

**TOWN OF WINDSOR**  
P. O. Box 307  
Windsor, Virginia 23487

Phone 757-242-4288 Fax 757-242-9039 E-Mail [windsor@windsor-va.gov](mailto:windsor@windsor-va.gov)

**PLANNING COMMISSION MEETING AGENDA**

January 27, 2021

7:00 p.m.

Windsor Town Center

1. Call to Order
  - a) Welcome
  - b) Roll Call
2. Election of Officers
  - a) Chairman
  - b) Vice Chairman
3. Public Comments
4. Approval of the Minutes of the February 26, 2020 Planning Commission Meeting (1)
5. Public Hearing  
None
6. Project Updates (2)
7. Town Attorney's Report
8. Economic Development Authority (EDA)
9. Old or Unfinished Business
10. New Business
  - a) Town of Windsor Strategic Plan - Focus on the Future (3)
11. Next Regular Meeting Date - February 24, 2021
12. Motion to Adjourn

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

The Planning Commission met on Wednesday, February 26, 2020 at 7:00 p.m. in the Town of Windsor Council Chamber. Chairman Marshall called the meeting to order and welcomed all who were present. Terry Whitehead, Town Clerk, recorded the minutes. Ben Sullivan, Planning & Zoning Administrator, and Fred Taylor, Town Attorney, were present. Mrs. Whitehead called the roll.

Planning Commission members present:            Leonard L. Marshall, Chairman  
   George Stubbs, Vice Chairman  
   Devon Hewitt  
   Dale Scott  
   Ricky Vaughan  
   Larissa Williams

Planning Commission member absent:            Jesse Taylor

**MINUTES**

Chairman Marshall asked if there were any amendments or comments regarding the minutes of the January 22, 2020 regular Planning Commission meeting.

Commissioner Scott noted a correction under "Old or Unfinished Business" on page 5, sentence 1. He said the date should be corrected from "January 22, 2020" to "October 23, 2019."

Commissioner Scott made a motion to approve the minutes with the aforementioned correction. Commissioner Williams seconded the motion, and the Commission unanimously passed the motion as recorded on the attached chart as motion #1.

**PUBLIC HEARING**

None

**CAPITAL IMPROVEMENTS PLAN (CIP) AND DRAFT BUDGET CALENDAR**

Mr. Sullivan stated that Council is in the process of developing the Town's operating budget proposal for FY 2020-21 and the Capital Improvements Plan (CIP) for the five year period covered by FY 2021-2025. He explained that Council is seeking input on the CIP from the Planning Commission. He asked the Planning Commission to consider any items that should be considered for inclusion in the CIP and contact Mr. Stallings with their input.

Planning Commission continued to review the CIP.

Vice Chairman Stubbs updated Planning Commission on the Church Street/Shiloh Drive sidewalk project. He stated that bids have gone out, and they are due back to Isle of Wight County by the end of February, 2020.

**TOWN ATTORNEY'S REPORT**

Mr. Taylor reported that the House of Delegates and the Senate Finance and Appropriations Committee voted to pass a bill that would completely ban all forms of electronic gaming

including those located in convenience stores throughout Town. He said if the Governor signs these bills, the ban will become effective July 1, 2020.

**ECONOMIC DEVELOPMENT AUTHORITY - EDA**

None

**OTHER REPORTS**

None

**OLD OR UNFINISHED BUSINESS**

***Update - Barn on Bank Street & Holland Meadows Homeowners Association (HOA)***

Mr. Sullivan reported that the barn located on Bank Street has been reported to the Isle of Wight County Building Inspections department. He said the Building Inspections department has issued a violation letter to the owner of the barn. Mr. Sullivan said the owner has been given 120 days to be in compliance, which will be approximately the first of June, 2020.

Mr. Sullivan reported that a single HOA for Holland Meadows was established in 2010. He explained that the submitted site plan states that the HOA is responsible for the Best Management Practices (BMP) regarding the retention pond. Mr. Sullivan noted that the Articles of Incorporation, Officers & Directors, Declaration and Bylaws, and all Amendments to Declarations have been attached as requested.

**NEW BUSINESS**

None

**ADJOURNMENT**

Chairman Marshall stated that the next Planning Commission meeting is scheduled for March 25, 2020.

