

# TOWN OF WINDSOR



Established 1902

Town Council Regular Meeting  
Public Hearing  
Tuesday, April 12, 2022 – 7 p.m.

## Staff Overview of Rezoning REZ-001-2022: Windsor Station

Application:	To rezone 40.028 +/- acres from A-1 to Conditional R1/MHP (Mobile Home Park) to create 60 single family residential lots.
Property Owner(s):	First Dominion Land Inc. P. O. Box 289 Windsor, VA 23487
Applicant(s):	Ashdon Builders, Inc.
Property Location:	Shiloh Drive
Tax Map Number:	54-01-094B
Area of Property:	40.028 acres
Wetland Area:	3.98 acres
Chesapeake Bay Preservation Area:	8.95 acres
Existing Land Use:	Vacant
Surrounding Land Uses:	Single family residential/vacant
Comprehensive Plan Future Land Use:	High Density Residential
Zoning Requirements:	Minimum lot size: 7,500 sq. ft. Minimum lot width: 50'; 75' corner Building setbacks: Front: 40' <sup>i</sup> , Sides 10'; Rear yard 20'

The applicant proposes this rezoning to develop 60 new, single family residential lots, known as Windsor Station. If approved, Windsor Station would connect to and become an extension of the Holland Meadows Subdivision. The original Holland Meadows Rezoning was approved by Town Council on June 9, 2009, and construction was completed in 2021.

## **Planning & Zoning Comments**

### **❖ CONDITIONAL R-1/MOBILE HOME PARK (MHP) VS. PLANNED UNIT DEVELOPMENT (PUD) OR HIGH DENSITY RESIDENTIAL (HDR) ZONING DISTRICT CLASSIFICATIONS:**

It has come to the attention of town staff since the March 23<sup>rd</sup>, 2022 Planning Commission meeting, that following the rezoning of Holland Meadows to Conditional R-1/MHP, the Town of Windsor Planning Commission actively sought to create alternative zoning districts for developments such as Holland Meadows and Windsor Station, in order to prevent the future use of MHP in this manner.

The two alternative districts are Planned Unit Development (PUD) and High Density Residential (HDR).

In PUD, the developer creates their own district ordinance for adoption and then rezones their property to it. This was recommended to the developers of Windsor Station by town staff in order to eliminate the use of MHP; however, the developers submitted application in concert with the Conditional R-1/MHP designations used for Holland Meadows.

HDR is a standard zoning district. The largest differences in what is proposed for Windsor Station and HDR is that the proposed Conditional R-1/MHP zoning has 7,500 sq. ft. minimum lot sizes and HDR has 8,712 sq. ft. minimums by right and as little as 4,356 sq. ft. with the approval of a Conditional Use Permit. The other difference is that in HDR, 10% of the gross area of the development is required to be provided as open space.

### **❖ TRANSPORTATION RELATED COMMENTS:**

At the Planning Commission work session held on February 23, 2022, and the Planning Commission Public Hearing, held on March 23, 2022, several transportation related comments were addressed:

1. The Virginia Department of Transportation (VDOT) is the review and approval authority in Windsor for all public transportation related requirements. Their comment letter is attached to this report. The proposed streets, if approved, will become public streets built to VDOT specifications. To summarize VDOT's comments, they concur with the applicant's trip generation report and turn lane warrant report. Therefore, no turn lane will be required. VDOT comments did make clear, however, that if this development moves forward, additional construction plans would be required to ensure that all requirements, including sight distances, intersection configurations, drainage design, right of way widths – etc. are met.

2. Regarding another transportation-related item that came up during the Planning Commission work session was the internal street connections between Holland Meadows and Windsor Station. Per the proposed concept plan, the main entrance to the proposed subdivision is Shiloh Drive – there will be one connection of Savanna Street internally. The applicant is in the process of applying for a variance/exception from VDOT for Lena Rose Street to not be connected although it was originally planned for such connection.
3. During that same work session, a citizen comment was made regarding a safety concern at the intersection of Route 460 and Lovers Lane. VDOT verbally responded to this as follows: It is anticipated that there will be more vehicle trips added to the Route 460/Lovers Lane intersection; however, it is not anticipated that it would drop the existing level of service and impacts would be overall minimum.
4. During the Planning Commission meeting, the developer/applicant also agreed to barricade Savannah Street to prohibit through traffic during the course of construction.
5. A citizen comment was also received regarding combining the Holland Meadows Homeowner's Association and the Windsor Station Homeowner's Association. There is a legal requirement for both subdivisions to have homeowner's associations; however, there is no legal or zoning requirement to require they be combined.

## ❖ Chronology of Events – Proffer Statements:

### Summary of 1<sup>st</sup> or Original Proffer Statement, received February 23, 2022:

Proffer Statement – Draft 1: During the February 23, 2022, Planning Commission work session, the applicant offered a draft proffer statement for consideration. Following are the proposed proffers associated with the proposed development:

1. The developer/owner agrees the total Lot count shall not exceed 60 single family residences.
2. The property to be rezoned shall be developed in General Conformance with the Conceptual Plan submitted by Parish Layne Design Group and dated April 15, 2021, a copy of which is on file with the Town of Windsor.
3. In order to enhance the architectural aesthetics, the developer proffers the following:
  - a) Homes shall have a minimum square footage of heated living space of 1,600 square feet.
  - b) Foundations shall be raised slab construction elevated at least 1 foot above final grade and shall be finished with either brick or parged concrete finishes.
  - c) No more than three exterior materials shall be allowed on each structure, not including doors, windows, shutters, railings, columns and roof materials.
  - d) Roofing materials shall be, at a minimum, dimensional, or architectural asphalt shingles. Standing seam, pre-finished metal roofs, painted galvanized metal roofs, composite slate and composite cedar roofs are allowed.
  - e) Exposed roof vent stacks shall be located on the rear of the house for minimum visibility. Vented fireplace boxes are permitted provided, that they are constructed out of the same primary material as the house and the roof lines are consistent with the main house.
  - f) All dwellings shall have a minimum of a one car garage and driveways shall be concrete material.
  - g) No two dwellings with the exact elevations shall be constructed immediately adjacent to on another.
  - h) The development shall require a minimum of three model homes with three different elevations for each model.
  - i) All dwellings shall have a covered front porch.

- j) No single-wide or double-wide mobile homes or temporary structure of any kind may be used as a dwelling.
  - k) Extended parking of vehicles shall be limited to paved surfaces.
4. The developer/owner shall establish a Landscape Buffer 40' in width along Shiloh Drive and construct a three-foot earthen berm within the Landscape Buffer with enhanced landscaping.
  5. The developer/owner shall install a five-foot sidewalk along the frontage of Shiloh Drive. This sidewalk shall be installed prior to the issuance of the last Certificate of Occupancy for the subdivision.
  6. The developer/owner shall impose restrictive covenants and conditions and will create a Homeowners Association with the obligation to maintain the any BMP structures located within the subdivision. The Homeowner's Association shall provide adequate financial security to maintain any BMP structures located within the subdivision and shall enforce the architectural features listed above as 3. a-k.
  7. The developer/owner shall extend and develop Savannah Street to provide a dedicated public right-of-way for street connectivity.
  8. Front building lines shall be allowed to reduce to a minimum of thirty feet (30'). The developer shall contribute One Thousand Dollars to the Town of Windsor for each Lot the front building line is reduced to a minimum of thirty feet measured from the street right-of-way.

Following the work session, the applicant prepared a revised proffer statement, which was received by the Planning Commission at its March 23, 2022 meeting.

**Summary of Changes to the 2<sup>nd</sup> – Revised Proffer Statement, received at the Planning Commission Regular meeting on March 23, 2022:**

In addition to the above-referenced proffers, the following revisions were offered by the developer:

1. Regarding Proffer #7 as mentioned above, the developer shall work with the Holland Meadows Homeowner's Association to remove the stub/pavement section on Lena Rose so that it does not appear to be an abandoned street.
2. Regarding Proffer #8, the front building lines shall be allowed to reduce to a minimum of 30' as measured from the front right-of-ways.
3. Added Proffer #9, the homes shall be constructed in general conformance with the submitted Building Elevations.

**Summary of Changes to the 3rd – Revised Proffer Statement, Dated April 12, 2022, to be considered at the Town Council Public Hearing on Aril 12, 2022:**

The following additional revisions were offered by the developer:

1. Regarding Proffer #8, the developer will change the minimum front setback from 30 (feet) to 35 (feet).
2. Regarding Proffer #10, the developer will install a fence around the stormwater banishment area.
3. Regarding Proffer #11, the developer will amenities in the open-space area.
4. Regarding Proffer #12, the developer will construct a sidewalk within the existing right-of-way, connecting the Windsor Station sidewalk to the Holland Meadows sidewalk along Shiloh Drive, as long as sufficient right-of-way exists.
5. Regarding Proffer #13, the developer will barricade Savannah Street to prohibit through traffic during construction.

❖ Comprehensive Plan Consistency: The application is consistent with the following areas of the Comprehensive Plan:

- Land Use Goals:

1. Encourage new development in Windsor to be consistent with and complement the existing built environment of the Town.
2. Encourage the development of a variety of housing types and densities consistent with existing neighborhoods.

- Housing and Community Development Goals:

1. Encourage infill and traditional neighborhood concepts.

❖ Zoning Ordinance Consistency: In evaluating the proposed application, the following criteria should be used:

1. The effect of the proposed use on existing and projected traffic volumes in the neighborhood;
2. The character of the use and the existing neighborhood and the effect of the proposed use on existing property values;
3. The impact of the proposed use on the health, safety, and welfare of the neighborhood; and
4. Any conditions that can be applied to mitigate the adverse impact to an acceptable level.

**OTHER AGENCY COMMENTS:**

1. **IOW County Utility/Sewer Comments – there will be no comments generated for the rezoning. If approved, the County will be part of the review team for the site development plan.**
2. **VDOT Comments – attached.**
3. **City of Norfolk Comments attached**
4. **IOW County Planning Department – attached.**

<sup>i</sup> Refer to Proffer #8 wherein the front setback may be reduced to 30'. The developer will contribute \$1,000 to the Town for each lot wherein the building setback is reduced to 30'.

**Planning Commission Recommendation:**

The Planning Commission held a public hearing at its March 23, 2022 meeting and recommended approval (3-2 vote with 1 abstention) of Rezoning TZ-001-2021, subject to the following changes to the March 23, 2022 Draft Proffer Statement:

1. The developer will change the minimum front setback from 30 (feet) to 35 (feet).
2. The developer will install amenities in the open-space area.
3. The developer will install a fence around stormwater banishment area.
4. The developer will construct a sidewalk within the existing right-of-way, connecting the Windsor Station sidewalk to the Holland Meadows sidewalk along Shiloh Drive, as long as there is right of way.
5. The developer will barricade Savannah Street to prohibit through traffic during construction.

The April 12, 2022 Revised Proffer Statement, as written, addresses the above-referenced comments.

**Attachments:**

1. Application & Concept Plan
2. February 23, 2022 Original - Draft 1 Proffer Statement
3. March 23, 2022 Revised – Draft 2 Proffer Statement
4. April 12, 2022 – 3<sup>rd</sup> Revised Proffer Statement
5. VDOT Comments
6. County Planning Comments
7. Norfolk City Department of Utilities Comments



**RIDDICK & POPE, PC**  
ATTORNEYS AND COUNSELORS AT LAW

William H. Riddick, III  
wriddick@rplawva.com

Ashby Leigh Pope  
apope@rplawva.com

January 12, 2022

Maxie Brown  
Interim Zoning Administrator  
Town of Windsor  
8 East Windsor Boulevard  
P.O. Box 307  
Windsor, VA 23487

**Re: Application for Change in Zoning Classification, Windsor Station**

Dear Maxie:

Enclosed herewith is the application for a change in zoning classification for the Windsor Station property off of Shiloh Drive. This is an associated extension of the Holland Acres subdivision. I have enclosed the application as well as a traffic impact study and a concept plan. I can provide you the concept plan in large scale plan size as well as PDF. Please let me know how many copies you will need. Also, please let me know if there is anything else you require.

