



PLANNING COMMISSION
REGULAR MEETING
AGENDA

March 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.

1. Roll Call
2. Hearing of Citizens
3. Approval of Agenda
4. Approval of Draft Minutes
 - 4.1. February 7, 2023- Regular Meeting Minutes
5. Public Hearing
 - 5.1. The proposed 5-Year Capital Improvement Plan (CIP) for the period beginning July 1, 2023 and concluding on June 30, 2028. The Town's 5-Year Capital Improvement Plan is a document to forecast significant expenditures and revenue needs for major capital improvements, equipment, property, utility infrastructure, and other public uses. The CIP is for planning purposes only and does not obligate the Town Council to carry out any project contained therein nor prohibit unanticipated capital needs to be purchased during the time period of the CIP but not contained as part of the adopted plan.
 - Staff Comments
 - Public Comments
6. Report of the Planning & Zoning Administrator
 - 6.1. 2022 Annual Report
7. Committee Reports
8. Old Business (None)
9. New Business (None)
10. Adjournment

**TOWN OF ROCKY MOUNT
PLANNING COMMISSION
REGULAR MEETING MINUTES
February 7, 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 February 7, 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: Member John Tiggle

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:

January 3, 2023- 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

Amendments to the Town's Zoning Ordinance are being considered relating to the definition of tourist home and short term rental.

Zoning Administrator Jessica Heckman presented the ordinance prepared by Town Attorney John Boitnott, stating that originally planning discussed replacing tourist home with short term rental but in conversation with Mr. Boitnott, it was recommended to add short term rental and not change any uses in the code at this time. The ordinance amendment adds the definition of short term rental: The provision of a room or space that is suitable or intended for occupancy for dwelling, sleeping, or lodging purposes, for a period of fewer than 30 consecutive days, in exchange for a charge for the occupancy. Town Attorney John Boitnott added that the bases of that discussion were that in April 2022 Town Council adopted changes to the occupancy tax for short term rental and air bb businesses. Short term rental is not defined in towns zoning ordinance and its appropriate to enter into the towns definition section and would match the Virginia state code. An open discussion ensued.

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

Motion: Recommend to Town Council to adopt the admendment for short term rental definition as presented

Motion By: Member Will Waller

Second: Member Bill Ball

Action: Approved by unanimous vote of members present

REPORT OF PLANNING & ZONING ADMINISTRATOR

Zoning Administrator Jessica Heckman updated members on:

- Scheduling a joint work session with Town Council for zoning updates

- Zoning Map was updated and will be emailed from Jessica
- Business Community meeting is February 21, 2023
- 150th Anniversary of the Town is this year kickoff is February 17, 2023 at 4:00pm
- New Yamazato and Starbucks have opened
- Hour glass Yoga will be opening soon
- Annual Report should be ready by next meeting

REPORT OF COMMITTEES

None at this time

OLD BUSINESS

None at this time

NEW BUSINESS

None at this time

ADJOURNMENT

Motion to Adjourn By: Member John Tiggle

Second: Member Ina Clements

Action: Approved by a unanimous vote of members present

Time of Adjournment: 6:15 p.m.

Janet Stockton, Chairman

ATTEST:

Cherie Compton, Clerk

Town of Rocky Mount
Five Year Capital Improvement Plan
Adopted FY 22-23 and Proposed FY 23-24 through FY 27-28

Updated 3-3-2023

Department/Project Name	Adopted	Proposed					
	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Five Year Total

Finance

ARPA: Utility Billing, Tax and Business License Implementation	150,114	100,000					100,000
Note: ARPA funding only used for FY22-23							

Information Technology

Replacement Computer Equipment and Printers			25,000	25,000	25,000	25,000	100,000
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Community Development

