / Purchase:	FY 16		FY 16	FY 17
	By Depts.		Proposed	Proposed
<b>PUBLIC WORKS:</b>				
Pub Works - replace salt spreader	12,000		12,000	
Pub Works - replace (24 year old) leaf machine	26,500		26,500	
Pub Works - replace 1987 Chevy garbage truck				175,000
Pub Works - replace 2002 Chevy pick-up				25,000
Pub Works - replace 2000 Chevy pick-up				
Pub Works - replace 1989 John Deere loader				
Pub Works - replace chipper				
Pub Works - replace 1995 Ford tandem dump truck				
Streets - Scuffling Hill curb, gutter, drainage (Town portion)	462,500	#	462,500	
Sidewalks - extension between Floyd and Dent (VDOT grant \$50,000)	10,000		10,000	
Sidewalks/Drainage - Bernard Rd-preliminary engineering & design	120,000	#	120,000	
<b>TOTAL PUBLIC WORKS</b>	<b>631,000</b>		<b>631,000</b>	<b>200,000</b>
<b>BUILDINGS AND GROUNDS:</b>				
Parks - tennis & hockey court paving	50,000			50,000
Parks - Veterans' Park bank stabilization	900,000	#	900,000	
Parks - Celeste trail development	30,000			30,000
Parks - Gilley's Park ramp & handicap restrooms	25,000	#	25,000	
Parks - acquire land for North Main outdoor public recreation	95,000			95,000
Parks - design North Main outdoor public recreation				80,000
Parks - site preparation North Main outdoor public recreation				
Parks - equipment North Main outdoor public recreation				
Municipal Bldg - HVAC replacement, gutter sealing, lighting	60,000	#	60,000	
PW & PS - replace fuel canopies				100,000
<b>TOTAL BUILDINGS AND GROUNDS</b>	<b>1,160,000</b>		<b>985,000</b>	<b>355,000</b>
<b>ECONOMIC DEVELOPMENT:</b>				
EDA - purchase properties for redevelopment	50,000			50,000
WPPD - 220/40 realignment (Town cost)				
Mountain Valley Pipeline - taps in the transmission line				
<b>TOTAL ECONOMIC DEVELOPMENT</b>	<b>50,000</b>		<b>-</b>	<b>50,000</b>
<b>TOTAL GENERAL FUND PROJECTS</b>	<b>2,197,497</b>		<b>1,930,497</b>	<b>774,000</b>

TOWN OF ROCKY MOUNT 5 YEAR CAPITAL IMPROVEMENT PLAN FY 16 - 20		# = proposed project for FY 16 bond issue		
		#	1,812,897	
			1,362,897	
		FY 16 By Depts.	<b>FY 16 Proposed</b>	FY 17 Proposed
UTILITY FUND PROJECTS:				
WATER:				
	Meter Reading - convert to radio-read meter reading			790,500
	Public Works - replace Ann Sink St. water line 550 feet			30,000
	Pub Works - replace North Main St. 8" water line			400,000
	Water - altitude valve replacement on 220N			8,000
	Water - rebuild pump - upper Grassy Hill pump station			15,000
	Water - 220 South tank mixer			35,000
	Water - rebuild pump - lower Grassy Hill pump station			
	Water - refurbish old Grassy Hill tank			
	WTP - refurbish & reinstall finished pump impeller 1 of 2	10,000	10,000	
	WTP - parking lot repairs & repave	18,000	18,000	
	WTP - streaming current monitor			10,000
	WTP - refurbish & reinstall finished pump impeller 2 of 2			10,000
	WTP - replace flocculator motor / mixer comb (3)			30,000
	WTP - replace HVAC air handler / blower unit			
	WTP - filter sand replacement			
	WTP - replace mower / tractor			
	WTP - lagoon clean out & repair			
	WTP - rebuild raw water pump			
	WTP - replace sludge removal system settling basins			
	WTP - replace pickup			
	12" water line connector to Plateau Plaza			
	<b>TOTAL WATER</b>	<b>28,000</b>	<b>28,000</b>	<b>1,328,500</b>
SEWER:				
	Pub Works - extend sewer line on Scuffling Hill	65,000	# 65,000	
	Pub Works - replace Hillcrest Ave sewer line 1200 feet	48,000	48,000	
	Pub Works - replace Ann Sink sewer line 600 feet			28,000
	Pub Works - extend 40 West sewer line			100,000
	Sewer - replace pump - Main pump station			180,000
	Sewer - replace climbing screen - Main pump station			185,000
	Sewer - radios for remaining pump stations			
	WWTP - replacement doors / headworks bldg	6,000	6,000	
	WWTP - clarifier brushes	30,000	30,000	
	WWTP - pH monitoring equipment	12,000	12,000	
	WWTP - flow meters			15,000
	WWTP - building heaters			20,000
	WWTP - rebuild / replace 8 faulk gear drives			
	WWTP - rebuild 2 clarifier drives			
	WWTP - replace UV Channel #2			
	WWTP - climbing screen at WWTP			
	WWTP - grit chambers at WWTP			
	WWTP - grit classifier at WWTP			
	<b>TOTAL SEWER</b>	<b>161,000</b>	<b>161,000</b>	<b>528,000</b>
	<b>TOTAL UTILITY FUND PROJECTS</b>	<b>189,000</b>	<b>189,000</b>	<b>1,856,500</b>
	<b>TOTAL GENERAL AND UTILITY FUND PROJECTS</b>	<b>2,386,497</b>	<b>2,119,497</b>	<b>2,630,500</b>

