

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

**REGULAR MEETING
WEDNESDAY FEBRUARY 17, 2016
7:00 p.m.**

1. **CALL TO ORDER**
 - A) **WELCOME AND CALL TO ORDER**
 - B) **ROLL CALL**
2. **APPROVAL OF MINUTES OF THE JANUARY 27, 2016 REGULAR PLANNING COMMISSION MEETING (1)**
3. **CONSIDERATION OF FY2016-2020 CAPITAL IMPROVEMENT PLAN (CIP) (2)**

Staff Comments: Last month the CIP was submitted for the Commission's input. Any and all comments should be presented and an updated Draft CIP will be brought back to Town Council following your recommendation at this meeting.

4. **REVISION OF THE DRAFT COMPREHENSIVE PLAN (3)**
5. **REPORT FROM THE TOWN ATTORNEY**
6. **REPORT ON ECONOMIC ACTIVITY**
7. **PLANNING AND ZONING STAFF REPORT FOR JANUARY 2016 (4)**
8. **ANY OTHER NEW BUSINESS**
9. **NEXT REGULAR MEETING - MARCH 23, 2016**
10. **MOTION TO ADJOURN**

MINUTES OF THE PLANNING COMMISSION – WINDSOR, VIRGINIA

The Planning Commission met on Wednesday, January 27, 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
 Debra D. Hicks
 Edward Lynch
 George Stubbs
 Glyn Willis

Planning Commission member absent: Leonard L. Marshall, Jr.

Chairman Brown welcomed Edward Lynch as a new member to the Planning Commission and said that the Commission looked forward to working with him.

MINUTES

Chairman Brown asked if there were any amendments to the minutes of the October 28, 2015 regular Planning Commission meeting. Commissioner Edwards made a motion to approve the minutes as presented. Commissioner Stubbs 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 each year as part of the budget process, the Town sends a proposed CIP to the Planning Commission pursuant to the Code of Virginia. In the past, this has been late in the process and more of a formality. Staff would truly like the Commission's input into the CIP process. Please review the draft proposal, and if there are any additional projects or projects in which you have questions, please bring it to Staff's attention. He said that any comments will be presented to Council for their consideration, and an updated Draft CIP will be brought back to Planning Commission in February.

Commissioner Stubbs asked about the need for and location of the cemetery parking lot. Mr. Carney agreed to get the information on that item for the February meeting. There being no other questions, the Commissioners agreed to contact Mr. Stallings, Town Manager, or Mr. Carney with any comments.

STATUS REPORT ON THE PROPOSED U.S. ROUTE 460 BYPASS PROJECT

Mr. Carney reported that several VDOT representatives gave an update at the February Council meeting on the continued environmental work being done on the U.S. Route 460 Corridor Improvements Project. He stated that the U.S. Army Corps of Engineers (USACE) held a public comment period from November 30, 2015 to January 20, 2016. He said that comments were being solicited in order to consider and evaluate the impacts of the proposed improvements.

Mr. Carney reviewed the map showing the section of the proposed 17 mile Northern Route that bypassed Windsor on the north, crossing over Route 258 without an interchange connecting to the existing Route 460 at Zuni.

The Planning Commission continued to discuss the proposal submitted by the Southern Environmental Law Center (SELC) opposing the northern bypass around the Town and proposing an alternate route. Mr. Carney pointed out that this was not under consideration as a part of this environmental review. He added and the Commission concurred that because of the length of time for a decision on this project, and with the Draft Comprehensive Plan on hold, Staff should discuss with Town Council lifting the "hold" on the Comprehensive Plan.

REQUEST FOR PROPOSAL FOR A WORKSHOP WITH THE CITIZENS INSTITUTE ON RURAL DESIGN

Mr. Carney said that Ms. Jai McBride, with the Hampton Roads Planning District Commission (HRPDC), brought to his attention potential assistance that would help plan the Downtown and Olde Town Windsor areas of the Town. The program is through the Citizens Institute on Rural Design. He said it is a nation-wide competition for a \$10,000 stipend in which the Town must match the stipend in order to hold an intensive 2 ½ day community workshop on the topics applied for. Staff is suggesting a workshop utilizing nation-wide consultants on how to create a more vibrant, attractive, and sustainable downtown (Windsor Boulevard) and look at the viability of the proposed Olde Town Windsor (Court and Church streets) that is proposed in the Draft Comprehensive Plan. He noted that the workshop would give the Town a product valued at a minimum of \$35,000.

