

TOWN OF WINDSOR
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PLANNING COMMISSION MEETING AGENDA
March 27, 2019
7:00 p.m.

1. Call to Order
 - a) Welcome
 - b) Roll Call
2. Public Comments
3. Approval of the Minutes of the January 23, 2019 Planning Commission Meeting (1)
4. Public Hearing
None
5. Review of Noise Ordinance (2)
6. Town Attorney's Report
7. Economic Development Authority (EDA)
8. Other Reports
9. Old or Unfinished Business
 - a) Update on Public Planning Grant
10. Next Regular Meeting - April 24, 2019
11. Motion to Adjourn

MINUTES OF THE PLANNING COMMISSION – WINDSOR, VIRGINIA

The Planning Commission met on Wednesday, January 23, 2019 at 7:00 p.m. in the Town of Windsor Council Chamber. Chairman Marshall called the meeting to order and welcomed all who were present. Terry Whitehead, Town Clerk, recorded the minutes. Ben Sullivan, Planning & Zoning Administrator and Wallace W. Brittle, Jr., Town Attorney, were present. Mrs. Whitehead called the roll.

Planning Commission members present: Leonard L. Marshall, Chairman
George Stubbs, Vice Chairman
Devon Hewitt
Edward Lynch
Dale Scott
Jesse Taylor
Larissa Williams - absent

Chairman Marshall welcomed Commissioner Scott and Commissioner Taylor to the Planning Commission.

PUBLIC COMMENTS

None

MINUTES

Chairman Marshall asked if there were any amendments to the minutes of the October 24, 2018 regular Planning Commission meeting. Vice Chairman Stubbs made a motion to approve the minutes as presented. Commissioner Hewitt seconded the motion, and the Commission unanimously passed the motion as recorded on the attached chart as motion #1.

REVIEW OF RECREATIONAL VEHICLE (RV) ORDINANCE

Mr. Sullivan explained that a complaint was made regarding a pontoon boat being kept in the front yard at 35 Duke Street. He said there are currently no regulations regarding storage of water vehicles except in the case of displaying them for sale. He said there are regulations regarding recreational vehicles (RV'S).

Mr. Sullivan said Town Council asked at their December 11, 2018 meeting that the Planning Commission examine the issue of whether boats should be included in the zoning ordinance governing RV's, what language changes are needed, if any, to the ordinance, or should the RV ordinance be done away with due to the burden placed on the property owner for storage of the vehicles.

Mr. Sullivan reviewed the existing RV ordinance and suggested the following amended language if Planning Commission agreed that water vehicles should be added: 160-36C - Recreational vehicles, travel trailers, and **water vehicles. A maximum of two such vehicles may be kept on the property at any time.** Such vehicles shall be stored within the minimum yard requirements and shall be

prohibited from occupancy. Any such vehicle shall be properly licensed and shall be prohibited from being used as an auxiliary structure. All such vehicles parked in front must be to the rear of the front setback line and be to the side of the main residential dwelling unit, or be parked behind it.

Mr. Sullivan said he conducted a field inspection to identify the number of RV's and boats, their locations, and to determine if they meet the current requirements of section 160-36C in the RV ordinance. He reported that in addition to the boat at 34 Duke Street, there are seven RV's and boats located within the Town of Windsor. He said there are three RV's and two boats that would not meet the current placement requirements. He also noted that as with the boat at 34 Duke Street, it does not appear that any of these vehicles inhibit pedestrian or automotive traffic or damage neighboring property or prevent their use. Mr. Sullivan presented several pictures of the RV's and boats to the Planning Commission for review.

After discussion and determining that the complaint was based on aesthetics, Planning Commission agreed by consensus to have Mr. Sullivan make a courtesy call to the homeowner at 35 Duke Street and ask if they would consider moving the pontoon boat behind the face of the house before any revisions to the RV ordinance are considered. The Commissioners asked Mr. Sullivan to survey other similar localities regarding how they regulate RV's and boats and report back at the February 27, 2019 Planning Commission meeting for further discussion regarding this matter.