There being no further business, Vice Chairman Stubbs made the motion to adjourn. Commissioner Williams seconded the motion, and the Commission unanimously approved the motion as recorded on the attached chart as motion #2.

The meeting adjourned at 7:15 p.m.

---

Leonard L. Marshall, Chairman

---

Terry Whitehead, Town Clerk

TOWN OF WINDSOR  
RECORD OF  
PLANNING COMMISSION VOTES

Commission Meeting Date February 26, 2020

Motion #	L. Marshall	G. Stubbs	L. Williams	J. Taylor	D. Hewitt	D. Scott	R. Vaughan
1	Y	Y	Y	absent	Y	Y	Y
2	Y	Y	Y		Y	Y	Y
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
32							
33							
34							
35							
36							
37							
38							
39							
40							
41							
42							
43							
44							
45							

Jerry Whitehead, Clerk

# Town of Windsor

## Memorandum

January 2021

To: Planning Commission  
 From: Maxie Brown, AICP/CZA, Interim Zoning Administrator  
 Subject: Project Updates

---

Site Plan Review: Request by Bryan Brooks and Mark Clayton to construct a new commercial/retail building, located at 9 South Court Street. The proposed building will contain 1,290 sq. ft. of floor space and is identified as Tax Map 54B-01-273. The plan is currently under review by staff and the Virginia Department of Transportation.

Subdivision Review: Request by Wesley Garris for a family subdivision of two (2) lots into four (4) lots. The property is located on Church Street and identified as Tax Map 54B-01-106 & 107. The subdivision plat is currently under review by staff and the Virginia Department of Transportation.

Department of Housing & Community Development (DHCD) – Pre-planning Grant: On December 10, 2020, staff submitted a 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                  | <u>\$ 149</u>         |
|  | <b>\$10,000 Total</b> |

These changes reflect significant changes that have occurred since the grant was approved due to staff turnover and the COVID-19 pandemic. All documentation and invoices were submitted to DHCD prior to the closing date of December 31, 2020; currently awaiting DHCD review and response.

## Town of Windsor

### Memorandum

January 27, 2021

**TO:** Planning Commission

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

**SUBJECT:** Town of Windsor Strategic Plan – Focus on the Future

#### Background

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. 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. 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.

#### Specifics

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, comment and recommendation as to sections of the plan that relate to land use and other subjects under their purview. It is hoped that comment and recommendation be provided at the Commission's January 27<sup>th</sup>, 2021 meeting, as Town Council would like to consider this information at their March 9<sup>th</sup>, 2021 meeting.

#### Enclosures

Final Draft of Strategic Plan  
Slideshow on Strategic Plan

#### Recommended Action

For your consideration and recommendation

# Town of Windsor Strategic Plan 2020

## Focus on the Future

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

Key Tasks/Activities
1. Review existing plans for area. Leverage Bowman study for stormwater, and start Master Planning for water and recommended strategies for sewer.
2. Consider Partnerships for water and sewer. (HRSD, IOW)
3. Investigate broadband coverage with cable provider and County. *
4. Continue to update Town facilities infrastructure for provision of services, to include a maintenance building.

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

Key Tasks/Activities
1. Develop a Business District off 460 in the 258/460 business area.
2. Research how existing specific properties can be used. *
3. Develop Businesses along 460, to include consideration of a family restaurant in target areas.
4. Investigate Train Stop options
5. Meet with County Staff to discuss potential for conducting a retail recruitment strategy as a joint project. <ol style="list-style-type: none"><li>Obtain estimates from consultants for this service.</li><li>Include funding in the budget if the decision is to proceed.</li><li>Procure consultant and establish action plan.</li></ol>

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

Key Tasks/Activities
1. Research options for giving people less than a 1/3 ac lot.
2. Research options for mixed use and cluster home development. *
3. Research making Windsor a “walkable” community through ordinances recommended in new developments.
4. Bring recommended ordinances to Council for adoption

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

Key Tasks/Activities
1. Study the first 12 months of usage of the Town Center.
2. Engage a community committee and friends of town center to plan for future growth and use plan.

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

Key Tasks/Activities
1. Investigate connecting Windsor to Smithfield.
2. Improve trail signage from Town Hall to Ballpark. Use GIS to incorporate an exercise program into mailed materials.
3. Support the County plan for park to park trail. *
4. Promote lot behind Town Hall as public Bike trailhead/meet up.