TOWN OF ROCKY MOUNT 5 YEAR CAPITAL IMPROVEMENT PLAN FY 16 - 20					
Project / Purchase:	FY 18 Proposed	FY 19 Proposed	FY 20 Proposed	5 YEAR TOTAL	
<b>GENERAL FUND PROJECTS:</b>					
<b>ADMINISTRATION / COMMUNITY DEVELOPMENT:</b>					
Finance - AS 400 Upgrade	23,000				23,000
Finance - new financial / general ledger software	170,000				170,000
Com Dev - replace 2001 Lumina & 2002 Cavalier with used					25,000
Administration - replace 2004 Ford Explorer					32,500
Zoning - replace 1991 Ford F150 pick-up					22,000
Zoning - replace 1995 GMC pick-up		24,000			24,000
<b>TOTAL ADMIN / COMMUNITY DEVELOPMENT</b>	<b>193,000</b>	<b>24,000</b>	<b>-</b>		<b>296,500</b>
<b>PUBLIC SAFETY:</b>					
Police - replace in car camera & video (\$5000/car;2/year)	10,000	10,000	10,000		50,000
Police - replac Mobile Data Terminal in car (\$3000/car;3/ye	9,000	9,000	9,000		45,000
Police - K-9 narcotic dogs (\$25,000 per dog/2 dogs)		25,000			50,000
Police - replace 2 vehicles at \$32,000 per car (Explorers)	35,000				70,000
Police - replace 2 K-9 vehicles			70,000		70,000
Radio System - Police share (\$114,950)					114,950
Radio System - Fire share (\$65,447)					65,447
Radio System - 6.75% construction contribution to County (					-
ES Bldg - extend parking lot North Main (Fire Dept side)					25,000
ES Bldg - outside storage unit for Police Dept (diff=in-hous					8,000
Fire - replace 1993 Pierce fire engine (Town share 10%)					52,600
Fire - replace 3 SCBA units in each year listed	23,000		25,000		77,500
Fire - replace 4 sets of turnout gear		12,000			22,500
Fire - replace 1995 Chevy Suburban	37,500				37,500
Fire - Rit Pack-Rapid Intervention (SCBA support)	10,000				10,000
Fire - replace 1996 Freightliner fire engine		625,000			625,000
Fire - replace thermal imaging camera			15,000		15,000
Fire - replace 1992 utility truck			300,000		300,000
<b>TOTAL PUBLIC SAFETY</b>	<b>124,500</b>	<b>681,000</b>	<b>429,000</b>		<b>1,638,497</b>

TOWN OF ROCKY MOUNT 5 YEAR CAPITAL IMPROVEMENT PLAN FY 16 - 20				
Project / Purchase:	FY 18 Proposed	FY 19 Proposed	FY 20 Proposed	5 YEAR TOTAL
<b>PUBLIC WORKS:</b>				
Pub Works - replace salt spreader				12,000
Pub Works - replace (24 year old) leaf machine				26,500
Pub Works - replace 1987 Chevy garbage truck				175,000
Pub Works - replace 2002 Chevy pick-up				25,000
Pub Works - replace 2000 Chevy pick-up	25,000			25,000
Pub Works - replace 1989 John Deere loader		190,000		190,000
Pub Works - replace chipper		42,000		42,000
Pub Works - replace 1995 Ford tandem dump truck			150,000	150,000
Streets - Scuffling Hill curb, gutter, drainage (Town portion)				462,500
Sidewalks - extension between Floyd and Dent (VDOT gran				10,000
Sidewalks/Drainage - Bernard Rd-preliminary engineering &				120,000
<b>TOTAL PUBLIC WORKS</b>	<b>25,000</b>	<b>232,000</b>	<b>150,000</b>	<b>1,238,000</b>
<b>BUILDINGS AND GROUNDS:</b>				
Parks - tennis & hockey court paving				50,000
Parks - Veterans' Park bank stablization				900,000
Parks - Celeste trail development				30,000
Parks - Gilley's Park ramp & handicap restrooms				25,000
Parks - acquire land for North Main outdoor public recreatic				95,000
Parks - design North Main outdoor public recreation				80,000
Parks - site preparation North Main outdoor public recreatic	175,000			175,000
Parks - equipment North Main outdoor public recreation		75,000		75,000
Municipal Bldg - HVAC replacement, gutter sealing, lighting				60,000
PW & PS - replace fuel canopies				100,000
<b>TOTAL BUILDINGS AND GROUNDS</b>	<b>175,000</b>	<b>75,000</b>	<b>-</b>	<b>1,590,000</b>
<b>ECONOMIC DEVELOPMENT:</b>				
EDA - purchase properties for redevelopment	50,000	50,000	50,000	200,000
WPPD - 220/40 realignment (Town cost)		80,000		80,000
Mountain Valley Pipeline - taps in the transmission line				-
<b>TOTAL ECONOMIC DEVELOPMENT</b>	<b>50,000</b>	<b>130,000</b>	<b>50,000</b>	<b>280,000</b>
<b>TOTAL GENERAL FUND PROJECTS</b>	<b>567,500</b>	<b>1,142,000</b>	<b>629,000</b>	<b>5,042,997</b>

