

TOWN OF WINDSOR
P.O. Box 307
8 East Windsor Boulevard
Windsor, Virginia 23487
Phone 757-242-4288 E-Mail Windsor@windsor-va.gov

PLANNING COMMISSION MEETING AGENDA
May 22, 2024 - 7:00 p.m.
Town Hall

- 1) Call to Order
 - a) Welcome
 - b) Roll Call and Determination of Quorum
- 2) Approval of the Minutes of the March 27, 2024 Planning Commission meeting
- 3) Public Comments
- 4) Public Hearing-None
- 5) Unfinished Business-None
- 6) Town Attorney's Report
- 7) Economic Development Authority (EDA) Report
- 8) New Business
 - A) Draft Comprehensive Plan- Economy
 - B) Windsor Station Subdivision-Update
- 9) Next Regular Meeting Date: June 26, 2024
- 10) Motion to Adjourn

MINUTES OF THE PLANNING COMMISSION – WINDSOR, VIRGINIA

The Planning Commission met on Wednesday, March 27, 2024, at 7:00pm at the Council Chamber of the Windsor Town Hall, Windsor, Virginia. Chairman Marshall called the meeting to order and welcomed those in attendance. Kelly Kuhns, Town Clerk, recorded the minutes. James Randolph, Planning and Zoning Administrator, and Fred Taylor, Town Attorney, were present.

Planning Commission members present: Leonard L. Marshall, Chairman
Devon Hewitt, Vice Chairman
David Adams
Dale Scott
Ricky Vaughan
Latara Harris

Planning Commission members absent: Larissa Williams

APPROVAL OF MINUTES OF JANUARY 24, 2023, COMMISSION MEETING

Chairman Marshall asked if there were any questions or concerns regarding the January 24, 2024, meeting minutes. No questions or concerns were presented.

Commissioner Scott made a motion to approve the minutes for the January 24, 2024, meeting. Commissioner Vaughan seconded, and the Commission unanimously passed the motion as recorded on the attached chart as motion #1.

PUBLIC COMMENTS

None

PUBLIC HEARING

Mr. Randolph presented an application for zoning classification. He stated that the request is for a change of zoning classification from R-1 Residential to C-B2, Conditional Restricted Business. Mr. Randolph noted that the application requests approximately .17 acres of tax parcel 54B-01-126A, also known as 13 Holland Drive, be changed to a business zoning to allow for automobile sales and repairs. He stated that the remaining .30 acres would retain the current zoning of R1 – Residential.

Mr. Randolph said that there are voluntary proffers associated with the application, resulting in a conditional zoning application. He added that public notice was published in the Smithfield Times on March 13, 2024, and March 20, 2024. Mr. Randolph noted that the neighboring property owners on Holland Drive were mailed a copy of the public notice, and a zoning notice sign was placed on the property at 13 Holland Drive.

Chairman Marshall opened the public hearing for the rezoning from R1 – Residential to C-B2 Conditional Restricted Business for parcel 54B-01-126A. He asked for any persons wishing to speak in favor of the proposed zoning application to come forward at this time.

Dwayne Muse, applicant, and resident of 13 Holland Drive stated that he is seeking Planning Commission approval to change the zoning designation of the property to B-2 Restricted Business. He said that he is the owner of The Automotive Muse LLC and is requesting a zoning variance for his property located at 13 Holland Drive, Windsor, Virginia 23487, with the intent to operate from his residence.

Mr. Muse stated that The Automotive Muse LLC is an establishment that sells used vehicles to consumers and provides repair and maintenance services for vehicles, including mechanical repairs, inspections, oil changes, brake services, and other necessary maintenance.

Mr. Muse noted that the current zoning designation R1 – Residential restricts The Automotive Muse LLC from performing business entirely. He added that the opening of a new automotive shop can bring several positive impacts to both the local economy and the community. Mr. Muse said that the Automotive Muse LLC will likely hire local employees for jobs that may include mechanics, technicians, administrative staff, and possibly management positions.

Mr. Muse added that customers of The Automotive Muse LLC may patronize nearby businesses, such as restaurants, or retail shops, leading to increased local spending and economic activity. He noted that The Automotive Muse LLC will source parts and supplies locally to help support businesses in the community. Mr. Muse said that the presence of a new automotive shop can contribute to increased tax revenue for the town, which can be used to fund public services and infrastructure projects.

Mr. Muse said that well-maintained and successful businesses, including automotive shops, can positively impact the overall attractiveness of the community, in turn, contributing to an increase in property values.

Mr. Muse stated that The Automotive Muse LLC will take measures to reduce noise levels by soundproofing the facility. He added that the business operating hours will be from 9am to 5pm to prevent disturbing the surrounding community with noisy operations.

Mr. Muse said that he is confident that a zoning change will benefit both his business and the community. He noted that he is committed to operating his business in a manner that respects the character of the neighborhood and complies with all applicable regulations.

As part of Mr. Muse's rezoning request, he noted that he is prepared to make the following proffers:

1. Infrastructure Upgrades: Investing in any necessary infrastructure upgrades to ensure safe and efficient operation of the establishment.
2. Neighborhood Compatibility: Implementing design elements and operational practices to ensure that the use of the property is compatible with the surrounding residential neighborhood, minimizing any potential disruptions or adverse impacts.
3. Community Engagement: Actively engaging with residents and stakeholders in the vicinity to solicit feedback, address concerns, and foster positive relationships with community.
4. Compliance and Zoning Regulations: Adhering to all applicable zoning regulations and ordinances, including those related to building codes, signage, noise levels, and hours of operation.

5. Environmental Stewardship: Implementing environmentally sustainable practices wherever feasible, such as energy-efficient lighting, waste reduction measures, and landscaping with native plants.
6. If the property is ever sold, Mr. Muse will rezone the property back to R1 – Residential.