Yours very truly,

*William H. Riddick III*  
William H. Riddick, III (ker)

WHR/ker  
Enclosures



# TOWN OF WINDSOR

Zoning Map Amendment



Established 1902

Planning and Zoning  
Administrator  
(757)242-4288

Property Owner(s) First Dominion Land Inc. Owners Ph.# \_\_\_\_\_

Owners Mailing Address P.O. Box 289, Windsor, VA 23487

Applicant (if different from Owner) Ashdon Builders Inc. Ph# 757 436-3757

E-Mail barry@ashdonbuilders.com

Agent-Correspondence should be sent to William H. Riddick, III P.O. Box 190, Smithfield, VA 23431

Address/location of Subject Property adj to Shiloh Drive

Tax Map Number 54-01-094B Proposed Zoning District MHP Present Zoning District A-1

Parcel Size 40.028+/- ac. Street Frontage \_\_\_\_\_

Are there proffered conditions with this rezoning (if so please submit an original set of proffers signed by the owner). Yes  No

Purpose of this Zoning Map Amendment change in zoning classification to MHP for single family residential as extension of Holland Meadows  
(If more room is needed -- refer to and write a narrative and attach to this application)

Is this request in general accord with the current Town of Windsor Comprehensive Plan? yes

If no, is a Comprehensive Plan revision being submitted concurrently with this application? (Please submit a siteplan of the proposed rezoning including any new structures, streets, driveways and any other amenities that are present or to be constructed on the property, including structures or streets/driveways to be removed or moved. An application is not considered to be complete without such a siteplan).

Are there structures on the property, and if yes, will they be re-used or removed? NO

If the property is vacant or if new structures are envisioned, what types (and sizes) of structures and how many such structures will be constructed if this property is rezoned (please provide what the proposed structures will look like)? 60 single family residences

Number of Parking Spaces Required and how many are being provided? as per zoning ordinance for single family

Are there Chesapeake Bay Resource Protection Areas on the property? no residential development

Was a Traffic Impact Analysis (TIA) required for this Request? Yes If yes, has the Virginia Department of Transportation (VDOT) approved it? NO

(If not, the application cannot proceed until this review is completed) (Please include a copy of the TIA and VDOT's response with this application and provide an explanation of how VDOT's comments are being addressed.)

Are there adequate water and sewer facilities to serve the proposed use that would follow this rezoning (if not, how will these facilities be provided)? To be extended by developer

What are the properties zoned and what is the use of the properties on the property adjacent to the subject property?

NORTH- Zoning A-1 Use(s) agricultural

SOUTH- Zoning A-1 & R-1 Use(s) agricultural and single family residential

EAST- Zoning R-1 Use(s) single family residential

WEST- Zoning MHP Use(s) single family residential

I/WE HAVE READ THIS COMPLETED APPLICATION, UNDERSTAND ITS INTENT AND FREELY CONSENT TO ITS FILING. THE INFORMATION PROVIDED IS ACCURATE TO THE BEST OF MY/OUR KNOWLEDGE. I UNDERSTAND THAT THE TOWN MAY APPROVE OR DENY THE REQUEST FOR WHICH I AM APPLYING. FURTHERMORE, I GRANT PERMISSION TO THE PERSONNEL OF THE TOWN AND OTHER AGENTS OF THE TOWN OF WINDSOR AND ANY OTHER AUTHORIZED GOVERNMENT AGENCY TO ENTER THE PROPERTY AND MAKE SUCH INVESTIGATIONS AS THEY DEEM NECESSARY TO EVALUATE THE REQUEST.

Name Barry Cross  
(Print)

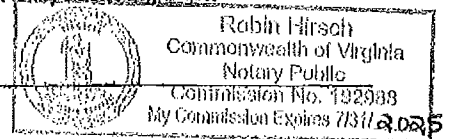
Barry Cross  
Signature (Applicant)

(owner / contract purchaser / authorized agent - please circle one) Date

NOTARY: COUNTY OF Chesapeake STATE OF Virginia  
Subscribed and sworn to me on the 23<sup>rd</sup> day of December, of the year

2021 My Commission expires on 7-31-2025, Notary Public Signature: [Signature]

Stamp:



STAFF USE ONLY - DO NOT WRITE IN THIS AREA

Fee Paid \_\_\_\_\_ Date \_\_\_\_\_ Accepted by Signature/Title \_\_\_\_\_

Comments \_\_\_\_\_



MEMORANDUM

TO: CHRIS PARRISH, PE FROM: CHARLES SMITH, P.E., PTOE  
 ORGANIZATION: DATE: 12-7-21  
 PHONE NUMBER: SENDER'S REFERENCE NUMBER:  
 RE: WINDSOR STATION TRIP GENERATION AND TURN YOUR REFERENCE NUMBER:  
 LANE EVALUATION

URGENT     FOR YOUR USE     PLEASE COMMENT     PLEASE REPLY     PLEASE RECYCLE

**PURPOSE**

First Dominion Land, Inc. is proposing a residential neighborhood know as Windsor Station. The purpose of this memorandum is to provide the projected trip generation for the proposed site and to evaluate standard turn lane warrants for the proposed site access.

**SITE**

The proposed development is off of Shiloh Drive, just east of John Henry Street in Windsor, VA. The property is currently zoned A-1 and is in the process of rezoning to allow for the proposed 60 single family residential units. In the site vicinity, Shiloh Drive is a two-lane facility. There are two proposed locations to access this development. The first is via a connection to the first phase of this development that has already been constructed and ultimately connects to John Henry Street. The second is via a new intersection on Shiloh Drive just east of John Henry Street.

**TRAFFIC VOLUMES**

*Existing Traffic Volume*

A video hourly count (6-9AM, 4-7PM) was conducted on Tuesday, November 16, to determine the Shiloh Drive AM and PM peak hour volumes. The count was conducted at the proposed site. The volume data is illustrated in Table 1. The AM peak hour is 7-8AM and the PM peak hour is 4-5PM.

*Site Generated Trips*

The trip generation potential of the proposed development was determined using data published in the Institute of Transportation Engineers' (ITE) *Trip Generation Manual* (10<sup>th</sup> Edition). The resulting number of trips estimated to be generated by the proposed development are identified in the following table.

**TABLE 2**  
**Site Generated Traffic**  
**(Vehicles Per Hour)**

USE	ITE CODE	ADT	AM PEAK		PM PEAK	
			IN	OUT	IN	OUT
Single family housing (60 units)	220	650	11	36	39	23

Source: ITE Trip Generation Manual

**TURN LANE WARRANTS**

Turn lane warrants were evaluated per the VDOT Road Design Manual. The traffic volumes are illustrated in Figure 1. The turn lane warrants are not met. The turn lane warrants are provided in Figures 2 and 3.

**END OF MEMORANDUM**

Enclosed

Table 1 – Shiloh Dr Video Count Data

Figure 1 – Traffic Volume Calculations

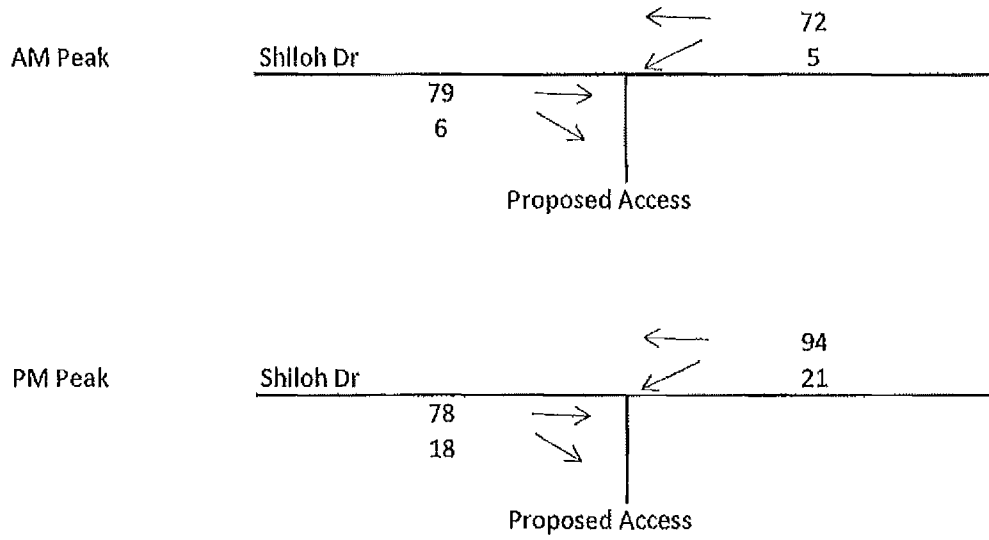
Figures 2 and 3 – Turn Lane Warrants

**TABLE 1**  
**Shiloh Dr, just east of John Henry St**  
**Video Hourly Count**  
**11/16/2021**

	Westbound	Eastbound	Total
6:00 AM	35	63	98
7:00 AM	72	79	151
8:00 AM	38	48	86
4:00 PM	94	78	172
5:00 PM	97	56	153
6:00 PM	58	34	92

**Figure 1**  
**Shiloh Dr Volumes for Turn Lane Warrant Evaluation**

**VOLUME SUMMARY**



**Notes**

- The trip generation as documented in the memo is copied below
- Site trips were assigned based on the existing distribution percentage along Shiloh Dr

Trip Generation			
AM PEAK		PM PEAK	
IN	OUT	IN	OUT
11	36	39	23

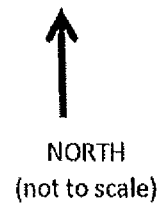


Figure 2  
 Shiloh Dr and Shiloh Station Access  
 Left Turn Lane Warrant

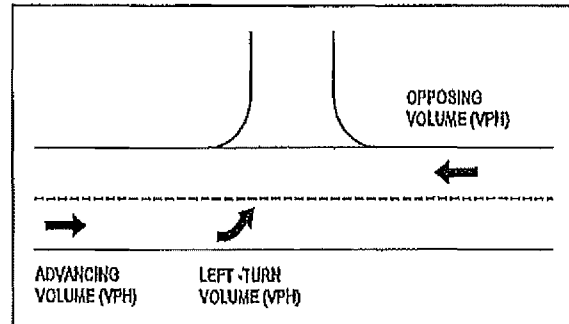
WARRANTS FOR LEFT TURN LANES ON TWO-LANE HIGHWAYS

VPH OPPOSING VOLUME	ADVANCING VOLUME			
	5% LEFT TURNS	10% LEFT TURNS	20% LEFT TURNS	30% LEFT TURNS
40-MPH DESIGN SPEED*				
800	330	240	180	160
600	410	305	225	200
400	510	380	275	245
200	640	470	350	305
100	720	515	390	340
50-MPH DESIGN SPEED*				
800	280	210	165	135
600	350	280	195	170
400	430	320	240	210
200	550	400	300	270
100	615	445	335	295
60-MPH DESIGN SPEED*				
800	230	170	125	115
600	290	210	160	140
400	365	270	200	175
200	450	330	250	215
100	505	370	275	240

TABLE 3-1

Source: Adapted from 2011 AASHTO Green Book, Chapter 9, Section 9.7.3, Page 9-132, Table 9-23

\* USE DESIGN SPEED IF AVAILABLE, IF NOT USE LEGAL SPEED LIMIT.<sup>1</sup>



Example:

Two-lane highway with 40-MPH operating speed

Opposing Volume (VPH) - 600  
 Advancing Volume (VPH) - 440  
 Left-Turn Volume (VPH) - 44 or 10% of Advancing Volume

With opposing volume (VPH) of 600 and 10% of advancing volume (VPH) making left turns, and advancing volume (VPH) of 305 or more will warrant a left-turn lane.