Mr. Carney reported that Town Council gave Staff the approval to submit the Request for Proposal, and the RFP has been submitted. The winning RFP's will be announced in March 2016. He said if the Town is fortunate to be a recipient, the work-shops would then be held during the fall of 2016 through the spring of 2017.

Mr. Carney said that the Commission's role in the workshop will be critical if the Town is a winning recipient. He explained that the workshop would give a huge

element of our Comprehensive Planning for the future of the Town. Mr. Carney said he will keep the Planning Commission posted on the outcome of the RFP.

VIRGINIA COMMISSION ON THE ARTS CHALLENGE GRANT

Mr. Carney said that he will be asking Council at its next meeting to consider permitting Staff to apply for the Virginia Commission on the Arts Challenge Grant for \$5,000 with a local match of \$5,000. He said this grant would launch a private non-profit group to further the arts in Windsor.

REVIEW OF DISCUSSIONS ON THE OLDE TOWN WINDSOR CONCEPT

Planning Commission reviewed and discussed the additions to be made to the Draft Comprehensive Plan for the "Olde Town" Windsor chapter. The Commission suggested a couple of minor revisions to the Potential Uses list. Commissioner Willis said that a 32 square foot sign may be too large for the "Olde Town" area. It was agreed that consideration of signage would be discussed at a future meeting when the rules for the district would be actually put in place.

PLANT/TREE LIST FOR LANDSCAPING AND BUFFERS

Planning Commission reviewed a draft trees and shrubs list to be utilized for the landscaping elements in the Land Development Ordinance which are required for new commercial buildings, new major subdivisions and manufactured home parks. After discussion, it was the consensus of Planning Commission to have Staff present the list to local wholesalers/retailers and other interested parties for their review and suggestions. He said he would bring the list back to the Commission for a final review and approval as a Town policy for use by Staff to guide developers in the situations where the landscaping elements apply.

REPORT FROM THE TOWN ATTORNEY

None

REPORT FROM ECONOMIC DEVELOPMENT AUTHORITY

Commissioner Stubbs reported two new businesses in Town; Ramon Tires and South Eastern Armament Company.

PLANNING AND ZONING STAFF REPORT FOR DECEMBER 2015

Mr. Carney gave a brief review of Planning and Zoning activities for the month of December, 2015. He explained that there were eight new zoning permits in the month. The permits were for two single family residences, a utility building, a fence, a driveway expansion, a temporary sign, a home occupation and a roof for

an existing deck. He added that there were five new violations which were for inoperative motor vehicles.

OTHER NEW BUSINESS

Mr. Carney reported that Holland Meadows, Inc. is requesting a variance from the required front property yard setback of 40 feet to 25 feet on a parcel in the subdivision due to its topography. He said that the Board of Zoning Appeals has a public hearing on the variance request scheduled for February 16, 2016.

ADJOURNMENT

Mr. Carney requested that the February 24, 2016 Planning Commission meeting be rescheduled to February 17, 2016 due to a training class on Flood Plains that he has to attend that conflicts with the regular February 24, 2016 meeting. Planning Commission agreed to reschedule the meeting to February 17, 2016. Mr. Carney thanked the Commission for their assistance on this matter.

There being no further business, Commissioner Stubbs 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 #2.

The meeting adjourned at 8:10 p.m.

Bennie Brown, Chairman

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
RECORD OF
PLANNING COMMISSION VOTES

Commission Meeting Date January 27, 2016

Motion #	G. Willis	E. Lynch	B. Brown	N. Edwards	L. Marshall	G. Stubbs	D. Hicks
1	Y	Y	Y	Y	absent	Y	Y
2	Y	Y	Y	Y		Y	Y
3	Y	Y	Y	Y		Y	Y
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Jerry Whitehead, Clerk

Town of Windsor

Memorandum

January 27, 2016

TO: Planning Commission

FROM: Michael Stallings, Town Manager *MS*

SUBJECT: Capital Improvements Plan and Draft Budget Calendar

As you know, we are in the process of developing our operating budget proposal for Fiscal Year 2016-17 and the Capital Improvements Plan (CIP) for the five year period covered by Fiscal Year 2017 through 2021.

I am enclosing a copy of the adopted CIP for the five year period covered by Fiscal year 2016 through 2020 as well as a copy of the draft budget calendar.

As always, we are seeking input on the CIP from the Planning Commission. Please consider any items that should be considered for inclusion in the CIP.

I will present the Planning Commission with a draft CIP for the five year period covered by Fiscal Years 2017-2021 at its February meeting.

