

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

**June 2, 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 May 5, 2015, for its regular monthly meeting with Chair Janet Stockton presiding.

Commission Members Present: Chair Janet Stockton; Vice Chair John Speidel; and Planning Commission Members Bud Blanchard; Ina Clements; Derwin Hall; Jerry Greer; John Tiggle

Commission Members Absent: None

Staff Members Present: Assistant Town Manager, Matt Hankins; Town Planner, Josh Gibson; Town Attorney, John Boitnott; Deputy Clerk and Secretary to Planning Commission Deanna Alexander

**APPROVAL OF AGENDA**

Additions or Corrections: None

Motion: To approve the agenda as presented

Motion By: Commission Member Clements

Second: Commission Member Speidel

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:

- **May 5, 2015 - Regular Meeting Minutes**

Additions or Corrections: None

Motion: To approve the minutes presented

Motion By: Commission Member Blanchard

Second: Commission Member Clements

Action: Approved by a unanimous vote of members present

## **PUBLIC HEARING**

*Let the record show there are no public hearings at this time.*

## **NEW BUSINESS**

*Let the record show there is no new business at this time.*

## **OLD BUSINESS**

Josh Gibson, Town Planner, came before the Planning Commission to present Community Development updates to old business items.

### ***Old Business Item No. 1: Food Trucks***

#### **Staff Remarks:**

Josh Gibson, Town Planner, reviewed staff recommendations for Food Truck vendors. Mobile food unit (“food truck”) owners who operate stand-alone units will seek administrative approval and a zoning compliance permit from the Town. The zoning compliance permit will be good for one year from the date of issuance. The permit may be revoked by the zoning administrator at any time. Mr. Gibson offered to follow up with the final version of the regulations and guidelines at the next Planning Commission meeting. The governor of Virginia recently signed a new law allowing mobile food truck vendors to operate on the side of state roads. The staff needs time to review this decision and the impact to the staff recommendations.

Discussion by Planning Commission:

Open discussion ensued with Commission Members; John Boitnott, Town Attorney; Matthew Hankins, Assistant Town Manager; and Josh Gibson, Town Planner. Discussion included collection of meals tax, health department requirements, the location of the mobile vendors, and the difference between food truck vendors versus festival/fair/one-time vendors.

***Old Business Item No. 2: Wayfinding RFP***

Staff Remarks:

Josh Gibson, Town Planner, came before the Planning Commission to discuss the Wayfinding request for proposal bid amounts.

The Wayfinding bids received were much higher than expected. The project details are under review by the staff to reduce the project cost. Possible items to be removed or adjusted in the bid are the large welcome signs, decorative poles, and contractor installation.

Discussion by Planning Commission:

Open discussion ensued with Commission Members and Josh Gibson, Town Planner. Discussion included the different items in the Wayfinding proposal that could reduce the project cost.

***Old Business Item No. 3: Murphy Oil***

Staff Remarks:

Josh Gibson, Town Planner, came before the Planning Commission to update the Planning Commission members on the Murphy Oil site plans. Murphy Oil has proposed the extension of the left turn lane to improve traffic flow. Mr. Gibson advised the planning commission members that Murphy Oil did consult with traffic engineers for the proposed recommendations and the staff is impressed with the suggestions.

Discussion by Planning Commission:

Open discussion ensued with Commission Members; Matthew Hankins, Assistant Town Manager; and Josh Gibson, Town Planner. Discussion included traffic patterns, new left lane recommendation, Auto Zone turn lane impact, signal light timing, landscaping, and Walmart holiday traffic.

**Old Business Item No. 4: CenturyLink**

Staff Remarks:

Matt Hankins, Assistant Town Manager, came before the Planning Commission to advised the members of a vote by the Board of Zoning Appeals to reverse the decision made by Mr. Matthew Hankins, Zoning Administrator, for the removal of the non-conforming CenturyLink tower located at 280 North Main Street. The Town of Rocky Mount and CenturyLink agreed to a stipulation of facts that stated the Zoning Administrator does not have the authority to direct the removal of the tower and structure owned by CenturyLink solely due to such nonconformity.

Discussion by Planning Commission:

Open discussion ensued with Commission Members; John Boitnott, Town Attorney; Matthew Hankins, Assistant Town Manager; and Josh Gibson, Town Planner. Discussion included the possible future use of the CenturyLink tower by telecommunication companies, special use permit, and other property locations in the Town that could be considered.

Mr. Hankins advised the commission members the variance approval issued by the Board of Zoning Appeals to Blue Ridge Towers on April 30, 2015 to place a monopole tower at West Court Street, has been appealed by Town Council to the Circuit Court.

**Old Business Item No. 5: Comprehensive Plan**

Staff Remarks:

Matt Hankins, Assistant Town Manager, came before the Planning Commission to update the members on the status of the Comprehensive Plan. The plan is currently under staff review. The staff would like to review with Evie Sloan at Hill Studios prior to the draft release to the planning commission members. Mr. Hankins updated the timeline; a draft copy will be given to Planning Commission members in July; public hearing will be held in August; possible approval in September; and the Comprehensive Plan in place by fall of 2015.

**COMMISSIONER CONCERNS AND STAFF UPDATES**

Josh Gibson, Town Planner: Community Development Update

Mr. Gibson is going to prepare a staff report to recommend the addition of a mixed use district to our code. Resident and commercial communities have become very common. By offering a mixed use classification, it would allow the Community Development staff to use as a tool to encourage site development in the community. Mr. Gibson will present recommendations at the next planning commission meeting.

Commission Member Blanchard: No Comments

Commission Member Clements:

Ms. Clements would like to congratulate Brent Robertson a Franklin County native who has been appointed the new Franklin County Administrator. Ms. Clements also has concerns about the signal light located at the intersection of route 40 and route 122. The wait time for the light to change is too long; Ms. Clements has run the red light; backed up several times and the light will not change.

Mr. Matthew Hankins, Assistant Town Manager, offered to have the sensor checked at the intersections.

Commission Member Hall: No Comments

Commission Member Greer: No Comments

Commission Member Tiggle: No Comments

Vice Chair Speidel:

Mr. Speidel would like to thank everyone involved with the Franklin County Veterans' Memorial ceremony. Well done.

Madam Chair Stockton: No Comments

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

**ADJOURNMENT**

Motion to Adjourn By: Commission Member Clements

Second: Commission Member Tiggle

Action: Approved by a unanimous vote of members present

Time of Adjournment: 6:45 p.m.

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Janet Stockton, Chairman

ATTEST:

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Deanna L. Alexander, Clerk/Secretary

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