

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

**REGULAR MEETING
WEDNESDAY OCTOBER 28, 2015
7:00 p.m.**

1. **CALL TO ORDER**
 - A) **WELCOME AND CALL TO ORDER**
 - B) **ROLL CALL**
2. **APPROVAL OF MINUTES OF THE SEPTEMBER 23, 2015 REGULAR PLANNING COMMISSION MEETING (1)**
3. **DISCUSSION ON POTENTIAL NON-RESIDENTIAL USES AND PERMISSIBLE ACCESSORY SIGNS IN THE "OLDE TOWN WINDSOR" (COURT AND CHURCH STREET AREAS) (2)**

Staff Comments: Please see the attached Staff Report.
4. **REPORT FROM THE TOWN ATTORNEY**
5. **REPORT FROM ECONOMIC DEVELOPMENT AUTHORITY**
6. **PLANNING AND ZONING STAFF REPORT FOR SEPTEMBER 2015 (3)**
7. **UPDATE ON STATUS OF THE LAND DEVELOPMENT ORDINANCE AND UPDATED PLANT/TREE LIST FOR LANDSCAPING AND BUFFERS**
8. **ANY OTHER NEW BUSINESS**
9. **NEXT REGULAR MEETING- NOVEMBER 18, 2015***
10. **MOTION TO ADJOURN**

* The meeting is a week earlier due to the normal meeting date being so close to the Thanksgiving Holiday

MINUTES OF THE PLANNING COMMISSION – WINDSOR, VIRGINIA

The Planning Commission met on Wednesday, September 23, 2015 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
 Mike Jones
 Leonard L. Marshall, Jr.
 George Stubbs

Planning Commission members absent: Debra D. Hicks
 Glyn Willis

MINUTES

Chairman Brown asked if there were any amendments to the minutes of the August 26, 2015 joint work session with Town Council and the regular Planning Commission meeting. Mr. Carney noted a date correction, and Chairman Brown noted that the vote sheet showed him as being present when he was absent. Commissioner Marshall made a motion to approve the minutes with the aforementioned amendments. Commissioner Stubbs seconded the motion, and the Commission unanimously passed the motion as recorded on the attached chart as motion #1.

PUBLIC HEARING ON THE DRAFT LAND DEVELOPMENT ZONING MAP

Chairman Brown said there is a public hearing tonight to consider public comments on the Draft Land Development Zoning Map. He asked Mr. Carney to review the Draft Zoning Map.

Mr. Carney reported that at the July meeting, the Land Development Ordinance was recommended to Town Council for approval. Due to the unique way in which the current Land Development is written in regards to the Public (P) District, the Draft Zoning Map was held up to make any corrections as to what the correct zoning should be for these parcels. He explained that at the August meeting, the Planning Commission reviewed all of the Public (P) Districts and recommended a series of changes to be placed on the proposed Draft Zoning Map for this public hearing. There were no other concerns voiced regarding the Draft Zoning Map at either the July public hearing or the regular August meeting. Mr. Carney reported that the revisions have been duly made and the corrected Map is in the packet for this public hearing. The memo on this issue from the August meeting is again included in this packet to refresh everyone's memory on

the changes to the earlier Map. Mr. Carney commended Mrs. Sara Kidd of the Hampton Roads Planning District Commission in so promptly and accurately making the revisions to the Draft Zoning Map.

Mr. Carney reported that the public hearing has been properly advertised. He added that Staff has not received any comments on the Map. Mr. Carney recommended that the Commission recommend approval to Town Council. This will permit Council to hold public hearings at their October 13, 2015 meeting on the Draft Land Development Ordinance and Draft Zoning Map. He said when approved, this will be the culmination of a long arduous process on the Ordinance and put in place some much needed revisions.

Chairman Brown opened the public hearing. Being that there was no one to speak in favor or in opposition to the proposal, he closed the public hearing.

Commissioner Marshall made a motion to recommend the Draft Zoning Map to Town Council for approval. Commissioner Stubbs seconded, and the Commissioners unanimously passed the motion as recorded on the attached chart as motion #2.

REPORT FROM THE TOWN ATTORNEY

None

REPORT FROM ECONOMIC DEVELOPMENT AUTHORITY

Commissioner Stubbs reported that Windsor Used Tires and M.A.M.A.S. Creative Sweets have closed their businesses. He added that he has received many good comments regarding Itly's Country Store, which just recently opened for business.

PLANNING AND ZONING STAFF REPORT FOR AUGUST 2015

Mr. Carney gave a brief review of Planning and Zoning activities for the month of August, 2015. He explained that there were five new zoning permits in the month. The permits were for two new homes, a new dance studio replacing a vacant studio, a home occupation for a parts delivery business (no equipment or parts at their home) and a carport. He added that there were seven new violations added. Five were for inoperative motor vehicles, one for a minor tall grass and a sign violation.

WORK SESSION ON THE "OLDE TOWN" COMPONENT OF THE COMPREHENSIVE PLAN – NORTH COURT STREET

Mr. Carney provided photographs of the current conditions of the structures on North Court Street. He then proceeded through a slide-show of the conditions

along North Court Street and reviewed the current situations along that Street to its intersection with A Street. The Planning Commission discussed potential mixed compatible commercial/residential uses that might be viable for this area. They also discussed several potential parking scenarios and signage issues.

Mr. Carney explained that the "Olde Town" concept allows other opportunities to home owners who own older large homes and feel that they have no other option other than to tear them down. Planning Commission agreed to discuss what commercial uses and potential signage are compatible and feasible for such a mixed use district at the next meeting. Mr. Carney agreed to do some research and give potential uses and signage for the October meeting's discussion.

