

**TOWN OF ROCKY MOUNT
PLANNING COMMISSION
MINUTES
APRIL 5, 2011
6:00 P.M.**

The Planning Commission of the Town of Rocky Mount, Virginia, met at the Rocky Mount Municipal Building on Tuesday, April 5, 2011 at 6:00 p.m., 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 and Vice Chair John Speidel; Planning Commission Members Bud Blanchard, Ina Clements, Derwin Hall and John Tiggle. Let the record show that Planning Commission Member Jerry Greer arrived at the meeting at 6:08 p.m.

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

APPROVAL OF AGENDA

- 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 Tiggle. There being no discussion, let the record show that the motion on the floor passed unanimously by those present.

APPROVAL OF MINUTES

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

- March 1, 2011 – Regular Meeting Minutes

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

- Motion was made by Vice Chair Speidel to approve the March 1, 2011 minutes as presented, with motion on the floor being seconded by Planning Commission

Member Clements. There being no discussion, let the record show that the motion on the floor passed unanimously by those present.

PUBLIC HEARING

Let the record show there were no public hearings held at this time.

OLD BUSINESS

(1) Planner Search Update

The Assistant Town Manager gave a brief update on the search for a new Town Planner. He has been interviewing potential candidates and the search continues.

NEW BUSINESS

Let the record show there was no new business to discuss at this time.

(Let the record show that Planning Commission Jerry Greer arrived at the meeting at 6:08 p.m.)

WORK SESSION

(1) Blue Book Review

The Assistant Town Manager advised that the "Blue Book Update" is a long term project to make sure that everyone is on the same page. *(For the record, the "Blue Book" is the working copy of the Town's Zoning & Development Ordinance.)* When the last Town Planner was here, it was his responsibility to keep up with any changes made to the ordinance and to get replacement pages out to board members and employees so that everyone had up-to-date books. Once he left, staff realized that the "Blue Books" did not match the information contained on Municode, and nothing seemed to match. The goal of this project is to give Planning Commission an up-to-date reference that staff knows is accurate. There are a couple of ways to go through the changes. One is line by line or Planning Commission can take his word that there have been few substantive changes

made. Most of the corrections have been grammatical or mechanical in nature for the purpose of clarification and not to change the interpretation. Basically if a comma was needed, it was added, and if it needed to be removed, it was taken out. The other way to go through it is to just look at substantive changes which have been highlighted in yellow on the spreadsheet. In the end, the goal is to re-codify and re-enact the zoning ordinance and to provide one clean copy that Municode will put online.

It was the consensus of Planning Commission that staff had done a good job in highlighting the needed corrections and just addressing the highlighted sections would be a good plan.

The Assistant Town Manager noted that he and the Deputy Clerk went through each section and checked for changes, and if something was not correct it was changed to reflect the way Town Council adopted it. The Deputy Clerk has kept a spreadsheet of the changes, because originally, it was staff's intent to just send the corrections to Municode; however, Vice Chair Speidel suggested that staff consider renumbering and reorganizing the sections. If this is Planning Commission's desire, then it could possibly be reorganized into four basic sections: administrative, commercial, residential, and industrial with reserved sections in each part of the book for add-ons. He asked for directions from Planning Commission in regards to reorganizing the ordinance.

Vice Chair Speidel stated that he feels this is the time to do it if it is going to be done, with the Assistant Town Manager confirming that the only thing staff will have to do to reorganize is to go through and make sure all of the references are correct.

Planning Commission Member Hall questioned how it would be ordered, with the Assistant Town Manager advising that sections like the sign and parking ordinances should be in an administrative section, and he would like to cluster the sections together along the lines of administrative, residential, commercial, and industrial. For example, Residential Business RB is something that staff would need clarification on. There are more residential uses in RB so his inclination would be to include it in residential.

The Deputy Clerk pointed that the benefit of clustering is that if a new zoning district was added, it could be incorporated into the section it belongs in rather than just adding it to the end, which is what happens right now. The Assistant Town Manager pointed out that it would also allow tabs in the books, so that if Planning

Commission was looking up something residential they could just go to that tab. There would be consecutive numbering with a couple of reserved chapters in each section.

Vice Chair Speidel asked about the organization of the sections with the Assistant Town Manager advising it may be best to bring an example to Planning Commission at a future meeting.

Planning Commission Member Blanchard stated that it makes sense to have space available for the future.

The Assistant Town Manager advised that a good example of needed changes is the “definitions” section. Currently the definitions are numbered, but the plan is to put them in alphabetical order, so that in the future if a definition is added it will just go in alphabetical order. And, if there is cause to do a legal reference, it will just read “as defined”.

It was the consensus of Planning Commission to proceed with reorganizing and renumbering the sections. Staff will bring a general organizational chart for Planning Commission to review.

The Assistant Town Manager went over the following substantive changes that need Planning Commission’s review:

1. Article 28-13(A): Amendment of 8/14/2006. This is a clarification in the wording to read: (A) The Zoning Administrator shall have the authority to order the removal, without compensation, of any sign or sign structure that **is neglected or due to damages**, poses a clear danger to the health, safety, and welfare of the public.
2. Article 29-2-4: Grammar correction: change *exceed* to *exceeding* to read: Blacksmith shop, welding or machine shop, excluding punch presses **exceeding** 40 ton rated capacity and drop hammers.
3. Article 6-6-1: Add the word *dwelling*s for clarity and remove the comma to read: Single-family and two-family **dwelling**s shall comply with the height regulations as specified for residential district R2.
4. Article 6-7: Add the word *or* for clarity and make *set back* one word to read: ...greater in width, **or** 60 feet or more from the center of any street right-of-way less than 50 feet in width. This shall be known as the “side yard **setback** line”.
5. Article 6-8: Capitalize the word *article* and add *of this ordinance* for clarity to

- read: Off-street parking shall conform to **Article 11 of this ordinance.**
6. Article 9-6-1: Add the word *on* after *commenced* and capitalize the word *article* to read: ...or construction **commenced on** any permitted use in this district...provisions of the ordinance (**Article 14**) and in sufficient...
 7. Article 9-7: Add the words *from any* after the word *more*; and add the word *or* for clarity to read: Buildings shall be located 25 feet or more **from any** street right-of-way which is 50 feet or greater in width, **or** 50 feet or more from the center line...
 8. Article 9-8-1: change *Roanoke County Subdivision Ordinance* to *Town of Rocky Mount Subdivision Ordinance* to read: ...No lot shall be platted or modified pursuant to the provisions of the **Town of Rocky Mount Subdivision Ordinance**, that due to its geometric characteristics...

The Assistant Town Manager noted that what he and the Deputy Clerk have done is started with the original document that was adopted in 2001/2002 and looked at any changes that have been made by Council since then to make sure that it matches. The goal has been to make it consistent throughout and to make sure that the grammar and punctuation is correct.

Planning Commission Member Blanchard asked if there is anything in the ordinance to address lighting, with the Assistant Town Manager advising there is not. A lighting plan can be required along with a site plan submittal by the zoning administrator. There has been discussion regarding developing a separate lighting ordinance, but this has not been done yet. It is on the list of items for the new planner to do.

COMMISSIONER CONCERNS

The Assistant Town Manager gave a brief update on the status of the Uptown Revitalization project.

ADJOURNMENT

At 6:53 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 Hall, seconded by Planning Commission Member Clements, and carried unanimously.

Janet Stockton, Chair

ATTEST:

Stacey B. Sink, Deputy Clerk

/sbs