

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

**REGULAR MEETING AGENDA
WEDNESDAY MARCH 25, 2015
7:00 p.m.**

1. **CALL TO ORDER**
 - A) **WELCOME- Call to Order**
 - B) **ROLL CALL**
2. **MINUTES- APPROVAL OF MINUTES OF THE JANUARY 28, 2015 REGULAR MEETING (1)**
3. **UPDATE ON LAND DEVELOPMENT ORDINANCE**

Staff Comments: The revised Land Development Ordinance is going through the final internal review process. It should be able to be given to the Planning Commission in April to set a new public hearing. Staff would like to thank the Planning Commission for its patience in this matter.

4. **UPDATE ON THE STATUS OF THE REVISED U.S ROUTE 460 BYPASS PROJECT AND THE DRAFT COMPREHENSIVE PLAN**
5. **REPORT FROM THE TOWN ATTORNEY**
6. **REPORT FROM ECONOMIC DEVELOPMENT AUTHORITY**
7. **PLANNING AND ZONING STAFF REPORT FOR FEBRUARY 2015 (2)**
8. **REPORT ON MURAL PROJECT AND THE YOUTH ARTS INITIATIVE (3)**

Staff Comments: Please see attached Staff Report.

9. **NEXT REGULAR MEETING- APRIL 22, 2015**
10. **MOTION TO ADJOURN**

MINUTES OF THE PLANNING COMMISSION – WINDSOR, VIRGINIA

The Planning Commission met on Wednesday, January 28, 2015 at 7:00 p.m. in the Town of Windsor Council Chamber. Chairman Bennie Brown called the meeting to order, and welcomed all who were present. Terry Whitehead, Town Clerk, recorded the minutes. Dennis Carney, Planning and Zoning Administrator, and Wallace W. Brittle, Jr., Town Attorney, were present. Ms. Whitehead called the roll.

Planning Commission members present: Bennie Brown, Chairman
N. Macon Edwards, III
Leonard L. Marshall, Jr.
George Stubbs
Glyn Willis

Planning Commission member absent: Debra D. Hicks
Mike Jones

MINUTES

Chairman Brown asked if there were any amendments to the minutes of the November 19, 2014 regular Planning Commission meeting and joint work session with Town Council on the Draft Comprehensive Plan. There being none, Commissioner Marshall made a motion to approve the minutes as presented. Commissioner Edwards seconded the motion, and the Commission unanimously passed the motion as recorded on the attached chart as motion #1.

PRESENTATION ON THE REVISED U.S. ROUTE 460 BYPASS PROJECT AND ITS EFFECTS UPON THE DRAFT COMPREHENSIVE PLAN

Mr. Carney presented Planning Commission with an overview of the updated maps showing the northern route for the U.S. Route 460 bypass which has been proposed as the preferred route for the project by the Virginia Department of Transportation (VDOT). He explained that this plan will have major repercussions for the Town's future and would require many changes to the Draft 2014 Comprehensive Plan. He reported that the Commonwealth Transportation Board (CTB) will be voting on the proposed alignment at their February 18, 2015 meeting and then a public hearing will be set. Mr. Carney said that the Town is drafting their comments and individual citizens are urged to give their views to VDOT at the public hearing.

Mayor Richardson then made her comments on the proposal. She also pointed out and elaborated on the negative impacts that a northern bypass would have on the Town of Windsor. She explained that a businessman in Town has met with Delegate Chris Jones, who is the Chairman of the House Appropriations Committee. She stated that they drove through Town and reviewed the

proposed northern route. Del. Jones agreed that it is not the best route for the Town of Windsor. Mayor Richardson said that this businessman has a scheduled meeting with Governor McAuliffe and is going to propose an improved U.S. Route 460 which includes a center turn lane within the Town and a truck route to the south.

Councilman Edwards expressed his concerns with increased traffic congestion for residents coming onto U.S. Route 460 from side streets such as Watson Street, Roberts Avenue and Lovers Lane if U.S. Route 460 is improved with a center turn lane. Mayor Richardson said that the Town will need to work with VDOT to improve the traffic flow by installing stoplights where needed and by improving the six-way intersection.

At this point, Commissioner Marshall excused himself for a fire call at 7:50 p.m. and returned at 8:00 p.m.

After further discussion, Planning Commission agreed to delay moving forward on amending the Draft Comprehensive Plan until the route is formally adopted.

PRESENTATION ON THE ENTRANCES AND INTERSECTIONS ON THE EXISTING U.S. ROUTE 460

Mr. Carney reported that photographs were taken by Staff of each major entrance to the Town and each intersection along U.S. Route 460. He said with the changes to the proposed U.S. Route 460 Bypass project, the Town may be able to turn the potential detrimental effects of the proposal, particularly to the Town's commercial district, which lies on the current U.S. Route 460, into the positive creation of a more appealing district that shows a vibrant sense of community.

Mr. Carney proceeded with a power point presentation of the major entrances and intersections along U.S. Route 460. Planning Commission discussed physical changes to promote safety and what amenities are needed at the various locations to improve the commercial district's appearance. No particular policies or directions came out of the discussion.

UPDATE ON THE LAND DEVELOPMENT ORDINANCE

Mr. Carney reported that he and Mayor Richardson are in the last stages of formatting the Draft Land Development Ordinance. He said it may be ready to present to Planning Commission at the March or April meeting for approval for a public hearing.

REPORT FROM ECONOMIC DEVELOPMENT AUTHORITY

Commissioner Stubbs reported that the Authority had not met, and he had no report for the Commission.