Mr. Muse cited Article II Section 160-55 of the Windsor, Virginia Code of Ordinances stating that he is seeking permitted usage number 23, "Automobile sale, (all repairs and storage of cars being repaired that are or will be for sale must be completely enclosed or screened from the public's view)." He noted that any other usage of this rezoning request to B-2 General Business shall not be permitted.

Mr. Muse concluded that he is committed to working collaboratively with the Planning and Zoning department and other relevant stakeholders to ensure a successful transition. He thanked the Planning Commission for considering the rezoning request and the accompanying proffers.

Chairman Marshall asked if there was anyone else that would like to speak in favor of the rezoning request. Hearing none, he opened the floor for those who wish to speak in opposition to the rezoning request.

Shirley O'Briant, a town resident of 9 Holland Drive, said that she has lived here for the last 48 years and is concerned about the proposed rezoning of 13 Holland Drive as a commercial business. She stated that the area is a single-family home community and there are children that ride bikes, skateboard, and walk in the neighborhood. She added that children should not have to fear an increase in traffic that will impact these activities.

Ms. O'Briant noted that there will be an increase in noise that goes against the reason why residents choose to live in Windsor, removed from city life. She said that if rezoning passes, it will set a precedence that allows commercial businesses in residential areas. Ms. O'Briant added that she is concerned about how the business will negatively impact the value of neighboring homes and properties.

Terry Persoon, a town resident of 16 Holland Drive, stated that he believes businesses should be located along route 460. He noted that there will be an increase in traffic through the neighborhood. Mr. Persoon said that there has already been a trail of oil left from a towed vehicle down Shirley Drive going to 13 Holland Drive. He added that he drives a motorcycle and has previously wrecked due to oil on the roadway. Mr. Persoon concluded that he believes the business should be located outside of a residential area.

Cynthia Saunders, speaking on behalf of her mother Betty Braxton, a town resident of 18 Holland Drive, states that the neighborhood is relatively quiet where children ride their bikes, and neighbors walk their dogs. She notes that traffic in the area has already picked up and she is concerned that it will only increase if rezoning is approved.

Melissa Lamb, a town resident of 43 Church Street, said she walks through Holland Drive daily and has noticed a lot of vehicles at 13 Holland Drive. She added that she does not believe a residential neighborhood is the best place to start a business, noting that there is already an environmental concern, such as oil on the roadway. Ms. Lamb stated that she has noticed an increase in the level of noise in the area and does not support the rezoning request.

Kim Johnston, a town resident of 20 Holland Drive, said that she has lived there since 2011 and there have always been a lot of children in the area riding bikes and playing. She stated that she can hear vehicles being unloaded from trailers at 13 Holland Drive while inside her residence. Ms. Johnston believes the location should remain residential.

Chairman Marshall asked if anyone else would like to speak in opposition of the proposed rezoning application. Hearing none, he closed the public hearing and opened the floor for discussion among Planning Commission.

Commissioner Adams asked the applicant, Mr. Muse, if he was expecting to have employees at the proposed 13 Holland Drive location.

Mr. Muse stated that he expects to have employees in the future, but not at the current location.

In response to Commissioner Adams' question, Mr. Muse noted that he had not engaged with community stakeholders prior to the rezoning application proposal.

Commissioner Scott asked Mr. Randolph if there were any other properties in the Town of Windsor with split zoning.

Mr. Randolph said that there were no specific residential properties with split zoning to include commercial zoning. He added that typically, a large property that is zoned for agricultural use may have a small portion re-zoned to residential for a residence.

In response to Commissioner Hewitt's question, Mr. Muse stated that vehicles placed up for sale would be housed behind a fence, out of view of the public.

Commissioner Hewitt asked Mr. Randolph if there was a limit to how many vehicles could be displayed "for sale" on the property.

Mr. Randolph stated that there is no limit to the number of vehicles that can be displayed on the property, however in this request, no vehicles would be allowed to be displayed in the front of the property as this portion of the property is not included in the rezoning request and would remain residential.

Commissioner Adams made a motion to recommend denial of the rezoning request to the Town Council. Commissioner Scott seconded, and the Commission unanimously passed the motion as recorded on the attached chart as motion #2.

UNFINISHED BUSINESS

None

TOWN ATTORNEY'S REPORT

None

ECONOMIC DEVELOPMENT AUTHORITY (EDA) REPORT

None

NEW BUSINESS

2025 – 2029 Capital Improvement Plan (CIP)

Mr. Randolph said the Capital Improvement Plan (CIP) is one of several tools that localities use to implement their Comprehensive Plan, which outlines the future a locality envisions for itself through goals and objectives, to be implemented over a period of time. He noted that the CIP identifies major desired projects, predicts the costs of the projects and places them on a schedule based on the Town Council prioritization of the projects. Mr. Randolph added that the purpose of the CIP is to allow a locality to examine its current resources and to determine what future projects may be needed in order to provide for its citizens.

Mr. Randolph stated that the CIP covers a five (5) year period, with the first year adopted as part of the upcoming annual budget for the Town. He said that funding shown in subsequent years is not immediately committed, but instead, gives an idea of the funding levels needed in the future. Mr. Randolph noted that this draft CIP covers the period from 2025 through 2029 and contains projects for both the Water Fund and the General Fund.

Mr. Randolph reviewed the Draft 2025 - 2029 CIP that was provided for Planning Commission review.

Mr. Randolph explained that the Town Council seeks input on the CIP from the Planning Commission.

Commissioner Adams added that the Town has American Rescue Plan Act (ARPA) grant funds that are available and must be obligated by December 31, 2024. He noted that if the Planning Commission has any projects to recommend, that they give notice to the Town Council for consideration.

