

**TOWN OF WINDSOR**

P.O. Box 307

8 East Windsor Boulevard

Windsor, Virginia 23487

Phone 757-242-4288

E-Mail [Windsor@windsor-va.gov](mailto:Windsor@windsor-va.gov)

**PLANNING COMMISSION MEETING AGENDA**

**March 22, 2023 - 7:00 p.m.**

**Town Hall**

- 1) Call to Order
  - a) Welcome
  - b) Roll Call and Determination of Quorum
- 2) Public Comments
- 3) Approval of the Minutes of the January 25, 2023 Planning Commission meeting
- 4) Town Attorney's Report
- 5) Economic Development Authority (EDA) Report
- 6) Old or Unfinished Business
- 7) New Business
  - A) 2024-2028 Capital Improvement Plan
  - B) Chesapeake Bay Preservation Act (CBPA) Annual Report
- 8) Next Regular Meeting Date: April 26, 2023
- 9) Motion to Adjourn

**MINUTES OF THE PLANNING COMMISSION - WINDSOR, VIRGINIA**

The Planning Commission met on Wednesday, January 25, 2023 at 7:00 p.m. at the Council Chamber of the Windsor Town Hall, Windsor, Virginia. Terry Whitehead, Town Clerk, called the meeting to order and welcomed all who were present. Mrs. Whitehead recorded the minutes. James Randolph, Planning & Zoning Administrator, was present. Mrs. Whitehead called the roll.

Planning Commission members present: Leonard L. Marshall  
Devon Hewitt  
David T. Adams  
Dale Scott  
Larissa Williams

Planning Commission member absent: Jesse Taylor  
Ricky Vaughan

Mrs. Whitehead stated that with the recent election, Mayor George Stubbs has decided to relinquish his position on the Commission after serving since 2005. She said that Mr. David Adams has been appointed by Town Council to serve as liaison to the Commission. The Commission welcomed Commissioner Adams.

**ELECTION OF OFFICERS**

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

Commissioner Williams nominated Commissioner Scott for Vice Chairman. Commissioner Scott respectfully declined, and nominated Commissioner Hewitt due to his seniority on the Commission. Commissioner Williams seconded, and the Commission passed the motion, with Commissioner Hewitt abstaining, as recorded on the attached chart as motion #2.

**RE-ADOPTION OF BY-LAWS**

Mr. Randolph said the by-laws are enclosed for the Commissioners review. He said they were most recently updated in 2018. He noted that during this organizational meeting, there is an opportunity for the by-laws to be amended if needed.

The Commissioners agreed by consensus that the by-laws were in order and do not need amending.

Commissioner Scott made a motion to adopt the by-laws as presented. Vice Chairman Hewitt seconded, and the Commission unanimously passed the motion as recorded on the attached chart as motion #3.

## **ADOPTION OF 2023 MEETING SCHEDULE**

Mr. Randolph stated that after reviewing the by-laws, it indicates that the Planning Commission meets on the third Wednesday in November. He also noted that if there is no substantial business to be discussed at a scheduled Planning Commission meeting, he will cancel that meeting if approved by Chairman Marshall.

Commissioner Adams made a motion to adopt the meeting schedule as presented. Commissioner Williams seconded, and the Commission unanimously passed the motion as recorded on the attached chart as motion #4.

## **PUBLIC COMMENTS**

None

## **MINUTES**

Chairman Marshall asked if there were any amendments or comments regarding the minutes of the October 26, 2022 regular Planning Commission meeting.

Commissioner Scott noted a correction on pages 2, 3 and 4 of the October 26, 2022 minutes where he was referred to as "Councilman" Scott instead of "Commissioner" Scott.

Commissioner Scott made a motion to approve the minutes with the aforementioned correction. Commissioner Adams seconded, and the Commission unanimously passed the motion as recorded on the attached chart as motion #5.

## **TOWN ATTORNEY REPORT**

None

## **ECONOMIC DEVELOPMENT AUTHORITY (EDA) REPORT**

Commissioner Scott reported that there will be a dedication ceremony for the Boy Scout frog at the Wesley F. Garris Event Park on February 5, 2023 at 12:30 pm.

