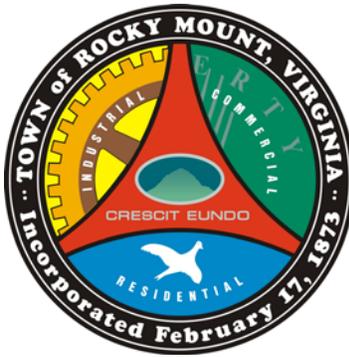


TOWN OF ROCKY MOUNT
345 DONALD AVE.
ROCKY MOUNT, VIRGINIA 24151

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

MATTHEW C. HANKINS
*Assistant Town Manager &
Community Development Director*

PLANNING COMMISSION AGENDA
TUESDAY SEPTEMBER 4, 2018
6:00 P.M.

COUNCIL CHAMBERS, ROCKY MOUNT MUNICIPAL BUILDING
345 DONALD AVENUE, ROCKY MOUNT, VIRGINIA

Call to Order and Welcome

- I. Roll Call of Members Present
- II. Approval of Agenda
- III. Review and Consideration of Minutes
 - a. August 7, 2018-Regular Meeting Minutes
- IV. Public Hearings
 - a. Joseph A. & Sylvia Menefee, owners are requesting a Special Use Permit for an Accessory building on property located at 100 Patterson Avenue Rocky Mount, Virginia, 24151, Franklin County Tax Map and Parcel Number 2100032400. The applicant intends to place an accessory building at the rear of property which is zoned CBD (Central Business District).
 - i. Staff Report
 - ii. Applicant comments
 - iii. Public Comments
 - b. Kids Clubhouse, LLC, is requesting a Special Use Permit to operate a licensed child day care facility at 565 Diamond Avenue, Rocky Mount, Virginia, 24151, Franklin County Tax Map and Parcel Number 2060001900. The proposed location would serve as a second location to offer childcare from infant to two years if age. The property is zoned Residential Business (RB).
 - i. Staff Report
 - ii. Applicant comments
 - iii. Public Comments

- V. New Business -None at this time
- VI. Old Business - None at this time
- VII. Commissioner Concerns
- VIII. Staff Updates
- IX. Adjournment

**TOWN OF ROCKY MOUNT
PLANNING COMMISSION
REGULAR MEETING MINUTES
August 7, 2018
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 August 7, 2018, for its regular monthly meeting with Madame Chair Janet Stockton presiding.

Commission Members Present:

- Chair Janet Stockton
- Vice Chairman John Speidel
- Member Derwin Hall
- Member Ina Clements
- Member Bud Blanchard
- Member John Tiggle
- Member Jerry Greer

Staff Members Present:

- Assistant Town Manager Matthew Hankins
- Town Planner Jessica Heckman
- Planning Commission Clerk Cherie Compton

APPROVAL OF AGENDA

Additions or Corrections: None

Motion: To approve agenda as presented

Motion By: Member Ina Clements

Second: Member Jerry Greer

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:

June 5 2018- Regular Meeting Minutes

Additions or Corrections: None

Motion: To approve minutes as presented

Motion By: Member John Tiggle

Second: Member Derwin Hall

Action: Approved by unanimous vote of members present

Public Hearing

325 Franklin St, LLC is requesting a Special Use Permit to operate a hotel and community room on property located at 325 FRANKLIN STREET ROCKY MOUNT, VA, 24151, Franklin County Tax Map and Parcel Number 2070103300 in the Central Business District. The applicant intends to open a new business that includes a restaurant on the first floor and the community room and hotel on the second and third floors. This use is not considered in the Town zoning ordinance for central business district properties.

Town Planner Jessica Heckman presented the staff report.

Phillip Bain, applicant spoke about his idea for the building and his goals for making it a restaurant and hotel.

Members asked questions about the expected timeline, layout of the building, restaurant proposed, and who would manage the businesses.

Betty Kingery, 195 South Main Street Rocky Mount, spoke in favor of the development of the building, indicating that downtown businesses need to be filled.

An open discussion ensued.

Hearing no further comments Madame Chair Janet Stockton asked for a motion.

Motion: Recommend that Town Council approve the Special Exception/Use Permit to operate a restaurant and hotel located at 325 Franklin Street Rocky Mount, VA, 24151, Franklin County Tax Map and Parcel Number 2070103300.

Motion By: Member Jerry Greer

Second: Vice Chairman John Speidel

Action: Approved by a unanimous vote of members present

With no further business, Madame Chair Janet Stockton recessed the meeting to hold a work-session.

Review of Work session:

Planning commission members held a brief work session to discuss the following issues:

- Street naming - after discussion, the commission decided to not make any recommendations at this time.
- Tethering animals - advised staff to research current procedure in the county and nearby localities.
- Inoperable cars - recommended new language be presented to define "Covered car".

