

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

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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

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

PLANNING COMMISSION AGENDA
TUESDAY, JULY 2, 2019
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. June 4, 2019-Regular Meeting Minutes
- IV. New Business
- V. Old Business - Review of Rough Draft Special Event Application
- VI. Commissioner Concerns
- VII. Staff Updates
- VIII. Adjournment

**TOWN OF ROCKY MOUNT
PLANNING COMMISSION
REGULAR MEETING MINUTES
June 4, 2019
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 June 4, 2019, 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 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 John Tiggle

Second: Member Bud Blanchard

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 7, 2019- Regular Meeting Minutes

Additions or Corrections: None

Motion: To approve minutes as presented

Motion By: Member Bud Blanchard

Second: Member John Tiggle

Action: Approved by unanimous vote of members present

Review of Work session:

Planning Commission members held a brief work session to discuss Event Planning Applications. Members were given couple different examples and were asked to review and bring back input. An open discussion ensued.

Commissioner Concerns

Chair Janet Stockton asked about Mary Wray's building. Matt informed members that hold up is she is trying to match the brick insurance company has suggested matching as close as they can and painting the building.

Staff Updates:

Matthew Hankins updated the commission on the mural across from the Hospital at Randy Jones building, First Responders site, the O'Reillys site and Cox Property.

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

ADJOURNMENT

Motion to Adjourn By: Vice Chairman John Speidel

Second: Member John Tiggle

Action: Approved by a unanimous vote of members present

Time of Adjournment: 6:46 p.m.

Janet Stockton, Chairman

ATTEST:

Cherie Q. Compton, Clerk



Town of Rocky Mount Special Event Application

To apply for a Special Event Permit, please complete this application. Submit this application form with an event site plan and to the Town of Rocky Mount. This application must be received at least forty-five (45) days prior to your event to be considered for approval.

Event Name _____

Start Date _____ End Date _____

Event Category (check all that apply)

Community Festival	_____	Parade	_____
Run/Walk	_____	Bike Race/Tour	_____
Concert	_____	Other	_____

Organization _____

Event Organizer (Name) _____

Street Address _____

City _____ State _____ Zip _____

Phone Number _____ Cell Number _____ Fax _____

E-Mail Address _____

Event Sponsors _____

Description of Event _____

Event Venue/Site(s) _____

First Time Event _____ Annual Event and Longevity _____

Alcohol Served No _____ Yes _____

Admission Fee In Advance _____ Day of Event _____

Overall Estimated Attendance _____

Event Start Date _____ Event End Date _____
Time Open to Public _____ Time Closed To Public _____
Actual Event Start Time _____ Actual Event End Time _____
Music/Sound Start Time _____ Music/Sound End Time _____
(include sound checks) Alcohol Service End Time _____
Alcohol Start Time _____

2nd Date of Event _____ Time Closed To Public _____
Time Open to Public _____ Actual Event End Time _____
Actual Event Start Time _____ Music/Sound End Time _____
Music/Sound Start Time _____ Alcohol Service End Time _____
(include sound checks) Alcohol Start Time _____

3rd Date of Event _____ Time Closed To Public _____
Time Open to Public _____ Actual Event End Time _____
Actual Event Start Time _____ Music/Sound End Time _____
Music/Sound Start Time _____ Alcohol Service End Time _____
(include sound checks) Alcohol Start Time _____

Event Merchants & Vendor Information

Food Served/Sold at Event # of Vendors _____
of Non-Profit Vendors _____ # of For-Profit Vendors _____
of Vendors Needing Electricity _____ # of Vendors Needing Water _____
Cooking Method (check all that apply) Gas/Propane _____
Charcoal ___ Electric ___ Other _____

Merchandise Sold at Event # of Vendors _____
of Non-Profit Vendors _____ # of For-Profit Vendors _____
of Volunteers Needing Electric _____ # of Vendors Needing Water _____

Other Items/Services Sold
of Vendors _____ Describe Items/Services _____
of Non-Profit Vendors _____ # of for-Profit Vendors _____
of Vendors Needing Elec _____ # of Vendors Needing Water _____

Event Venue Set-Up & Break Down Information

Event Venue Set-Up Dates _____
Set-up Start Time _____ Set-up Finish Time _____
Venue Break-Down Date(s) _____
Break Down Start Time _____ Break -Down Finish Time _____

Additional Venue(s) or sites required for Event Set-up or staging:

Requested Streets to be Closed:

Proposed Date(s) and Times of Street Closures:

Will you be supplying any of the following items or elements at your Event?