## **OLD OR UNFINISHED BUSINESS**

None

## **NEW BUSINESS**

### ***Discussion of Comprehensive Plan Schedule***

Mr. Randolph reported that during the course of 2022, the Planning Commission discussed the Comprehensive Plan. He said as you are aware, per state code, localities are required to review and update their plans every five years. He said the current plan was adopted in July 2016. However, with the onset of the pandemic and limited staff availability, this update did not occur in 2021. He said with full time staff now available, it was the consensus of the Commission to prepare an update of the plan beginning in 2023.

Mr. Randolph stated that the adopted plan has eight individual chapters along with a list of figures, list of tables, and a list of maps. He said this plan was prepared with assistance from

the Hampton Roads Planning District Commission (HRPDC), however HRPDC no longer offers support to member localities in the preparation of these plans. Therefore, it was determined to have in-house staff prepare draft elements (chapters) of the plan without the time or costs associated with preparing a formal Request for Proposals (RFP) and the hiring of consultants.

Mr. Randolph proposed the following schedule to accomplish the Comprehensive Plan update:

Spring 2023, Review Chapters 1-4

Population  
Housing  
Economy  
Transportation

Summer 2023, Review Chapters 5-8

Community Facilities  
Environment  
Land Use  
Goals and Implementation Strategies

Mr. Randolph said he thinks the future land use chapter is going to be the area where he and the Planning Commission spend the most time focusing on what they would like the Town to be over the next 20 years.

Mr. Randolph stated that with any plan, public participation is crucial for its development and success in implementation. He said we do have public survey information that was provided during creation of the Town of Windsor's Strategic Plan that can also be utilized for inclusion into the Comprehensive Plan. He said other initiatives may include additional surveys, questionnaires, a public open house, meetings or other ideas to involve the public in development of the plan.

Mr. Randolph stated that with this preliminary schedule, it is anticipated that a draft Comprehensive Plan can be created by the end of the calendar year, with a formal public hearing being held by the Commission in early 2024. He said after recommendation by the Commission in early 2024, the Windsor Town Council can hold a public hearing and consider adopting the updated plan.

Mr. Randolph said the review of the chapters may begin at the March 22, 2023 meeting, as questioned by Commissioner Williams.

Commissioner Scott asked Mr. Randolph to share his thoughts on possible ways to involve the community in the process of reviewing and updating the Comprehensive Plan.

Mr. Randolph suggested a simplified survey distributed with the water bills, and placed on the Town's website for those residents not on the Town's water system. He stated that a public open house later in the year, prior to the public hearing, would allow citizens to actually come to the Town Hall, review the maps, and give input.

Mr. Randolph said the Town has some limited funds available that were budgeted in this current budget cycle in the amount of \$25,000 that would be available to the Commission for the development of the plan.

Commissioner Adams suggested that if the Town holds an open house, he would recommend having it at the Windsor Town Center. He said make it interactive, let people engage, and serve food to entice citizens to come out to contribute to the plan. Commissioner Adams explained that citizens in Windsor Woods would like sidewalks, but they may not understand all the intricacies of what goes into that.

Commissioner Williams suggested pairing a public engagement opportunity with a community event, such as Driver Days; a festival put on by a nearby Suffolk community. She said a model of the Town of Windsor could be set up at such an event. She also suggested a competition at the Windsor High School in which students are challenged to come up with a design for how they envision the Town 20 years from now; stoking interest in engineering and other fields involved in such an endeavor.

Commissioner Adams suggested that the Planning Commission could provide a scholarship in connection with such a competition.

Commissioner Williams added that she would like to see internet and the exclusivity deal with Spectrum addressed in the plan. She asked how long the exclusivity agreement was for.

Mr. Randolph said internet could fall under community facilities as far as having more competition or other providers available to the Town. He said he would look into how long the exclusivity agreement was for, and report back to the Commission.

Mr. Randolph explained that there is no penalty for not adopting the Comprehensive Plan every five years, as questioned by Vice Chairman Hewitt. Mr. Randolph said it is a valuable tool for the orderly growth and development of the community.

Mr. Randolph continued to give an update on the Windsor Station Subdivision.

## **ADJOURNMENT**

Chairman Marshall stated that the next Planning Commission meeting is scheduled for February 22, 2023.

