

Town of Windsor

Memorandum

October 11, 2022

7 PM

TO: The Honorable Mayor and Town Council
FROM: William G. Saunders, IV, Town Manager
SUBJECT: Board, Commission, and Committee Appointments / Reappointments

Background

Following a review of Town Board, and Commission membership, it has been determined that appointments/reappointments are required due to upcoming term expirations and vacancies.

Please find enclosed a guide of requirements for members of town boards and commissions.

Specifics

Planning Commission

Devon Hewitt	Term to expire 12/31/2022	Willing to be reappointed.
Jesse Taylor	Term to expire 12/31/2022	Unsure if willing to be reappointed.

Board of Zoning Appeals

Sue Meadows	Term to expire 12/31/2022	Willing to be reappointed.
Carolyn Harrup	Term to expire 12/31/2022	New appointment necessary.
Frances D. Butler	Term to expire 12/31/2024	New appointment necessary.

Enclosures

Town Board and Committee Appointment Guidelines

Town of Windsor

Board/Committee Member Qualifications

Planning Commission

By-law Requirements

- 1) Must be a resident of Windsor
- 2) Members shall serve for a term of four (4) years

Desired Qualities/Experience

- 1) Desire to serve the community
- 2) Involved with community
- 3) Residence of members should be evenly distributed across Town

Board of Zoning Appeals

By-law Requirements

- 1) Must be a resident of Windsor
- 2) Members shall serve for a term of five (5) years
- 3) Duties of the BZA:
 - a. Appeals. To hear and decide appeals from any order, requirement, decision, or determination made by the Planning and Zoning Administrator or other administrative officer in the administration or enforcement of article II of this ordinance and the portions of article I of this ordinance that deal with Zoning (see section 160-70 for the appeals process).
 - b. Variances. To authorize, upon original application in specific cases, such variance from the terms of the Zoning Ordinance (see section 160-71).

Desired Qualities/Experience

- 1) Involved in the community
- 2) Interest/Desire to serve
- 3) Shall not hold elected office; may also be a member of the Planning Commission.

Economic Development Authority

By-law Requirements

- 1) No Director shall be an employee of the Town of Windsor, Virginia.
- 2) The seven Directors shall contain the following representation: 2 residents of the Town of Windsor, 3 Town of Windsor businesses, 1 member of Town Council, 1 member of Planning Commission.
- 3) All Directors shall reside in the Town of Windsor of Isle of Wight County.

Town of Windsor

Board/Committee Member Qualifications

Desired Qualities/Experience

- 1) Business experience
- 2) Desire to serve
- 3) In touch with business community

Windsor Town Center Advisory Board

By-law Requirements

- 1) The WTCAB shall be made up of not more than 5 members to be made up of two (2) Councilmembers, two (2) Citizens, and the Windsor Town Center Manager.
- 2) Each member shall be appointed by the Windsor Town Council.
- 3) Members shall serve for a term of two (2) years
- 4) Vacancies on the board shall be filled in the same manner as set forth in Article 3.2
- 5) The Windsor Town Manager and Isle of Wight County Parks and Recreation Director shall serve as an ex-officio members.
- 6) Preference shall be given to Town of Windsor residents to fill the citizen positions with Isle of Wight County residency being mandatory.

Desired Qualities/Experience

- 1) Involved in the community
- 2) Interest/Desire to serve

Drainage Committee

By-law Requirements

- 1) The Drainage Committee shall be made up of not more than 5 members to be made up of two (2) Councilmembers and three (3) citizens.
- 2) Each member shall be appointed by the Windsor Town Council.
- 3) Members shall serve for a term of two (2) years
- 4) Vacancies on the board shall be filled in the same manner as set forth in Article 3.2
- 5) The Windsor Town Manager shall serve as a non-voting member
- 6) The citizen representatives shall be Town of Windsor residents.

Desired Qualities/Experience

- 1) Knowledge of grades/engineering/hydrology
- 2) Construction/site work experience
- 3) Historical knowledge of Windsor