



ROCKY MOUNT PLANNING COMMISSION
REGULAR MEETING
AGENDA

April 5, 2022
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. Regular Meeting Minutes- January 4, 2022
5. Public Hearing
 - 5.1. The proposed 5-Year Capital Improvement Plan (CIP) for the fiscal period beginning July 1, 2022 and concluding on June 30, 2027. 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.
 - i. Staff Comments
 - ii. Public Comments
 - 5.2. Proposed amendment to Town Zoning Ordinance - Utility Trailers
 - i. Staff Comments
 - ii. Public Comments
6. Report of Planning & Zoning Administrator
 - 6.1. 2021 Annual Report
7. Committee Reports
8. Old Business

9. New Business
10. Worksession
 - 10.1. Review and Training on Agenda Software-Civic Clerk
11. Adjournment

**TOWN OF ROCKY MOUNT
PLANNING COMMISSION
REGULAR MEETING MINUTES
January 4, 2022
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 4, 2022, for its regular monthly meeting with Madame Chair Janet Stockton presiding.

Commission Members Present:

- Chair, Janet Stockton
- Member Bud Blanchard
- Member Ina Clements
- Member John Tiggle
- Member Jerry Greer
- Vice Chairman, Johns Speidel via phone

Staff Members Present:

- Town Planner/Planning & Zoning Administrator, Jessica H. Heckman
- Planning Commission Clerk, Cherie Compton

PUBLIC COMMENT

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 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 7, 2021- Regular Meeting Minutes

Additions or Corrections: None

Motion: To approve as presented

Motion By: Member John Tiggle

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 informed members that they need to schedule some upcoming committee meetings to look at and review utility trailers, subdivision ordinance, food truck ordinance and itinerant merchants. She also updated members that Oaks at Rakes Tavern has did a resubmission and has paid the balance owed for water and sewer and agreed to no permits issued on Phase 3 until public open space was developed. Members should have or will be receiving an email from civic clerk/ civic plus that is a new platform that staff will be switching to for agenda software.

REPORT OF COMMITTEES

None at this time

UNFINISHED 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: 6:12 p.m.

Janet Stockton, Chairman

ATTEST:

Cherie Compton, Clerk

**Town of Rocky Mount
Five Year Capital Improvement Plan
FY 22-23 through FY 26-27**

Name of Project by Department	Proposed					
	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Five Year Total

American Rescue Plan Act Year Two Projects

Police: Replace 2 Explorers (\$49,000 each)	98,000					98,000
Fire: Replace 1995 Chevrolet Suburban with pickup - quick response vehicle	45,000					45,000
** Fire: Replace structural fire fighting tools and equipment	30,000					30,000
Public Works: Replace 1995 Ford tandem dump truck	170,000					170,000
Public Works: Replace 2006 Ford pickup - 2 ton with dump body and body plow	68,000					68,000
Public Works: Replace 1997 Ford dump truck	150,000					150,000
Comm Dev/Parks: Mary Elizabeth Park pavilion at basketball courts	14,500					14,500
Comm Dev/Parks: Replace playground equipment at Mary Elizabeth Park	125,000					125,000
Community Development: Escalate Rocky Mount Industrial Park (Cox Property) from VEDP tier 2 site readiness to tier 3	150,000					150,000
Water System Operations: Engineering study (\$55,000 FY 23) & replacement of (\$700,000 FY 24) N. Main 8" line	55,000	700,000				755,000
Water System Operations: Fire hydrant cleaning system	15,000					15,000
Water System Operations: Replace large meters	45,000					45,000
Water Plant: Settling basin sludge removal system	475,000					475,000
Water Plant: Rebuild raw water pump (2 of 2)	70,000					70,000
Water Plant: Inline turbidity meter replacement - raw and finished (last 2 of 5)	17,000					17,000
Sewer System Operations: Sewer manhole refurbishing	50,000					50,000
Sewer Plant: Replace grit classifier	85,000					85,000
Sewer Plant: Replace pista grit panels	28,000					28,000
Sewer Plant: Replace 2 grit chamber pumps	60,000					60,000
ARPA unappropriated funds	114					114
Total Year Two ARPA Projects	1,750,614	700,000				2,450,614

Administration

Replace 2011 Chevrolet Impala					30,000	30,000
Municipal building fascia and gutters	100,000					100,000
Total Administration	100,000				30,000	130,000

Community Development

Economic Development Strategic Plan	25,000					25,000
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**Town of Rocky Mount
Five Year Capital Improvement Plan
FY 22-23 through FY 26-27**