When the Average Running Speed on an existing facility is available, the corresponding Design Speed may be obtained from Appendix A, Section A-1.

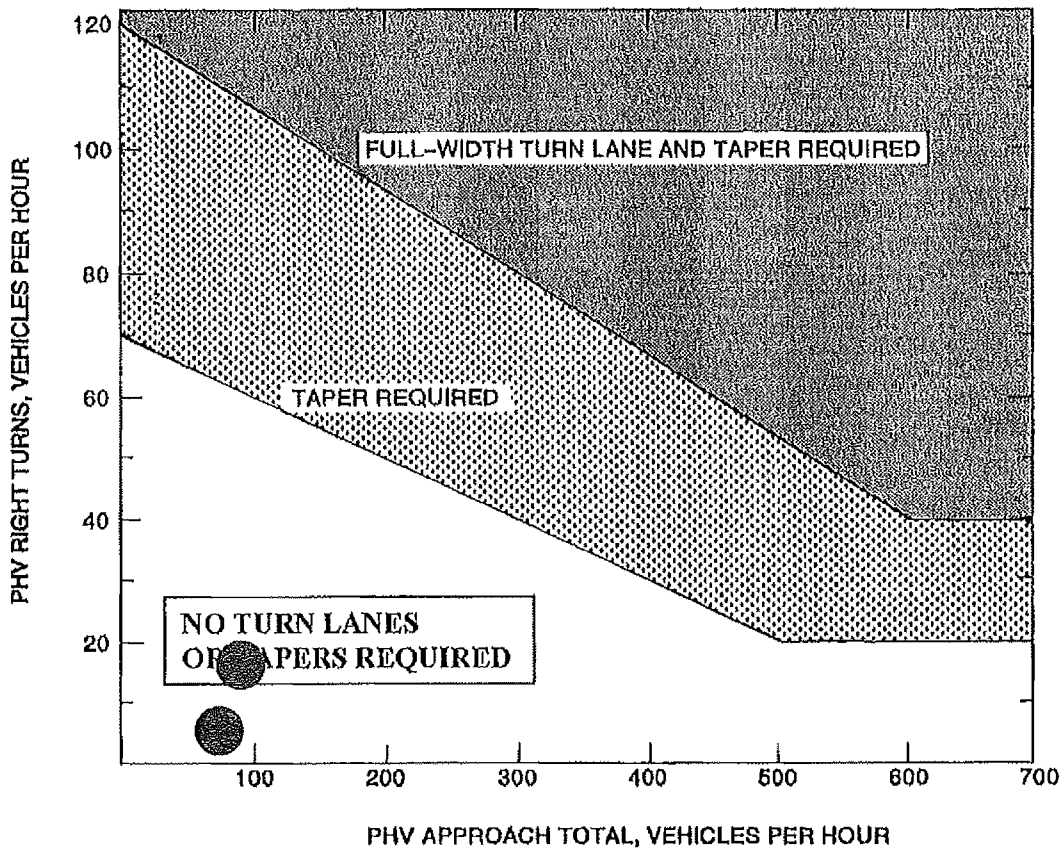
AM Volume  
 Left Turn = 5 vph  
 Opposing = 85 vph  
 Advancing = 77 vph  
 Not Warranted

PM Volume  
 Left Turn = 21 vph  
 Opposing = 96 vph  
 Advancing = 115 vph  
 Not Warranted

<sup>1</sup> Rev. 7/14

Figure 3  
 Shiloh Dr and Shiloh Station Access  
 Right Turn Lane Warrant

F-80



Appropriate Radius required at all Intersections and Entrances (Commercial or Private).

AM Volume

Approach = 85 vph

Right = 6 vph

Turn Lane NOT Required

LEGEND

PHV - Peak Hour Volume (also Design Hourly Volume equivalent)

Adjustment for Right Turns

For posted speeds at or under 45 mph, PHV right turns > 40, and PHV total < 300.

Adjusted right turns = PHV Right Turns - 20

If PHV is not known use formula:  $PHV = ADT \times K \times D$

K = the percent of AADT occurring in the peak hour

D = the percent of traffic in the peak direction of flow

Note: An average of 11% for K x D will suffice.

PM Volume

Approach = 96 vph

Right = 18 vph

Turn Lane NOT Required

When right turn facilities are warranted, see Figure 3-1 for design criteria.

FIGURE 3-26 WARRANTS FOR RIGHT TURN TREATMENT (2-LANE HIGHWAY)



## Chris Parrish

---

**From:** Amy Conley <amy@bay-environmental.com>  
**Sent:** Friday, October 15, 2021 2:56 PM  
**To:** 'Chris Parrish'  
**Subject:** RE: Holland Meadows - Town processes

Chris,

The wetlands delineation at the property located off Shiloh Drive (known as Holland Meadows II or Windsor Station) was consistent with the procedures specified in the 1987 Corps of Engineers Wetland Delineation Manual and the Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Atlantic and Gulf Coastal Plain Region (released in 2010).

There is no specific language in either manual regarding confirmation of wetlands. Both manuals were made for the USACE to determine limits of wetlands and as such, consultants have employed the methods found in the manuals to make wetland calls that would be in our professional opinion, consistent to a call the USACE would make or confirm. While I am a certified wetland delineator in Virginia, my wetland delineations are subject to review by the USACE prior to obtaining a Jurisdictional Determination confirming limits of wetlands on the property for 5 years. We don't anticipate significant changes to this delineation upon confirmation as there is significant topographic changes and non-hydric soils located on portions of the property.

Part 1, #17 in the 1987 Corps of Engineers Wetland Delineation Manual states:

17. Although this manual was prepared primarily for use by Corps of Engineers (CE) field inspectors, it should be useful to anyone who makes wetland determinations for purposes of Section 404 of the Clean Water Act. The user is directed through a series of steps that involve gathering of information and decisionmaking, ultimately leading to a wetland determination.....

Our wetland delineation completed on this property is consistent with that statement and the contents of the manual.

Let me know if you have further questions.

Thank you,

Amy Conley  
Natural Resources Manager  
Bay Environmental, Inc.  
648 Independence Parkway, Suite 100  
Chesapeake, VA 23320  
[www.bay-environmental.com](http://www.bay-environmental.com)  
(o) 757-436-5900  
(f) 757-436-5909  
(m) 757-814-6475  
[amy@bay-environmental.com](mailto:amy@bay-environmental.com)

**From:** Chris Parrish <chris.parrish@cox.net>  
**Sent:** Wednesday, October 6, 2021 9:50 AM  
**To:** Amy Conley <amy@bay-environmental.com>  
**Subject:** FW: Holland Meadows - Town processes

Amy,

Can you read the emails below and let me know if a USCOE confirmation is required for the rezoning process?

Thanks,

Chris Parrish, P.E.  
Parrish-Layne Design Group  
(757) 686-3345  
(757) 409-3006 Cell

---

**From:** William Saunders [<mailto:wsaunders@windsor-va.gov>]

**Sent:** Tuesday, October 05, 2021 11:34 AM

**To:** C Parrish

**Cc:** Maxle Brown

**Subject:** RE: Holland Meadows - Town processes

Hey Chris,

In researching your question, I realized that the Chesapeake Bay section of our ordinance is not in MuniCode for some reason. Please find, Chapter 57, attached. Refer to Section 57-13 for your answer.

An engineer or surveyor is required to certify that the environmental site assessment is accurate and complete; and wetlands are to be delineated to the standards set forth in in the Federal Manual for Identifying and Delineating Jurisdictional Wetlands (Attached).

The town ordinance does not specifically require USCOE oversight; however, if the Federal Manual for Identifying and Delineating Jurisdictional Wetlands requires it, or the engineer or surveyor certifying the environmental site assessment cannot certify that it is accurate and complete without USCOE confirmation, then it would be required.

Let me know if you have any other questions.

Sincerely,

William

**From:** C Parrish [<mailto:cparrish@pldgltd.com>]

**Sent:** Monday, October 4, 2021 5:31 PM

**To:** William Saunders <[wsaunders@windsor-va.gov](mailto:wsaunders@windsor-va.gov)>

**Cc:** Maxle Brown <[mbrown@windsor-va.gov](mailto:mbrown@windsor-va.gov)>

**Subject:** RE: Holland Meadows - Town processes

William,

I appreciate you and Maxle getting back with me. One question regarding the wetlands. Does the wetlands delineation have to be approved by the ACOE for the rezoning process or just an assessment from a wetlands consultant?

Thanks,

Chris Parrish, P.E.  
Parrish-Layne Design Group  
(757) 686-3345  
(757) 409-3006 Cell

**From:** William Saunders [mailto:wsaunders@windsor-va.gov]  
**Sent:** Monday, October 04, 2021 4:25 PM  
**To:** C Parrish  
**Cc:** Maxie Brown  
**Subject:** Holland Meadows - Town processes

Hey Chris,

Please find below the answers to your questions.

Also find the ordinance here: [https://library.municode.com/va/windsor/codes/code\\_of\\_ordinances](https://library.municode.com/va/windsor/codes/code_of_ordinances) It is likely the same or very similar ordinance as when you did the original Holland Meadows.

Let Maxie or me know if you have any other or follow up questions.

1. What is the process?

The first step is a rezoning application to the Planning Commission and Town Council. Staff recommends a rezoning from A-1 to PUD (Planned Unit Development) should density greater than R-1 be desired - this zoning district classification offers a great deal of flexibility and utilizes a proffered detailed General Development Plan (GDP) showing internal and external streets, walkways, as well as location of all buildings and structures. The GDP should also specify minimum and maximum lot sizes, setbacks, amenities, etc. This process may involve 3rd party reviewers, County, VDOT, etc.

The rezoning application is available on the Town's website. The application fee is \$800.00

After the rezoning is approved, a detailed site development plan will be required. The applicant may also submit a preliminary subdivision plat at this time, which will also be reviewed by the Planning Commission as part of the site plan submission. Alternatively, the preliminary subdivision plat can be submitted along with the conceptual plan for rezoning, thereby waiving a separate preliminary plat review process by Planning Commission. The application for this is also online. The fee is \$150 plus \$50 per lot over 3.

The Planning Commission is the approval body for the site plan. Again, a number of different agencies, including the County and VDOT will be a party to this review process.

After the site plan is approved, the final subdivision plans/record plats need to be submitted for review and approval. The fee for a major subdivision is \$250 plus \$75 per acre.

2. What studies have to be submitted with the application? Traffic only? Fiscal impact?

Under VDOT regulations, A traffic impact assessment will be required. If there are wetlands, a wetland study/impact assessment will also be required.

3. What are the fees?

Besides the fees noted above, the Town water tap privilege fee per unit is \$6,000. The County sewer tap fee per unit is \$3,700.00. It is advised that you contact the County regarding availability in that area 757-365-1650.

4. How long would REZ process be from submittal of application to Town Council's vote?

This varies; however a minimum of 6 to 8 months should be anticipated.

5. How long is plan review process?

This varies also; however a minimum of 3 to 6 months should be anticipated. Some of the submittals may be reviewed at the same time, depending upon how they are received.

6. Do we send plans out to any 3<sup>rd</sup> party reviewers, other than IOW and VDOT?

Yes, as mentioned above.

Sincerely,

William Saunders  
Town Manager  
Town of Windsor, VA  
(757) 242-4288  
[wsaunders@windsor-va.gov](mailto:wsaunders@windsor-va.gov)

## Narrative of Proposed Use – Windsor

Ashdon Builders, Inc., the applicant for Tax Parcel 54-01-094B containing 40.0± acres and currently zoned A-1, proposes to rezone the property to R1/MHP to create 60 single family residential lots.

