

**PLANNING COMMISSION  
MINUTES  
APRIL 3, 2007  
6:00 P.M.**

The Planning Commission of the Town of Rocky Mount, Virginia met at the Municipal Building on April 3, 2007, at 6:00 p.m. with Chair Janet Stockton presiding.

The following members were present:

Chair Janet Stockton, Planning Commission Members Milton Arrington, Ina Clements, Derwin Hall, John Tiggle; Interim Town Manager Jack Gross, Assistant Town Manager/Community Development Director C. James Ervin, Planning & Zoning Administrator Paul Stockwell, Town Attorney John Boitnott, and Town Clerk Patricia H. Keatts

Let the record show that Vice Chair John Speidel and Planning Commission Member Jerry W. Greer Sr. were not present.

**APPROVAL OF AGENDA**

Chair Stockton informed the Planning Commission that Arrington Development, Inc. had requested that their request be heard prior to the T. Keister Greer public hearing due to matters that they needed to be somewhere else as soon as possible, with Mrs. T. Keister Greer stating that she didn't mind if they went ahead of their public hearing. This being the case, it was the consensus of the Planning Commission to hear Mr. Arrington's request first.

- Motion was made by Planning Commission Member Tiggle to approve the agenda as amended, with motion on the floor being seconded by Planning Commission Member Arrington. There being no further discussion, let the record show that the motion on the floor passed unanimously.

**APPROVAL OF MINUTES**

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

- March 6, 2007 Meeting Minutes
- March 8, 2007 Joint Meeting with Rocky Mount Town Council Minutes
- Motion was made by Planning Commission Member Clements to approve the draft set of minutes as presented, with motion on the floor being seconded by

Planning Commission Arrington. There being no discussion, let the record show that the motion on the floor passed unanimously.

## **PUBLIC HEARING**

Chair Stockton recessed the meeting to hold the following public hearings:

A) Review and Consideration of Subdivision Plat for Arrington Development, Inc.

After being duly advertised, the Planning Commission reviewed and considered a subdivision plat for Arrington Development, Inc. This is for a portion of Tax Map and Parcel Number 201-97 for The Plateau at Landmark Mountain. The exact location of the property is at the end of Summit Lane on Grassy Hill.

Chair Stockton opened the floor to anyone wishing to speak regarding this matter.

- The Planning & Zoning Administrator informed the Planning Commission that the applicant is requesting a subdivision plat review for a portion of Tax Map 201 and Parcel Number 097 located off Summit Drive on Grassy Hill. The proposed subdivision will be for the Plateau at Landmark Mountain, a subdivision of 13 single-family units. He further mentioned the following administrative recommendations for the revision of the plat:
  - Add the address of owners according to Article 4-4(A) of the Town of Rocky Mount Subdivision Ordinance.
  - Add the names of easement holders according to Article 4-4(A) of the Town of Rocky Mount Subdivision Ordinance.
  - Add topographic lines according to Article 4-4(C) of the Town of Rocky Mount Subdivision Ordinance.
  - On plat, change “20” P.U.E. to “15” P.U.E. in two locations, or make 15-foot easement to 20 feet.
  - Include statement signed by an engineer giving estimates of the projected water and sewer needs of the entire development in gallons per day according to Article 4-4(G) of the Town of Rocky Mount Subdivision Ordinance.
  - Add subdivision zoning designation and adjoining properties’ zoning designation.
  - Include a categorized bond estimate for the following improvements within the subdivision:
    - Drainage facilities, catch drains, and cross basis
    - Road improvements – base and paving
    - Curb and gutter

- Sewer lines
- Water lines
- Street signs
- Street lights

There being no further comments from the floor, Chair Stockton entertained a motion.

- Motion was made by Planning Commission Member Clements to approve the subdivision plat review with the presented modifications to the preliminary plat for the subdivision for a portion of Tax Map and Parcel Number 201-097, with motion on the floor being seconded by Planning Commission Member Tiggle. Let the record show that a roll call vote was taken. Voting in favor of the motion on the floor were Planning Commission Members Arrington, Clements, Hall, Tiggle, and Chair Stockton. Let the record further show no one voted against the motion on the floor; therefore the motion on the floor passed unanimously.

B) Rezoning Request of T. Keister Greer

After being duly advertised, T. Keister Greer is requesting a rezoning of Tax Map and Parcel Number 207-506 of .62 acres (+/-) from Central Business District (CBD) to Residential District (R-1). The exact location of the property is intersection of Floyd Avenue and West Court Street.

Chair Stockton opened the floor to anyone wishing to speak for or against the request. Let the record show that no one came forward representing T. Keister Greer. Let the record further show that no one from the public came forward to speak for or against the rezoning request.

The Planning & Zoning Administrator did inform the Planning Commission that it was the staff's recommendation for the Planning Commission to approve the rezoning request.

Let the record further show there were no comments or discussion from the Planning Commission members present.

There being no discussion, Chair Stockton entertained a motion.

