



PLANNING COMMISSION
REGULAR MEETING
AGENDA

March 5, 2024
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. August 1, 2023- Regular Meeting Minutes
5. Public Hearing
 - 5.1. The proposed 5-Year Capital Improvement Plan (CIP) for the period beginning July 1, 2024 and concluding on June 30, 2029. The Town's 5-Year CIP is a document to forecast significant expenditures for major capital improvements, equipment, property, utility infrastructure, and other public uses. The CIP is for planning purposes only and does not obligate Town Council to carry out any project contained in the plan.
 - Staff Comments
 - Public Comments
6. Report of the Planning & Zoning Administrator
 - 6.1. 2023 Annual Report
7. Committee Reports (None)
8. Old Business (None)
9. New Business (None)
10. Adjournment

**TOWN OF ROCKY MOUNT
PLANNING COMMISSION
REGULAR MEETING MINUTES
August 1, 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 August 1, 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
- Bobby Thompson

Commission Members Absent:

- None

Staff Members Present:

- Planning & Zoning Administrator Jessica H. Heckman
- Planning Commission Clerk Cherie Compton

Election of Officers:

Jessica Heckman asked for nominations for Planning Commission Chairman.

Motion: Nominate Janet Stockton as Chair

Motion By: Member John Tiggle

Second: Member Bill Ball

Hearing no further nomination Mrs. Heckman asked for the nominations to be closed.

Motion: Nominations be closed

Motion By: Member Ina Clements

Second: Member Will Waller

Action: Nominations closed by a unanimous vote of members present.

Action: Janet Stockton nominated as Chair for the next year by a unanimous vote of members present.

Janet Stockton asked for nominations for Planning Commission Vice Chair.

Motion: Nominate Bud Blanchard as Vice Chair

Motion By: Chair Janet Stockton

Second: Member Ina Clements

Hearing no further nomination Chair Stockton asked for the nominations to be closed.

Motion: Nominations be closed

Motion By: Member Ina Clements

Second: Member Bobby Thompson

Action: Nominations closed by a unanimous vote of members present.

Action: Bud Blanchard was nominated as Vice Chair for the year by a unanimous vote of members present.

HEARING OF CITIZENS

None at this time

APPROVAL OF AGENDA

Additions or Corrections: None

Motion: To approve the agenda as presented

Motion By: Member Will Waller

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:

June 6, 2023- Regular Meeting Minutes

Additions or Corrections: None

Motion: To approve minutes as presented

Motion By: Member John Tickle

Second: Member Ina Clements

Action: Approved by unanimous vote of members present

PUBLIC HEARINGS

None at this time

REPORT OF PLANNING & ZONING ADMINISTRATOR

Zoning Administrator Jessica Heckman provided the following updates:

- National Night out is tonight August 1st starting at 6:00 p.m.
- Send out email for comments and clearer language on minor or major site plans
- New software to train on through IWORK

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 Ina Clements

Second: Member John Tiggle

Action: Approved by a unanimous vote of members present

Time of Adjournment: 6:06 p.m.

Janet Stockton, Chairman

ATTEST:

Cherie Compton, Clerk

Town of Rocky Mount
Five Year Capital Improvement Plan
FY 23-24 Budget and Actual and Proposed FY 24-25 through FY 28-29