There being no further business, Commissioner Adams made the motion to adjourn. Commissioner Williams seconded, and the Commission unanimously passed the motion as recorded on the attached chart as motion #5.

The meeting adjourned at 7:33 p.m.

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Leonard L. Marshall, Chairman

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Terry Whitehead, Town Clerk

TOWN OF WINDSOR  
RECORD OF  
PLANNING COMMISSION VOTES


Commission Meeting Date January 25, 2023

Motion #	L. Marshall	L. Williams	J. Taylor	D. Hewitt	D. Scott	R. Vaughan	D. Adams
1	obtain	Y	absent	Y	Y	absent	Y
2	Y	Y		obtain	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**

**TO:** Windsor Planning Commission  
**FROM:** James Randolph, Planning & Zoning Administrator   
**SUBJECT:** Capital Improvement Plan  
**DATE:** March 22, 2023

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

The CIP covers a five (5) year period, with the first year adopted as part of the upcoming annual budget for the Town. Funding shown in subsequent years is not immediately committed, but instead, gives an idea of the funding levels needed in the future. This draft CIP covers the period from 2024 through 2028. The CIP contains projects for both the Water Fund and the General Fund.

Attachments

- Draft 2024-2028 Capital Improvement Plan
- Adopted 2023-2027 Capital Improvement Plan

## 15.2-2239. Local planning commissions to prepare and submit annually capital improvement programs to governing body or official charged with preparation of budget.

A local planning commission may, and at the direction of the governing body shall, prepare and revise annually a capital improvement program based on the comprehensive plan of the locality for a period not to exceed the ensuing five years. The commission shall submit the program annually to the governing body, or to the chief administrative officer or other official charged with preparation of the budget for the locality, at such time as it or he shall direct. The capital improvement program shall include the commission's recommendations, and estimates of cost of the facilities and life cycle costs, including any road improvement and any transportation improvement the locality chooses to include in its capital improvement plan and as provided for in the comprehensive plan, and the means of financing them, to be undertaken in the ensuing fiscal year and in a period not to exceed the next four years, as the basis of the capital budget for the locality. In the preparation of its capital budget recommendations, the commission shall consult with the chief administrative officer or other executive head of the government of the locality, the heads of departments and interested citizens and organizations and shall hold such public hearings as it deems necessary.

Localities may use value engineering for any capital project. For purposes of this section, "value engineering" has the same meaning as that in § 2.2-1133.



**Capital Improvement Plan**

**FY 2024-2028**

General Fund (Draft-03-15-2023)	FY24	FY25 <i>Proposed</i>	FY26 <i>Proposed</i>	FY27 <i>Proposed</i>	FY28 <i>Proposed</i>	General Fund FY24	State / Federal Funds	Fund Balance FY24	Other Sources FY24	Five Year Total
<b>General Operations</b>										
Future Development & Space Needs	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$100,000	\$ 100,000				\$ 500,000
Town Center Roof Debt Service	\$ 36,000	\$ 36,000				\$ 36,000				\$ 72,000
Town Center Window Replacement*	\$ 35,000						\$ 35,000			\$ 35,000
IT Upgrades*	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000		\$ 5,000			\$ 25,000
										\$ 632,000
<b>Planning</b>										
GIS System Improvements*	\$ 5,000						\$ 5,000			\$ 5,000
Comprehensive Plan Update*	\$ 35,000						\$ 35,000			\$ 35,000
										\$ 40,000
<b>Police</b>										
Outfitted Police Vehicles	\$ -	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000					\$ 220,000
Police Technology*	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000		\$ 10,000			\$ 50,000
Body Worn Camera Replacement	\$ 5,250	\$ 5,250				\$ 5,250				\$ 10,500
										\$ 280,500
<b>Public Works</b>										
Street lighting extension in new areas		\$ 5,000		\$ 5,000						\$ 10,000
Sidewalk Construction	\$ 25,000		\$ 25,000		\$ 25,000	\$ 25,000				\$ 75,000
Pickup Truck (3/4 ton)*	\$ 70,000						\$ 70,000			\$ 70,000
Stormwater Projects*	\$ 200,000						\$ 200,000			\$ 200,000
Grant Match - Windsor Woods Sewer Pump Station*	\$ 100,000						\$ 100,000			\$ 100,000
Grant Match - Broadband Expansion*	\$ 65,000						\$ 65,000			\$ 65,000
										\$ 520,000
<b>Cemetery</b>										
Construction of Cemetery Parking Lot				\$ 35,000						\$ 35,000
										\$ 35,000
<b>Total</b>	<b>\$ 691,250</b>	<b>\$ 216,250</b>	<b>\$ 195,000</b>	<b>\$ 210,000</b>	<b>\$ 195,000</b>	<b>\$ 166,250</b>	<b>\$ 525,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$1,507,500</b>