Staff Updates:

Town Planner Jessica Heckman gave an update on Love Works, Movies at the Market, and a possible Big Lick Festival.

With no further discussion, a motion was made to adjourn.

ADJOURNMENT

Motion to Adjourn By: Member Ina Clements

Second: Member John Tiggle

Action: Approved by a unanimous vote of members present

Time of Adjournment: 6:49 p.m.

Janet Stockton, Chairman

ATTEST:

Cherie Q. Compton, Clerk

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TOWN COUNCIL
STEVEN C. ANGLE, *MAYOR*
BILLIE W. STOCKTON, *VICE MAYOR*

BOBBY M. CUNDIFF BOBBY L. MOYER
MARK H. NEWBILL JON W. SNEAD
GREGORY B. WALKER

JESSICA H. HECKMAN
Town Planner

STAFF REPORT

PETITIONER:	Joseph A. & Sylvia Menefee
REQUEST:	Special Exception/Use Permit in the CBD(Central Business District) in order to operate a child day care center
LOCATION:	565 Diamond Avenue, Rocky Mount, VA
HEARING DATE:	Planning Commission, September 4, 2018 Town Council, September 10, 2018
TAX PARCEL:	2060001900

EXECUTIVE SUMMARY:

A Special Exception/Use Permit Application has been filed by Joseph A. & Sylvia Menefee to construct an accessory building upon their property at 100 Patterson Avenue. The property is zoned Central Business District (CBD). The request requires a special use permit because the Town of Rocky Mount Zoning Ordinance does not permit accessory buildings by right on properties zoned CBD.

I. APPLICABLE REGULATIONS:

From ARTICLE 29: CENTRAL BUSINESS DISTRICT CBD

- **Statement of Intent:** The purpose of this district is to promote the harmonious use and development of the historic uptown, downtown and surrounding areas, which is the traditional commercial, governmental, residential, and cultural center of Rocky Mount. The central business district is characterized by an uptown professional office district and a downtown commercial district, which surrounds a residential core. The central business district is distinct due to the historic architecture that lines and is directly adjacent to the pedestrian way and the street. It is the intent of the town to maintain the unique nature of the district by promoting the use of existing buildings, and maintaining and extending the current building arrangement, architectural style, and scale. Development should occur in such a manner to minimize traffic congestion, encourage a pedestrian friendly environment, and enhance the economic viability of the district.
- **29-1-32:** 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.

DEFINITIONS

- **Building, accessory:** A subordinate structure customarily incidental to and located upon the same lot occupied by the main structure.

- **Special exception:** A special exception is a use that would not be appropriate generally or without restriction throughout the zoning division or district but which, if controlled as to number, area, location, or relation to the neighborhood would promote the public health, safety, welfare, morals, order, comfort, convenience, appearance, prosperity, or general welfare. Such uses may be permitted in such zoning division or district as special exceptions if specific provision for such special exception is made in this zoning ordinance.

II. EXISTING CONDITIONS:

The property is approximately 1.59 acres and is surrounded by residential properties.

III. PROPOSED CONDITIONS/IMPACT:

The applicant intends to install a prefabricated accessory building for use as additional storage to the rear of the residence and would comply with all accessory building requirements of at least 10 feet from the rear of the home and five feet from the side or rear property line. The proposed use will have no impact on traffic or fire/rescue. Staff can see no negative impact on the surrounding residential properties as the majority are R1 (Residential) and several have accessory buildings on their properties.

IV. CONFORMANCE WITH COMPREHENSIVE PLAN:

Little note is made of accessory structures in the Comprehensive Plan but staff considers this an acceptable use in the residential portion of the Central Business district as long as set back requirements are met.

V. STAFF CONCLUSIONS

Staff supports a special use/exception permit to construct an accessory building on this property. Its impact is expected to be minimal and does not substantially change the character of the neighborhood.

POSSIBLE MOTIONS:

Approval: I move to approve the special exception request for Tax Map Parcel 2100032400(on the following grounds, if needed):_____

ONLY IF APPLICABLE:

Approval, with Imposed Conditions: I move to approve the special exception request for Tax Map Parcel 2100032400 **with the following conditions:**_____

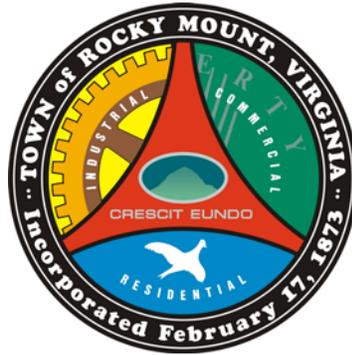
Denial: I move to deny the special exception request for Tax Map Parcel 2100032400 (on the following grounds, if needed):_____