Name of Project by Department	Proposed					
	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Five Year Total
Replace playground equipment at Mary Bethune Park		125,000				125,000
Replace/repair Depot siding and windows	10,550					10,550
Farmers Market expansion Phase 1 (Engineering)	50,000					50,000
Farmers Market expansion Phase 2 (Bid & Construction)		400,000				400,000
Additional uptown public parking (Floyd Ave lot for sale) Phase 1	80,000					80,000
Additional uptown public parking (Floyd Ave lot for sale) Phase 2			300,000			300,000
Engineering study (\$50,000 FY 23) & construction of (\$250,000 FY 24) Furnace Creek waterway improvements	50,000	250,000				300,000
Floyd Avenue/Franklin Street intersection improvements (Town cost)			500,000			500,000
Floyd Avenue decorative street lighting		65,000				65,000
Dog park		20,000				20,000
Downtown decorations (wreaths, garland, flags)	80,000					80,000
Gateway signs (Route 220)			50,000			50,000
Natural gas extension to industrial park				300,000		300,000
Addition of new sidewalks each year (\$200,000 each year)	200,000	200,000	200,000	200,000	200,000	1,000,000
Town LED sign		40,000				40,000
Zoning/Subdivision ordinance and assessment	50,000	50,000				100,000
Total Community Development	545,550	1,150,000	1,050,000	500,000	200,000	3,445,550

Police

Replace 2 Explorers every two years (\$49,000 each/\$98,000 total every other year. FY 23 included in ARPA funds above.)			98,000		98,000	196,000
Replace in-car mobile data terminals for 4 cars each year (\$9,000 each year)	9,000	9,000	9,000	9,000	9,000	45,000
Lease purchase/replace in-car video system for 2 cars each year (\$12,000 each year)	12,000	12,000	12,000	12,000	12,000	60,000
Lease purchase taser devices (14) over 5 years (\$8,232 each year)	7,600	7,600	7,600	7,600	7,600	38,000
Watch Guard warranty: Covers all dept owned in-car and body-worn cameras. Replaces body-worn cameras every 5 years (\$7,500 each year)	7,500	7,500	7,500	7,500	7,500	37,500
Total Police Department	36,100	36,100	134,100	36,100	134,100	376,500

Fire Department

* Replace 1992 Pierce & 1995 Pierce with 2022 Pumper Tanker (2,500 gal capacity)		1,070,000				1,070,000
Replace Utility 1A - 1997 Ford dually with small box rescue body		200,000				200,000

**Town of Rocky Mount
Five Year Capital Improvement Plan
FY 22-23 through FY 26-27**

Name of Project by Department	Proposed					
	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Five Year Total
Refurbish Tower 1 - 2001 Pierce 85 ft aerial tower (extend life of vehicle approx 20 years)				200,000		200,000
Refurbish Rescue 1 - 2002 Pierce heavy rescue with air system (final refurbishing to extend life of vehicle)			100,000			100,000
Add Ipads (2) & monthly service to first run trucks (FirstNet free)	4,500					4,500
** Replace structural fire fighting tools and equipment (\$35,000 each year. FY 23 included in ARPA funds above.)		35,000	35,000	35,000	35,000	140,000
Total Fire Department	4,500	1,305,000	135,000	235,000	35,000	1,714,500

* This truck would replace the 1992 Pierce Engine (\$525,000) previously in CIP for FY 23 and the 1995 Pierce Engine 1A (\$545,000) for FY 25. Maintenance and supply costs of second truck would be saved each year.

** Each year, fire dept will provide detail. For FY 23, funds will be spent on purchasing stabilization and extrication equipment to outfit Rescue 1. FY 24 funds to be used to update thermal imaging equipment.