Commissioner Hewitt made a motion to recommend approval of the 2025 – 2029 Capital Improvement Plan to the Town Council. Commissioner Vaughan seconded, and the Commission unanimously passed the motion as recorded on the attached chart as motion #3.

ADJOURNMENT

Chairman Marshall stated that the next Planning Commission meeting is scheduled for April 24, 2024.

There being no further business, Commissioner Hewitt made the motion to adjourn. Commissioner Scott seconded, and the Commission unanimously passed the motion as recorded on the attached chart as motion #4.

The meeting adjourned at 7:36pm.

NEXT REGULAR MEETING DATE: APRIL 24, 2024

DRAFT

Leonard L. Marshall, Chairman

Kelly Kuhns, Town Clerk

TOWN OF WINDSOR
RECORD OF
COUNCIL VOTES

Council Meeting Date May 14, 2024

Motion #	Dowdy ✓	Sharp ✓	Redd ✓	Bernacki ✓	Carr ✓	Adams	Stubbs ✓
1	Y	Y	Y	Y	Y		
2	Y	Y	Y	Y	Y		
3	Y	Y	Y	Y	Y	Y	
4	Y	Y	Y	Y	Y	Y	
5	Y	Y	Y	Y	Y	Y	
6	Y	Y	Y	Y	Y	Y	
7	Y	No Vote	Y	Y	Y	Y	
8	Y	Y	Y	Y	A	Y	
9	Y	Y	Y	Y	Y	Y	
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Kelly Kuhse Clerk

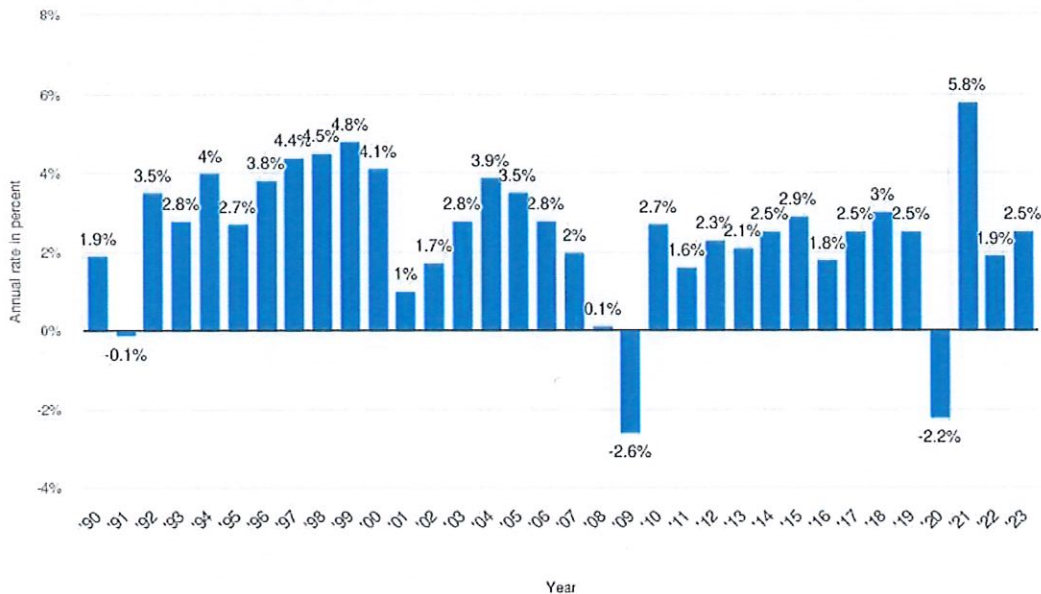
CHAPTER 4 – ECONOMY

Introduction

To better understand the economy in the Town of Windsor, it is necessary to consider economic activity in the Hampton Roads region and the national economy. The Town of Windsor is a subset of the regional economy, and the regional economy is a subset of the national economy. Each component of the local economy must be considered: production, development, and management of material wealth. By studying the local economy, one may better comprehend the fiscal impacts of planning decisions. Understanding the dynamics of the local economy and how integrated they are with the region and the nation is a vital part of the planning process.

Many of the same factors that impact the national economy, such as interest rates, consumer confidence, and inflation, also affect the local economy. By comparing trends, the relationship between the local, regional and national business cycle can be identified.