TOWN OF ROCKY MOUNT 5 YEAR CAPITAL IMPROVEMENT PLAN FY 16 - 20				
Project / Purchase:	FY 18 Proposed	FY 19 Proposed	FY 20 Proposed	5 YEAR TOTAL
<b>UTILITY FUND PROJECTS:</b>				
<b>WATER:</b>				
Meter Reading - convert to radio-read meter reading				790,500
Public Works - replace Ann Sink St. water line 550 feet				30,000
Pub Works - replace North Main St. 8" water line				400,000
				-
Water - altitude valve replacement on 220N				8,000
Water - rebuild pump - upper Grassy Hill pump station				15,000
Water - 220 South tank mixer				35,000
Water - rebuild pump - lower Grassy Hill pump station	15,000			15,000
Water - refurbish old Grassy Hill tank	60,000			60,000
WTP - refurbish & reinstall finished pump impeller 1 of 2				10,000
WTP - parking lot repairs & repave				18,000
WTP - streaming current monitor				10,000
WTP - refurbish & reinstall finished pump impeller 2 of 2				10,000
WTP - replace flocculator motor / mixer comb (3)				30,000
WTP - replace HVAC air handler / blower unit	15,000			15,000
WTP - filter sand replacement	50,000			50,000
WTP - replace mower / tractor	30,000			30,000
WTP - lagoon clean out & repair	60,000			60,000
WTP - rebuild raw water pump		35,000		35,000
WTP - replace sludge removal system settling basins		184,000		184,000
WTP - replace pickup			26,000	26,000
12" water line connector to Plateau Plaza				-
<b>TOTAL WATER</b>	<b>230,000</b>	<b>219,000</b>	<b>26,000</b>	<b>1,831,500</b>
<b>SEWER:</b>				
Pub Works - extend sewer line on Scuffling Hill				65,000
Pub Works - replace Hillcrest Ave sewer line 1200 feet				48,000
Pub Works - replace Ann Sink sewer line 600 feet				28,000
Pub Works - extend 40 West sewer line				100,000
Sewer - replace pump - Main pump station				180,000
Sewer - replace climbing screen - Main pump station				185,000
Sewer - radios for remaining pump stations	20,000			20,000
WWTP - replacement doors / headworks bldg				6,000
WWTP - clarifier brushes				30,000
WWTP - pH monitoring equipment				12,000
WWTP - flow meters				15,000
WWTP - building heaters				20,000
WWTP - rebuild / replace 8 faulk gear drives	160,000			160,000
WWTP - rebuild 2 clarifier drives	60,000			60,000
WWTP - replace UV Channel #2		300,000		300,000
WWTP - climbing screen at WWTP			100,000	100,000
WWTP - grit chambers at WWTP			100,000	100,000
WWTP - grit classifier at WWTP			100,000	100,000
<b>TOTAL SEWER</b>	<b>240,000</b>	<b>300,000</b>	<b>300,000</b>	<b>1,529,000</b>
<b>TOTAL UTILITY FUND PROJECTS</b>	<b>470,000</b>	<b>519,000</b>	<b>326,000</b>	<b>3,360,500</b>
<b>TOTAL GENERAL AND UTILITY FUND PROJECTS</b>	<b>1,037,500</b>	<b>1,661,000</b>	<b>955,000</b>	<b>8,403,497</b>
	<b>FY 16 - FY 20 proposed</b>			<b>8,403,497</b>
	<b>FY 17 - FY 20 proposed + FY 16 depts.</b>			<b>8,403,497</b>

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GREGORY B. WALKER, *VICE MAYOR*

BOBBY M. CUNDIFF      BOBBY L. MOYER  
P. ANN LOVE            JON W. SNEAD  
BILLIE W. STOCKTON  
JOSH GIBSON  
*Town Planner*

## STAFF REPORT

To: Janet Stockton, Chair, and Planning Commissioners  
From: Matthew C. Hankins, Assistant Town Manager and Zoning Administrator  
Josh Gibson, Town Planner  
Date: March 27, 2015  
Re: Town Staff requests Town Planning Commission's guidance in the regulation of mobile vending units/food trucks.