**Capital Improvement Plan
FY 2016-2020**

	FY16	FY17 <i>Proposed</i>	FY18 <i>Proposed</i>	FY19 <i>Proposed</i>	FY20 <i>Proposed</i>	General Fund FY16	State Federal Funds	Other Sources	Fund Balance FY16	Five-year Total
General Fund										
General Operations										
Town Center/Future Development & Space Needs	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$ 100,000				\$ 500,000
Financial Software Upgrade	\$ 36,000					\$ 36,000				\$ 36,000
IT Software Upgrades	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000				\$ 25,000
Planning										
GIS System Improvements			\$ 8,000			\$ -				\$ 8,000
Police										
Outfitted Police Vehicles	\$ 39,000	\$ 39,000	\$ 75,000	\$ 75,000	\$ 80,000	\$ 39,000				\$ 308,000
Police Technology	\$ 10,000					\$ 10,000				\$ 10,000
						\$ -				
Public Works										
Street lighting extension for new areas	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000				\$ 10,000
Sidewalk Construction		\$ 10,000	\$ 20,000	\$ 60,000	\$ 60,000	\$ -				\$ 150,000
Piping and Storm Drainage		\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ -				\$ 40,000
Construction of Public Works Facility	\$115,000					\$ 115,000				\$ 115,000
New Sidewalks - Route 460		\$ 42,000				\$ -	\$42,000			\$ 42,000
New Sidewalks - Church Street to Town Limits				\$500,000		\$ -				\$ 500,000
Replacement Utility Cart		\$ 10,000				\$ -				\$ 10,000
Cemetery										
Construction of Cemetery Parking Lot			\$ 35,000			\$ -				\$ 35,000
Total	\$307,000	\$218,000	\$255,000	\$752,000	\$257,000	\$ 307,000	\$42,000	\$ -	\$ -	\$1,789,000

**Capital Improvement Plan
FY 2016-2020**

	FY16	FY17 <i>Proposed</i>	FY18 <i>Proposed</i>	FY19 <i>Proposed</i>	FY20 <i>Proposed</i>	Water Fund FY16	Fund Balance FY16	Five-year Total
Water Fund								
Water Mains/Service Line Replacement	\$ 5,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 5,000		\$ 45,000
Upgrade water meters to "Touch-Read"		\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -		\$ 20,000
Upgrade water mains on Duke Street from 4" lines to 8" lines		\$ 150,000				\$ -		\$ 150,000
Install 3000 l.f. of 8" water main on Route 460 from the Burger King to the Town Limits				\$ 200,000		\$ -		\$ 200,000
Upgrade 4" water main on Holland Lane install fire hydrants, and relocate water meters			\$ 100,000			\$ -		\$ 100,000
Upgrade water mains on Virginia Avenue from 4" lines to 8" lines and relocate meters			\$ 150,000			\$ -		\$ 150,000
Upgrade and extend 4" water mains on Taylor Avenue install fire hydrants, and relocate from under Farm Bureau Building		\$ 100,000				\$ -		\$ 100,000
Install 4000 l.f. of 8" water main on Buckhorn Drive from South Court Street end to Town Limits					\$ 200,000	\$ -		\$ 200,000
Upgrade water mains on Randolph Drive from 4" to 8"			\$ 100,000			\$ -		\$ 100,000
Install 8" water main on Route 460 from N. Court Street to Watson Avenue					\$ 150,000	\$ -		\$ 150,000
Relocate 2" Water Main under Windsor Supply and Replace With 8" Line and extend on Route 460 to Amoco and adjacent Buildings				\$ 150,000		\$ -		\$ 150,000
Replacement 4x4 Utility Truck			\$ 40,000			\$ -		\$ 40,000
Construction of Public Works Facility	\$ 115,000					\$115,000		\$ 115,000
Total	\$ 120,000	\$ 265,000	\$ 405,000	\$ 365,000	\$ 365,000	\$120,000	\$ -	\$ 1,520,000

Draft Budget Calendar for 2016

Date	Event
January 26, 2016	Manager briefs Council on the year-to-date revenues and expenses. Presents final draft of the budget calendar
February 9, 2016	Manager discusses 15-16 revenue projections with Council
February 24, 2016	Planning Commission provides Manager its input on the CIP
March 2016	Manager working on the development of the draft 16-17 budget and CIP
April 2016	Council/Manager holds work session on the Manager's budget and CIP proposals
May 2, 2016	Manager submits (delivers) to Council his 16-17 budget and CIP proposals
May 10, 2016	Council discusses budget and CIP proposals
May 24, 2016	Council conducts necessary public hearings; after public hearings Council discusses budget and CIP Proposals
June 14, 2016	Council adopts budget and CIP

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

Town Clerk
Terry Whitehead

Town Attorney
Wallace W. Brittle, Jr.