The parcel fronts Shiloh Drive and is bounded on the west by Holland Meadows, a single-family development, the east by Carolwood, a single-family development and on the south by the City of Norfolk. The access points for the subdivision will be Shiloh Drive and Savannah Street. The owner/developer will develop the existing stub street known as Savannah Street providing inner-connectivity to meet VDOT requirements.

The parcel is wooded and contains open fields generally sloping towards the south served by ditches and ravines long the west and east boundary lines. The site contains wetlands mainly located on the southern end of the property and is subject to the Chesapeake Bay Preservation Act. The wetland limits and CBPA Buffer is shown. The surrounding uses are single family residential and the Comprehensive Land Use Plan designates the property as High Density Residential. Adjacent to the west of the property is the subdivision of Holland Meadows. Savannah Street is 'stubbed out' to the western property line and will be continued to allow for inner-connectivity of the residential traffic.

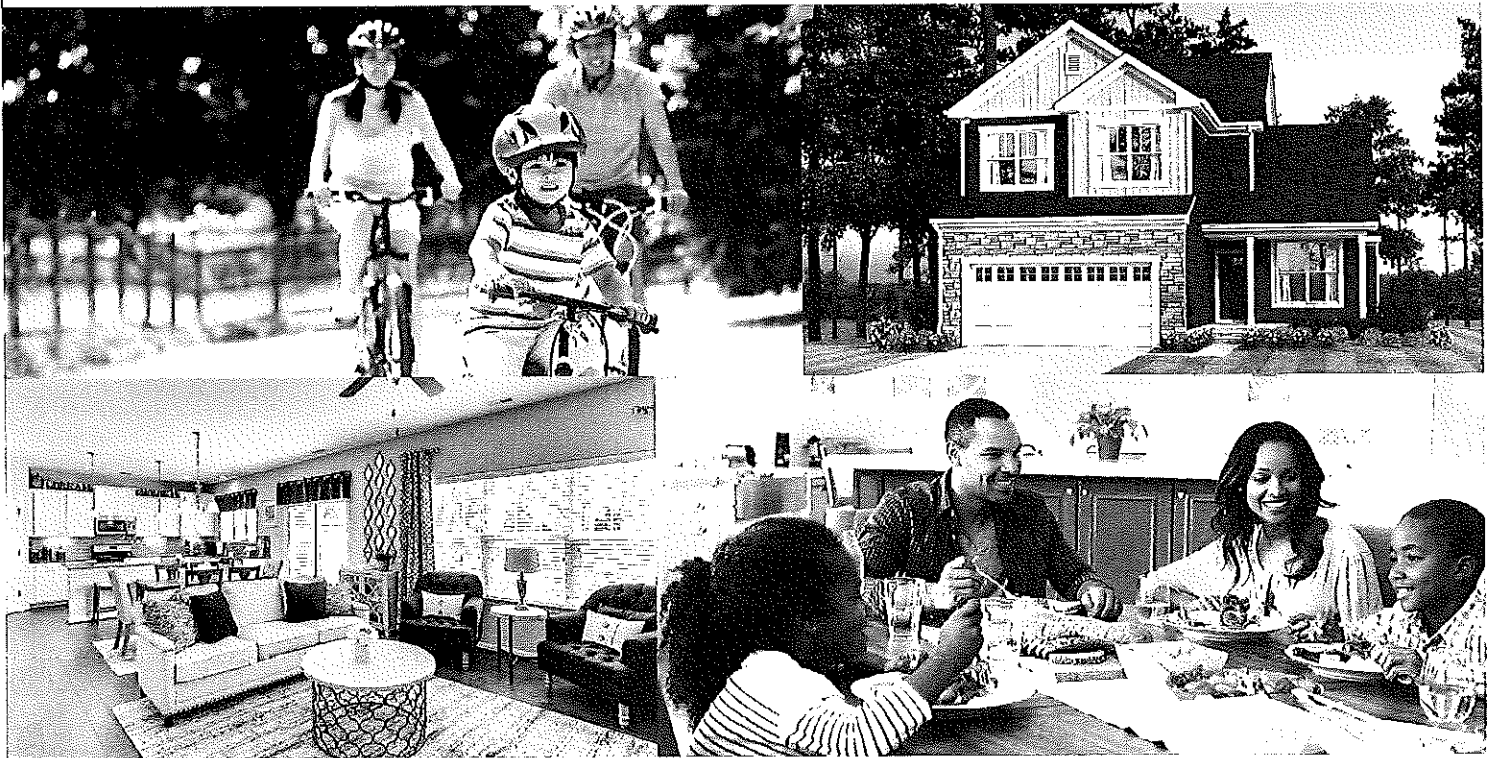
The owner/applicant requests to rezone the property to R1/MHP Conditional and has submitted proffers to continue the aesthetics and character of the recently developed Holland Meadows Subdivision while complementing the Town environment. This development will add variety of housing types and styles, improve sidewalk connectivity along Shiloh Drive, create inner-connectivity for traffic flows, provide a traditional neighborhood concept while screening the development from Shiloh Drive. The development will be served public utilities and will address storm water design criteria that meets the State criteria.

We believe this subdivision meets the consistency of the Town Land Use Plan and will be a benefit to the Town by offering an option for new housing in a traditional neighborhood environment.

# Holland Meadows

COMMUNITY  
OVERVIEW

WINDSOR, VIRGINIA



Ashdon Builders is pleased to present our newly designed models, now being offered in the final phase of Holland Meadows. This single family community is located in Windsor, Virginia, within a few miles of Suffolk. Windsor, VA is recognized for its excellent schools and low tax rates, which makes this new community an excellent place to raise a family. Only 10 minutes from Suffolk, Holland Meadows has the charm of country living with a small-town feel, yet is within close proximity to most major employment centers, shopping, and recreation.

## Community Highlights:

- Ranch and two story homes
- Large lots
- Low taxes with great schools
- Homeowners Association
- 2-10 Home Buyers Warranty
- One Year Builder Warranty
- **Ashdon Energy Advantage - HERS Rated Home by certified third party inspector for quality control**

## Single Family Homes

Located off Windsor Blvd., Turn on Lovers Lane, Left on Shiloh Drive

*Ashdon*  
**BUILDERS**  
It's About Living

[ashdonbuilders.com](http://ashdonbuilders.com)

Site Manager:  
Jamie Roser

757-404-6636

[jamie@ashdonbuilders.com](mailto:jamie@ashdonbuilders.com)

Wainwright  
REAL ESTATE



02/10/22

# The Shelton Farm

RANCH MODEL 2400

Bedrooms: 4

Bathrooms: 2 - 3.5

Square Feet: 2,000 - 2,309



Standard  
Elevation A



Elevation B  
Shown with Options



Elevation C

*Ashdon*  
BUILDERS  
It's About Living

[ashdonbuilders.com](http://ashdonbuilders.com)

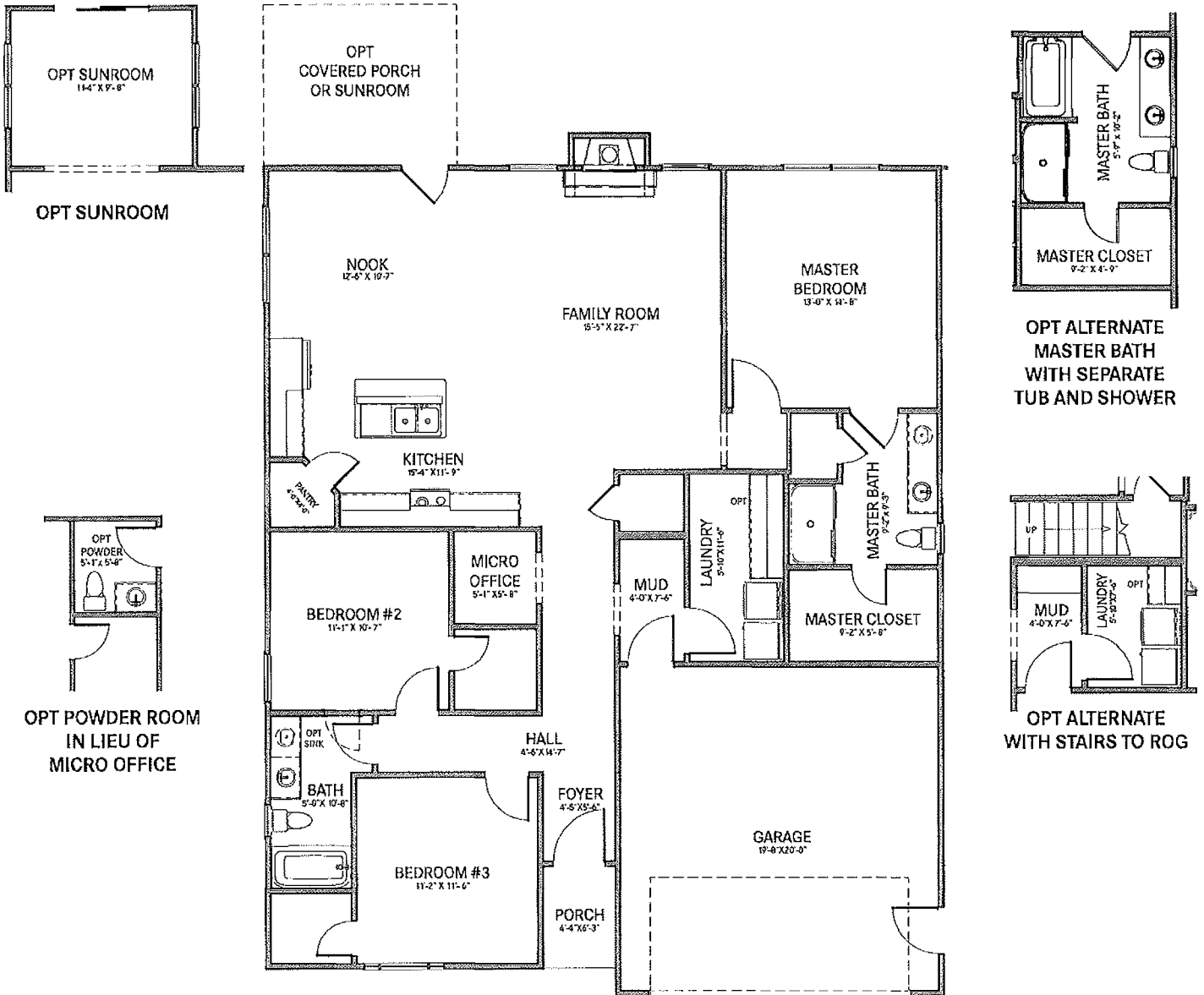


Builder reserves the right to substitute or make changes in all model types, prices, site plans, floor plans, materials and/or specifications: they are subject to change without notice. Actual home may vary from the renderings and floor plan, the model or other homes, and by community. Please see the Site Manager or Site Assistant for details. 03-26-21

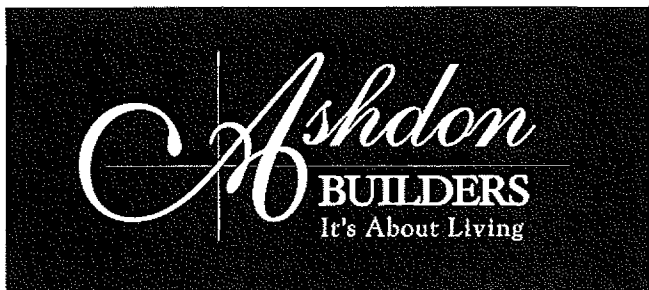
# The Shelton Farm

RANCH MODEL 2400

Bedrooms: 4 | Bathrooms: 2 - 3.5 | Square Feet: 2,000 - 2,309



FIRST FLOOR STANDARD



[ashdonbuilders.com](http://ashdonbuilders.com)