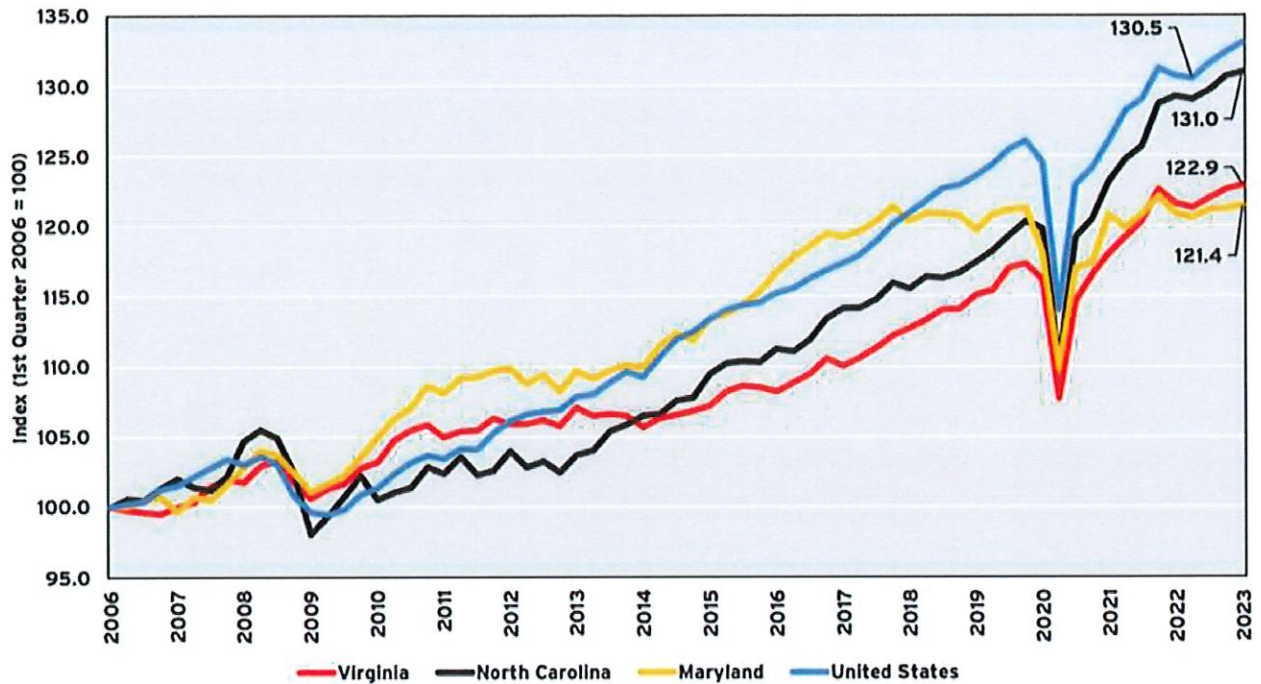
Annual growth of the real gross domestic product of the United States from 1990 to 2023



Sources
 BEA, US Department of Commerce
 © Statista 2024

Additional Information:
 United States; 1990 to 2023

**INDEX OF REAL GROSS DOMESTIC PRODUCT
VIRGINIA, NORTH CAROLINA, MARYLAND, AND THE UNITED STATES
Q1 2006 TO Q1 2023**



Sources: Bureau of Economic Analysis, 2022, and the Dragas Center for Economic Analysis and Policy, Old Dominion University. U.S. data from Table T10106 of the National Income and Product Accounts. State data from Table SQGDF real GDP by state.

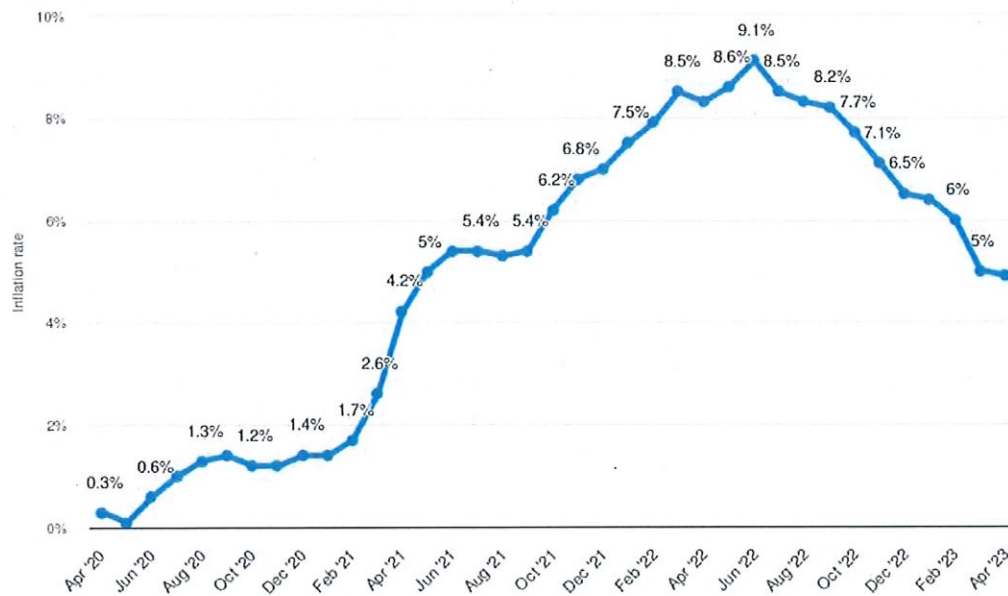
Above is a graph representing the Virginia economy as compared to the neighboring states of North Carolina and Maryland and the United States. Since 2020, Virginia and Maryland are similar in economic output. However, Virginia continues to lag behind North Carolina and the United States.

Just as the national economy is reflected in the regional economy, the well being of the region plays an important role in Windsor. The Hampton Roads economy has been expanding since 1991. However, since 2010, the regional economy has grown at an annualized rate of approximately 2.5%. A variety of factors including strong labor participation has led to low employment rates. Also increases in military spending have helped sustain growth.

While discussion of GDP is important, there are other factors that affect the economy. Interest rates and inflation can provide either a boost to economic activity or may act as a deterrent to economic activity. Approximately 70% of GDP is attributable to consumer spending. The rise and fall of interest rates and inflation directly affect the ability and confidence of the consumer and influence their decisions especially when considering “big ticket” purchases such as homes and automobiles.

In our current environment, there are historically low unemployment rates and rising wages for most employees. However, direct purchasing power is being continually eroded with elevated inflation. Below is a graph depicting the inflation rate over the past several years.