ARPA: Mary Elizabeth Park pavilion	14,500						
ARPA: Mary Elizabeth Park replace playground equipment	120,000						
ARPA: Escalate Rocky Mount Industrial Park	120,000						
ARPA: Downtown decorations	85,000						
Depot Entry Door Replacement & Step Railings		15,000					15,000
Depot siding and windows	10,550						
Farmers Market expansion Phase 1 (Engineering)	50,000						
Farmers Market expansion Phase 2 (Bid & Construction)			400,000				400,000
Uptown Parking Lot Purchase	80,000						
Engineering Study for Furnace Creek Waterway	50,000		250,000				250,000
Floyd Avenue Decorative Street Lighting			65,000				65,000
Dog Park with Parking		35,000					35,000
Gateway Signs (Route 220)		50,000					50,000
Addition of New Sidewalks each year	50,000	50,000	200,000	200,000	200,000	200,000	850,000
Zoning/Subdivision Ordinance Update	50,000	90,000					90,000
Depot Security System Replacement		13,000					13,000
Uptown/Downtown Connecting Steps		100,000					100,000
Depot Renovations						20,000	20,000
Comprehensive Plan Update - Major			60,000				60,000
Economic Development Strategic Plan	55,000						
Floyd Avenue/Franklin Street Intersection Improvements-Engineering		50,000				500,000	550,000
Rocky Mount Park - Technology Drive			25,000				25,000
Natural Gas Extension to Industrial Park				300,000			300,000
Total Community Development	685,050	403,000	1,000,000	500,000	200,000	720,000	2,823,000

Police

ARPA Vehicle Replacement	98,000						
Vehicle Replacement		56,000	112,000	56,000	112,000	56,000	392,000

Department/Project Name	Adopted	Proposed					
	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Five Year Total
2 New Vehicles for restored positions		98,000					98,000
Replace in-car mobile data terminals for 4 cars each year	9,000	11,000	11,000	11,000	11,000	11,000	55,000
Watchguard warranty	7,500						
Watchguard Camera System (5 year lease purchase)	12,000						0
Firing Range Maintenance		7,500					7,500
Impound Lot Gate		7,500					7,500
Handgun and Holster Replacement		15,300					15,300
Incident Based Reporting Server Replacement			14,142				14,142
Taser Replacement (5 year lease purchase)	7,600						0
Total Police Department	134,100	195,300	137,142	67,000	123,000	67,000	589,442

Fire Department

ARPA: Replace 95 Chev Suburban	45,000						
ARPA: Replace fire fighting tools and equipment	30,000						
Add iPad to first run trucks	4,500						
2022 Pumper Tanker (Ordered June 2022, delivery estimate of April 2024)		1,061,000					1,061,000
Replace Utility 1A - 1997 Ford dually with brush/off-road truck			245,000				245,000
Thermal Camera Upgrade - replace 2		16,000					16,000
Replacement of Fire Fighting Tools		35,000	35,000	35,000	35,000	40,000	180,000
Refurbish Rescue 1 - 2002 Pierce Heavy Rescue			165,000				165,000
Replacement of 2003 Tahoe			65,000				65,000
Replacement of Portable Radios			20,000				20,000
Replacement of Tower 1 - 2001 Pierce 85ft Aerial Tower				3,200,000			3,200,000
Replacement of Station SCBA Compressor					80,000		80,000
Total Fire Department	79,500	1,112,000	530,000	3,235,000	115,000	40,000	5,032,000

Public Works

ARPA: Replace 1995 Ford tandem dump truck	170,000						
ARPA: Replace 2006 Ford pickup	68,000						
ARPA: Replace 1997 Ford dump truck	150,000						
ARPA: Pole shed addition	35,000						
ARPA: Replace tin on existing sheds	10,000						
ARPA: Gator 4x4	20,000						
ARPA: Replace 1999 John Deere loader	160,000						
ARPA: Replace 2003 Ford pickup	45,000						
Sidewalk maintenance	40,000	40,000	40,000	40,000	40,000	40,000	200,000
Traffic Signal Upgrade/Replacement	25,000						
Replace fuel pumps (Emergency Serv & Public Works)			9,000				9,000
Replace 2011 Chevy Pickup - upgrade to 1 Ton		80,000					80,000
Replace 2000 GMC Single Axle Dump Truck			165,000				165,000
Replace 2006 310 JD Backhoe			128,000				128,000

