

**TOWN OF WINDSOR
PLANNING COMMISSION
TOWN COUNCIL CHAMBER
8 EAST WINDSOR BOULEVARD
WINDSOR VIRGINIA**

**REGULAR MEETING
WEDNESDAY APRIL 27, 2016
7:00 p.m.**

1. **CALL TO ORDER**
 - A) **WELCOME AND CALL TO ORDER**
 - B) **ROLL CALL**
2. **APPROVAL OF MINUTES OF THE MARCH 23, 2016 REGULAR PLANNING COMMISSION MEETING (1)**
3. **CONSIDER SETTING PUBLIC HEARING ON THE DRAFT COMPREHENSIVE PLAN (2)**

Staff Comments: Enclosed in the agenda packet is the updated/revised Draft Comprehensive Plan. Please review the Plan and determine whether a public hearing can be set for the May 25th meeting.

4. **REPORT FROM THE TOWN ATTORNEY**
5. **REPORT ON ECONOMIC ACTIVITY**
6. **PLANNING AND ZONING STAFF REPORT FOR MARCH 2016 (3)**
7. **OLD BUSINESS**
 - A. **LANDSCAPING GUIDELINES UPDATE**
 - B. **FUTURE WORK SESSION ON OLDE TOWN WINDSOR**
 - C. **ARTS COUNCIL**
8. **NEW BUSINESS**
9. **NEXT REGULAR MEETING - MAY 27, 2016**
10. **MOTION TO ADJOURN**

MINUTES OF THE PLANNING COMMISSION – WINDSOR, VIRGINIA

The Planning Commission met on Wednesday, March 23, 2016 at 7:00 p.m. in the Town of Windsor Council Chamber. Chairman Bennie Brown called the meeting to order and welcomed all who were present. Terry Whitehead, Town Clerk, recorded the minutes. Dennis Carney, Planning and Zoning Administrator, and Wallace W. Brittle, Jr., Town Attorney, were present. Mrs. Whitehead called the roll.

Planning Commission members present: Bennie Brown, Chairman
N. Macon Edwards, III
Edward Lynch
Leonard L. Marshall

Planning Commission members absent: Debra D. Hicks
George Stubbs
Glyn Willis

MINUTES

Chairman Brown asked if there were any amendments to the minutes of the February 17, 2016 regular Planning Commission meeting. There being none, Commissioner Marshall made a motion to approve the minutes as presented. Commissioner Edwards seconded the motion, and the Commission unanimously passed the motion as recorded on the attached chart as motion #1.

CONSIDERATION OF FY2016-2020 CAPITAL IMPROVEMENT PLAN (CIP)

Mr. Carney explained that the attached copy of the Capital Improvement Plan (CIP) includes the revisions suggested by Commissioner Willis at a previous meeting. He said changes were made by Town Council at their March 22, 2016 work session regarding sidewalks and the new municipal building.

Councilman Edwards questioned why the \$230,000 for the construction of the public works facility was showing on the CIP when it was in last year's budget. Mr. Carney said he will speak with Mr. Stallings for clarification and report his findings back to the Planning Commission regarding this issue.

After further discussion, Commissioner Marshall made a motion to recommend approval of the updated CIP to Town Council once the draft from the work session is completed. Commissioner Lynch seconded the motion, and the Commission unanimously passed the motion as recorded on the attached chart as motion #2.

REPORT FROM THE TOWN ATTORNEY

None

REPORT FROM ECONOMIC DEVELOPMENT AUTHORITY

None

PLANNING AND ZONING STAFF REPORT FOR FEBRUARY 2016

Mr. Carney gave a brief review of Planning and Zoning activities for the month of February, 2016. He explained that there were four new zoning permits in the month. The permits were for two replacement manufactured homes, temporary signs and a replacement fence. He added that there were two new violations which were for inoperative motor vehicles.

Mr. Carney reported that the potential Arts Council group met on February 29, 2016 to discuss the formation of such a group and potential projects for the grant request to the Virginia Commission for the Arts Challenge Grant. It was agreed that such a group should be formed, and that at least two art events should be conducted and a contest to be held to create a Town flag for Windsor which would be considered for formal adoption by Town Council. He said there has been a request that this potential Arts Council consider working with the Isle of Wight Arts League in some capacity. Mr. Carney said this will be determined after further discussions with the Windsor arts group.

OTHER NEW BUSINESS

Commissioner Lynch briefed Council on the Certified Planning class that he attended. He said it was very informative, and he learned a great deal particularly regarding the legal aspects of Planning and Zoning.