\* American Rescue Plan Act Funds

**Capital Improvement Plan**

**FY 2024-2028**

Water Fund (Draft-03-15-2023)	FY24	FY25 <i>Proposed</i>	FY26 <i>Proposed</i>	FY27 <i>Proposed</i>	FY28 <i>Proposed</i>	Water Fund FY24	State Federal Funds	Fund Balance FY24	Other Sources FY24	Five Year Total
Water Meter Replacement*	\$ 10,000	\$ 10,000	\$ 10,000	\$ 5,000	\$ 5,000		\$ 10,000			\$ 40,000
Water Main / Service Line Replacement*	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000		\$ 10,000			\$ 50,000
Install 3000 l.f. of 8" water main and fire hydrants on Route 460 from the Burger King to the Town Limits					\$ 400,000					\$ 400,000
Upgrade 4" water main on Holland Lane install fire hydrants, and relocate water meters				\$ 150,000						\$ 150,000
Upgrade and extend 4" water mains on Taylor Avenue install fire hydrants, and relocate from under Farm Bureau Building			\$ 150,000							\$ 150,000
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*	\$ 15,000	\$ 250,000					\$ 15,000			\$ 265,000
Relocate 2" Water Main under Windsor Supply, extend 8" Line from the Rescue Squad to B Avenue and install fire hydrants.*	\$ 250,000						\$ 250,000			\$ 250,000
Update Water Mapping and Masterplanning				\$ 25,000						\$ 25,000
<b>Total</b>	<b>\$ 285,000</b>	<b>\$ 270,000</b>	<b>\$ 170,000</b>	<b>\$ 190,000</b>	<b>\$ 415,000</b>	<b>\$ -</b>	<b>\$ 285,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,330,000</b>

\* American Rescue Plan Act Funds

**Capital Improvement Plan  
FY 2023-2027**

General Fund (Draft-03-27-2022)	FY23	FY24 <i>Proposed</i>	FY25 <i>Proposed</i>	FY26 <i>Proposed</i>	FY27 <i>Proposed</i>	General Fund FY23	State Federal Funds	Fund Balance FY23	Other Sources FY23	Five-year Total
<b>General Operations</b>										
Future Development & Space Needs	\$ 100,000	\$ 50,000	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000				\$ 400,000
Town Center Roof Debt Service	\$ 36,000	\$ 36,000	\$ 36,000			\$ 36,000				\$ 108,000
Town Center Window Replacement		\$ 50,000	\$ 50,000							\$ 100,000
IT Upgrades*	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000		\$ 5,000			\$ 25,000
										\$ 633,000
<b>Planning</b>										
GIS System Improvements*	\$ 5,000	\$ 5,000					\$ 5,000			\$ 10,000
Comprehensive Plan Update*	\$ 25,000	\$ 50,000					\$ 25,000			\$ 75,000
										\$ 85,000
<b>Police</b>										
Outfitted Police Vehicles	\$ 45,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 45,000				\$ 245,000
Police Technology*	\$ 10,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000		\$ 10,000			\$ 30,000
Body Worn Camera Replacement	\$ 5,250	\$ 5,250	\$ 5,250			\$ 5,250				\$ 15,750
										\$ 290,750
<b>Public Works</b>										
Street lighting extension in new areas			\$ 5,000		\$ 5,000					\$ 10,000
Sidewalk Construction		\$ 25,000		\$ 25,000						\$ 50,000
Backhoe**	\$ 100,000								\$ 100,000	\$ 100,000
Stormwater Projects*	\$ 50,000						\$ 50,000			\$ 50,000
										\$ 210,000
<b>Cemetery</b>										
Construction of Cemetery Parking Lot					\$ 35,000					\$ 35,000
										\$ 35,000
<b>Total</b>	<b>\$ 381,250</b>	<b>\$ 281,250</b>	<b>\$ 206,250</b>	<b>\$ 185,000</b>	<b>\$ 200,000</b>	<b>\$ 186,250</b>	<b>\$ 95,000</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$1,253,750</b>

