

TOWN OF WINDSOR
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PLANNING COMMISSION MEETING AGENDA
March 24, 2021
7:00 p.m.
Windsor Town Center

- 1) Call to Order
 - a) Welcome
 - b) Roll Call
- 2) Public Comments
- 3) Approval of the Minutes of the January 27, 2021 Planning Commission Meeting (1)
- 4) Public Hearing
 - a) None
- 5) Project Updates (2)
- 6) Town Attorney's Report
- 7) Economic Development Authority Report (EDA)
- 8) Old or Unfinished Business
 - a) The Strategic Plan was adopted by the Town Council on February 9, 2021
- 9) New Business
 - a) 2022-2026 Capital Improvement Plan (3)
- 10) Next Regular Meeting Date – April 28, 2021
- 11) Motion to Adjourn

MINUTES OF THE PLANNING COMMISSION - WINDSOR, VIRGINIA

The Planning Commission met on Wednesday, January 27, 2021 at 7:00 p.m. at the Windsor Town Center in Windsor, Virginia. Chairman Marshall called the meeting to order and welcomed all who were present. Terry Whitehead, Town Clerk, recorded the minutes. William Saunders, IV, Town Manager, Maxie Brown, Interim Planning & Zoning Administrator, Fred Taylor, Town Attorney, and Mayor Willis were present. Mrs. Whitehead called the roll.

Planning Commission members present: Leonard L. Marshall, Chairman
Devon Hewitt
Dale Scott
Jesse Taylor
Ricky Vaughan

Planning Commission members absent: George Stubbs, Vice Chairman
Larissa Williams

ELECTION OF OFFICERS

Chairman Marshall stated that according to the Planning Commission bylaws, the Commissioners are required to nominate and elect a Chairman and Vice Chairman at this meeting. Commissioner Scott nominated Commissioner Marshall for Chairman. Commissioner Vaughan seconded, and the Commission passed the motion, with Commissioner Marshall abstaining, as recorded on the attached chart as motion #1.

Commissioner Scott nominated Commissioner Stubbs for Vice Chairman. Commissioner Hewitt seconded, and the Commission unanimously passed the motion as recorded on the attached chart as motion #2.

PUBLIC COMMENTS

None

MINUTES

Chairman Marshall asked if there were any amendments or comments regarding the minutes of the February 26, 2020 regular Planning Commission meeting.

Commissioner Scott made a motion to approve the minutes as presented. Commissioner Hewitt seconded, and the Commission unanimously passed the motion as recorded on the attached chart as motion #3.

PUBLIC HEARING

None

PROJECT UPDATES

Site Plan Review

Mrs. Brown reported that she received a request by Bryan Brooks and Mark Clayton to construct a new commercial/retail building located at 9 South Court Street. She said the

proposed building will contain 1,290 sq. ft. of floor space and is identified as Tax Map 54B-01-273. Mrs. Brown said the plan is currently under review by staff and the Virginia Department of Transportation (VDOT).

Subdivision Review

Mrs. Brown said she has received a request by Wesley Garris for a family subdivision of two lots into four lots. She said the property is located on Church Street and is identified as Tax Map 54B-01-106 and 107. She reported that the subdivision plat is currently under review by staff and VDOT.

Department of Housing & Community Development (DHCD) – Pre-planning Grant

Mrs. Brown reported that on December 10, 2020, staff submitted the following revised budget request as recommended by Ramona Chapman of DHCD:

- Facilitated Planning Session \$3,000
- Project Coordinator Outreach/administration \$6,331
- Facilitated Presentation for community meeting \$ 520
- Governor’s Housing Conference \$ 149

Mrs. Brown said these changes reflect significant changes that have occurred since the grant was approved due to staff turnover and the COVID-19 pandemic. She said all documentation and invoices were submitted to DHCD prior to the closing date of December 31, 2020, and are currently awaiting DHCD review and response.

TOWN ATTORNEY REPORT

None

ECONOMIC DEVELOPMENT AUTHORITY – EDA

Mr. Scott reported that there has been interest in the two parcels for sale located on West Windsor Boulevard that is currently owned by the EDA. He explained that there have been some discussions, but nothing final at this time.

OTHER REPORTS

None

OLD OR UNFINISHED BUSINESS

None

NEW BUSINESS

Town of Windsor Strategic Plan – Focus on the Future

Mr. Saunders reported that for over a year, at the direction of the Windsor Town Council, numerous stakeholders have undertaken the process of gathering information and synthesizing it into a visionary plan to guide the direction and resources of the Town of Windsor into the future. He said these actions included the creation of a management team, a widely distributed survey to capture feedback from the community that was made possible

by a Community Development Block Grant, as well as the participation of town staff, professional consultants and elected officials. He said the latest action taken was to hold a joint public meeting including the Town Council, Planning Commission and management team to hear a presentation on the final draft of the plan.