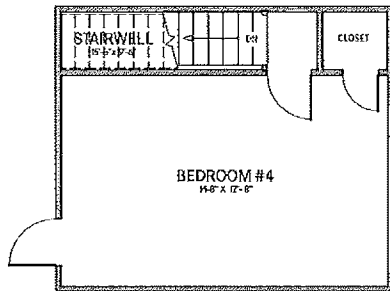
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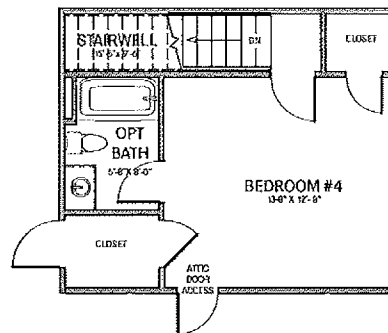
# The Shelton Farm

RANCH MODEL 2400

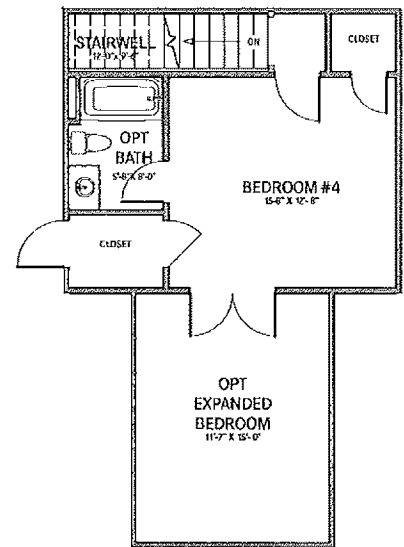
Bedrooms: 4 | Bathrooms: 2 - 3.5 | Square Feet: 2,000 - 2,309



SECOND FLOOR ROG  
WITH NO OPT BATH



SECOND FLOOR ROG  
WITH OPT BATH



SECOND FLOOR LAYOUT  
WITH OPT EXPANDED BEDROOM  
AND OPT BATH  
ONLY AVAILABLE WITH ELEVATION B



[ashdonbuilders.com](http://ashdonbuilders.com)



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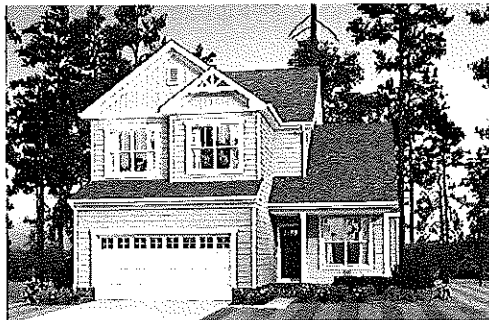
# The Holland

MODEL H

Bedrooms: 4 | Bathrooms: 2.5 | Square Feet: 2,128 - 2,248



Standard Elevation A



Elevation B



Elevation C  
Shown with stone option

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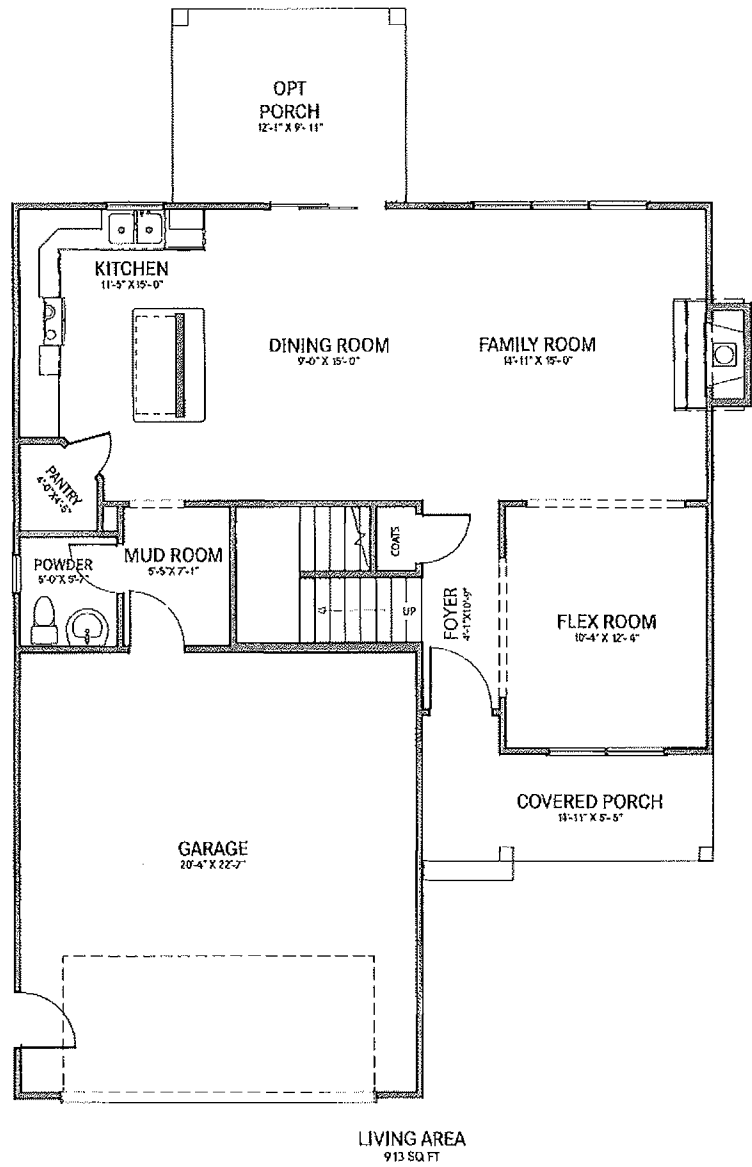
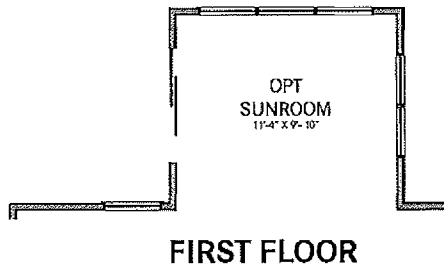


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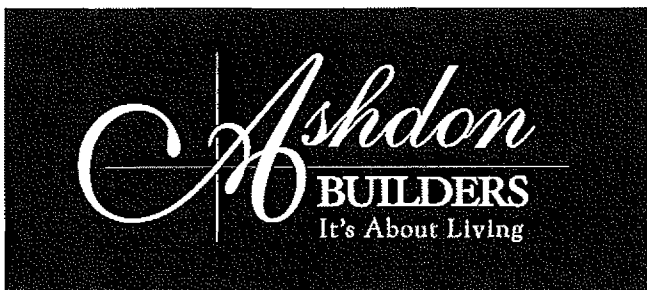
# The Holland

MODEL H

Bedrooms: 4 | Bathrooms: 2.5 | Square Feet: 2,128 - 2,248



FIRST FLOOR



[ashdonbuilders.com](http://ashdonbuilders.com)

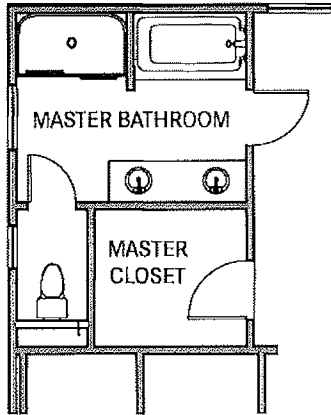


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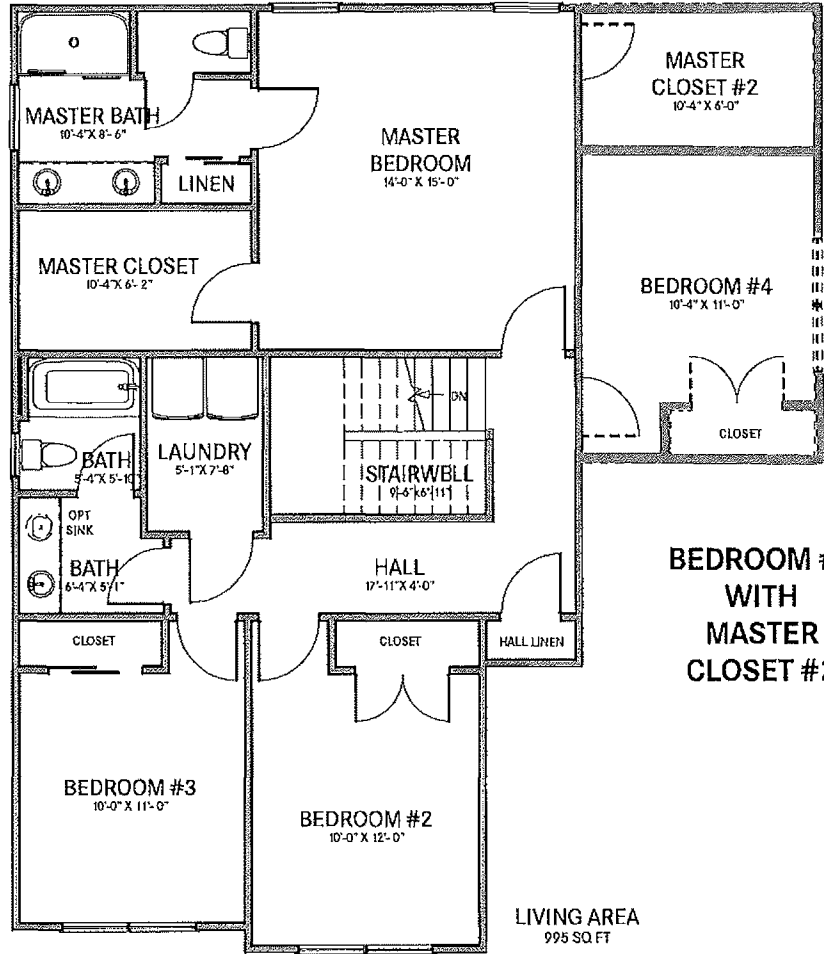
# The Holland

## MODEL H

Bedrooms: 4 | Bathrooms: 2.5 | Square Feet: 2,128 - 2,248



**OPT MASTER BATH  
LAYOUT WITH  
SEPARATE TUB  
AND SHOWER**



**BEDROOM #4  
WITH  
MASTER  
CLOSET #2**

### SECOND FLOOR



[ashdonbuilders.com](http://ashdonbuilders.com)



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# The Galiano

MODEL G

Bedrooms: 5 | Bathrooms: 2.5 - 3 | Square Feet: 2,394 - 2,469



Standard Elevation  
Shown with options



Side Load Garage Elevation shown with options

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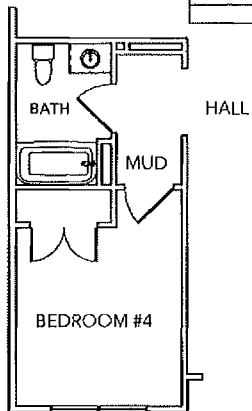
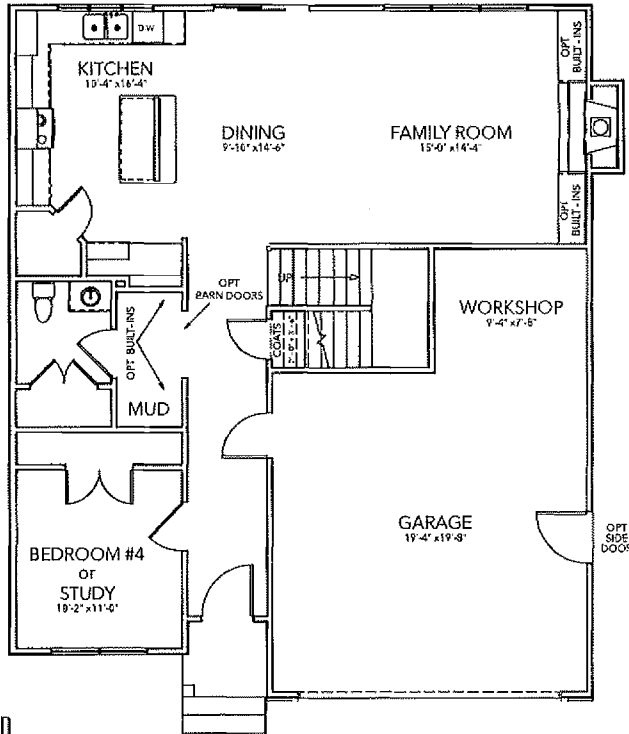
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# The Galiano