\* American Rescue Plan Act Funds

\*\* Proffers from Holland Meadows Sidewalk

**Capital Improvement Plan  
FY 2023-2027**


<b>Water Fund (Draft-03-27-2022)</b>	<b>FY23</b>	<b>FY24 <i>Proposed</i></b>	<b>FY25 <i>Proposed</i></b>	<b>FY26 <i>Proposed</i></b>	<b>FY27 <i>Proposed</i></b>	<b>Water Fund FY23</b>	<b>State Federal Funds</b>	<b>Fund Balance FY23</b>	<b>Other Sources FY23</b>	<b>Five-year Total</b>
Water Meter Replacement*	\$ 5,000	\$ 10,000	\$ 5,000	\$ 10,000			\$ 5,000			\$ 30,000
Water Main / Service Line Replacement*	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000		\$ 10,000			\$ 50,000
Install 3000 l.f. of 8" water main and fire hydrants on Route 460 from the Burger King to the Town Limits					\$ 400,000					\$ 400,000
Upgrade 4" water main on Holland Lane install fire hydrants, and relocate water meters*	\$ 5,000		\$ 100,000				\$ 5,000			\$ 105,000
Upgrade and extend 4" water mains on Taylor Avenue install fire hydrants, and relocate from under Farm Bureau Building*	\$ 5,000		\$ 100,000				\$ 5,000			\$ 105,000
Upgrade water mains on Duke St. from 4" to 8" lines; Upgrade water mains on Virginia Ave. from 4" to 8" and relocate water meters.*	\$ 750,000						\$ 750,000			\$750,000
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		\$ 12,500		\$ 250,000						\$ 262,500
Relocate 2" Water Main under Windsor Supply, extend 8" Line on Route 460 from the Rescue Squad to B Avenue and install fire hydrants.*	\$ 15,000	\$ 500,000					\$ 15,000			\$ 515,000
Update Water Mapping and Masterplanning					\$ 25,000					\$ 25,000
<b>Total</b>	<b>\$ 790,000</b>	<b>\$ 532,500</b>	<b>\$ 215,000</b>	<b>\$ 270,000</b>	<b>\$ 435,000</b>	<b>\$ -</b>	<b>\$ 790,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,242,500</b>

\* American Rescue Plan Act Funds

\*\* Proffers from Holland Meadows Sidewalk

**Town of Windsor**

**Memorandum**

**TO:** Windsor Planning Commission  
**FROM:** James Randolph, Planning & Zoning Administrator   
**SUBJECT:** Chesapeake Bay Preservation Act (CBPA) Annual Report  
**DATE:** March 22, 2023

In 1988 the Virginia General Assembly enacted the Chesapeake Bay Preservation Act (CBPA) as a critical element of Virginia's non-point pollution source management program. The purpose of the program is to protect and improve water quality in the Chesapeake Bay by requiring the implementation of effective land use management practices.

Each year the Town of Windsor is required to submit a report to the Department of Environmental Quality (DEQ) regarding specific elements ranging from permit activity, enforcement of local CBPA ordinances, septic system maintenance, and exemption requests.

Attached you will find the 2022 Annual CBPA report that was submitted to DEQ. Staff will provide a brief report on the highlights of our report.