Mr. Saunders stated that at the joint meeting on the Strategic Plan, held on December 8, 2020, it was the desire of the Town Council to forward the final draft of the plan to the Planning Commission for their review. He said it is hoped that comment and recommendation be provided at tonight's meeting, as Town Council would like to consider this information at their March 9, 2021 meeting.

Mr. Saunders reviewed the draft plan with the following sixteen action items:

Action Item #1: Develop a Master Plan for Infrastructure programming that encourages development and improves the future growth of commercial sites

Action Item #2: Develop a Master Plan for the Properties along Route 460 and surrounding area, as a part of the comprehensive plan

Action Item #3: Evaluate a revised zoning ordinance to allow higher density options for housing

Action Item #4: Promote the use of Windsor Town Center

Action Item #5: Include increased pedestrian and bike access for citizens in planning efforts

Action Item #6: Actively participate in State intervention safety plan for 460

Action Item #7: Identify potential Property Maintenance Ordinances

Action Item #8: Explore the possibility of working with the County to seek ways to share services and collaborate on the provision of shared services

Action Item #9: Investigate becoming a HEAL community (Virginia Municipal League program)

Action Item #10: Develop a strategy to enable Windsor citizens to show their community pride

Action Item #11: Identify and work with stakeholders to develop the Bank Street property

Action Item #12: Support the beautification of the Route 460 corridor

Action Item #13: Increase number of community Events and Activities

Action Item #14: Work with partners to enhance and promote the history of Agronomy in the Town of Windsor, including working farms and Ag related businesses

Action Item #15: Inventory Provision of Health care services

Action Item #16: Investigate establishing a Community Garden

Commissioner Scott asked for an update on the recent discussions that have taken place with Town Council regarding the future of the Town Center.

Mr. Saunders explained that Town Council sees the Town Center as an asset and has agreed to continue to support it. He noted that marketing strategies for the Town Center are on hold until the roof and moisture issues have been repaired.

Commissioner Taylor asked if there has been a schedule set for the action items as to what should be done first as a priority.

Mayor Willis said when this document was started a year and half ago, there were items that were laid out with dates. He explained that with the many impacts of the pandemic, Town Council chose to remove dates and make it generic. He said with the uncertainty we have still in place, Council has made decisions on certain items to move forward on. Mayor Willis said once we can get a more predictable future, we will need to prioritize, plan, and set a schedule for the action items.

Planning Commission continued to discuss prioritization of the action items.

Commissioner Hewitt agreed that these action items are all good, but quite a large project. He asked what the plan is to proceed and questioned if committees or groups will need to be formed to take on such a task.

Mayor Willis said this will be a long-term project that will be lasting 5+ years. He said we will identify items to move forward partly based on opportunity and partly based off of a long-term requirement that we need to start on now, and get the people in place to be able to drive that forward.

After further discussion, Commissioner Scott made a motion to recommend approval of the Windsor Strategic Plan to Town Council. Commissioner Hewitt seconded, and the Commission unanimously passed the motion as recorded on the attached chart as motion #4.

ADJOURNMENT

Chairman Marshall stated that the next Planning Commission meeting is scheduled for February 24, 2021.

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 #5.

The meeting adjourned at 7:40 p.m.

Leonard L. Marshall, Chairman

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
RECORD OF
PLANNING COMMISSION VOTES

Commission Meeting Date January 27, 2021

Motion #	L. Marshall	G. Stubbs	L. Williams	J. Taylor	D. Hewitt	D. Scott	R. Vaughan
1	Obtain	absent	absent	Y	Y	Y	Y
2	Y			Y	Y	Y	Y
3	Y			Y	Y	Y	Y
4	Y			Y	Y	Y	Y
5	Y			Y	Y	Y	Y
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Jerry Whitehead, Clerk

Town of Windsor

Memorandum

March 24, 2021

TO: Planning Commission

FROM: William G. Saunders, IV, Town Manager WGS IV

SUBJECT: Capital Projects Update

Public Works Building

The project has received a temporary Certificate of Occupancy and a permanent Certificate of Occupancy is expected once as-built surveys are completed and submitted to Isle of Wight County.

Duke Street & Virginia Avenue Water Main Replacement

Town staff has received a change order from Bowman Consulting for the easement work that will be required, which is under review. Once reviewed and approved, we will be moving forward again.