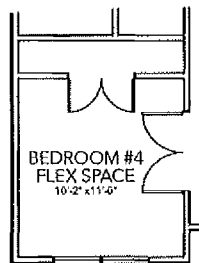
MODEL G

Bedrooms: 5 | Bathrooms: 2.5 - 3 | Square Feet: 2,394 - 2,469

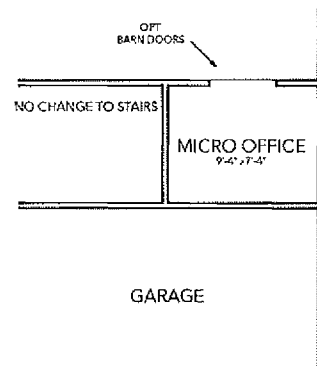
## FIRST FLOOR



OPT Full Bath

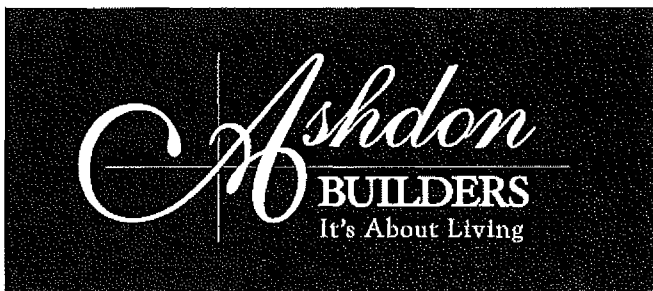
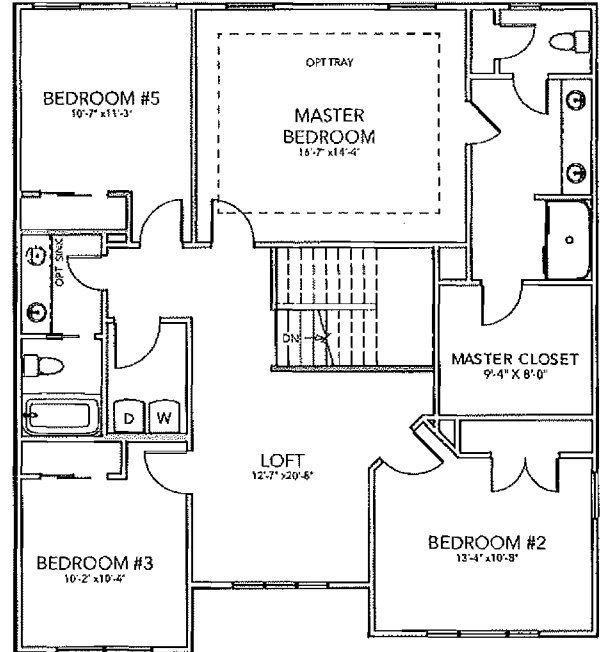


OPT Office / Living or Dining Room with French Doors



OPT Workshop Conversion to Micro Office

## SECOND FLOOR



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# The St. Croix

MODEL 5000

Bedrooms: 4 - 5 | Bathrooms: 2.5 - 3.5 | Square Feet: 2,300+



Standard Elevation B  
Shown with options



Elevation C  
Shown with options



Elevation D  
Shown with options

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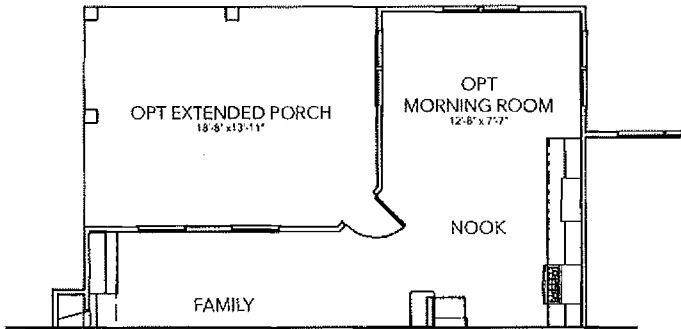


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# The St. Croix

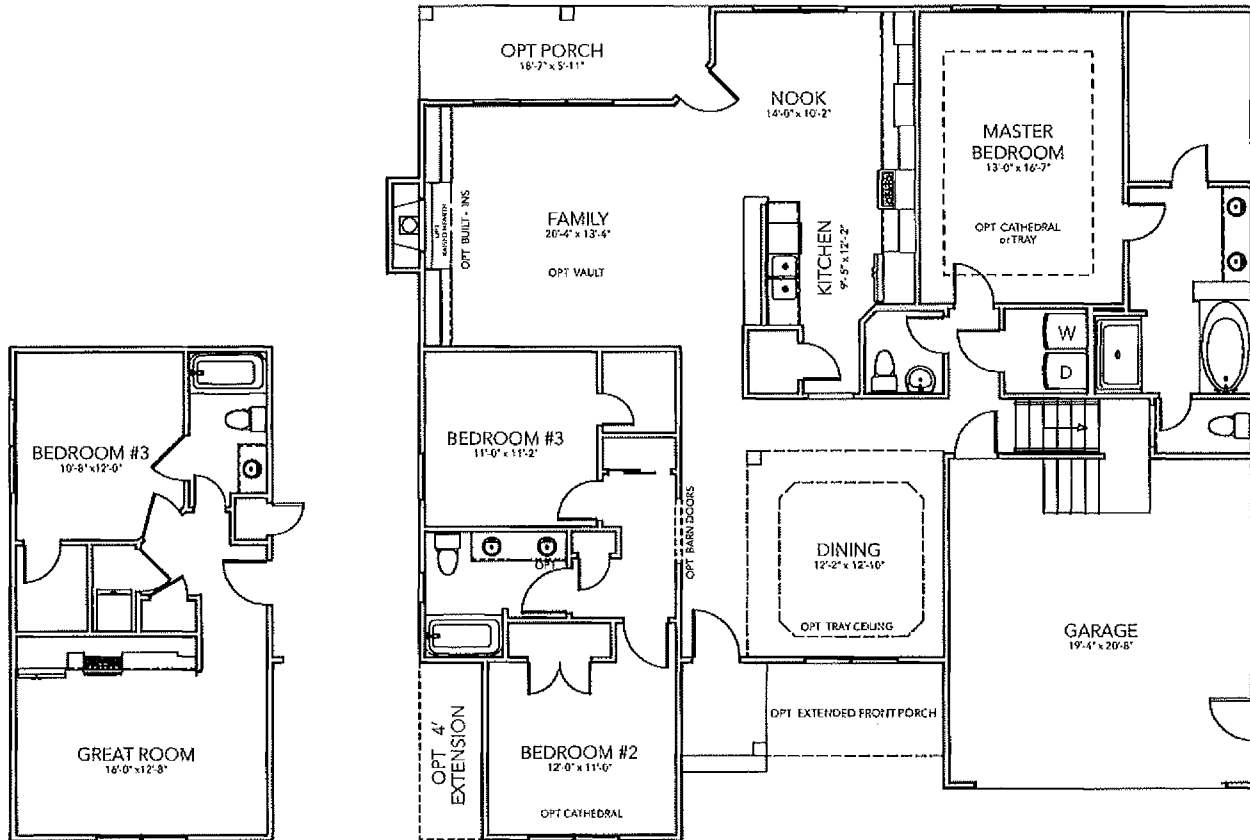
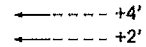
MODEL 5000

Bedrooms: 4 - 5 | Bathrooms: 2.5 - 3.5 | Square Feet: 2,300+



## FIRST FLOOR

Rear Wall and Porch  
Extensions available  
in 2' increments



OPT Multi - Generational Suite  
(Shown With OPT Kitchenette)



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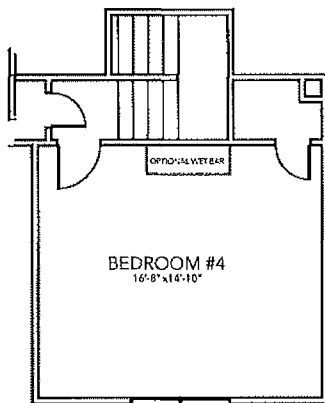


# The St. Croix

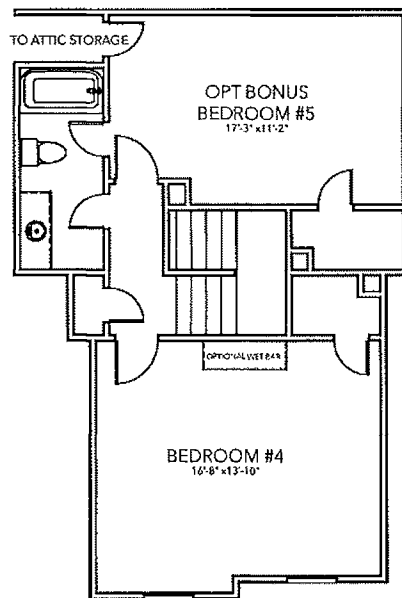
MODEL 5000

Bedrooms: 4 - 5 | Bathrooms: 2.5 - 3.5 | Square Feet: 2,300+

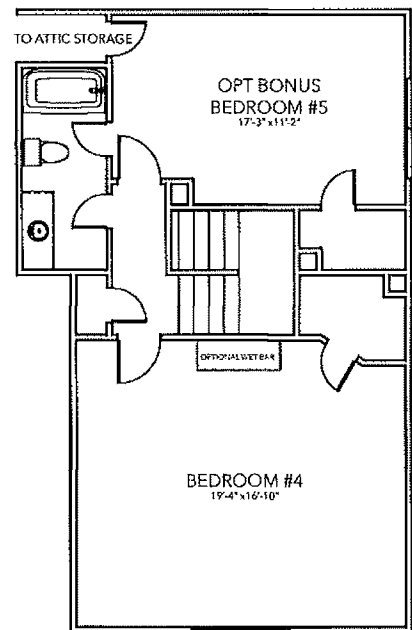
## SECOND FLOOR OPTIONS



Standard Elevation B



OPT Elevation C  
OPT Bedroom #5  
OPT Full Bath



OPT Elevation D  
OPT Bedroom #5  
OPT Full Bath

# Holland Meadows

WINDSOR, VIRGINIA

STANDARD  
FEATURES

## Attractive Interiors

- 9' Ceilings Both Floors!
- Carriage style interior doors
- Electric Fireplace
- Electric washer and dryer hook-up, vented outside
- GFCI circuits for kitchen, baths, garage and exterior
- Hardwood flooring in foyer (3")
- Knockdown textured walls and ceilings - smooth in kitchen & baths
- Lever door handles
- No-wax vinyl flooring in MBA, hall & powder baths, utility & kitchen
- Overhead lights in all bedrooms
- Pre-wired for ceiling fans in family room & all bedrooms
- Pull down attic stairs (select models)
- Rebond padding throughout
- Rocker switches for easy on/off operation
- Hard-wired smoke detectors w/battery back-ups all bedrooms
- Carbon monoxide detector Hard-wired w/battery back-up
- Stain resistant wall to wall carpet in your choice of colors
- Staircase w/painted pickets & stained handrails (select models)
- Structured wiring throughout & pre-wired for high speed internet
- Digital Networking in predetermined locations
- Phone/Data port (Cat5-E) in family room & all bedrooms
- Cable (RG-6 Quadshield Coax) in family room & all bedrooms
- Vinyl coated, ventilated shelving in all closets
- Walk-in closet in master bedroom