Updated 2-28-2024

Department/Project Name	Current Fiscal Year			Proposed					
	Current Budget FY 23-24	Actual Spent Through 2/28/2024	Remaining Budget	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	Five Year Total
Finance									
ARPA: Utility Billing, Tax and Business License Implementation	72,458	72,458	0						0
Utility Billing, Tax and Business License Implementation	100,000	10,162	89,838						0
Information Technology									
Replacement Computer Equipment and Printers				25,000	25,000	25,000	25,000		100,000
Community Development									
ARPA: Escalate Rocky Mt Indust Park (Must spend \$55,844 for ARPA)	111,835	36,614	75,221						0
ARPA: Downtown decorations	5,300	5,300	0						0
Cox Property Master Plan - Tobacco Commission Grant			0						0
Economic Development Strategic Plan	25,000		25,000						0
Engineering Study for Furnace Creek Waterway	50,000		50,000						0
Addition of New Sidewalks each year: Green Meadow Lane, Circle Dr & Windy Lane (FY23-24?)	41,751		41,751		50,000	50,000	50,000	50,000	200,000
Zoning/Subdivision Ordinance Update	108,130	47,782	60,348						0
Depot Entry Door Replacement & Step Railings	15,000		15,000						0
Dog Park with Parking	35,000	2,600	32,400						0
Gateway Signs (Route 220)	39,382	16,173	23,209						0
Depot Security System Replacement	13,000		13,000						0
Floyd Avenue/Franklin Street Intersection Improvements-Construction							500,000		500,000
New Playground equipment for Mary Bethune	130,000	105,125	24,875						0
Camera System for Mary Elizabeth Park and Farmers Market	27,200	27,194	6						0
Pave walk path between upper and lower sections of Mary Elizabeth to Restrooms	15,000	14,500	500						0
Farmers Market expansion Phase 1 (Engineering)	50,000		50,000						0
Additional Uptown Public Parking	68,836		68,836						0
Depot Renovation			0	30,000					30,000
Comprehensive Plan Update - Major			0		60,000				60,000
Rocky Mount Park (Tech Dr) Equipment Improvements			0	25,000					25,000
			0						0
Total Community Development	735,434	255,288	480,146	55,000	110,000	50,000	550,000	50,000	815,000
Police									
Police Dept Equipment (data terminals, firing range, impound lot	68,893	55,104	13,789						0
PD Additional ARPA grant for equipment	57,189	46,662	10,527						0
Vehicle Replacement			0	112,000	56,000	112,000	56,000	112,000	448,000

Department/Project Name	Current Budget FY 23-24	Actual Spent Through 2/28/2024	Remaining Budget	Proposed					
				FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	Five Year Total
Server and router (MDIS, RMS, MDIS)			0	20,000					20,000
Key Fob Door Access			0	20,000					20,000
Replace Interior Lighting			0	2,500	2,500				5,000
HVAC Units (3)			0		30,000				30,000
Paint Interior of PD			0		40,000				40,000
Replace Mobile Car Radios			0		65,000				65,000
Replace Handheld Radios			0				95,000		95,000
Total Police Department	126,082	101,766	24,316	154,500	193,500	112,000	151,000	112,000	723,000
Fire Department									
ARPA: Replace fire fighting tools and equipment	865	865	0						0
Public Safety Building Generator	80,000		80,000						0
2022 Pumper Tanker (Ordered June 2022, delivery estimate???)	1,061,000		1,061,000						0
Replace Utility 1A - 1997 Ford dually with brush/off-road truck			0		265,000				265,000
Extrication Equipment			0		45,000				45,000
Replacement of Fire Fighting Tools/Equipment	55,500	12,376	43,124	40,000	40,000	40,000	40,000	40,000	200,000
Replace Interior Lighting				5,000					5,000
Refurbish Rescue 1 - 2002 Pierce Heavy Rescue			0	195,000					195,000
Replacement of 2003 Tahoe			0		70,000				70,000
Replacement of Portable Radios			0	45,000					45,000
Replacement of Wagon 1			0					875,000	875,000
Replacement of Tower 1 - 2001 Pierce 85ft Aerial Tower (Year/Cost?)			0	2,372,557					2,372,557
Total Fire Department	1,197,365	13,241	1,184,124	2,657,557	420,000	40,000	40,000	915,000	4,072,557
Public Works									
ARPA: Truck Replacement ↴	480,677	480,677	0						
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: Gator 4x4 \$22,513									
ARPA: Replace 2003 Ford pickup \$45,000									
ARPA: Pole shed addition, replace tin on existing sheds	32,358	27,562	4,796						
ARPA: Traffic Signal Upgrades	73,696	53,744	19,952						
ARPA: Municipal Building fascia and gutters	11,712	11,712	0						
Sidewalk Maintenance	40,000	39,793	207	40,000	40,000	40,000	40,000	40,000	200,000
Traffic Signal Upgrade/Replacement, Control System, Parts	31,010	30,215	795	50,000	20,000	20,000	20,000	20,000	130,000
Municipal Building Plumbing Up Grade	30,000	16,090	13,910						0
Replace 2011 Chevy Pickup - upgrade to 1 Ton	80,000	66,034	13,966						0
Machinery & Equipment ↴	374,910	298,692	76,218						0
Replace NH Skid Loader \$76,000									0
Utility Vehicle \$50,000									0