Additionally, there have been recent regulatory changes to the CBPA that will require the Town of Windsor to amend our ordinances. These include:

- A website component where the public can find information about our local CBPA ordinance, Chesapeake Bay watershed map, and CBPA elements of the Comprehensive Plan. (By September 2023)
- Language for the preservation of mature trees located within Resource Protection Areas (RPA). (By September 2024)
- A new section involving Resiliency Assessment for any proposed development within the Resource Protection Area (RPA). (By September 2024)



## Chesapeake Bay Preservation Act

### 2022 Local Program Annual Implementation Report

Report for the period from January 1, 2022 through December 31, 2022

[Return to DEQ Liaison March 15, 2023](#)

Per Section 9 VAC 25-830-260(1) of the *Chesapeake Bay Preservation Area Designation and Management Regulations* (Regulations), each local government subject to the *Chesapeake Bay Preservation Act* ("Bay Act") is required to submit an annual implementation report outlining the implementation of the local Bay Act program of the previous calendar year. The information in these reports is used to assess local patterns of compliance with the Bay Act and the Regulations and to evaluate the need for an administrative proceeding to more closely review any individual local government's compliance.

The Department of Environmental Quality (DEQ) Local Government Assistance Program is providing this document to local governments to assist with the submittal of this information. Please ensure all fields are filled out as appropriate. If the question is not applicable to the locality, mark as "N/A." If the response is unknown, please provide additional information in the "Notes / Additional Information" column provided to explain why this is the case.

<b>Locality Name</b>	Town of Windsor
<b>Local Bay Act Program Coordinator(s)</b>	James Randolph
<b>Name of Person Completing Report</b>	James Randolph
<b>Contact (Coordinator) Phone</b>	757-242-4288
<b>Contact (Coordinator) Email</b>	<a href="mailto:jrandolph@windsor-va.gov">jrandolph@windsor-va.gov</a>
<b>Please review your locality's information regarding locality contact and CBPA webpage program elements postings located here: <a href="https://www.deq.virginia.gov/home/showpublisheddocument/16512/638062033654270000">https://www.deq.virginia.gov/home/showpublisheddocument/16512/638062033654270000</a>. Is the information correct? If not, please contact <a href="mailto:Mary.Jacobs@deq.virginia.gov">Mary.Jacobs@deq.virginia.gov</a></b>	Yes
<b>Date Form Completed</b>	3/3/2023
<b>Date Form Received (DEQ)</b>	

## 2022 Local Program Annual Implementation Report

<b>Chesapeake Bay Preservation Areas (CBPA) Map, Comprehensive Plan and Ordinance Updates</b> 9 VAC 25-830-60, 9 VAC 25-830-170
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<b>CBPA Map</b>		<b>Notes / Additional Information</b>
Was the local map designating Chesapeake Bay Preservation Areas updated in the previous calendar year?	No	
<b>If updated</b> , was it adopted by the local authority <i>(please provide adoption date in Notes section)</i> ?		
<b>If updated</b> , was the map reviewed by the appropriate DEQ liaison prior to adoption?		
<b>If updated</b> , how many new acres were designated as RPA? (9 VAC 25-830-80)		
<b>If updated</b> , how many new acres were designated as RMA? (9 VAC 25-830-90)		
<b>If updated</b> , how many new acres were designated as IDA? (9 VAC 25-830-100)		
<b>If updated</b> , how many new linear miles of streams were protected by RPA buffers?		
<b>If updated</b> , how were the above figures determined?		
<b>If updated</b> , does map reflect any reduction in acreage of RPA or RMA, as determined by field inspections or other tests?		
Does the locality keep a "working" map (e.g. GIS) in addition to the official, or adopted map?	No	If yes, provide location/link to working map and frequency of updates:

## 2022 Local Program Annual Implementation Report

Local Bay Act Ordinance	Notes / Additional Information		
Was the local Bay Act ordinance(s) revised in the previous calendar year?	No		
If revised, was the Bay Act ordinance adopted by the local authority ( <i>please provide adoption date in Notes section</i> )?			
If revised, was the ordinance(s) reviewed by the appropriate DEQ liaison for consistency with the Bay Act (§ 62.1-44.15:69) and Regulations prior to adoption?			

Comprehensive Plan	Notes / Additional Information		
Was the Comprehensive Plan revised in the previous calendar year?	No		
If revised, was it adopted by the local authority ( <i>please provide adoption date in Notes section</i> )?			
If revised, was the Comprehensive Plan reviewed by the appropriate DEQ liaison for incorporation of Bay Act elements (9 VAC 25-830-170)?			
Is the Comprehensive Plan currently under revision?	Yes	Review and update of Comp. Plan just started Feb. 2023	
What actions or activities, if any, has the locality taken to address Bay Act implementation measures in the Comprehensive Plan?			



