PLANNING COMMISSION
REGULAR MEETING
AGENDA
February 7, 2023
6:00 PM

Council Chambers, Rocky Mount Municipal Building
345 Donald Avenue, Rocky Mount, Virginia

When speaking before Planning Commission, please come to the podium and give your name and address for the record. Please address the Planning Commission and not the audience. If you provide Planning Commission with any documentation, please also give a copy to the clerk prior to speaking.

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1. Roll Call
2. Hearing of Citizens
3. Approval of Agenda
4. Approval of Draft Minutes
    4.1. January 3, 2023- Regular Meeting Minutes
5. Public Hearing
    5.1. Amendments to the Town's Zoning Ordinance are being considered relating to the definition of tourist home and short term rental.
        - Staff Comments
        - Applicant Comments
        - Public Comments
6. Report of the Planning & Zoning Administrator
7. Committee Reports (None)
8. Old Business (None)
9. New Business (None)
10. Adjournment

TOWN OF ROCKY MOUNT
PLANNING COMMISSION
REGULAR MEETING MINUTES
January 3, 2023
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 January 3, 2023, for its regular monthly meeting with Madame Chair Janet Stockton presiding.

Commission Members Present:

- Chair Janet Stockton
- Vice Chair Bud Blanchard
- Bill Ball
- Will Waller
- John Tiggle
- Ina Clements

Commission Members Absent:

- None at this time

Staff Members Present:

- Planning & Zoning Administrator Jessica H. Heckman
- Planning Commission Clerk Cherie Compton
- Town Attorney John Boitnott

HEARING OF CITIZENS

None at this time

APPROVAL OF AGENDA

Additions or Corrections: None

Motion: To approve the agenda as presented

Motion By: Member Ina Clements

Second: Vice Chair 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, the Planning Commission received the following draft minutes for review and consideration of approval:

December 6, 2022- Regular Meeting Minutes

Additions or Corrections: None

Motion: To approve minutes as presented

Motion By: Member Will Waller

Second: Member John Tiggle

Action: Approved by unanimous vote of members present

PUBLIC HEARINGS

335FRANKLINST LLC, represented by Phillip Bane, has applied for a special exception permit in order to operate a boutique hotel on the 2nd floor of property located in the Central Business District.

Zoning Administrator Jessica Heckman was represented by Town Attorney John Boitnott who stated that he would be available to answer question towards staff. Chair Janet Stockton presented the staff report.

Phillip Bane, spoke on behalf of 335FRANKLINST LLC, he presented a sketch of the request and stated that the two buildings would be connected and this one would add two more one bedroom hotel suites and two more two bedroom hotel suites upstairs also allowing access to the elevator at Morris Building. Members asked about parking for the hotel, signage, and items on the sketch.

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

Motion: Recommend to Town Council the approval of a special exception request to operate a boutique hotel on the 2nd floor of property located at tax map #2070103400 known as 335FRANKLINST LLC

Motion By: Member Bud Blanchard

Second: Member John Tiggle

Action: Approved by unanimous vote of members present

REPORT OF PLANNING & ZONING ADMINISTRATOR

Zoning Administrator Jessica Heckman updated members on:

- VML guide for local officials were provided to members
- Conflict of Interest forms are due by January 24
- Annual Report being prepared
- Town Council reorganizational meeting is Thursday at 6:00pm
- Short Term Rental definition public hearing in February

REPORT OF COMMITTEES

None at this time

OLD BUSINESS

None at this time

NEW BUSINESS

Town Attorney John Boitnott presented members with a policy for remote participation in meetings.

Motion: To accept the poicy for remote participation in meetings

Motion By: Member John Tiggle

Second: Member Will Waller

Action: Approved by unanimous vote of members present

Hearing no further discussion, Chair Janet Stockton asked for a motion to adjourn.

ADJOURNMENT

Motion to Adjourn By: Member Ina Clements

Second: Vice Chair Bud Blanchard

Action: Approved by a unanimous vote of members present

Time of Adjournment: 6:20 p.m.

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Janet Stockton, Chairman

ATTEST:

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Cherie Compton, Clerk