WORK SESSION ON REVISIONS OF THE DRAFT COMPREHENSIVE PLAN

Mr. Carney said he included in the packets suggested amendments to the draft Comprehensive Plan. He said that most are very minor dealing with staff changes at the Hampton Roads Planning District Commission (HRPDC), new Planning Commission members and new signs. He also included suggested revised language dealing with U.S. Route 460 with some prior language being removed.

Mr. Carney explained that in section 7-9 there were several changes to business and residential uses from agricultural uses that had been shown on the earlier 2008 Future Land Use Map due to the southern bypass which had been the preferred route in the earlier State VDOT Bypass Plan. He said with the southern route no longer being a viable proposal, the commercial designation for

most if not all of the commercial designation south of the railroad on U.S. Route 258 could lead to major traffic problems if implemented. He asked the Commission to consider whether to retain the former Future Land Uses shown on the September 2008 plan. He said the question is also similar for the added high-density residential uses shown on the draft Future Land Use on the west side of U.S. Route 258 north of U.S. Route 460. After discussion, it was the consensus of the Commission to retain the former Future Land Uses shown on the September 2008 plan.

Planning Commission continued to discuss transportation issues within the Town and noted several minor corrections needed to the draft Comprehensive Plan. The Commission agreed to have Staff contact the Hampton Roads Planning District Commission to make the needed changes for a possible April review and May public hearing.

ADJOURNMENT

Chairman Brown noted that the next meeting will be April 27, 2016.

There being no further business, Commissioner Marshall made the motion to adjourn. Commissioner Edwards seconded the motion, and the Planning Commission unanimously approved the motion as recorded on the attached chart as motion #3.

The meeting adjourned at 8:05 p.m.

Bennie Brown, Chairman

Terry Whitehead, Town Clerk

TOWN OF WINDSOR

Town Elected Officials
 Carita J. Richardson, Mayor
 Clint Bryant-Vice Mayor
 Durwood V. Scott
 Greg Willis
 N. Macon Edwards, III
 Patty Fleming
 Tony Ambrose



Town Manager
 Michael R. Stallings, Jr.

Town Clerk
 Terry Whitehead

Town Attorney
 Wallace W. Brittle, Jr.

Established 1902

April 1, 2016

Memorandum

**To: Michael Stallings, Town Manager
 Mayor and Town Council
 Planning Commission**

From: Dennis W. Carney, Planning and Zoning Administrator

Subject: March 2016 Planning and Zoning Report

Zoning Permits: The number of Zoning Permits increased to seven in March from the four permits in February. This is substantially less than the seven such permits in March 2015. The permits were for two accessory buildings (a garage and a carport), two temporary signs, a pool and related deck and a change of use.

Violations: New violations increased dramatically to fifteen from the mere two in February. This is also larger than the five cases in March 2015. All of these were for inoperative motor vehicles. On a brighter note, twelve cases were resolved last month (two of which had to be towed). However, the grass is starting to grow.

Planning Commission Activity: The Planning Commission recommended approval of the Capital Improvements Plan with any amendments that Town Council may make from their recent work-session. They also reviewed the potential changes to the Draft Comprehensive Plan and permitted Staff to have the Hampton Roads Planning District Commission make the needed changes for an April review if possible. If all goes well, a tentative May meeting public hearing could be forthcoming.

Arts Council: Because of Easter and Spring Break, attendance was low for the March meeting. Staff also was informed that the Virginia Commission for the Arts (VCA) Challenge Grant could not be utilized to form an Arts Council. It would have to be in place and incorporated in order to receive VCA funds. The Isle of Wight Arts League has been in contact with us to make a presentation for the Windsor group to join their organization. Staff is trying to set up the meeting so a reasonable decision can be made.

In retrospect, March was a very eclectic, interesting month

MONTHLY REPORT PLANNING & ZONING

March 2016

	<u>March</u>	<u>FYTD</u>
Number of Zoning Permits Issued:	7	62*
Residential New Construction:	0	17
Commercial New Construction:	0	0
Building Additions:	0	2
Accessory Buildings:	2	8
Signs:		
Temporary:	2	8
Permanent:	0	3
Fences:	1	6
Pools:	1	2
Decks:	1	1
Driveways:	0	1
Other:	1	15
Notices of Violation:	15**	53**
Inoperative vehicles:	15	47
Tall grass:	0	1
Signs:	0	1
Other:	0	3
Number of Violation Cases Resolved:	12*	72**
Inoperative vehicles:	12	64
Tall grass:	0	4
Sign	0	2
Other:	0	3

A list of addresses and tax map numbers for the permits and violations are available at the Town Office.

*Some Zoning Permits include several accessory items but are delineated by item on this report.

**The discrepancy between the number of types and the total numbers of violations reflect that some violations notices cite two or more classes of violations