Established 1902

February 10, 2016

Memorandum

To: Planning Commission

From: Dennis W. Carney, Planning and Zoning Administrator

Subject: Revisions to the Draft Comprehensive Plan

The Draft Comprehensive Plan has been on hold for several months pending decisions that are being made at the State level on the Northern Bypass for the U.S. Route 460 project. Because a "final" decision on the project will not be made for at least two years, the Planning Commission has been given permission to make any revisions to the Plan necessary in order to move the Plan towards adoption.

The current Draft Plan is predicated on the Southern Bypass approach. It is suggested that at the March meeting, a work-session would be held at the end of the meeting. At the work session, the Commission should consider removing the Southern Bypass Routes from the map and possibly several of the proposed commercial and residential expansions near the former Southern Bypass interchange area. The deletion of the Southern Bypass from the map is because it is not being considered as a viable alternative. Because some of the "new" commercial and residential areas that are on the present Future Land Use Map were thought to arise from the Southern Bypass, they may need to be amended also. Leaving some of them in could cause major transportation and infrastructure problems should they develop without an adequate road system.

Staff will review the Draft Plan for the areas where changes may need to be made prior to the work-session to facilitate the discussion. The Hampton Roads Planning District will be contacted so that the Map can be revised again. Staff will also write the verbiage concerning a possible future U.S. Route 460 Bypass. If the Northern Bypass remains an option that would go to construction, the Commission could revisit its impacts either as a separate amendment to this Plan or in the next overall Comprehensive Plan revision. Also some of the work that has been done on the "Olde Town Windsor Overlay area could be included in the final draft.

Please contact Staff if any Commission member needs a copy of the current Draft Comprehensive Plan. We have provided a copy in this agenda packet for our new member, Mr. Ed Lynch.

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



Established 1902

February 2, 2016

Town Manager
Michael R. Stallings, Jr.

Town Clerk
Terry Whitehead

Town Attorney
Wallace W. Brittle, Jr.

Memorandum

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

From: Dennis W. Carney, Planning and Zoning Administrator
Subject: January 2016 Planning and Zoning Report

Zoning Permits: The number of Zoning Permits decreased in January to four from the eight in December. Also this is decidedly less than the ten permits issued in January 2015. The permits were for a small business addition for a foyer, a utility building, a permanent sign and a new business in an existing building.

Violations: New violations increased to seven in January. This is an increase from the five in December. All of these were for inoperative motor vehicles. This is more than the four violations in January 2015. One inoperative vehicle case was resolved last month.

Planning Commission Activity: The Planning Commission met and gave their general assent to the additions to be made to the Draft Comprehensive Plan for the "Olde Town Windsor chapter with a couple of minor changes. It also reviewed a draft trees and shrubs list to be utilized for the landscaping elements in the Land Development Ordinance which are required (new commercial buildings, new major subdivisions and manufactured home parks).

There was a lengthy discussion of the new Northern Route for the U.S. Route 460 Bypass. Because of the length of time for the Bypass project to be decided, and with the Draft Comprehensive Plan on hold, the consensus of the Commission members is to move forward on the Comprehensive Plan with the southern bypass route being removed along with any verbiage on that route. A small section explaining the current situation may be appropriate. Because of this, Staff requests Town Council to consider permitting the Commission to move forward on this document.

Because I have an extensive training class on Flood Plains that conflicts with the regular February meeting, the Commission graciously moved that meeting to February 17, 2016.

Board of Zoning Appeals: The Board of Zoning Appeals has a public hearing on a variance request scheduled for February 16, 2016. So February promises to be a short busy month.

MONTHLY REPORT PLANNING & ZONING

January 2016

	<u>January</u>	<u>FYTD</u>
Number of Zoning Permits Issued:	4	50*
Residential New Construction:	0	15
Commercial New Construction:	0	0
Building Additions:	1	2
Accessory Buildings:	1	6
Signs:		
Temporary:	0	5
Permanent:	1	3
Fences:	0	4
Pools:	0	1
Decks:	0	1
Driveways:	0	1
Other:	1	14
Notices of Violation:	7**	51**
Inoperative vehicles:	7	39
Tall grass:	0	1
Signs:	0	1
Other:	0	3
Number of Violation Cases Resolved:	1*	57**
Inoperative vehicles:	10	52
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