TOWN ATTORNEY'S REPORT

None

ECONOMIC DEVELOPMENT AUTHORITY – EDA

Vice Chairman Stubbs explained that he resigned as Planning Commission's representative on the EDA when he was sworn in on Town Council. He recommended that Commissioner Scott, who is serving on the EDA, serve as Planning Commission's representative.

After discussion, Vice Chairman Stubbs made a motion to appoint Commissioner Scott as Planning Commission's representative on the EDA. Commissioner Hewitt seconded, and the Commission unanimously passed the motion, with Commissioner Scott abstaining, as recorded on the attached chart as motion #2.

OTHER REPORTS

None

OLD OR UNFINISHED BUSINESS

Business Survey Report

Mr. Sullivan reported that the Business Survey report is a continuation on gathering information about the social and economic aspects of the Town of Windsor. He said the previous Market Profile report showed that Windsor is falling behind in population growth, income growth, and housing development compared to other areas in the region such as Smithfield, Suffolk, and the whole of Isle of Wight County. He said the recommendation in the Market Profile report stated that the Town needs to focus on attracting new people to the Town and develop a niche market that will develop the Town's economic footprint. Mr. Sullivan said the recommended niche market was the entertainment industry.

Mr. Sullivan explained that with a better understanding of the quantitative aspects of Windsor, a qualitative study was conducted focusing on local businesses. He said the survey identified types of businesses in Windsor, what attracted them to the Town, what business requirements are needed to continue to operate, and what they believe the Town needs to do to improve.

Mr. Sullivan reviewed the Business Survey report as follows: Of the 155 businesses that have a business license in the Town, 47 responded to the survey. Out of the 47 respondents, 12 said they think the Town needs more population/customer base, and 11 said the Town needs more stores. The largest discovery is that 57% of respondents chose to have their business in Windsor because they live in Windsor or nearby. The next highest reason for choosing Windsor at 15% is because of the Town's location. Other reasons for locating in Windsor were at 8% or less.

Mr. Sullivan said the survey found that large sections of businesses in Windsor are in the service, retail, or food industry, and 74% of surveyed businesses started operations in Windsor after 2000, with 53% having started after 2010.

Mr. Sullivan said the trends shown in this survey, combined with the previous market study; imply that there is both a need and a desire to grow the residential and commercial components of the Town. He said the next step should be to get input from the public through a public information session in which the current situation is presented to the public, provide several pre-existing ideas for development to facilitate discussion, and give attendees the ability to craft their own ideas to present to the Town and each other. Mr. Sullivan said topics that should be included in this discussion should be:

- identification of Town goals (examples: grow population, provide more employment opportunity, create park land, improve aesthetics of Town, etc.)
- identify where growth should happen in Town
- what type of development should take place
- what, if any, industries should the Town try to attract

Mr. Sullivan explained that funding for the meetings can be partially funded by the Virginia Department of Housing and Community Development (DHCD). He said the DHCD offers pre-project planning grants up to \$10,000 for “activation and organization of community residents to develop strategies for future social and physical improvements”. He explained that the use of this funding should result in “an organized, informed community which has reached consensus on a practical vision of the future and has the capacity and options available for future community improvement.” Mr. Sullivan said to maximize the amount and make use of the funding received from the DHCD; the Town should take inventory of:

- needed leadership
- technical skills required
- available staff time
- management and fiscal systems
- consultants needed
- partnerships needed
- additional funds and other resources needed for project planning and future implementation

Mr. Sullivan explained that traditional methods, such as newspaper announcements and notices on the Town’s website, will be used to help advertise the meetings. Additionally, a public outreach campaign will be initiated to build awareness of the events. He said this will include staff contacting and speaking to local community organizations and conducting a door-to-door canvassing effort. He said the canvassing group will carry with them information about the events and speak directly with residents to build awareness and answer basic questions about the events. He said the canvassing group will include members of the Town staff and part-time workers brought on for this effort. Mr. Sullivan noted that the part-time workers should be compensated for their time at \$10/hour. He said the canvassing effort should take between 1 to 2 months if canvassers work every Tuesday and Thursday from 3-5pm and depending on how many people are hired for the positions.