## Crafted Exteriors

- Brick skirt (front of home only)
- Architectural Roof Shingles
- Concrete patio—approx. 150sf (10'x15'), location determined by builder
- Exterior shutters in color of your choice (select models/elevations)
- Exterior siding—Premium low maintenance vinyl
- Fully landscaped lawn featuring trees, shrub package and fully seeded front yard

- Fiberglass entry doors featuring Framesaver NO-ROT door jambs (All exterior doors)
- Garage side service door w/deadbolt, concrete pad & light
- Hose bibs (2) for water hose connection
- Hurricane clips on Rafters/Trusses
- Insulated steel carriage style garage door
- Metal wrapped low maintenance exterior trim & fiberglass columns (Craftsman columns are PVC clad for no-rot properties)
- Pre-wired for dedicated circuit in garage (1) for fridge/freezer
- Pre-wired for garage door opener
- Raised foundation construction
- Two car garage (drywall only finish)
- Weatherproof electrical outlets (3)

## Professionally Designed Kitchens

- 42"/36" Staggered Kitchen cabinets w/Crown molding, adjustable shelving, & soft close doors (drawers are optional)
- Knobs and Pulls throughout
- Garbage disposal
- Granite counter tops in color of choice w/Delta faucet and sprayer as well as double bowl stainless steel undermount sink
- Ice-maker hook-up
- Island or bar area (select models)
- Pantry for additional storage
- Pendant lighting at bar tops
- Recessed lighting
- Under cabinet lighting
- Stainless steel appliances—Dishwasher, Microwave/Hood combo and Electric Range (self-cleaning)

## Upscale Baths

- Adult height vanities in all full baths
- Ceramic tile tub surround in Master Bath (select models)
- Cultured marble tops in bath vanities
- Easy maintenance fiberglass tubs and/or showers (select models)
- Elongated toilets in all baths
- Pedestal sink in powder room
- Master shower with semi-frameless shower door
- Water conserving plumbing fixture/washerless faucets

## Ashdon Energy Advantage

- **HERS Rated Home by certified third party inspector for quality control:** Quality control inspection to verify air sealing and thermal envelope tightness; Blower door test
- 14 SEER rated condenser
- LED lighting
- High-efficient Electrical furnace
- Electrical water heater
- Full home wrap moisture barrier installed
- Insulated Fiberglass entry doors featuring Framesaver No-Rot door jambs at all exterior doors
- Insulated Low-E glass windows with tilt sash feature and screens (screens provided for all operable windows)
- Ridge Vented Roofs for efficiency
- Programmable thermostat
- R-15 Insulated exterior walls
- R-38 Insulation in blown areas & flat ceilings of thermal envelope
- ASK ABOUT OUR ENERGY SAVER PACKAGE!

## Quality Construction and Customer Care

- Builder provides full in-house, one-year warranty and customer service program.
- National 2-10 Home Buyer's Warranty participation
- Complete building review prior to construction
- Site visit with construction supervisor prior to drywall installation to review specialty options and see the final framed structure
- Conventional stick frame construction and/or engineered joists/trusses
- Termite treatment and warranty
- Family owned and operated for over 39 years - two generations with years of field experience and hands-on approach

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BUILDERS  
It's About Living

[ashdonbuilders.com](http://ashdonbuilders.com)

Site Manager:  
Jamie Roser

757-404-6636

[jamie@ashdonbuilders.com](mailto:jamie@ashdonbuilders.com)

Wainwright  
REAL ESTATE



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ASHDON  
**Energy advantage**

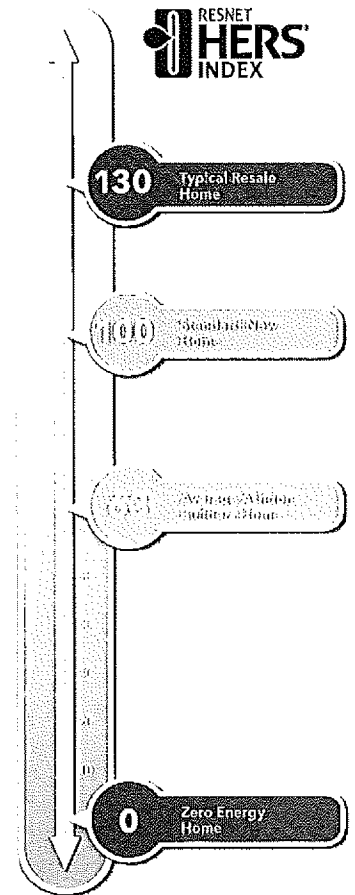
**Ashdon Energy Advantage -  
 setting energy efficiency standards into each and every home!**

A home built by Ashdon Builders takes your needs to heart. With that goal in mind, we work to ensure that you are provided with quality-built homes that are suited to fit your lifestyle. Ashdon Builders' Ashdon Energy Advantage is our energy-efficient approach to building homes which provides you with the highest levels of performance and savings. We believe that our customers should be able to spend less time maintaining their homes and more time enjoying it. When you buy a home with Ashdon Builders, you are buying into improved home comfort, lower energy costs, and a better quality of life. Ashdon Builders uses the HERS index to ensure the construction of your house meets the highest level of energy efficiency with a low rating.



**HERS rated energy efficient homes provide a  
 better quality of life, lower running costs, and  
 higher resale values.**

The Home Energy Rating System (HERS) Index provides the gold standard for home energy efficiency. The HERS index is the nationally recognized system for inspecting and calculating a home's energy performance. It has been used to rate over 2.5 million homes, of which 140,000 were rated in this past year. It uses an easy-to-understand index based on a 100-point scale where the lower the score, the higher the performance. HERS' Resident Home Energy Raters are highly trained and certified, guaranteeing your home adheres to the Mortgage Industry National Home Energy Standards.





With Ashdon Builders, it's about living. Ashdon Energy Advantage means better-built homes for a better-built quality of life.

## efficiency

Buying a home means more than just making monthly mortgage payments. Energy costs play a significant role in determining the affordability of a home. According to the Department of Energy (DOE), an energy-efficient home can help you save anywhere from 5% to 30% on energy bills. Ashdon Builders has a HERS Index score in the 60's, providing you with up to 30% more energy efficiency than a standard new home. In addition to improved energy-efficiency, HERS rated homes also help lower ownership costs, with \$235,000,000 in annual energy savings in the US in 2018.

## comfort

Ashdon Builders Energy Advantage provides you with improved home comfort that you can feel. By taking your comfort needs to heart, we believe that great results come from attention to detail. That's why every new home we build receives an extra inspection by an independent and certified HERS rating inspector for quality control. We focus on lowering air leakage for a tighter building envelope to offer your home enhanced efficiency and fewer temperature fluctuations. A better-insulated home means a better built-home; keeping it warmer in the winter and cooler in the summer.

## quality

An energy-efficient home with Ashdon Energy Advantage provides you with quality above all else. Energy performance and build quality is tested by a trained and certified HERS rater, giving you the confidence of knowing your home has been evaluated to meet the national energy standards. With the Ashdon Energy Advantage, we provide energy-efficient solutions so you will be given the peace of mind that your well-being is top priority.

## environment

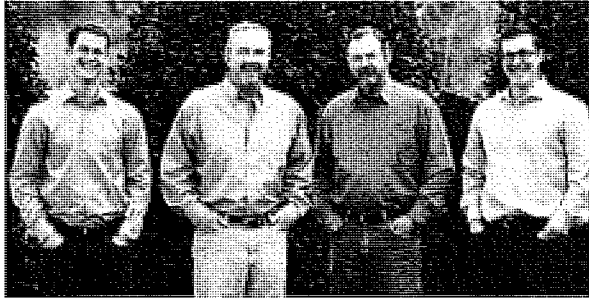
The 236,000 homes that are HERS rated in the US annually reduce over 1 million tons of carbon production every year. When you buy a HERS rated home, you are helping protect the environment by reducing your home's carbon emissions and pollution. With the Ashdon Energy Advantage, you will also be helping stimulate the economy through lowering energy costs for families and by creating jobs in the energy-efficient sector.

[ashdonbuilders.com/ashdon-energy-advantage](http://ashdonbuilders.com/ashdon-energy-advantage)

# It's About Living.

## Ashdon Builders has over 40 years of experience in new home construction and developing new home communities in Hampton Roads.

The home that you select for you and your family is one of the most important investments you will make in your lifetime.



A home built by Ashdon Builders, our family-owned business, takes your needs to heart. Creativity and expert craftsmanship is reflected in every home we build. Our solid reputation has been built with each and every home, from the ground up. We go above and beyond to craft a home that truly reflects your lifestyle.

Our story started in the early 80's, when we, brothers Barry and Donnie Cross, started building homes together. We blended our personal "hands-on" experience, capitalizing on our unique

strengths, to form a strong, committed building company, based on mutual respect, trust and loyalty. Our dedicated team of carpenters, brick masons, and other construction professionals has been with us since our inception, some for over twenty years.

The name "Ashdon" reflects our commitment to family: it is the namesake of our children, Ashley and Donald. The second generation has just begun working in our business. Our dedicated employees are also part of our family, trusted to fulfill your family's dreams and desires in your new home.

When it comes to building dreams for your family, our family does it best. When it comes to living those dreams, you do it best!



*Ashdon*  
**BUILDERS**  
It's About Living

[ashdonbuilders.com](http://ashdonbuilders.com)



1. The developer/owner agrees the total Lot count shall not exceed 60 single-family residences.
2. The property to be rezoned shall be developed in General Conformance with the Conceptual Plan submitted by Parish Layne Design Group and dated April 15, 2021 a copy of which is on file with the Town of Windsor.
3. In order to enhance the architectural aesthetics, the developer proffers the following:
  - a. Homes shall have a minimum square footage of heated living space of 1,600 square feet.
  - b. Foundations shall be raised slab construction elevated at least 1 foot above final grade and shall be finished with either brick or parged concrete finishes.
  - c. No more than three exterior materials shall be allowed on each structure, not including doors, windows, shutters, railings, columns and roof materials.
  - d. Roofing materials shall be, at a minimum, dimensional, or architectural asphalt shingles. Standing seam, pre-finished metal roofs, painted galvanized metal roofs, composite slate and composite cedar roofs are allowed.
  - e. Exposed roof vent stacks shall be located on the rear of the house for minimum visibility. Vented fireplace boxes are permitted provided, that they are constructed out of the same primary material as the house and the roof lines are consistent with the main house.
  - f. All dwellings shall have a minimum of a one car garage and driveways shall be concrete material.
  - g. No two dwellings with the exact elevations shall be constructed immediately adjacent to on another.
  - h. The development shall require a minimum of three model homes with three different elevations for each model.
  - i. All dwellings shall have a covered front porch.

02/23/2022 (CONT.)

- j. **No single-wide or double-wide mobile homes or temporary structure of any kind may be used as a dwelling.**
  - k. **Extended parking of vehicles shall be limited to paved surfaces.**
4. **The developer/owner shall establish a Landscape Buffer 40' in width along Shiloh Drive and construct a three-foot earthen berm within the Landscape Buffer with enhanced landscaping.**
  5. **The developer/owner shall install a five-foot sidewalk along the frontage of Shiloh Drive. This sidewalk shall be installed prior to the issuance of the last Certificate of Occupancy for the subdivision.**
  6. **The developer/owner shall impose restrictive covenants and conditions and will create a Home Owners Association with the obligation to maintain the any BMP structures located within the subdivision. The Home Owners Association shall provide adequate financial security to maintain any BMP structures located within the subdivision and shall enforce the architectural features listed above as 3. a-k.**
  7. **The developer/owner shall extend and develop Savannah Street to provide a dedicated public right-of-way for street connectivity.**
  8. **Front building lines shall be allowed to reduce to a minimum of thirty feet (30'). The developer shall contribute One Thousand Dollars to the Town of Windsor for each Lot the front building line is reduced to a minimum of thirty feet measured from the street right-of-way.**

03/23/2022 DRAFT 2 PROFFERS

1. The developer/owner agrees the total Lot count shall not exceed 60 single-family residences.
2. The property to be rezoned shall be developed in General Conformance with the Conceptual Plan submitted by Parish Layne Design Group and dated April 15, 2021 a copy of which is on file with the Town of Windsor.
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03/23/22 (CONT.)