Department/Project Name	Current Budget FY 23-24	Actual Spent Through 2/28/2024	Remaining Budget	Proposed					
				FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	Five Year Total
Remote Control Mower \$65,000									0
Salt Spreader \$30,000									0
Plow Replacement \$15,000									0
Knuckle Boom and box \$75,000									0
New Trailer \$20,000									0
Grinder \$30,000									0
									0
Stoplight Street Signs				60,000					60,000
Replace 2011 Chevy Pickup - upgrade to 1 Ton				60,800					60,800
Replace 2000 GMC Single Axle Dump Truck				215,800					215,800
Replace 2006 310 JD Backhoe				110,000					110,000
Salt Spreader				10,000					10,000
Replace 2014 Johnston street sweeper				380,000					380,000
Mulching Head for Skid Steer				18,895					18,895
Two-Way Radios				7,500					7,500
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
Parks/Landscape Projects				60,000					60,000
Christmas Light Displays				30,000					30,000
Repair Sheds in Yard - PW Facility				30,000					30,000
Farmers Market Electrical				13,200					13,200
Depot Repairs				5,000					5,000
Farmers Market Restroom Remodel				30,000					30,000
Total Public Works	1,154,363	1,024,519	129,844	1,121,195	744,000	60,000	60,000	60,000	2,045,195
Total General Fund Capital	3,385,702	1,477,434	1,908,268	4,013,252	1,492,500	287,000	826,000	1,137,000	7,755,752
Utilities									
Water System Operations									
ARPA: Engineering study N Main 8" line	4,658	4,658	0						
ARPA: Replace large meters	3,962	3,962	0						
Fire Hydrant Replacement			0	12,000					12,000
Fire Hydrant Cleaning System			0	1,000					1,000
New Meter Pickup/Equipment			0	65,700					65,700
Replace Large Meters			0	45,000					45,000
Total Water System Operations	8,620	8,620	0	123,700	0	0	0		123,700

Department/Project Name	Current Budget FY 23-24	Actual Spent Through 2/28/2024	Remaining Budget	Proposed					
				FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	Five Year Total
Water Treatment Plant									
ARPA: Replace mud valves	113,288	3,876	109,412						
ARPA: Scada software upgrade			0						
ARPA: Settling basin sludge removal system	453,600	1,630	451,970						
New CL2 Monitor at 220 South Tank	5,000	4,459	541						
Lagoon clean out, liner and repair	244,960		244,960						
WTP Filter Control rehab, upgrade, valve actuators (2)	113,000	38,770	74,230						
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						
Scuffling Hill Tank Mixer	40,000	28,379	11,621						
Raw water pump (1 of 2 - other pump has been rebuilt)			0	110,000					110,000
Replace exterior and interior lighting at water plant with LED			0	35,000					35,000
Replace 2006 F150 pickup			0	55,000					55,000
Replace small tractor			0	55,000					55,000
Storage building / garage			0	85,000					85,000
Online CL2 Meter / Monitoring system - replace the remaining 2			0	13,000					13,000
Raw water turbidimeter (1)			0	15,000					15,000
New Grassy Hill Water Storage Tank			0		700,000				700,000
Raw Water Traveling Screen			0		325,000				325,000
Recondition basement floor			0			45,000			45,000
Waste water connection to WVWA line			0		600,000				600,000
Total Water Treatment Plant	1,149,848	77,114	1,072,734	368,000	1,625,000	45,000	0	0	2,038,000
Wastewater System Operations									
Remote Control Mower	31,200		31,200						0
Manhole Rehab	50,000		50,000	5,000					5,000
Jetter Unit and Trailer	89,106	75,622	13,484						0
Replace 1999 Jet Truck					400,000				400,000
Mulching Head for Skid Steer			0	18,895					18,895
Total Wastewater System Operations	170,306	75,622	94,684	23,895	400,000	0	0		423,895
Wastewater Treatment Plant									
ARPA: Replace grit classifier	85,000	67,655	17,345						
ARPA: Replace 2 grit chamber pumps	60,000	60,000	0						
Replace pista grit panels	28,000		28,000						
Replace 2003 4x4 pickup	60,215	59,715	500						