Public Works

Sidewalk maintenance	40,000					40,000
Replace fuel pumps (Emergency Serv & Public Works)		7,300				7,300
Fuel canopy/lighting (Emergency Serv & Public Works)		50,000				50,000
Replace 2000 GMC dump truck		150,000				150,000
Replace 2004 GMC dump truck			150,000			150,000
Replace 2006 GMC dump truck				150,000		150,000
Replace 2017 Freightliner dump truck					150,000	150,000
Replace 2007 Dodge pickup	65,000					65,000
Replace 2003 Ford pickup	45,000					45,000
Replace 2018 GMC pickup					65,000	65,000
Replace Freightliner rear load garbage truck					200,000	200,000
Replace 2014 Johnston street sweeper		200,000				200,000
Replace 2007 John Deere motor grader					200,000	200,000
Replace 2006 John Deere 310 backhoe (small)	120,000					120,000
Replace 2003 John Deere 710 backhoe (large)		200,000				200,000
Replace 1999 John Deere 444 loader	160,000					160,000
Replace 1999 New Holland skid loader	70,000					70,000
Replace 2008 John Deere 5303 tractor			90,000			90,000
Replace 2016 Yanmar mini excavator				80,000		80,000
Gator 4x4 (for sewer line inspections, landscape and spraying maintenance)	20,000					20,000
Replace riding lawn mowers				25,000		25,000
Replace 1996 Sullair compressor			50,000			50,000
Replace 2015 leaf machine			145,000			145,000

**Town of Rocky Mount
Five Year Capital Improvement Plan
FY 22-23 through FY 26-27**

Name of Project by Department	Proposed					
	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Five Year Total
Replace 2017 Vermeer wood chipper					90,000	90,000
Pole shed addition (two stalls)	35,000					35,000
Replace tin on existing sheds	10,000					10,000
Total Public Works	565,000	607,300	435,000	255,000	705,000	2,567,300

Total General Fund Capital	1,251,150	3,098,400	1,754,100	1,026,100	1,104,100	8,233,850
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Water System Operations

Grassy Hill/Summit View Water Tank Rehab		125,000				125,000
Replace Ann Sink St water/sewer lines		80,000				80,000
Replace water lines per EPA guidelines			600,000			600,000
Replace 2013 Ford utility service pickup		45,000				45,000
Total Water System Operations		250,000	600,000			850,000

Water Treatment Plant

Online chlorine monitor system replacement and new CL2 monitor at 220 South Tank	27,000					27,000
Lagoon clean out, liner, and repair; acts as a reservoir for pump station	250,000					250,000
Scada Software Upgrade - add generator monitoring to scada system	50,000					50,000
Filter re-wash valve actuators (2)	40,000					40,000
Replace mud valves (ten 12 inch valves/twelve 14 inch valves) in settling basins	125,000					125,000
Filter surface wash valve actuators (2)		60,000				60,000
Clearwell cleanout		50,000				50,000
Filter media replacement/filter under-drain rehab/replacement		100,000				100,000
Replace exterior LED plant lighting		25,000				25,000
Replace 2006 F150 pickup with Explorer		35,000				35,000
Replace small tractor		45,000				45,000
Storage building/garage		75,000				75,000
Total Water Treatment Plant	492,000	390,000				882,000

Wastewater System Operations

Replace 1999 jet truck			300,000			300,000
Repair slip line sewers	118,000					118,000

**Town of Rocky Mount
Five Year Capital Improvement Plan
FY 22-23 through FY 26-27**

Name of Project by Department	Proposed					Five Year <u>Total</u>
	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	
Total Wastewater System Operations	118,000		300,000			418,000

Wastewater Plant

Replace 2003 4x4 pickup	35,000					35,000
Resurface clarifier outer rings		80,000				80,000
Replace climbing screen			100,000			100,000
Rebuild/replace 8 Faulk gear drives					200,000	200,000
Replace UV channel #2					350,000	350,000
Total Wastewater Plant	35,000	80,000	100,000		550,000	765,000

Total Utility Fund Capital	645,000	720,000	1,000,000	0	550,000	2,915,000
Total of General Fund & Utility Fund Capital	1,896,150	3,818,400	2,754,100	1,026,100	1,654,100	11,148,850
Total of All Funds (including Year 2 ARPA Projects)	3,646,764	4,518,400	2,754,100	1,026,100	1,654,100	13,599,464

IN THE COUNCIL OF THE TOWN OF ROCKY MOUNT

AN ORDINANCE of the Town of Rocky Mount amending Appendix A of the Code of the Town of Rocky Mount, Virginia (2002), known and cited as the “Zoning and Development Ordinance of the Town of Rocky Mount, Virginia” and providing for changes to offstreet parking regulations.

WHEREAS, the Town Council of the Town of Rocky Mount is required to adopt zoning regulations for the purpose of promoting and improving public health, safety, convenience or welfare and to plan for the future development of the Town and to accomplish the objectives of Section 15.2-2200, et seq., of the Code of Virginia (1950), as amended, and the Zoning and Development Ordinance of the Town of Rocky Mount, Virginia.