Monthly 12-month inflation rate in the United States from April 2020 to April 2023

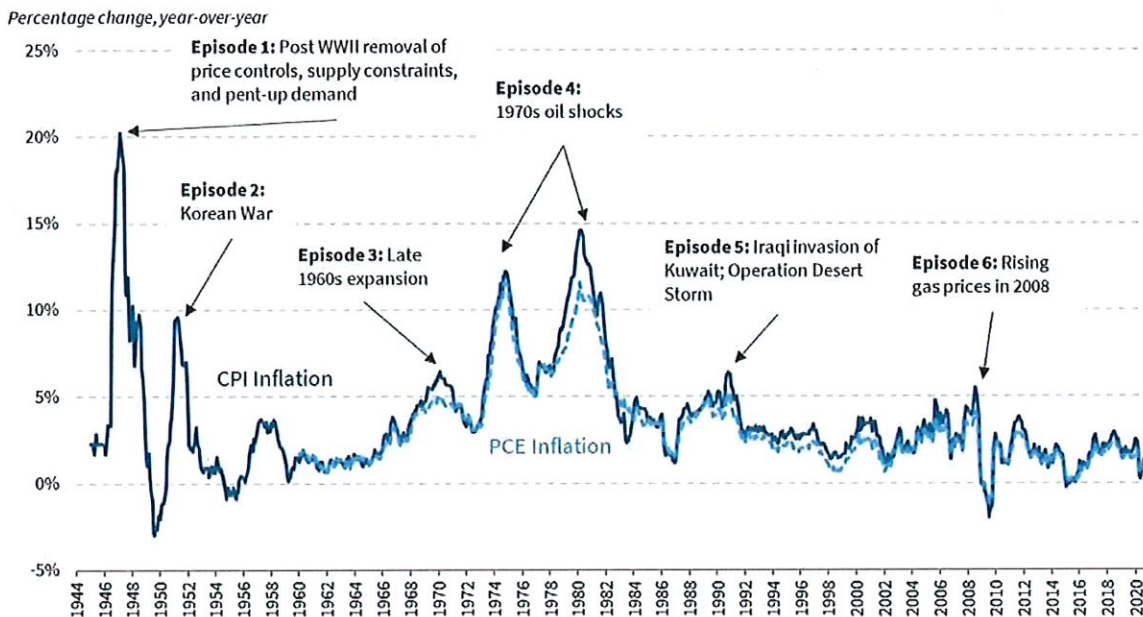


Source
Bureau of Labor Statistics
© Statista 2023

Additional Information:
United States; April 2020 to April 2023

However, it is important to note that the current inflationary environment is only a part of a longer historical narrative.

Figure 1: Six episodes of post-WWII inflation



Source: Federal Reserve Economic Data (FRED), Haver Analytics, CEA Calculations.

As inflation rises, interest rates are typically raised by the Federal Reserve to help mitigate the negative effects of rising costs. Although mortgage rates are not set by the Federal Reserve, they are directly influenced by this benchmark cost of borrowing.

Historical 30-Year Mortgage Rates: 1971-2024

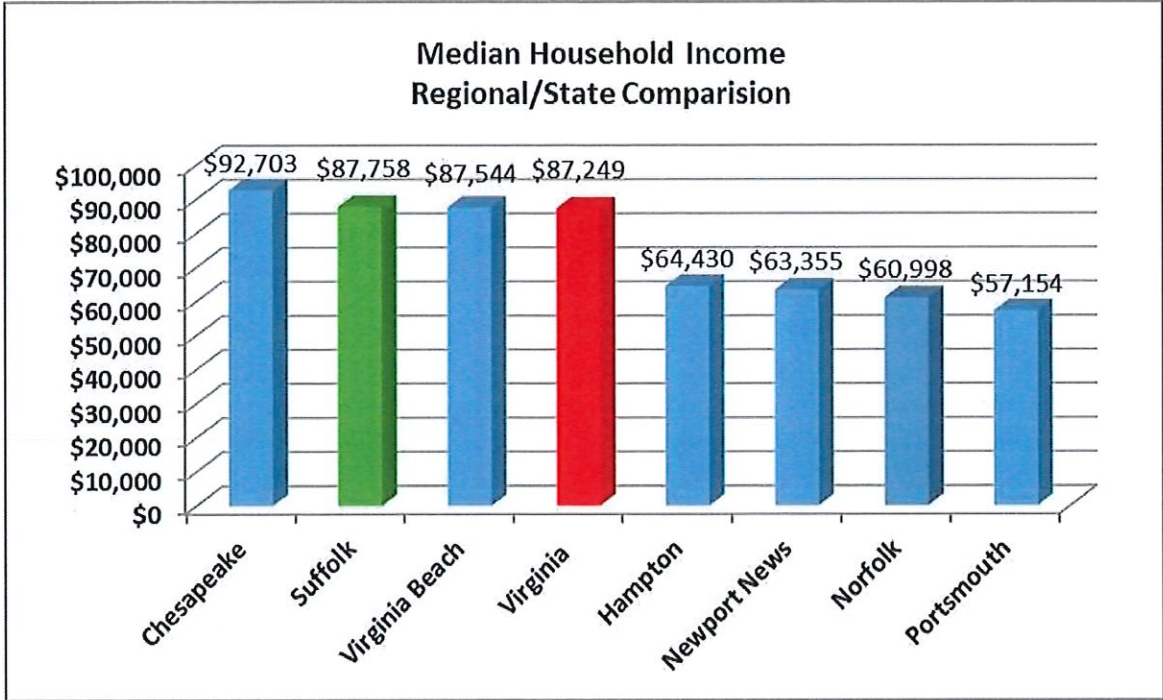


One of the most important employment sectors in the Hampton Roads economy is the military or Department of Defense (DOD) spending. Hampton Roads has the second largest concentration of military personnel in the United States. Department of Defense expenditures whether through direct military spending or through contractors associated with DOD projects generate approximately 30% of the gross product in the region. These expenditures are directly responsible for 1 out of every 9 jobs in the region.