Department/Project Name	Current Budget FY 23-24	Actual Spent Through 2/28/2024	Remaining Budget	Proposed					
				FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	Five Year Total
Resurface Concrete and Metal in Clarifier #1	142,585	142,585	0						
Resurface Concrete and Metal in Clarifier #2			0	178,000					178,000
2 Polymer Pumps			0	50,000					50,000
Oxidation Ditch and Effluent Monitoring Probes			0	34,000					34,000
Roof and Gutter Replacement on Lab and Office			0	28,500					28,500
Resurface Concrete and Metal in Digester 1 and 2			0		216,000				216,000
Rubber Roof Replacement on Lab and Office, Headworks, Pump and Alum Bldgs			0		105,000				105,000
Replace UV Channel #2			0			500,000			500,000
Replace Climbing Screen in Headworks			0				150,000		150,000
Replace 8 Faulk Gear Drives on the Oxidation Ditch			0					315,000	315,000
Total Wastewater Treatment Plant	375,800	329,955	45,845	290,500	321,000	500,000	150,000	315,000	1,576,500
Total Utility Fund Capital	1,704,574	491,311	1,213,263	806,095	2,346,000	545,000	150,000	315,000	4,162,095
Total of All Capital Projects	5,090,276	1,968,745	3,121,531	4,819,347	3,838,500	832,000	976,000	1,452,000	11,917,847



Rocky Mount Planning Commission 2023 Annual Report

TO: Rocky Mount Town Council
FROM: Jessica L. Angle, Planning & Zoning Administrator
DATE: January 9, 2024
RE: 2023 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 2023.

Planning Commission Members: Chair Janet Stockton, Vice Chair Bud Blanchard, Members Ina Clements, John Tiggie, Will Waller, Bill Ball & Bobby Thompson

Planning Commission Activities

The Planning Commission held five Regular Meetings and held four public hearings reviewing the following:

- 335FranklinSt LLC – Special exception permit to operate a boutique hotel – recommended approval to Town Council.
- Capital Improvement Plan 2023-2028, recommended approval of CIP to Town Council.
- Zoning ordinance amendment, Short term rental definition- recommended proposed ordinance changes to Town Council.
- J. Cooke Towing – Special exception to allow inside storage of towed vehicles – recommended approval to Town Council.

The Planning Commission attended four joint work-sessions with Town Council and The Berkley Group working on the Zoning and Subdivision Ordinance updates.

Planning & Zoning Activities

The Planning and Zoning Administrator issued the following in 2023:

- 14 Sign permits
- 43 Zoning compliance permits
- 28 Zoning permits
- 6 Zoning Letters
- 5 plat reviews/approvals
- 6 mobile food unit permits

The Planning and Zoning Administrator reviewed and approved five site plans in 2023

- 335 FranklinSt, LLC
- 325 FranklinSt, LLC
- Rocky Mount Burger Parking Lot Plan
- Bank of Botetourt
- Ferguson Land & Lumber

Looking ahead to 2024/2025

Over the next year, Planning Commission and Town Council will finalize and adopt the revised zoning ordinance and subdivision ordinance through joint work-sessions, open house draft review, pre-adoption work-sessions, and public adoption. After completion of the zoning review, staff will start planning a review and required update of the Rocky Mount Comprehensive plan.