UPDATE ON THE STATUS OF THE REVISED U.S. ROUTE 460 BYPASS PROJECT

Mr. Carney noted that a Virginia Department of Transportation flyer was provided to explain the House Bill 2 (HB2) process as it relates to this project which will be reviewed beginning in January 2016. This process is meant to give information comparing cost and traffic congestion mitigation to the Commonwealth Transportation Board to determine whether the project should move forward.

ADJOURNMENT

Chairman Brown noted that the next regular meeting is scheduled for October 28, 2015.

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

The meeting adjourned at 7:45 p.m.

Bennie Brown, Chairman

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
RECORD OF
PLANNING COMMISSION VOTES

Commission Meeting Date Sept. 23, 2015

Motion #	G. Willis	M. Jones	B. Brown	N. Edwards	L. Marshall	G. Stubbs	D. Hicks
	Absent						Absent
1		Y	Y	Y	Y	Y	
2		Y	Y	Y	Y	Y	
3		Y	Y	Y	Y	Y	
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Jerry Whitehead, 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



Established 1902

October 20, 2015

Town Manager
 Michael R. Stallings, Jr.

Town Clerk
 Terry Whitehead

Town Attorney
 Wallace W. Brittle, Jr.

Memorandum

To: Planning Commission Members

From: Dennis W. Carney, Planning and Zoning Administrator

Subject: Olde Town Windsor Land Uses and Signs for Designated Court and Church Street Areas

There are two important questions to be answered if the Town is to permit certain properties in the proposed Olde Town Windsor area to be rezoned for commercial/office uses. The first is what commercial uses are compatible and feasible for such a mixed use district. The second is what signage should we permit and still not harm the residential component of the district.

Staff reviewed the Ordinance from the Town of Smithfield for their downtown district as well as another "mixed use" district that they are creating. We also reviewed their sign ordinance for these areas. The attached are the compiled list from Smithfield as well as uses and signs that have been discussed by the Commission at the preliminary work-sessions. Staff has also taken the liberty to add or remove uses or sign types that are peculiar to Smithfield or that due to street differences may not work in Windsor.

Please give the matter some thought so that we can have a very productive session on these very important topics.

Potential Uses (within existing buildings)

Offices, general and professional
Banks and financial institutions, excluding "payday" lending and check-cashing establishments
Eating establishments excluding fast food restaurants and restaurants that have hours past 7:00 p.m. except on holidays or special occasions
Personal service establishments (beauty salons, barber shops, nail salons, etc.)
Business service and office supply establishments
Office product and computer sales and repair services
Bed and Breakfast lodgings
Delivery services at appropriate size for the location with compatible hours
Child day care facilities
Shoe and small appliance repair
Art galleries and sales
Book stores excluding adult books
Visitor centers
Pharmacies
Retail sales establishments

Potential Signs

Detached free-standing signs constructed of wood or similar materials of no more than 32 square feet, no more than eight feet in height and located no closer than five feet from the sidewalk
Detached free-standing sign constructed of wood or similar materials for two or more contiguous businesses shall not exceed 50 square feet, no more than eight feet in height and located no closer than five feet from the sidewalk
Directional sign for parking of no more than two square feet
Sandwich board signs of no more than fifteen square feet following per side
Attached wall signs of no more than 50 square feet encompassing all businesses/entities on the site
Signs that are illuminated by "on-ground" exterior lighting in such a manner not to impede or visually distract pedestrians, vehicle traffic or shine into neighboring homes or businesses.

All other sign ordinance requirements shall be in effect for this district

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

October 5, 2015

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: September 2015 Planning and Zoning Report

Zoning Permits: The number of Zoning Permits almost doubled from the five in July and August to nine in September. The permits reflect a double-wide manufactured home, two utility buildings and a carport (a utility building and the carport were on the same permit), two temporary signs, a fence, a home occupation for an office for a tutoring service (tutoring not on the premises), a dumpster (in conjunction with the aforementioned utility building and carport), a single lot subdivision and a permit for an arts project. This is also more than the five permits issued in September 2014.

Violations: There were seven new violations in September which held steady from August. Five were for inoperative motor vehicles, one for a minor tall grass and a sign violation. There were also seven violation cases resolved. There were five inoperative motor vehicle cases and two sign violation cases resolved in the month.

Planning Commission Activity: The Planning Commission held a public hearing on the Zoning Map for the Land Development Ordinance and recommended to Town Council that it be approved with the Land Development Ordinance. They continued work on the Olde Town section concept for future inclusion in the Town's Comprehensive Plan and Ordinances.

Other: As we move towards mid-fall, the Town can look back on a fairly successful year.

MONTHLY REPORT PLANNING & ZONING

September 2015

	<u>September</u>	<u>FYTD</u>
Number of Zoning Permits Issued:	9	19*
Residential New Construction:	1	6
Commercial New Construction:	0	0
Building Additions:	0	0
Accessory Buildings:	3	4
Signs:		
Temporary:	2	2
Permanent:	0	0
Fences:	1	1
Pools:	0	1
Decks:	0	1
Driveways:	0	0
Other:	4	6
Notices of Violation:	7**	14**
Inoperative vehicles:	7	17
Tall grass:	0	1
Signs:	0	1
Other:	0	2
Number of Violation Cases Resolved:	7*	37**
Inoperative vehicles:	5	28
Tall grass:	0	4
Sign	2	2
Other:	0	2

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