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7. **The developer/owner shall extend and develop Savannah Street to provide a dedicated public right-of-way for street connectivity. The developer shall work with the Holland Meadows Homeowner's association to remove the stub/pavement section on Lena Rose so that it does not appear to be an abandoned street.**
  
8. **Front building lines shall be allowed to reduce to a minimum of thirty-five feet (35') as measured from the front right-of-way line.**
  
9. **The homes shall be constructed in general conformance with the submitted Building Elevations.**
  
10. **The developer shall install a fence around the Storm Water Management Facility in Windsor Station.**
  
11. **Developer shall install children amenities in the Windsor Station Open Space.**
  
12. **Developer shall install a sidewalk within the existing right-of-way, if existing right-of-way sufficiently allows, connecting the Windsor Station sidewalk to the Holland Meadows sidewalk along Shiloh Drive.**

**Proffers for REZ-001-2022  
Windsor Station  
April 12, 2022  
Windsor Station Rezoning  
TM 54-01-094B**

1. The developer/owner agrees the total Lot count shall not exceed 60 single-family residences.
2. The property to be rezoned shall be developed in General Conformance with the Conceptual Plan submitted by Parish Layne Design Group and dated April 15, 2021 a copy of which is on file with the Town of Windsor.
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4. The developer/owner shall establish a Landscape Buffer 40' in width along Shiloh Drive and construct a three-foot earthen berm within the Landscape Buffer with

04/12/22 (CONT.)

enhanced landscaping.

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9. The homes shall be constructed in general conformance with the submitted Building Elevations.
10. The developer shall install a fence around the Storm Water Management Facility in Windsor Station.
11. Developer shall install children amenities in the Windsor Station Open Space.
12. Developer shall install a sidewalk within the existing right-of-way, if existing right-of-way sufficiently allows, connecting the Windsor Station sidewalk to the Holland Meadows sidewalk along Shiloh Drive.
13. The developer shall barricade Savannah Street to prohibit through traffic during the course of construction.

Acknowledged and Agreed:

Developer: Ashdon Builders, Inc. William B. Cross, Barry Cross, ~~Manager~~  
PRESIDENT

Owner: First Dominion Land, Inc. Durwood V. Scott, Durwood Scott,  
Managing Member *Sec. - Thomas*



## COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION  
23116 Meherin Road  
COURTLAND, VIRGINIA 23837

February 7, 2022

Maxie C. Brown, AICP  
Interim Zoning Administrator  
Town of Windsor  
8 E. Windsor Blvd.  
Windsor, VA 23487

**RE: Windsor Station Subdivision Rezoning  
Shiloh Drive (Route 603)  
Town of Windsor, Isle of Wight County**

The Residency has completed its review of the submitted rezoning application dated January 12, 2022 and received by the VDOT Land Development Office on January 20, 2022. We offer the following comments:

- 1) We concur with the submitted trip generation and turn lane warrants.
- 2) The platted Savannah Street stub was not constructed as part of the development of the Holland Meadows property. The proposed connection from Windsor Station shall be made to the current termination of Savannah Street, at its intersection with Lena Rose Street in the Holland Meadows neighbourhood.
- 3) The submitted concept plan for the subdivision streets “fails to connect” to the existing provided stub, located at the termination of Lena Rose Street at the property line in Holland Meadows. Per 24VAC30-92-60(C)(1), if a stub out maintained by the Department adjoins the property of a development with a network addition proposed for acceptance into the secondary system of state highways, such a network must connect to such stub out to be eligible for acceptance.

The district administrator (designee) may waive this requirement if the existing stub out is of such design as to make such a connection unsafe. In accordance with 24VAC30-92-60(C)(5) such a request for a waiver of the connectivity requirements along with supporting documentation shall be made in writing to the district administrator’s designee with a copy to the local official. A determination shall be made within 30 calendar days.

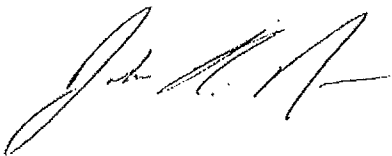
- 4) While it is understood that the conceptual plans submitted are not for construction, the following comments have been provided as a result of preliminary review of the conceptual plans:
- Construction site plans need to be submitted and should include, along with any other necessary information, the following; intersection geometrics, lane configurations, corner radii, intersection site distances, right of way, etc.
  - Design standards for entrances, sight distances, and intersections must be evaluated for compliance in accordance with Appendix F of the VDOT Road Design Manual. Subdivision streets shall be designed in accordance with Appendix B(1) of the VDOT Road Design Manual.
  - Drainage design in accordance with the VDOT Drainage Manual must be provided as part of the construction plan process.
  - A Geotechnical Report shall be submitted in accordance with the Pavement Design Guide for Subdivision and Secondary Roads in Virginia. This guide is available on the Department's website in Business Center/Manuals.
  - A pavement design shall be provided in accordance with the Pavement Design Guide for Subdivision and Secondary Roads in Virginia. Calculations shall be submitted for review and approval.

#### SUPPORTING DOCUMENTS

- 1) A detailed narrative which addresses each comment listed above must accompany your re-submittal package. Any revisions beyond those necessary to address the review comments listed above must be identified separately in the re-submittal narrative.
- 2) Please provide two (2) folded copies of the revised plans and two (2) copies of the detailed narrative with your re-submittal package.

If you have any questions, please contact me at (757) 346-3068 or [Joshua.Norris@vdot.virginia.gov](mailto:Joshua.Norris@vdot.virginia.gov).

Sincerely,



Joshua R. Norris  
Land Use Engineer  
Virginia Department of Transportation  
Franklin Residency



Maxie Brown <mbrown@windsor-va.gov>

**FW: Windsor Station - Proffers**

1 message

William Saunders <wsaunders@windsor-va.gov>  
To: Maxie Brown <mbrown@windsor-va.gov>

Wed, Feb 23, 2022 at 11:37 AM

FYI

William

From: Amy Ring [mailto:aring@isleofwightus.net]  
Sent: Wednesday, February 23, 2022 11:11 AM  
To: William Saunders <wsaunders@windsor-va.gov>  
Subject: RE: Windsor Station - Proffers

Hey William! Took a look at the Windsor Station rezoning application and plugged in the numbers into our capital impacts model that Tischler did for us. I thought you'd be interested in the results. I attached a print out and basically what it shows is that there is existing capacity in the schools which would serve the property and we currently don't have any school improvements included in the CIP. The only capacity issue triggered by the development would be in the parks and recreation category in that continued growth would continue to decrease the existing LOS for event center/regional parks categories. We do have planned improvements at both the Blackwater Preserve facility as well as at Heritage Park included in the CIP. It is interesting that there is no turn lane warrant met for Shiloh Drive. Does VDOT also review these for you all? Was there a proffer statement submitted with this? Let me know if you would like to discuss this further. Hope you're doing well and take care, Amy

**CASH PROFFER ELIGIBLE SUMMARY PAGE**

Capital Impacts Model

Isle of Wight County, Virginia



**SUMMARY OF PROJECT OUTPUTS**

<b>Project Name</b>	Windsor Station
---------------------	-----------------

**CAPITAL COST IMPACTS FOR DEVELOPMENT PROPOSAL**

	RESIDENTIAL	NONRESIDENTIAL	TOTAL
Housing Units	60	-	60
Projected Population	138	-	138
Projected Students			
Elementary School Students	11	-	11
Middle School School Students	4	-	4
High School Students	8	-	8
Projected Total Students	22	-	22
Nonresidential Sq. Ft.	-	0	0
Projected Jobs	-	0	0

**CASH PROFFER ELIGIBLE INFRASTRUCTURE CATEGORIES, RESIDENTIAL**

	Total Housing	Capital Impact	Capital Impact per
Schools	60	\$0	\$0
Parks and Recreation	60	\$112,898	\$1,882
Public Safety^	60	\$0	\$0
Transportation	60	\$0	\$0
<b>Total</b>	60	\$112,898	\$1,882

	Total Housing	Capital Impact	Capital Impact per
<b>^Public Safety</b>			
Sheriff	60	\$0	\$0
Fire	60	\$0	\$0
Animal Protection	60	\$0	\$0

**RE: Comments - Windsor Station Rezoning**

2 messages

**Rosenthal, David** <david.rosenthal@norfolk.gov>  
To: Maxie Brown <mbrown@windsor-va.gov>  
Cc: "Shaw, Gina" <Gina.Shaw@norfolk.gov>

Thu, Mar 10, 2022 at 3:02 PM

Maxie -Thank you for the opportunity to comment in the proposed rezoning of Windsor Station next to Ennis Creek. As you are aware, the City of Norfolk owns two parcels that are adjacent to Windsor Station. These parcels are part of the system that conveys water from Lake Gaston, the Blackwater River and the Nottoway River into Lake Prince as part of Norfolk's water supply.

The rezoning plans submitted show this parcel being subdivided into 60 residential lots plus one parcel for open space and a pond. It is assumed that the pond will be part of the onsite stormwater plan, but without detailed plans, we are unable to provide specific comments. We are generally concerned with the additional runoff into Ennis Creek from this development and what onsite treatment of stormwater will be required. We would like the opportunity to review the stormwater plan when it becomes available.

Also, while there is protection of the water and wetland environment provided with the 100 foot RPA buffer, Norfolk has concerns that the understory tree and bushes will be removed to make these properties more attractive and provide a view of the water.

Again, thank you for providing the opportunity to comment on this proposal.

David S. Rosenthal, CLM  
*Certified Lake Manager 94-02M*  
Reservoir Manager  
Lake Star Home Coordinator



Department of Utilities  
757-441-5774 ext. 253

Connect with us:

[www.norfolk.gov](http://www.norfolk.gov)

Reservoir Information

Become a Lake Star!





**TOWN OF WINDSOR  
Planning & Zoning**

**LEGAL ADVERTISEMENT**

Please run the following legal advertisement on the following dates:

**Wednesday, March 30, 2022**

**Wednesday, April 6, 2022**

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**NOTICE OF PUBLIC HEARING  
Town of Windsor Town Council**

Please take notice that on *Tuesday, April 12, 2022*, in the Windsor Town Hall, 8 East Windsor Boulevard, at 7:00 p.m., the Town Council will consider the following rezoning case:

PUBLIC HEARING: WINDSOR STATION REZONING Case TZ-001-2022: Request by First Dominion Land, Inc., property owners, to rezone 40.028 acres from A-1 to conditional R1/MHP (Mobile Home Park) to create 60 new single family residential lots. The property is located on Shiloh Drive and connects to the existing Holland Meadows Subdivision. The property is identified as Tax Map Number 54-01-094B.

Documents relative to the above case may be examined at the Town of Windsor Town Hall, 8 East Windsor Boulevard, Windsor, VA 23487 - (757) 242-4288. Persons interested in the above case are invited to attend the meeting and express their views.

The public hearing is being held at a facility believed to be accessible to persons with disabilities. Any person with questions on the accessibility should contact the Town of Windsor, 8 East Windsor Boulevard, Windsor, VA 23487.

Maxie Brown, CZA/AICP  
Interim Zoning Administrator