Department/Project Name	Adopted	Proposed					
	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Five Year Total
Replace NH 1999 Skid Loader		76,000					76,000
Utility Vehicle (Gator)		50,000					50,000
Remote Control Mower		65,000					65,000
Salt Spreader		30,000					30,000
Plow Replacement		15,000					15,000
Knuckle Boom and Box		75,000					75,000
New Trailer		20,000					20,000
Replace 2004 GMC dump truck				165,000			165,000
Replace 2014 Johnston street sweeper			342,000				342,000
Replace 2016 Yanmar mini excavator				84,000			84,000
Replace 2003 John Deere 710 backhoe (large)				200,000			200,000
Replace 2008 Mowing Tractor				90,000			90,000
Replace 2015 leaf machine				90,000			90,000
Replace 1996 air compressor				45,000			45,000
Replace 2006 GMC dump truck					175,000		175,000
Replace riding lawn mowers				40,000			40,000
Replace 2018 GMC 1-Ton Pickup						80,000	80,000
Replace 2007 John Deere motor grader						250,000	250,000
Replace 2017 Vermeer wood chipper						80,000	80,000
Replace 2017 Freightliner Rear Load Refuse Truck						325,000	325,000
Total Public Works	723,000	451,000	684,000	754,000	215,000	775,000	2,879,000

Parks

Camera System for Mary Elizabeth Park and Farmers Market		27,200					27,200
Pave walk path between upper and lower sections of Mary Elizabeth to Restrooms		15,000					15,000
New Playground equipment for Mary Bethune		130,000					130,000
Total Parks		172,200	0	0	0	0	172,200

Facilities

ARPA: Municipal Building fascia and gutters	100,000						
Replacement of Public Safety Building Generator		80,000					80,000
Municipal Building Plumbing Up Grade		30,000					30,000
Total Facilities	100,000	110,000	0	0	0	0	110,000

Total General Fund Capital	1,871,764	2,543,500	2,376,142	4,581,000	678,000	1,627,000	11,805,642
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Utilities

Water System Operations

ARPA: Engineering study N Main 8" line	55,000						
ARPA: Fire hydrant cleaning system	15,000						
ARPA: Replace large meters	45,000						
Replacement of N. Main 8" line from Ferguson to Pendleton Street		800,000					800,000
Replace water lines per EPA guidelines			600,000				600,000
Fire Hydrant Cleaning System			16,500				16,500

Department/Project Name	Adopted	Proposed					
	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Five Year Total
Replace 2013 Ford Meter Reading Truck			50,000				50,000
Total Water System Operations	115,000	800,000	666,500	0	0	0	1,466,500

Water Treatment Plant

ARPA: Replace mud valves	125,000						
ARPA: Scada software upgrade	50,000						
ARPA: Filter re-wash valve actuators	40,000						
ARPA: Settling basin sludge removal system	475,000						
New CL2 Monitor at 220 South Tank	5,500						
Lagoon clean out, liner and repair	250,000						
Raw water pump (1 of 2 - other pump has been rebuilt)		95,000					95,000
WTP Filter Control rehab, upgrade, valve actuators (2)			113,000				113,000
Clearwell Cleanout		50,000					50,000
Replace Altitude valve at bald knob tank		30,000					30,000
Filter (2) media replacement		100,000					100,000
Replace exterior LED plant lighting			25,000				25,000
Replace 2006 F150 pickup			48,000				48,000
Replace small tractor			48,000				48,000
Storage building / garage			75,000				75,000
Online CL2 Monitoring system (1 meter in FY23-24, 2 meters in 24-25)		5,000	10,000				15,000
Raw water turbidimeter (1)			15,000				15,000
Waste water connection to WVWA line			600,000				600,000
Total Water Treatment Plant	945,500	280,000	934,000	0	0	0	1,214,000

