



PLANNING COMMISSION
REGULAR MEETING
AGENDA

February 4, 2025
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. October 1, 2024 - Regular Meeting Minutes
5. Public Hearing (None)
6. Report of the Planning & Zoning Administrator
 - 6.1. 2024 Planning Commission Annual Report
7. Committee Reports (None)
8. Old Business (None)
9. New Business
 - 9.1. Planning & Zoning Fees Update
10. Adjournment

**TOWN OF ROCKY MOUNT
PLANNING COMMISSION
REGULAR MEETING MINUTES
October 1, 2024
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 October 1, 2024, 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 Tiggie
- Ina Clements
- Bobby Thompson

Commission Members Absent:

- None

Staff Members Present:

- Planning & Zoning Administrator Jessica H. Angle
- Planning Commission Secretary Cherie Compton

Election of Officers:

Jessica Angle asked for nominations for Planning Commission Chairman.

Motion: Nominate Janet Stockton as Chair

Motion By: Vice Chair Bud Blanchard

Second: Member Bobby Thompson

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

Motion: Nominations be closed

Motion By: Member Ina Clements

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.

Jessica Angle asked for nominations for Planning Commission Vice Chair.

Motion: Nominate Bud Blanchard as Vice Chair

Motion By: Chair Janet Stockton

Second: Member Bobby Thompson

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

Motion: Nominations be closed

Motion By: Member John Tiggle

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.

Jessica Angle asked the members to reappoint the Planning Commission Secretary.

Action: Cherie Compton reappointed as Planning Commission Secretary by 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 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:

May 7, 2024 - Regular Meeting Minutes

Additions or Corrections: None

Motion: To approve minutes as presented

Motion By: Member John Tickle

Second: Vice Chair Bud Blanchard

Action: Approved by unanimous vote of members present

PUBLIC HEARINGS

Zoning & Subdivision Ordinance Update

Cecil Gaines with the Berkley Group presented members with the final Zoning & Subdivision Ordinance. She covered project intent, progress through the project, drafting highlights, proposed structure, and final steps. Jessica Angle thanked Planning Commission members for attending all the work sessions and working on the Zoning & Subdivision Ordinance Update and stated staff was in support of all the changes made.

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

Motion: Recommend to Town Council to approve the final Zoning & Subdivision Ordinance Updates as presented

Motion by: Vice Chair Bud Blanchard

Second: Member Ina Clements

Action: Approved by a unanimous vote of members present

REPORT OF PLANNING & ZONING ADMINISTRATOR

Zoning Administrator Jessica Angle provided the following updates:

- Submitted two Smart Scale projects
- Working on two highway safety program applications
- Submitted Safe Streets for all grant
- Received site plan for new Rocky Mount Hotel
- Working on Nuisance Properties

REPORT OF COMMITTEES

None at this time

OLD BUSINESS

None at this time

NEW BUSINESS

2025 Meeting Calendar

Planning & Zoning Administrator presented the proposed Planning Commission meeting dates for 2025 for the Commission to review.

Motion: To approve Planning Commission dates as presented

Motion By: Member Will Waller

Second: Member John Tiggie

Action: Approved by unanimous vote of members present

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

ADJOURNMENT

Motion to Adjourn By: Member Ina Clements

Second: Member Bobby Thompson

Action: Approved by a unanimous vote of members present

Time of Adjournment: 6:22 p.m.

Janet Stockton, Chairman

ATTEST:

Cherie Compton, Secretary



Rocky Mount Planning Commission 2024 Annual Report

TO: Rocky Mount Town Council
FROM: Jessica L. Angle, Planning & Zoning Administrator
DATE: January 13, 2025
RE: 2024 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 2024.

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 three Regular Meetings and held three public hearings reviewing the following:

- Five Year Capital Improvement Plan
- Twin Creeks Distillery: Special Exception Permit in the CBD(Central Business District) to allow a micro-distillery
- Zoning & Subdivision Ordinance Adoption

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

Planning & Zoning Activities

The Planning and Zoning Administrator issued the following in 2024:

- 21 Sign permits
- 27 Zoning compliance permits
- 25 Zoning permits
- 6 Zoning Letters
- 10 plat reviews/approvals
- 4 mobile food unit permits

The Planning and Zoning Administrator reviewed and approved nine site plans in 2024

- Living Proof Beer Company
- Kloud Ventures, LLC
- HTI Properties, LLC
- Foxfire Farms
- Crooked Road & Co
- Zaxbys
- Fleetwood Homes
- Rocky Mount Smokehouse
- Grassy Hill Hotel

Looking ahead to 2025/2026

Over the next year, staff will begin planning for a review and required major update of the Rocky Mount Comprehensive plan. Planning Commission will play a crucial role in this major update.