Mr. Carney reported that three new businesses have obtained business licenses for the Town of Windsor. He said they are Verizon, Anytime Fitness, and W. H. Leitner and Sons.

PLANNING AND ZONING STAFF REPORT FOR DECEMBER 2014

Mr. Carney gave a brief review of Planning and Zoning activities for the month of December 2014. He explained that there were two zoning permits in the month. The permits were for a commercial addition to a restaurant and a demolition of a farmhouse and its outbuildings. He added that there were three new violations added. They were for two inoperative motor vehicles and constructing a shed without the proper permits.

OTHER REPORTS OR NEW BUSINESS

Mr. Carney reported that he will be out of the office over the next several weeks dealing with his wife's knee surgery. He said his telephone number and personal email will be left in Town Hall so that he can be readily contacted.

ADJOURNMENT

Chairman Brown noted that the next regular meeting is scheduled for February 25, 2015. Commissioner Stubbs made the motion to adjourn. Commissioner Marshall seconded the motion which the Commission approved unanimously as recorded on the attached chart as motion #2.

The meeting adjourned at 8:50 p.m.

Bennie Brown, Chairman

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
RECORD OF
PLANNING COMMISSION VOTES

Commission Meeting Date January 28, 2015

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

TOWN OF WINDSOR

Town Elected Officials
Carita J. Richardson, Mayor
Clint Bryant-Vice Mayor
Durwood V. Scott
Greg Willis
N. Macon Edwards, III
Patty Fleming
Tony Ambrose



Town Manager
Michael R. Stallings

Town Clerk
Terry Whitehead

Town Attorney
Wallace W. Brittle, Jr.

Established 1902

March 3, 2015

Memorandum

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

From: Dennis Carney, Planning and Zoning Administrator

Subject: February 2015 Planning and Zoning Report

Zoning Permits: In February there were six Zoning Permits. This is less than the ten in January and slightly less than the seven in February 2014. More importantly, the permits were for two new residences, a new restaurant/store locating in a vacant business site, a permanent and two new signs for the new business (under one permit), and two fence permits. The report shows that we are a growing community and that the economy may be starting to turn around.

Violations: Also on a positive note, there were only two new violation cases in February. This is down from the ten in January and substantially less than the twelve in February 2014. The violations were both for inoperative motor vehicles. Also on a positive note, four violation cases were resolved, three of which were for inoperative motor vehicles and one was for junk and trash.

Planning Commission Activity: Because a final decision has not been made on the U.S. Route 460 Bypass project and other matters have not been completed, the Planning Commission did not meet.

Other: Staff put together and filed the grant application for the Windsor Community Mural project with the Virginia Commission for the Arts. If we are funded, this will greatly assist the project that Girl Scout Troop 1105 brought forth and the Town has agreed to assist financially. February was a hectic, potentially very positive month, especially when the weather is factored in.

MONTHLY REPORT PLANNING & ZONING

February 2015

	<u>February</u>	<u>FYTD</u>
Number of Zoning Permits Issued:	6*	49*
Residential New Construction:	2	10
Commercial New Construction:	0	0
Building Additions:	0	2
Accessory Buildings:	0	5
Signs:		
Temporary:	2	8
Permanent:	1	9
Fences:	2	12
Pools:	0	0
Decks:	0	2
Driveways:	0	1
Other:	1	10
Notices of Violation:	2*	57**
Inoperative vehicles:	2	36
Tall grass:	0	10
Signs:	0	6
Other:	0	9
Number of Violation Cases Resolved:	3*	68**
Inoperative vehicles:	2	40
Tall grass:	0	13
Sign	0	4
Other:	1	15

A list of addresses and tax map numbers for the permits and violations are available at the Town Office.

*Some Zoning Permits include several accessory items but are delineated by item on this report.

**The discrepancy between the number of types and the total numbers of violations reflect that some violations notices cite two or more violations

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March 17, 2015

Memorandum

To: Planning Commission Members

From: Dennis W. Carney, Planning and Zoning Administrator

Subject: Report on Mural Project and Youth Arts Initiative

The Windsor Girl Scout Troop 1105 is spearheading a project to create murals on the two highly visible sides to U.S. Route 460 of a partially vacant building (where Aerus is located) directly across from the Windsor Town Hall. A renowned artist, Mr. Sam Welty, is designing and will be drawing the mural with the assistance of the Troop and any other interested youths. Through Staff, it was learned that a grant to the Town may be possible through the Virginia Commission for the Arts to help fund the artist. After a presentation by Mrs. Jennifer Bak, the Girl Scout Troop leader, Town Council agreed to have Staff prepare the grant application for \$10,000 with a match from the Town in an equal amount. Staff completed the application, and it was submitted. We should learn of the status of this 2015-2016 grant in mid-June.

As an offshoot of this project is a private initiative to form a Youth Arts group to foster the talents of young artists in Windsor. It is my feeling that usage and promotion of art in the Town will assist the goals of beautification of our streets particularly Windsor Boulevard in addition to the constructive aspects for our youth. It also could be very beneficial to the "Old Town Windsor" area discussed in the Draft Comprehensive Plan and help Windsor redefine itself and provide reasons for tourists to visit the Town. In light of the northern route for the U.S. Route 460 Bypass project, this could become particularly important.

If this initiative is successful, some review of our sign ordinance may become necessary. Also as we move forward on the Old Town Windsor sub plan, recognition and incorporation of both street art and the potential for future galleries and exhibits should be kept in mind.

Although this project and initiative is not a panacea and the real work has only begun, it is my feeling that it should be welcomed and made an integral part of our planning process.