Hampton Roads has a significant maritime industry and is also home to one of the nation's premier ports, The Port of Virginia. It is the third largest port on the East Coast when measured in total volume. Additionally, it has the deepest channel at 55 feet which allows for the largest container ships to dock. The Port of Virginia moved 3.2 million 20-foot equivalent units (TEU's) in 2023. This equates to more than 26 million tons of cargo. The economic output was responsible for more than \$41 billion in labor income and 565,000 full and part time jobs throughout Virginia. This contributes to \$124 billion in total spending and provided \$5.8 billion in state and local taxes.

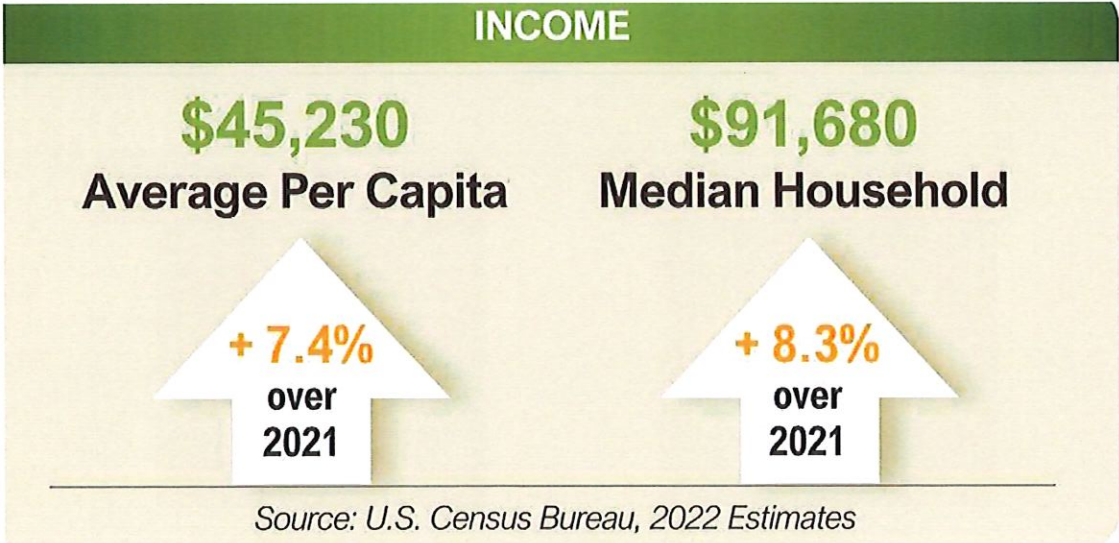


Where employment and industry are often used to describe the general health of the economy, incomes are used to describe the wealth of an economy. Incomes in the Hampton Roads region have been typically below the national average. While this may seem to be a negative component, favorable labor costs are beneficial to industry and to those businesses relocating or establishing operations in the region.



Isle of Wight County median household income is not shown on the above graph, however it is second in the region directly behind the City of Chesapeake.

ISLE OF WIGHT COUNTY



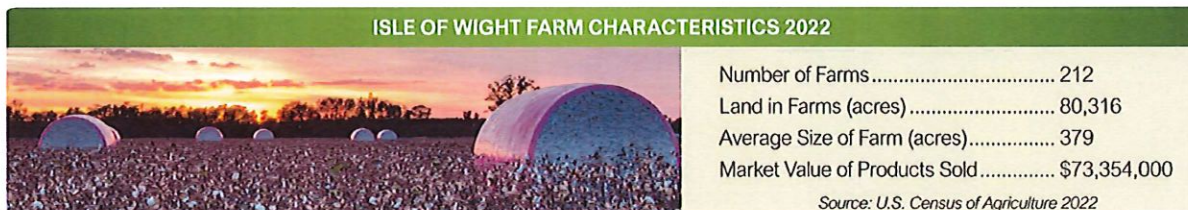
Labor Force and Unemployment

Unemployment rates in the Hampton Roads region are traditionally lower than the national average and this is true in the Western Tidewater region as well. While much of the area is still dominated by agriculture, Isle of Wight County has a diverse economy anchored by a number of major industrial and retail employers that play a important role in the region's job market. Although this is shifting to some degree, manufacturing activities account for 23.2% of total employment in the County.