Fee Schedule Review					
		Current		Proposed	
Zoning					
Zoning Permit	Single Family Residential	\$ 40.00		\$40.00	*R/ condensing this to Residential uses permits one fee
Zoning Permit	Single Family Residential -Addition	\$ 30.00		*	
Zoning Permit	Accessory Structure <200 sf	\$ 25.00		*	
Zoning Permit	Accessory Structure >200 sf	\$ 35.00		*	
Zoning Permit	All Non-residential uses/Zones	\$ 100.00		\$ 100.00	
Zoning Compliance	Permit	\$ 10.00		\$ 25.00	avg. \$50
Zoning Letter		\$ 125.00		\$125.00	
Special Zoning					
Rezoning	Upzonings to more intensive use	\$ 600.00	+postage	\$ 600.00	(range \$500-1000)
Rezoning	All Others	\$ 350.00	+postage	\$ 500.00	(range \$450-750)
Special Exception	Single Family Residence	\$ 350.00	+postage	\$ 150.00	plus cost of advertising and postage
Special Exception	All Others	\$ 500.00	+postage	\$ 350.00	plus cost of advertising and postage
Variance	Single Family Residence	\$ 250.00	+postage	\$ 350.00	plus Advertising and postage (each public hearing costs approx. 700plus without Staff cost)
Variance	Non-conforming -post disaster	\$ 125.00	+postage	\$ 125.00	
Variance	All Others	\$ 350.00	+postage	\$ 450.00	plus Advertising and postage (each public hearing costs 700plus without Staff cost)
Zoning Appeals		\$ 350.00	+postage	\$ 350.00	
Amend Proffers		\$ 500.00	+postage	\$ 500.00	
SITES					
Site Plan Review		\$ 600.00		\$ 600.00	plus any engineer consultant costs
Minor Site Plan Review		\$ 250.00		\$ 250.00	
Changes to Approved Site Plan/Resubmittal		\$ 500.00		\$ 500.00	plus any engineer consultant fees
Final Site Inspection		\$ 150.00		\$ 150.00	
Bond Release		\$ 150.00		\$ 150.00	
Plats					
Major Subdivision Plat Preliminary		\$ 1,000.00	+\$25 per lot	\$ 500.00	Plus engineering consultant costs (avg. 250-500 plus costs or plus a fee per lot)
Major Subdivision Plat Final		\$ 1,000.00	+\$25 per lot	\$ 500.00	Plus engineering consultant costs (avg. 250-500 plus costs or plus a fee per lot)
Minor/Family Subdivision	5 lots or less	\$ 250.00		\$ 150.00	Plus engineering consultant costs (avg. 100-200 plus costs or plus a fee per lot)
Waiver Request		\$1,000.00		\$ 1,000.00	
Line adjustment/Line Vacation/Easment Plat/Resurvey		\$ 100.00		\$ 100.00	
Signs					

Sign Permit		\$ 50.00		\$ 50.00	
Banner Permit		\$ 40.00		\$ 40.00	
MISCELLANEOUS					
Comprehensive plan		\$ 45.00		\$ 45.00	
Digital Copy of Ordinance		\$ 10.00			
Digital Data		\$ 10.00	per file/layer		
Lamination		\$ 3.00	per foot		
Maps	Black & white up to 11x17	\$ 3.00			
	Color up to 11x17	\$ 5.00			
	Poster	\$ 15.00			
Scanning		\$ 1.00	per page		
Subdivision ordinance		\$ 30.00		REMOVE	
Water & Sewer Specs		\$ 30.00			
Water & Sewer Ordinance		\$ 30.00			
Zoning & Development Ordinance		\$ 75.00			
NEW FEES					
Mobile Food Unit Permit		\$ 25.00			
Itinerant Merchant Permit		\$ 25.00			
Street/Lane/Sidewalk Closure Permit		\$ 100.00			
Special Events Permit		\$ 150.00			
Public Facilities Disturbance		\$ 100.00			
Setback inpsections?		\$ 25.00			
Short Term Rental Registration		\$ 100.00			