Shiloh Drive Sidewalk

The drainage and erosion issues have been reported to the IOW Project Manager; VDOT and the contractor have made site visits to determine the best resolution of the issues. The corrections have been designed. Some will be done as a change order and some under the contractor's warranty. It is anticipated that the repairs will be undertaken in the next few weeks.

Windsor Town Center Roof Replacement and Moisture Repair

An Invitation for Bids for the roof replacement was posted on eVA, the Virginia Business Opportunities' website, and the Town of Windsor website on February 22, 2021. A non-mandatory pre-bid meeting was held at the Town Center on March 1, 2021, where four roofing contractors attended. Bids have a deadline of Noon on March 24, 2021, when a virtual, public bid opening will be held via the Zoom platform.

For your information

Town of Windsor

Memorandum

March 24, 2021

TO: Planning Commission
FROM: William G. Saunders, IV, Town Manager WGS IV
SUBJECT: Town of Windsor 2022-2026 Capital Improvement Plan

Background

As you are aware, the Planning Commission typically reviews the annual update to the Town's Capital Improvement Plan (CIP) and makes a recommendation to the Town Council in that regard. The enclosed draft CIP covers the Town's General Fund and Water Fund separately.

Specifics

There are several differences between the draft 2022-2026 CIP versus the adopted 2021-2025 CIP, changes of note include:

General Fund

- GIS system improvements were increased and spread over two (2) years
- Addition of funds for consultant on Comprehensive Plan update
- Body worn camera replacement changed from a one-time payment to installments
- Addition of Taser replacement installments
- Street lighting frequency was changed to meet minimum of \$5,000 for capital item

Water Fund

- Addition of water meter replacement
- Prioritization of several water main replacement and hydrant installation projects changes
- Scope of Watson drive water main replacement and hydrant installation projects changes
- Scope of Windsor Supply/Rt. 460 water main replacement project changes
- Addition of water master plan update

Enclosures

Adopted 2021-2025 Capital Improvement Plan
Draft 2022-2026 Capital Improvement Plan

Recommended Action

For your consideration and recommendation

**Capital Improvement Plan
FY 2022-2026**

General Fund (Revised 03/18/2021)	FY22	FY23 <i>Proposed</i>	FY24 <i>Proposed</i>	FY25 <i>Proposed</i>	FY26 <i>Proposed</i>	General Fund FY22	State Federal Funds	Other Sources	Fund Balance FY22	Five-year Total
General Operations										
Town Center/Future Development & Space Needs	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$ 500,000				\$ 500,000
IT Upgrades	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000				\$ 25,000
										\$ 525,000
Planning										
GIS System Improvements	\$ 5,000	\$ 5,000				\$ 10,000				\$ 10,000
Comprehensive Plan Update	\$ 50,000	\$ 50,000				\$ 100,000				\$ 100,000
										\$ 110,000
Police										
Outfitted Police Vehicles	\$ 45,000	\$ 45,000	\$ 65,000	\$ 65,000	\$ 45,000	\$ 265,000				\$ 265,000
Police Technology	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000				\$ 25,000
Body Worn Camera Replacement	\$ 5,250	\$ 5,250	\$ 5,250	\$ 5,250	\$ 5,250	\$ 21,000				\$ 21,000
Taser Replacement	\$ 5,000	\$ 5,000				\$ 10,000				\$ 10,000
										\$ 321,000
Public Works										
Street lighting extension in new areas		\$ 5,000		\$ 5,000		\$ 10,000				\$ 10,000
Sidewalk Construction	\$ 10,000	\$ 20,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 210,000				\$ 210,000
										\$ 220,000
Cemetery										
Construction of Cemetery Parking Lot	\$ 35,000					\$ 35,000				\$ 35,000
										\$ 35,000
Total	\$265,250	\$245,250	\$240,250	\$245,250	\$215,000	\$1,211,000	\$ -	\$ -	\$ -	\$1,211,000