Mr. Sullivan said the Vision Meetings can start to happen as early as May depending on how much, or if the Town can receive funding from the State and how much funding the Town is willing to dedicate to this effort.

Planning Commission continued to discuss the results from the survey and ways to make the Town of Windsor a more “business friendly” community. Vice Chairman Stubbs noted that he learned from an Isle of Wight County EDA meeting that Isle of Wight County has obtained the status of being “business unfriendly.” Mr. Sullivan said he did receive negative comments from some business owners regarding the County’s permitting process.

Vice Chairman Stubbs suggested that Mr. Sullivan present this Business Survey report to the Town of Windsor EDA to receive their input.

Mr. Brittle reported that Town Council is in the process of scheduling a Planning Session to discuss the Town's 5-10-15 year plan, set project priorities, and to define a long term vision for the Town.

ADJOURNMENT

Chairman Marshall stated that the next meeting is scheduled for February 27, 2019.

There being no further business, Vice Chairman Stubbs made the motion to adjourn. Commissioner Hewitt seconded the motion, and the Commission unanimously approved the motion as recorded on the attached chart as motion #3.

The meeting adjourned at 8:45 p.m.

Leonard L. Marshall, Chairman

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 PLANNING COMMISSION VOTES

Commission Meeting Date January 23, 2019

Motion #	G. Stubbs	E. Lynch	L. Marshall	L. Williams	D. Hewitt	D. Scott	J. Taylor
1	Y	Y	Y	absent	Y	Y	Y
2	Y	Y	Y		Y	absent	Y
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Jerry Whitehead, Town Clerk

TOWN OF WINDSOR

Town Elected Officials
 Glyn Willis – Mayor
 Durwood V. Scott – Vice Mayor
 Kelly Blankenship
 J. Randy Carr
 George Stubbs
 Walter Bernacki
 Greg Willis



Established 1902

February 26, 2019

Town Manager
 Michael R. Stallings, Jr.

Town Clerk
 Terry Whitehead

Town Treasurer
 Christy Jernigan

Town Attorney
 Wallace W. Brittle, Jr.

The Town of Windsor’s noise ordinance establishes quiet hours between 11pm through 6am, and 11pm through 8am on Sundays. The ordinance places restrictions on certain types of noises and when they are considered unacceptable. Noises caused by the following activities have restrictions:

1. Noises caused by construction, repairs, or modifications to structures are not permitted between the hours of 9pm through 6am.
2. Repairing, rebuilding or modifying any vehicle or mechanical device in a residential area from 9pm to 6am.
3. Use of a device that exhausts steam or other gases, such as an internal combustion engine, without the use of a muffler or other quieting device at any time.
4. Collection of trash, refuse or garbage in residential or commercial areas between the hours of 9pm and 6am.
5. Loading or unloading trucks outdoors within 100 yards of a residential area between 10pm and 6am.
6. Use of vehicle horns except when necessary as a warning during the operation of the vehicle.
7. Music, television, radio or other musical instruments or devices that disturb the quiet of reasonable person which can be plainly audible across property boundaries or through partitions common to two residences within a building or plainly audible at 50 feet from the device.
8. Animals which frequently make noise that is plainly audible across property boundaries or through partition commons to two residences within a building.
9. Unusually loud conversations or other noises a person can make that can be plainly audible across property boundaries, through partitions common to two residences within a building or in any public place.

Isle of Wight County and Franklin City have similar noise ordinances with only slight variations in when the noises are allowed. For example Isle of Wight’s restriction on music and television runs from midnight to 7am, and requires an animal to make noise for 1 minute out of a 10 minute period. Isle of Wight and Franklin City’s hour restrictions tend to start around 9 or 10pm and end around 6 or 7am depending on the activity.