Wastewater System Operations

Sewer manhole refurbishing	50,000						
Remote Control Mower		65,000					65,000
Manhole Rehab		50,000					50,000
Slip Line Sewer Lines	115,000		120,000				120,000
Replace 1999 Jet Truck				325,000			325,000
Total Wastewater System Operations	165,000	115,000	120,000	325,000	0	0	560,000

Wastewater Treatment Plant

ARPA: Replace grit classifier	85,000						
ARPA: Replace 2 grit chamber pumps	60,000						
Replace pista grit panels	28,000						
Replace 2003 4x4 pickup		60,000					60,000
Resurface Concrete and Metal in Clarifier #1		137,000					137,000
Zero Turn Mower			16,000				16,000
Resurface Concrete and Metal in Clarifier #2			145,000				145,000

Department/Project Name	Adopted	Proposed					
	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Five Year Total
Replace Fluorescent Lighting in Lab and Office Building w/ LED			20,000				20,000
Replace Climbing Screen at WWTP				110,000			110,000
Rebuild/replace 8 Faulk gear drives on the Oxidation Ditch					250,000		250,000
Replace Digesters (2)						150,000	150,000
Replace UV Channel #2						400,000	400,000
Total Wastewater Treatment Plant	173,000	197,000	181,000	110,000	250,000	550,000	1,288,000
Total Utility Fund Capital	1,398,500	1,392,000	1,901,500	435,000	250,000	550,000	4,528,500
Total of All Capital Projects	3,270,264	3,935,500	4,277,642	5,016,000	928,000	2,177,000	16,334,142
Funding Sources for Capital Projects							
Utility Capital	115,000						
Borrowing	704,650						
ARPA	2,450,614						
Total	3,270,264	0	0	0	0	0	0



Rocky Mount Planning Commission 2022 Annual Report

TO: Rocky Mount Town Council
FROM: Jessica H. Heckman, Planning & Zoning Administrator
DATE: January 3, 2023
RE: 2022 Planning Commission Annual Report

The Planning Department is pleased to provide this Annual Report of the Planning Commission and Planning Department activities for the calendar year 2022.

Planning Commission Members: Chair Janet Stockton, Vice Chair Bud Blanchard, Members Ina Clements, John Tiggle, Will Waller, & Bill Ball (Former members: Jerry Greer, Derwin Hall & John Speidel)

Planning Commission Activities

The Planning Commission held 7 Regular Meetings and held 3 public hearings reviewing the following:

- Capital Improvement Plan 2022-2027, recommended approval of CIP to Town Council
- Zoning ordinance amendment, Utility Trailers, recommended proposed ordinance changes to Town Council
- Zoning ordinance amendment, temporary uses including mobile food units and itinerant merchants, recommended proposed ordinance changes to Town Council

The Planning Commission held two work-sessions discussing short term rentals.

Planning & Zoning Activities

The Planning and Zoning Administrator issued the following in 2022:

- 20 Sign permits
- 100 Zoning compliance permits
- 33 Zoning permits
- 6 Zoning Letters
- 7 plat reviews/approvals
- 6 mobile food unit permits

The Planning and Zoning Administrator reviewed and approved 6 site plans in 2022:

- Fleetwood Homes Inc
- Bojangles Marketplace
- Fleetwood Homes, Inc
- Franklin County Sheriff's Office
- Carter Bank & Trust
- The Oaks at Rakes Tavern Section 3

Looking ahead to 2023/2024

Over the next two years, Planning Commission and Town Council will be working together to complete a full review of the zoning ordinance and subdivision ordinance. The process is expected to take approximately two years and will include multiple joint work-sessions, public input session, open house draft review, pre-adoption work-sessions, and public adoption.