## 2022 Local Program Annual Implementation Report

**Development in Resource Protection Area (RPA)**  
9 VAC 25-830-140 and 9 VAC 25-830-150

*Please provide a numerical response for the previous calendar year:*

Permitted Uses in RPA 9 VAC 25-830-140(1)	# Applications	# Applications Approved	# WQIA Required	Notes / Additional Information
Water Dependent Facilities	0	0	0	
Redevelopment Projects	0	0	0	
Development or redevelopment within Intensely Developed Areas (IDAs)	0	0	0	
Road and driveway crossings (private, not exempt)	0	0	0	
Flood control or stormwater management facility	0	0	0	
<b>TOTAL</b>	0	0	0	

Permitted Buffer Encroachments 9 VAC 25-830-140(4) & 9 VAC 25-830-150(A)	# Applications	# Applications Approved	# WQIA Required	Notes / Additional Information
New principal structure on "pre-Bay Act" lots recorded before 10/1/1989	0	0	0	
New principal structure on lots recorded between 10/1/1989 and 3/2/2002	0	0	0	

## 2022 Local Program Annual Implementation Report

Expansion of structures in existence on the date of local program adoption (legally nonconforming structures)	0	0	0	
TOTAL	0	0	0	

Permitted Buffer Modifications 9 VAC 25-830-140(5)	# Applications	# Applications Approved	# WQIA Required	Notes / Additional Information
Sight Lines and Vistas	0	0	0	
Access Paths	0	0	0	
General Woodlot Management	0	0	0	
Shoreline Erosion Control Projects	0	0	0	
TOTAL	0	0	0	

Exemptions 9VAC 25-830-140(2) and 9 VAC 25-830-150(B)	# Applications	# Applications Approved	# WQIA Required	Notes / Additional Information
Water wells, passive recreation facilities, and historic preservation and archaeological activities	0	0	0	
Public utilities, railroads, public roads, and public facilities	0	0	0	
TOTAL	0	0	0	

Encroachments in RPAs requiring a Formal Exception 9 VAC 25-830-150(C)	# Applications	# Applications Approved	# WQIA Required	Notes / Additional Information

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New principal structures not eligible for administrative approval	0	0	0	
Accessory structures (detached garages, gazebos, patios, sheds, pools, etc.)	0	0	0	
Encroachments into the seaward 50 feet on pre-Bay Act lots	0	0	0	
TOTAL	0	0	0	

Total Water Quality Impact Assessments Submitted in Previous Year 9 VAC 25-830-140 (6)	Notes / Additional Information		
Minor WQIA (if distinguished)	0		
Major WQIA (if distinguished)	0		
TOTAL WQIAs	0		

Evidence of Wetlands Permits 9VAC25-830-130 (10)	Notes / Additional Information		
Total number of wetlands permits presented to local government as required by law prior to authorization of grading or other onsite activities during the year.	0		

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Out of total, how many wetlands permits were granted, either by local board or VMRC, for shoreline erosion control projects?	0	
Out of total, how many wetlands permits were denied for not meeting the standards set forth in local wetlands ordinances or the Tidal Wetlands Guidelines Update promulgated by VMRC?	0	
How many projects approved by the local wetlands board/VMRC also required approval for land disturbance within the RPA?	0	
Number of projects requiring mitigation plans or other adaptation measures of the projects resulting in land disturbance in the RPA	0	

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### Onsite Sewage Treatment Systems (Septic) 9 VAC 25-830-130(7)

*Please provide a numerical response for the previous calendar year:*

Onsite Sewage Treatment Systems located within locally designated Chesapeake Bay Preservation Areas (CBPAs)		Notes / Additional Information
Total number of onsite septic systems located within CBPAs. If none, then this page does not apply.	153	
Total Number of onsite septic systems for new construction installed in the previous calendar year:	0	
Number of onsite septic systems for new construction on lots recorded prior to October 1, 1989 installed in the previous calendar year:	0	
Number of notices sent in the previous calendar year to onsite sewage treatment system owners regarding the 5-year pump-out and inspection requirements:	0	Notices sent 2019, next cycle 2024
Number of onsite septic systems pumped out in the previous calendar year:	0	
Number of onsite septic systems inspected and certified to be functioning properly in the previous calendar year:	0	
Number of on-site septic systems fitted with plastic effluent filters that meet conditions set by local health department in the previous calendar year:	0	
For new construction on lots recorded after October 1, 1989, how many owners opted to install alternating drainfield systems?	0	
How many annual notices did locality send to owners of systems with alternating drainfields to switch diversion valve from one drainfield to the other?	0	