THEREFORE, BE IT ORDAINED by the Town Council of the Town of Rocky Mount that Appendix A of the Code of the Town of Rocky Mount, Virginia (2002), known and cited as the “Zoning and Development Ordinance of the Town of Rocky Mount, Virginia” be amended and the following changes are adopted.

Article 7 – Offstreet Parking Regulations

Section 7-1-3 is amended to to read and provide as follows:

7-1-3. *Commercial trucks, utility trailers, and construction machinery or equipment.* No commercial truck or any utility trailer that exceeds 20 feet in length or 7 feet in height, as defined in Section 4-3, shall be parked or stored outside of a completely enclosed building in a R1 or R2 residential district, except while being used to perform a service on the premises. No construction machinery or equipment shall be parked or stored in a R1 or R2 residential district unless such machinery or equipment is incidental to construction activity occurring on the premises. Any permitted utility trailer must be parked or stored behind the building line of the primary structure.

This ordinance shall be in full force and effect upon its passage.

Adopted this ____ day of _____, 2021

Ayes:

Nays:

Present:

APPROVED:

Mayor

ATTEST:

Clerk

Approved as to form:

Town Attorney



Rocky Mount Planning Commission 2021 Annual Report

TO: Rocky Mount Town Council

FROM: Jessica H. Heckman, Planning & Zoning Administrator

DATE: March 28, 2022

RE: 2021 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 2021.

Planning Commission Members: Chair Janet Stockton, Vice Chair John Speidel, Members Bud Blanchard, Derwin Hall, Ina Clements, John Tiggie, and Jerry Greer

Planning Commission Activities

The Planning Commission held 11 Regular Meetings and held 10 public hearings reviewing the following:

- Lucky Dog Auction Company, 770 Cornell Road, special use permit to operate an auction house, recommended approval to Town Council
- Chasity S. Wade, 470 Byrd Lane, special use permit for manufactured home, recommended approval to Town Council
- Capital Improvement Plan 2021-2026, recommended approval of CIP to Town Council
- Carilion Franklin Memorial Hospital, 55 & 75 Taliaferro Street, rezoning request, recommended approval of rezoning to Town Council
- Zoning ordinance amendment, Building height regulation in residential districts, recommended proposed ordinance changes to Town Council
- Cooke Towing & Recovery, 10 Pell Avenue, special use permit, recommended DENIAL of SUP to Town Council
- Zoning ordinance amendment, amending definitions and ordinance relative to home occupation, recommended proposed ordinance changes to Town Council
- Zoning ordinance amendment, amending definitions and ordinances relative to commercial vehicles, recommended proposed ordinance changes to Town Council
- The Oaks at Rakes Tavern, Section One, Phase Three, recommended approval of comments by Thompson and Litton and turned over final review to the Zoning administrator.

The Ordinance Review Committee was appointed by Chair Janet Stockton including herself and members Bud Blanchard and Derwin Hall. The committee held four Ordinance Review Committee meetings with the Zoning Administrator, discussing ordinance changes including commercial vehicles, sign ordinance, and home occupations.

Planning & Zoning Activities

The Planning and Zoning Administrator issued the following in 2021:

- 21 Sign permits
- 108 Zoning compliance permits
- 41 Zoning permits
- 2 Zoning Letters
- 10 plat reviews/approvals

The Planning and Zoning Administrator reviewed and approved 13 site plans in 2021:

- Buddy's BBQ, minor site plan
- 325 Franklin Street, LLC, minor site plan
- Living Proof Beer Co, major site plan
- JC Joyce Trucking, major site plan
- Carilion Franklin Memorial Hospital, major site plan
- Dairy Queen, minor site plan
- Starbucks, major site plan
- Elimax, LLC, minor site plan
- Proampac, minor site plan
- New Car Wash(Bruce Brown), major site plan
- VA Dept of Corrections, minor site plan
- Kawaja Corp, minor site plan
- Franklin County Public Schools, minor site plan
- Fleetwood Homes, minor site plan
- Bojangles Marketplace, minor site plan

Looking ahead to 2022

As the Planning Commission looks ahead to its tasks for 2022, items on its list include:

- Review and recommendations for amendments to sign ordinances (Follow up)
- Review and recommendations for amendments to utility trailers (Follow Up)
- Review and recommendation of right of way width requirements in the Subdivision ordinance
- Review and recommendation of a short term rental ordinance
- Review and recommendation of an ordinance regarding the legalization of marijuana
- Appointment of a Comprehensive Plan Review Committee to begin the required review and update of the Comprehensive Plan