### EXECUTIVE SUMMARY

Mobile food units (commonly called 'food trucks') are a national trend expanding rapidly in popularity. Many localities are finding themselves ill-equipped to deal with these vendors from a regulatory perspective. Municipal ordinances related to mobile vending were largely written decades ago, with vendors such as ice cream trucks, hot dog carts and sidewalk peddlers in mind. Today's food trucks comprise a different mobile vending experience; most use large vehicles equipped with modern cooking equipment and sanitation devices to provide sophisticated, safe cuisine.

Our town code has similar difficulty in permitting and regulating food trucks. Recently, Town staff has noted a steady increase in the number of inquiries regarding mobile food units in Town limits. Currently, our code does not allow for any type of food truck businesses. Business owners wishing to navigate the proper channels for licensing and permitting are finding that there is no way to legally operate within town.

Town planning staff believes there are both benefits and drawbacks to permitting these businesses and seeks guidance from planning commission on whether to proceed with an examination of options that would allow mobile food trucks to legally operate in town under certain regulations.

### POSSIBLE ISSUES TO CONSIDER

- Where should mobile vending units/food trucks be permitted?
  - (1) Private property only?
  - (2) Commercial districts?
  - (3) Industrial districts?
  - (4) Mixed Use districts?
  - (5) Certain residential districts?
- Should we distinguish the types of mobile vending units?
- Incorporating minimum distance regulations: should we consider distance from other restaurant establishments, from residential uses, from schools/churches?
- Should the mobile vending units be able to take existing parking spaces?
- Are there areas where mobile vending units should not be permitted?

<b>POSSIBLE ADDITIONAL RESTRICTIONS</b>	
<ul style="list-style-type: none"> <li>• No customer seating.</li> <li>• Amplified music forbidden outside of truck.</li> <li>• Off premises signage forbidden; signage must be permanently affixed.</li> <li>• 100-ft buffer required between a Mobile Food Unit and residential properties.</li> <li>• 100-ft buffer required between a Mobile Food Unit and brick-and-mortar restaurants.</li> <li>• Limitation on the number of private properties in Town where one may operate.</li> <li>• A zoning permit may be revoked by the zoning administrator at any time, due to the failure of the permit holder to comply with all requirements.</li> <li>• Provide receptacles and properly dispose of all trash, refuse, compost garbage.</li> <li>• Days and hours of operation must accompany the zoning permit.</li> <li>• Trucks may not be the primary or principal use at a lot. Under the proposed regulations they are considered an accessory use.</li> <li>• May not sell anything other than food and non-alcoholic beverages.</li> </ul>	<ul style="list-style-type: none"> <li>• Food trucks must provide: A Town business license, a valid Health Permit from the Virginia Health Department stating that the mobile food unit meets all applicable standards, written permission from the owner(s) of the private properties upon which the permittee will operate, a sketch to be approved by the zoning administrator for each property, illustrating access to the site, all parking areas, routes for ingress and egress, placement of the mobile food unit, distance from property lines, garbage receptacles and any other feature associated with the mobile food unit.</li> <li>• Limit permits so that they are only valid for one year and renewed each January 1</li> <li>• Shall not sell anything other than food and non-alcoholic beverages and items incidental to the product and its consumption.</li> <li>• Limit of one (1) covered 10x10 table to provide condiments to patrons.</li> <li>• No liquid wastes may be discharged from the mobile food unit</li> <li>• Unique permit for food trucks.</li> </ul>

**FOOD TRUCK PROS AND CONS**

Pros:

- Creates a platform to introduce unique culinary options to community
- Allows for less-expensive small business opportunities in Town
- Can increase economic activity in underutilized areas—an underutilized lot may be transformed into a food hub with the addition of a food truck
- May operate where restaurant options are constrained (i.e., manufacturing areas)
- Permits can be made revocable

Cons:

- Can create competition with existing brick-and-mortar restaurants with similar fare
- Do not pay real estate tax
- Not a desirable use in some districts
- Regulation more difficult

**SUMMARY**

Town planning staff seeks guidance from planning commission on whether to proceed with an examination of code-based options that would allow mobile food trucks to legally operate in town and the regulations which might guide such a use.