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**Soil and Water Quality Conservation Assessments (SWQCA) Requirements 9 VAC 25-830-130(8) and Silvicultural Requirements 9 VAC 25-830-130(9)**

*Please provide a response for the previous calendar year:*

Agricultural and Silvicultural Requirements	Value	Notes / Additional Information
Acres of active agricultural lands located within designated CBPAs. If none, then the agricultural questions do not apply.	330	Total acreage, approx. 14 different sites
Number of Soil and Water Quality Conservation Assessments (SWQCA) completed (9 VAC 25-830-130(8)) within the previous calendar year:	0	
Number of new acres covered by SWQCAs:	0	
Number of new conservation plans resulting from completed SWQCAs:	0	
Acres of active silvicultural activities located within designated CBPAs. If none, the the silvicultural questions do not apply.	0	
Number of silvicultural reports received from DOF regarding non-compliance with streamside management zone BMPs:	0	
For silvicultural activities in CBPAs, how many acres of RPA buffer was cleared due to the silvicultural operations exemption?	0	
For silvicultural activities in CBPAs, how many acres in the RPA were replanted due to a change in land use?	0	
Number of stop work orders or violations issued (due to an improper claim of an agricultural or silvicultural exemption)? Also see Violations Tab.	0	

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<b>Violations and Mitigation in Resource Protection Areas</b>
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Please provide a numerical response for the *previous* calendar year:

RPA Violations	0	Notes / Additional Information
Total Number of RPA violations identified. Out of total, how many were for the following:	0	
Vegetation removal only	0	
Unauthorized construction of primary or accessory structures without local government approval	0	
Land development activities allowed but were not approved by the local government <sup>1</sup>	0	
Disturbances that may be exempt from the Regulations but did not undergo the appropriate administrative review and approval of the local government <sup>2</sup>	0	
Permitted encroachments on parcels recorded prior to implementation of the Bay Act (parcels recorded prior to 10/1/1989) and those recorded between 10/1/1989 and 3/1/2002, that would otherwise result in the loss of a buildable area without review and approval through an administrative process (9 VAC 25-830-140(4))	0	
Otherwise permitted modifications not approved by the local government <sup>3</sup>	0	
Not adhering to agricultural best management practices (that allow encroachment into the 100' RPA?) <sup>4</sup>	0	
Not adhering to Department of Forestry (9 VAC 25-830-130(9)) water quality protection procedures for silvicultural operations	0	
Other, please describe	0	

Mitigation for Violations or RPA Encroachments/Modifications	0	Notes / Additional Information
Number of landscape plans approved to mitigate for RPA violations	0	
Number of acres of RPA buffer that were reestablished due to a change in use from agricultural or silvicultural land uses	0	

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<sup>1</sup> Land development allowed in RPA if it is water dependent; constitutes redevelopment; constitutes development or redevelopment within the IDA; is a new use pursuant to 9 VAC 25-830-140(4)(a); is a road/driveway crossing satisfying conditions set forth in 9 VAC 25-830-140(1)(d); or is a flood control or stormwater management facility satisfying conditions in 9 VAC 25-830-140(1)(e)

<sup>2</sup> Exempt uses and activities: water wells; passive recreation facilities such as boardwalks, trails, and pathways; and historic preservation and archaeological activities (9 VAC 25-830-140(2))

<sup>3</sup> Permitted modifications include reasonable sight lines, access paths, general woodlot management, and best management practices (9 VAC 25-830-140(5))

<sup>4</sup> The agricultural buffer area shall be managed to prevent concentrated flows of surface water from breaching the buffer; multiple tiers of BMP implementation to meet water quality protection, pollutant removal, and water resource conservation at the same level provided by a 100-foot RPA (9 VAC 25-830-140(5)(b))