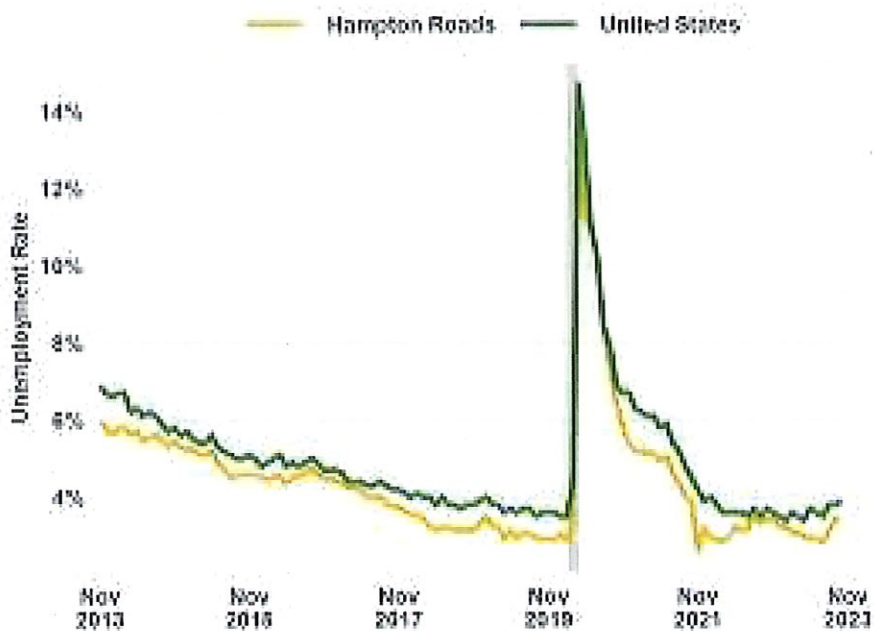
Description	Employees		Employees	
	2023	%	2022	%
Private Sector				
Manufacturing (Incl. food processing & packaging; processing of paper, wood & agricultural products)	2,894	23.2%	2,734	22.7%
Accommodation & Food Services	1,127	9.0%	1,087	9.0%
Retail Trade	1,087	8.7%	1,064	8.8%
Health Care & Social Assistance	812	6.5%	761	6.3%
Other Services (except Public Administration)	698	5.6%	688	5.7%
Construction	660	5.3%	644	5.3%
Administrative, Support, Waste Management & Remediation	561	4.5%	554	4.6%
Transportation & Warehousing	513	4.1%	505	4.2%
Management of Companies & Enterprises	445	3.6%	417	3.5%
Professional, Scientific & Technical Services	419	3.4%	415	3.4%
Agriculture, Forestry, Fishing & Hunting	381	3.1%	370	3.1%
Educational Services	241	1.9%	233	1.9%
Wholesale Trade	229	1.8%	213	1.8%
Arts, Entertainment & Recreation	212	1.7%	201	1.7%
Finance & Insurance	205	1.6%	204	1.7%
Real Estate and Rental & Leasing	146	1.2%	141	1.2%
Unclassified Industry	65	0.5%	58	0.5%
Utilities	57	0.5%	55	0.5%
Information	51	0.4%	45	0.4%
Mining, Quarrying & Oil and Gas Extraction	20	0.2%	17	0.1%
Public Sector				
Government (Federal, State, Local)	1,656	13.3%	1,643	13.6%
TOTAL	12,479		12,049	

Source: Lightcast

Historically, agriculture has been and continues to be a major industry within the County. Additionally, services such as seed, fertilizer and equipment providers add to this industry. Scoular Company is a grain processing business located in the Town of Windsor. The Commonwealth Cotton Gin and Indika Farms are two other agricultural businesses located in the Town of Windsor.



Below is a graph of the unemployment rate in the Hampton Roads region and the United States. Isle of Wight County and the Town of Windsor have similar unemployment rates as the region.



Private Sector Employment

The job market in the Town of Windsor is limited. Town residents typically commute within the region for employment. Since the pandemic of 2020, employment patterns have some what changed with many employees now having the option to telecommute or having a hybrid schedule.

There are several large private sector employers, those with over 500 employees that are located within Isle of Wight County. Within the Town of Windsor, the largest private sector employers are: Consulate Healthcare, Community Electric Co-operative, and Food Lion. The largest public sector employer within the Town of Windsor is the Isle of Wight County School Board with Windsor High School and Georgie D. Tyler Middle School.

Isle of Wight County



MAJOR PRIVATE SECTOR EMPLOYERS

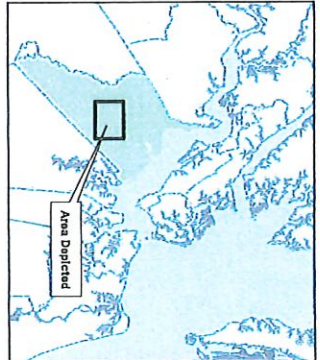
1. Smithfield Foods & related entities
2. Keurig Dr Pepper
3. International Paper
4. Food Lion
5. World Market
6. ST Tissue
7. CR England
8. Riverside Health System
9. Isle of Wight Academy
10. Kroger
11. Smithfield Station
12. C K Enterprises
13. Helping Hands Facilitators
14. Peninsula Metropolitan YMCA
15. Bennetts Creek Wholesale Nursery

Source: Virginia Employment Commission, 3Q 2023

The Town of Windsor has an Economic Development Authority (EDA) which assists in business development within the Town limits. Isle of Wight County also has an Industrial Development Authority (IDA) that is tasked with county wide economic development. The Windsor Development Service District envelops the Town limits to the north, south, and east. There are a number of existing businesses located in this service district with many more being planned. The following map depicts this Windsor Development Service District and provides information on relevant conditions.

WINDSOR DEVELOPMENT SERVICE DISTRICT

Isle of Wight County, Virginia



The Windsor Development Service District is a strategic growth area planned for future residential, commercial and industrial development.

Shirley T. Holland Intermodal Park is home to major employers such as Keurig Dr. Pepper, World Market's VA Distribution Center and Safco Products Co.

Affordable housing costs with a median home value of \$188,400.

Average Vehicle Trips on Route 460 = 47,000
Average Vehicle Trips on Route 258 = 5,000

Innovative, fully-accredited public school system with an award-winning career and technical education program and graduation rates surpassing the state level.

The area's central location and easy commute to the rest of the Hampton Roads region allows it to pull from a regional workforce of over 800,000 people.

Easy access to the region's transportation network, including Route 460 and Interstate 95.