PREPARED BY: Jessica H. Heckman
HEARING DATES: Planning Commission, September 4, 2018
 Town Council, September 10, 2018

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JESSICA H. HECKMAN
Town Planner

STAFF REPORT

PETITIONER:	Kids Clubhouse Learning Center, LLC
REQUEST:	Special Exception/Use Permit in the RB(Residential Business District) in order to operate a child day care center
LOCATION:	565 Diamond Avenue, Rocky Mount, VA
HEARING DATE:	Planning Commission, September 4, 2018 Town Council, September 10, 2018
TAX PARCEL:	2060001900

EXECUTIVE SUMMARY:

Kids Clubhouse Learning Center, LLC, represented by Zavier Hunt, has applied for a special use permit in order to operate a child day care center on a Diamond Avenue property zoned as RB-Residential Business.

If approved, the applicant intends to lease the property from the American Legion. This application has been advertised in the Franklin News-Post as required by law, and the public hearing notice sign been posted on the site.

I. APPLICABLE REGULATIONS:

DEFINITIONS

RESIDENTIAL BUSINESS DISTRICT-RB, *The purpose of this district is to allow certain types of neighborhood commercial uses to be developed in an area that is generally residential in character. The purpose is to stabilize neighborhood aesthetics by enabling light density commercial purposes that will not detract from the residential character of a neighborhood.*

This zoning district is characterized by a number of smaller lots of insufficient lot areas to comply with the minimum lot requirements for an R1 and R2 district. Consequently, the light density commercial uses add value and flexibility of use to residential property which might otherwise diminish in value.

Traffic and parking congestion is held to a minimum to protect and preserve property values in the surrounding residential area. Commercial uses shall provide off street parking in accordance with this ordinance. The commercial uses permitted should include only activities which will not detract from the normal operation of area households. Business related activities hours of operation shall not be conducted later than 8:00 p.m. or earlier than 8:00 a.m. such as to maintain the residential harmony of the area. No outside sales, service or storage is permitted. Direct on-site retail sales are prohibited in an RB district. (See definition of retail stores and shops).

II. EXISTING CONDITIONS:

The subject property is approximately 0.74 acres and features a one story building, with an approximately 3400 square foot footprint. The building is currently vacant as it was the former soup kitchen that moved to North Main Street.

III. PROPOSED CONDITIONS:

If approved, the applicants intend to open a second location to address overcrowding and provide child care to Franklin County citizens that are currently on a waiting list. The facility will provide child care for children ages infant-two years; older siblings are bused to the primary location at 1696 Franklin Street. The applicant states the new facility will add approximately 10-15 new positions within the first six months. Both facilities will be licensed by the state of Virginia and all bus plans/routes are approved by the state as well. The applicants intend to remodel the interior and exterior by updating the bathrooms, adding handicapped sidewalk/ramp, as well as other minor updates. The property will be fenced in, in accordance with state law, and there will be shelter in place plans and train safety plans, as required by the State of Virginia.

Staff does not anticipate any negative impacts from the second location. Traffic will be minimal during the day and will only have drop off and pick up times in the morning and the evening. The facility hours will be from 5:30am-6pm. The drop off window will be from 5:30-9:00 a.m. and the pick-up window from 4:30-5:30 p.m. The center currently has about 20 cars that drop off or pick up during that time for that age range. The center provides a pick-up service at most of the elementary schools in the town and several in the county. At full capacity, they would anticipate no more than 40 cars during a drop-off or pick up window.

IV. CONFORMANCE WITH COMPREHENSIVE PLAN:

The Comprehensive plan calls for us to encourage economic development and services that will provide a benefit to the community. This proposed use will not only create 10-15 new jobs in a short time, but by providing child care, it allows citizens to enter the workforce.

V. STAFF ANALYSIS

Staff supports granting the special use permit. It is in alignment with our Comprehensive Plan, supports economic development, and helps meet the needs of many residents by providing child care services for working citizens in the town and county.

Staff recommends approval of the special use permit, pending additional public input from the public hearing.

POSSIBLE MOTIONS:

Approval: I move to approve the special exception request for Tax Map Parcel 2060001900 (on the following grounds, if needed): _____

ONLY IF APPLICABLE:

Approval, with Imposed Conditions: I move to approve the special exception request for Tax Map Parcel 2060001900 with the following conditions: _____

Denial: I move to deny the special exception request for Tax Map Parcel 2060001900 (on the following grounds, if needed): _____

PREPARED BY: Jessica H. Heckman & Matthew C. Hankins
HEARING DATES: Planning Commission, September 4, 2018
Town Council, September 10, 2018