



**ROCKY MOUNT TOWN COUNCIL & PLANNING COMMISSION
JOINT WORKSESSION
MEETING MINUTES**

**March 20, 2023
6:00 p.m.**

The following members
of Council were present:

Mayor C. Holland Perdue III
Vice Mayor Billie W. Stockton
Council Member A. Ralph Casey
Council Member David K. Clements
Council Member J. Tyler Lee
Council Member Benjamin K. Mullins

Absent: Council Member Mark H. Newbill

The following members
of the Planning Commission
were present:

Chair Janet Stockton
Vice Chair Bud Blanchard
Commission Member William Bell
Commission Member Ina Clements
Commission Member John Tiggle
Commission Member Will Waller

The following staff
members were also
present:

Robert J. Wood, Town Manager
Rebecca H. Dillon, Town Clerk/Executive Admin. Assistant
Jessica Heckman, Planning & Zoning Administrator
Mark Moore, Assistant Town Manager

The Joint Work Session of the Rocky Mount Town Council (hereafter referred to as “Council”) and the Planning Commission (hereafter referred to as “Commission”) to begin

the Zoning and Subdivision Ordinance Update was held at the Rocky Mount Train Depot located at 52 Franklin Street in Rocky Mount, Virginia, with Mayor C. Holland Perdue III presiding in conjunction with Chair Janet Stockton.

1. Roll Call

The Town Clerk called each member of the Rocky Mount Town Council and each member of the Planning Commission by name to account for all members that were present.

2. Approval of Agenda

Prior to the meeting, Council and the Commission received the agenda for review and consideration.

Motion: To approve the agenda as presented

Motion By: Council Member Clements

Seconded: Vice Mayor Stockton

Motion Discussion: None

Ayes: (5): Vice Mayor Stockton, Council Member Casey, Council Member Clements, Council Member Lee, and Council Member Mullins

Approved (5 to 0)

3. Joint Town Council and Planning Commission Kickoff – Zoning & Subdivision Ordinance Update

3.1 Berkley Group Agenda & Materials

Ms. Rebecca Cobb, Deputy Director of Planning for the Berkley Group introduced herself to the work session participants as well as Ms. Cecile Newcomb, Senior Planner with the Berkley Group as Ms. Cobb began covering what Council and the Commission could expect from the Berkley Group while going through the process of the update.

The Berkley Group gave handouts to everyone that outlined on paper the expectations and the timeline of the ordinance update.

The Berkley Group shared with everyone in attendance that in a few weeks the group will be holding focus groups and if anyone knew of someone they would like to invite, please pass their name to Town Planner Heckman to be included.

A projection overview was shared with both groups while questions were encouraged and answers given. There was some discussion regarding how to get surveys out to the public and how to input the information received. Town Staff weighed the cost of mailing out versus other ways to receive the citizen's input.

Though a date has not been set at this time, the next joint work session will be in May.

Future work session dates will be provided to the town by the Berkley Group and can be decided upon by town staff through a choice of prepicked dates and times.

A public hearing will be held closer to the time of completion.

The expected completion date is November of 2024.

4. **Adjournment**

Motion: To adjourn

Time: 6:42 p.m.

Motion By: Vice Mayor Stockton

Seconded By: Council Member Clements

Motion Discussion: None

Ayes: (5): Vice Mayor Stockton, Council Member Casey, Council Member Clements,
Council Member Lee, and Council Member Mullins

Approved (5 – 0)

Action: Meeting was adjourned

C. Holland Perdue III, Mayor

ATTEST:

Rebecca H. Dillon, Town Clerk