- Motion was made by Planning Commission Member Clements to recommend to the Rocky Mount Town Council approval of the rezoning request of a portion of Tax Map and Parcel Number 207-506 from Central Business District (CBD) to Residential District (R-1), with motion on the floor being seconded by Planning Commission Member Arrington. There being no

discussion, let the record show that the motion on the floor passed unanimously.

C) Proposed Amendment to the Zoning & Development Ordinance, Article 31 – Improvements & Security

Chair Stockton opened the floor to anyone wishing to speak regarding this matter.

- The Planning & Zoning Director stated to the Planning Commission that this matter was brought up by the Streets, Sidewalks & Sanitation Committee about one to two months ago about the probable cost to the Town for sidewalks, and pedestrian and traffic signalization on Route 40 East. The Planning & Zoning Administrator further stated that he had drafted a proposed change to the Zoning Ordinance that addresses the issue of future development not having to meet the development standards set forth in the Subdivision Ordinance. It was further pointed out that the amendment can insure that the Town, as a result of new development, does not incur inappropriate future costs for sidewalks and other public improvements; and in addition, these standards will provide for additional pedestrian mobility traffic safety, and stormwater management. The Planning & Zoning Administrator also informed the Planning Commission that the improvements in the draft article before them for consideration uses the same language as provided in the Subdivision Ordinance, and in addition, the procedures for securing these public improvements through a bond or letter of credit are also outlined in the article and mirrored in the procedures set forth in the Subdivision Ordinance.

The Planning & Zoning Administrator informed the Planning Commission that it was staff's recommendation for the Planning Commission to table the proposed ordinance amendment with any suggestions the Planning Commission members may have for a subsequent public hearing in May.

***(Let the record show that Planning Commission Member Greer joined the meeting at 6:12 p.m. and Vice Chair Speidel joined the meeting at 6:16 p.m.)***

Let the record show there were no questions or comments from the Planning Commission at this time regarding the proposed amendment.

D) Proposed Five-Year Update to Town of Rocky Mount Comprehensive Plan

Chair Stockton opened the floor to anyone wishing to speak regarding this matter:

- The Planning & Zoning Administrator gave a PowerPoint presentation on the Five-Year update to the Town of Rocky Mount's Comprehensive Plan. The following is an overview of his presentation:

- Explained purpose and vision.
- Population and Land Use
  - The goal is to achieve a balanced land use pattern that retains Rocky Mount's small town character while accommodating quality growth in a planned manner.
  - Highlighted action strategies.
- Natural Environment
  - The goal is to identify, preserve, and protect the natural resources that characterize Rocky Mount and retain the beauty of the natural environment while minimizing the adverse environmental impacts of human activities in order to enhance the quality of life.
  - Highlighted action strategies.
- Economic Development
  - The goal is to support existing industry and commerce, promote the expansion of a diversified economy, and create an atmosphere for new job opportunities.
  - Highlighted action strategies.
- Community Facilities and Services
  - The goal is to provide community facilities and services consistent with current and future community needs.
  - Highlighted action strategies.
- Cultural and Historic Resources
  - The goal is to promote and protect the historical and cultural heritage of Rocky Mount and surrounding areas.
  - Highlighted action strategies.
- Housing
  - The goal is to encourage an adequate supply of high quality, affordable housing for all residents.
  - Highlighted action strategies.
- Transportation
  - The goal is to provide a safe and adequate multi-modal transportation system for the movement of people, goods, and services within the Town.
  - Highlighted action strategies.

The Planning & Zoning Administrator confirmed to Chair Stockton that there were no revisions since the joint meeting with the Rocky Mount Town Council.

Let the record show there were no questions or comments from the Planning Commission members.

There being no discussion, Chair Stockton entertained a motion.

- Motion was made by Vice Chair Speidel to recommend to the Rocky Mount Town Council approval of the draft proposed Five-Year Update to Town of Rocky Mount Comprehensive Plan

**OLD/NEW BUSINESS**

A) Update on Stepping Stone Mission

Chair Stockton stated that the Planning & Zoning Administrator had received a letter as requested by the Planning Commission from Stepping Stone Mission and she was pleased with what the letter had said. Commission Member Clements informed those present that her church helps out at the Mission and they are in need of food.

B) Introduction of New Assistant Town Manager/Community Development Director

The Planning & Zoning Administrator introduced to the Planning Commission Mr. C. James Ervin, the new Assistant Town Manager/Community Development Director. Mr. Ervin informed the Commission that he was quite impressed by the accuracy, detail and commitment of the Community Development Department from staff and the Planning & Zoning Administrator, and he was also impressed by the planning process. He concluded by stating that he looks forward to working with the Planning Commission members.

**ADJOURNMENT**

There being no further business to discuss, Chair Stockton entertained a motion to adjourn at 6:31 p.m.

- Motion was made by Planning Commission Member Clements to adjourn, seconded by Planning Commission Arrington and carried unanimously.

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Janet Stockton, Chair

ATTEST:

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Patricia H. Keatts  
Town Clerk