**Capital Improvement Plan
FY 2022-2026**

Water Fund (Revised 03/18/2021)	FY22	FY23 Proposed	FY24 Proposed	FY25 Proposed	FY26 Proposed	Water Fund FY22	Fund Balance FY22	Other Sources	Five-year Total
Water Meter Replacement	\$ 25,000	\$ 25,000	\$ 25,000	\$ 30,000	\$ 30,000	\$ 135,000			\$ 135,000
Water Main / Service Line Replacement	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000			\$ 50,000
Install 3000 l.f. of 8" water main on Route 460 from the Burger King to the Town Limits				\$ 200,000		\$ 200,000			\$ 200,000
Upgrade 4" water main on Holland Lane install fire hydrants, and relocate water meters			\$ 100,000			\$ 100,000			\$ 100,000
Upgrade and extend 4" water mains on Taylor Avenue install fire hydrants, and relocate from under Farm Bureau Building			\$ 100,000			\$ 100,000			\$ 100,000
Install 4000 l.f. of 8" water main on Buckhorn Drive from South Court Street end to Town Limits					\$ 200,000	\$ 200,000			\$ 200,000
Install 8" water main on Route 460 from new main to Watson Avenue, upgrade and extend water mains and install fire hydrants on Watson Avenue		\$ 200,000				\$ 200,000			\$ 200,000
Relocate 2" Water Main under Windsor Supply, extend 8" Line on Route 460 from the Rescue Squad to B Avenue	\$ 250,000					\$ 250,000			\$ 250,000
Update Water Mapping and Masterplanning					\$ 25,000				\$ 25,000
Total	\$ 285,000	\$ 235,000	\$ 235,000	\$ 240,000	\$ 235,000	\$ 1,235,000	\$ -	\$ -	\$ 1,260,000

**Capital Improvement Plan
FY 2021-2025**

General Fund	FY21	FY22 <i>Proposed</i>	FY23 <i>Proposed</i>	FY24 <i>Proposed</i>	FY25 <i>Proposed</i>	General Fund FY21	State Federal Funds	Other Sources	Fund Balance FY21	Five-year Total
General Operations										
Town Center/Future Development & Space Needs	\$ 90,000	\$100,000	\$100,000	\$100,000	\$100,000	\$ 90,000				\$ 490,000
IT Upgrades		\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -				\$ 20,000
Planning										
GIS System Improvements		\$ 8,000								\$ 8,000
Police										
Outfitted Police Vehicles	\$ 35,000	\$ 45,000	\$ 45,000	\$ 65,000	\$ 65,000	\$ 35,000				\$ 255,000
Police Technology		\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -			\$ 36,000	\$ 20,000
Body Worn Camera Replacement	\$ 36,000									\$ 36,000
Public Works										
Street lighting extension for new areas		\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -				\$ 8,000
Sidewalk Construction		\$ 10,000	\$ 20,000	\$ 60,000	\$ 60,000					\$ 150,000
Church Street/Shiloh Drive Sidewalks										\$ -
Public Works Building	\$680,000								\$680,000	\$ 680,000
Cemetery										
Construction of Cemetery Parking Lot		\$ 35,000								\$ 35,000
Total	\$841,000	\$210,000	\$177,000	\$237,000	\$237,000	\$ 125,000	\$ -	\$ -	\$716,000	\$1,702,000

**Capital Improvement Plan
FY 2021-2025**

	FY21	FY22 <i>Proposed</i>	FY23 <i>Proposed</i>	FY24 <i>Proposed</i>	FY25 <i>Proposed</i>	Water Fund FY21	Fund Balance FY21	Other Sources	Five-year Total
Water Fund									
Water Mains/Service Line Replacement									
Upgrade water mains on Duke Street from 4" lines to 8" lines	\$ 150,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	\$ -		\$ 40,000
Install 3000 l.f. of 8" water main on Route 460 from the Burger King to the Town Limits				\$200,000		\$ -	\$ -		\$ 150,000
Upgrade 4" water main on Holland Lane install fire hydrants, and relocate water meters			\$100,000			\$ -	\$ -		\$ 200,000
Upgrade water mains on Virginia Avenue from 4" lines to 8" lines and relocate meters	\$ 150,000					\$ -	\$ -		\$ 150,000
Upgrade and extend 4" water mains on Taylor Avenue install fire hydrants, and relocate from under Farm Bureau Building		\$100,000				\$ -	\$ -		\$ 100,000
Install 4000 l.f. of 8" water main on Buckhorn Drive from South Court Street end to Town Limits					\$200,000	\$ -	\$ -		\$ 200,000
Upgrade water mains on Randolph Drive from 4" to 8"			\$100,000			\$ -	\$ -		\$ 100,000
Install 8" water main on Route 460 from N. Court Street to Watson Avenue					\$150,000	\$ -	\$ -		\$ 150,000
Relocate 2" Water Main under Windsor Supply and Replace With 8" Line and extend on Route 460 to Amoco and adjacent Buildings				\$150,000		\$ -	\$ -		\$ 150,000
Update Water Mapping and Masterplanning						\$ -	\$ -		\$ -
Total	\$ 300,000	\$110,000	\$210,000	\$360,000	\$360,000	\$ -	\$300,000	\$ -	\$ 1,340,000