Dumpsters	_____	Quantity	_____
Portable Toilets	_____	Quantity	_____
Trash Cans	_____	Quantity	_____
Banners/Signs	_____	Quantity	_____
Special Lighting	_____	Describe	_____
Shuttle Services	_____	Describe	_____
Site Decorations	_____	Describe	_____
Catered Food	_____	Describe	_____
Live Entertainment	_____	Describe	_____
Stage, Bleachers, Other Structures	_____	Describe	_____

Event Web Site/Phone Number URL _____

Phone Number _____

Booths, exhibits, or display	_____	Quantity	_____
Tents or Canopies	_____	Quantity	_____
Vehicles/Trailers	_____	Quantity	_____
Animals	_____	Describe	_____
VIP Area	_____	Describe	_____
Amplified Music/Sound	_____	Describe	_____
Rides, inflatables, other	_____	Describe	_____

Are you requesting that the Town of Rocky Mount provide any of the following items/elements for you event?

Water	_____	Describe	_____
First Aid Service	_____	Describe	_____
Crowd Control Barricades	_____	Describe	_____
Unique Grounds Preparation Needs	_____	Describe	_____
Use of Farmers Market	_____		_____
Other Staging	_____		_____
Other Town Services	_____	Describe	_____

How many staff persons/volunteers will you have working the following areas:

Entry/exit gates	_____	Clean-up Crew	_____
Beer/Wine/Beverage Garden	_____	Other	_____
Parking Area	_____		
Stage Area	_____		

How will you obtain event staff? _____

How do you plan to notify residents and businesses who may be affected by your event?

Door to Door	_____	Flyers	_____
Phone Calls	_____	Other	_____

How do you plan to market/promote your event?

Television Ad	_____	Bill Boards	_____
Newspaper Ad	_____	Street Banner	_____
Website(s)	_____	Radio	_____
Other	_____		

Will you be using the Town of Rocky Mount Logo in event publicity?

Yes___No___ Please provide a copy of your publicity 4-6 weeks in advance of the event.

Liability Insurance Information

A certificate of insurance for this event must be presented to the Town Clerk no later than fifteen (15) calendar days prior to the start date of the event. If the information requested below is not available when this application is submitted, it can be added later, but not later than the fifteen (15) day deadline previously noted.

Insurance Agency _____
 Agent's Name _____

Business Phone	_____
Policy Number	_____
Policy \$ Limits	_____
Address	_____
	City _____ State _____ Zip _____

Indemnity Agreement

In consideration for the Town of Rocky Mount granting the undersigned Event Organizer representative permission to hold the proposed event on public property and to display, sell, or offer for sale wares, services, and/or food or merchandise within the perimeters of their event venue, the undersigned agrees to assume the defense of and indemnify and save harmless the Town, it's employees, offices, and agents against any and all claims, liabilities, judgments, costs, causes of action, damages, expenses, and shall pay all attorney's fees, court costs, and other cost incurred in defending such claims, which may accrue against, be charged to, be recovered from, or sought to be removed from the Town, its employees, officers, and agents by reason of or on account of any personal injury or death or damage to property arising from the undersigned's event and associated activities, if such personal injury or death or damage of property is caused by the acts or omissions or negligence of the undersigned, or the undersigned's employees and agents or by such acts, omissions, or negligence of any other person subject to the undersigned's control. The Town, its employees, officers, and agents shall not have to give the undersigned any specific types of notices of such claims.

Event Organizer
Signature _____

Witnessed
by: _____

Certification by Applicant

I certify that the information contained in this Special Event Application is true and correct to the best of my knowledge and belief, that I understand, and agree to abide by all regulations, provisions, and rules governing Special Events as set forth by the Town of Rocky Mount. I understand that this application is made subject to the rules and regulations established by the Rocky Mount Town Council. I agree to abide by these rules and further certify that, on behalf of the organization, I am authorized to commit that organization, and therefore agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the Event to the Town of Rocky Mount.

Applicant _____
 Title (print or type) _____
 Signature of Applicant (Event Organizer) _____
 Date of Application _____

A signed hard copy of the Indemnity Agreement and Certification of Applicant portions of the Special Event Permit Application must be provided to the Town before an application will be considered fully executed. Submit a hard copy and an electronic version (either email or disk) of this Special Event Permit Application to Rebecca Dillon, Town Clerk.

Town of Rocky Mount
Attention: Rebecca Dillon,
Mailing Address: 345 Donald Ave
Rocky Mount, Virginia 24151

Phone (540)483-7660 Fax(540)483-8830
E-mail: rdillon@rockymountva.org

For Office Use Only

Reviewed By, Sign and Date:

Community Development

Director _____ Date _____

Town
Manager _____ Date _____

Police Department _____ Date _____

Fire Department _____ Date _____

Rescue
Squad _____ Date _____

Public Works _____ Date _____