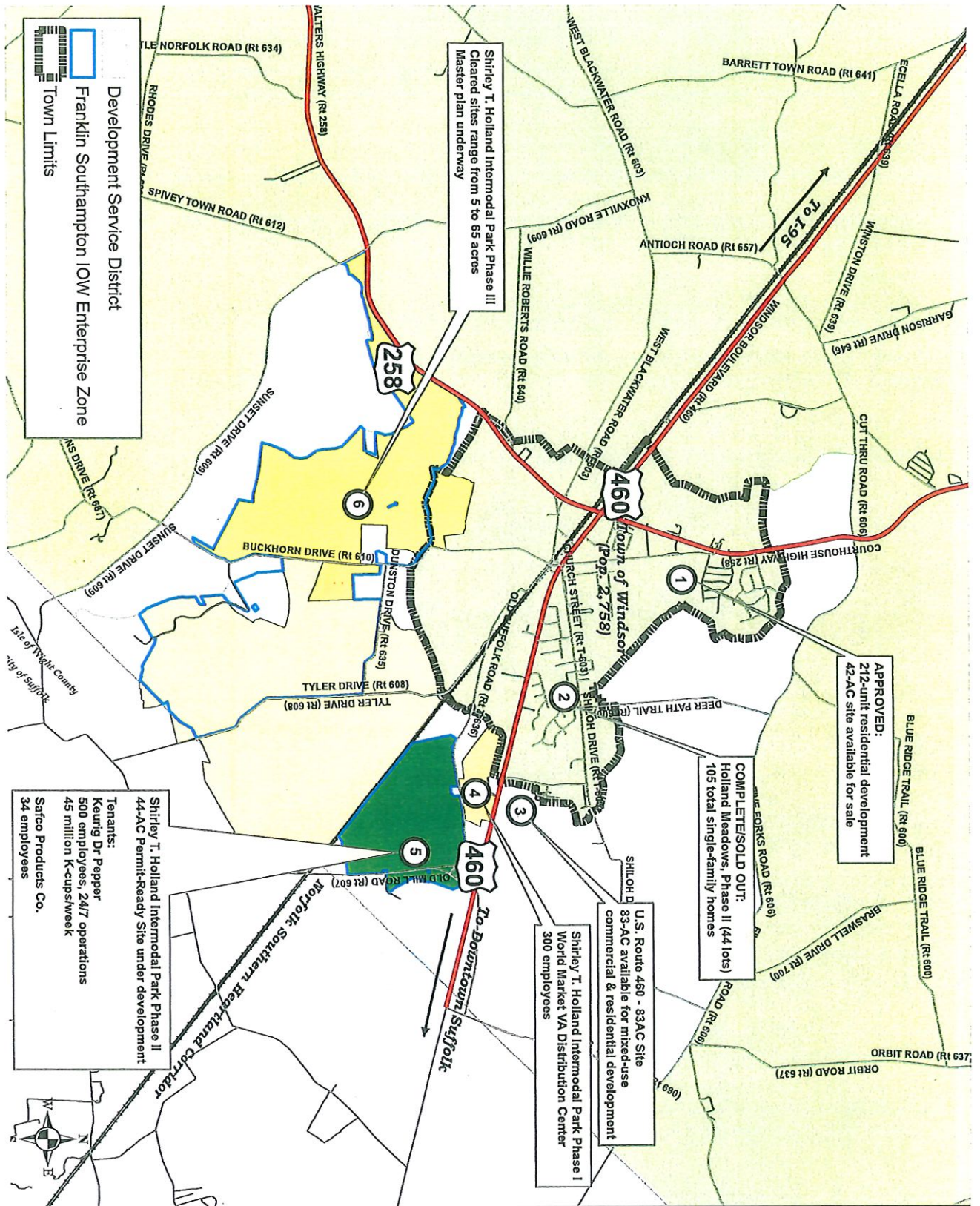
Lower your taxes - Isle of Wight County boasts one of the lowest real estate tax rates in Hampton Roads.

Nearby amenities include: Food Lion, Family Dollar, O'Reilly Auto Parts, Dollar General, Anytime Fitness, CVS Pharmacy, Windsor True Value Hardware, Verizon Wireless, Anna's Ristorante & Pizzeria, Costa Del Sol Mexican, Burger King, Dairy Queen, Subway, Domino's Pizza and El Rodeo Mexican Restaurant.



For more information, please contact:
Isle of Wight Economic Development
(757) 356-1962
www.insideisleis.com

January, 2019



Conclusion

The Town of Windsor is well positioned to continue to benefit from the growing economy in the Hampton Roads region. Isle of Wight County continues to invest heavily in attracting new businesses to the area as part of the Windsor Development Service District and Windsor is poised to continue to provide agricultural, educational, and retail services in the area.

Town of Windsor

Memorandum

TO: Windsor Planning Commission
FROM: James Randolph, Planning & Zoning Administrator (JR)
SUBJECT: Windsor Station Subdivision, Shiloh Drive
DATE: May 22, 2024

It has been approximately two (2) years since the Planning Commission reviewed and recommended approval of the rezoning application and conceptual plan for the Windsor Station subdivision. The Windsor Town Council subsequently approved the rezoning request and accepted the proffers associated with this application. The subdivision, consisting of sixty (60) single family residential lots will be located off of Shiloh Drive, adjacent to the Holland Meadows neighborhood.

Staff will provide you with an update on the status of the development (construction) plans and will provide you with your first view of what this subdivision will entail. Additionally, staff will inform you of the remaining steps that will need to be completed and the review and approval process for these steps.

Due to the physical size of the development plans, I am unable to provide each of you a copy of the plan. However, relevant exhibits of the subdivision will be on display at your meeting to allow you to view the different components of the subdivision. Attached is a reduced copy of one of the plan sheets which provides an overall layout of the subdivision, including the open space (recreation) area.

Should you have any questions, please feel free to contact me.

Thank you.

SPEC. SECT. 305, IF UNSUITABLE MATERIAL IS ENCOUNTERED, UNDERCUT PER VDOT SPEC. SECT. 305(C) & REPLACE W/VDOT SPEC. SECT. 207 SELECT MATERIAL, TYPE I OR II. MIN. CBR = 20

PAVEMENT SECTION
NOT TO SCALE

FOR BORING LOGS AND
CBP SUMMARY

OPEN SPACE
288,397 SQ. FT.
OR 6.621 AC.