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

Key Tasks/Activities
1. Research design guidelines to encourage slower traffic
2. Research considerations of lighting and narrowing of road
3. Get involved with Advocacy- engage Legislators in conversations about 460 and Safety and SMART scale (addition of evacuation routes)

Action Item #7: Identify potential Property Maintenance Ordinances.

Key Tasks/Activities
1. Research other localities/ ordinances.
2. Assess options and write a draft ordinance that will work for the Town of Windsor
3. Bring recommended ordinance to Council for adoption.
4. Communicate new ordinance to potential buyers and existing owners

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.

Key Tasks/Activities
1. Consider partnerships with County, Smithfield, Chamber, Schools <ul style="list-style-type: none"> <li>a. Economic Development</li> <li>b. Parks and Rec</li> <li>c. Procurement and subcontracting</li> <li>d. IT</li> <li>e. Emergency Communication</li> </ul>

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

Key Tasks/Activities
1. Research the criteria to obtain the designation.
2. Appoint a committee to work on the application and satisfy provisions to promote a healthy lifestyle.
3. Apply for HEAL community designation, and tie initiatives back to website.
4. Provide more recreational opportunities for Citizens.
5. Coordinate with Schools regarding baseline HEAL measures and use of track/ballfields, green space.



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

Key Tasks/Activities
1. Investigate a community branding initiative, creating a slogan or tagline such as “ONE Windsor” campaign. Consider Heart of IOW, Gateway to Hampton Roads, WIN., Where’s Windsor?
2. Develop community branding campaign and hire consultant to do the creative.
3. Integrate with County, Neighboring Towns and Business Organizations.

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

Key Tasks/Activities
1. Develop people park, with previously developed layout, and consider walking trails and drone park.
2. Approve Bank St property plan and budget for the project
3. Research other localities who have dog parks, and consider funding sources for options.
4. Consider drainage plan for site and budget.

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

Key Tasks/Activities
1. Research matching grants available for beautification of Route 460 corridor.
2. Involve Community businesses in the efforts.

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

Key Tasks/Activities
1. Put together a committee that will plan and execute events, such as 4 <sup>th</sup> of July party and car show, Block Parties, Fall Festival, and consider development of Windsor Town Center grounds/property.
2. Explore a Farmers Market concept. Leverage County support, find a safe spot off 460 to hold it, engage farmers, consider permanent structure to house.
3. Evaluate attendance and quality of events.

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.

Key Tasks/Activities
1. Coordinate a marketing campaign to promote the “fruits of our labor” and Ag themed items
2. Use County Fair as test market for products and messaging

Action Item #15: Inventory Provision of Health care services

Key Tasks/Activities
1. Educate the citizens on Telemedicine efforts.
2. Research Senior Living options in the town.
3. Investigate Telemedicine partnership to set up technology at Windsor Town Center.

Action Item #16: Investigate establishing a Community Garden

Key Tasks/Activities
1. Consult Master Gardeners
2. Ask Windsor HS about their gardens

(\*) Items also discussed in Citizen survey results.



## Agenda

- ▶ Welcome / Introductions
- ▶ Review of Process
- ▶ Community Development Block Grant Activities / Community Survey Results
- ▶ Proposed 2020 Strategic Plan - *Focus on the Future*
- ▶ Public Comment on Plan
- ▶ Timeline for Strategic Plan Adoption
- ▶ Closing Comments

## Elevator Speech

- ▶ We are creating a unified Vision that enables the Town of Windsor to be equipped to offer the services our citizens need. This will assure the Town is a place that people want to live, work and play. Together we will plan to move the Town forward and **Focus on the Future**.
- ▶ We will establish a prioritized plan for the Town that will provide stability and growth for the next 20 years.
- ▶ We need your feedback, engagement, involvement, support, funding and sweat equity.

## Five Core Focus Areas

- ▶ We will deliver focus to five core areas to communicate this Vision to our citizenry and serve as a guideline for future town councils. The five core areas are:
  - ▶ Economic Development
  - ▶ Connected/Engaged Citizens
  - ▶ Effective Government and Infrastructure
  - ▶ Lifestyle and Wellness
  - ▶ Managed Growth and Beauty



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

Key Tasks/Activities
1. Review existing plans for area. Leverage Bowman study for stormwater, and start Master Planning for water and recommended strategies for sewer.
1. Consider Partnerships for water and sewer. (HRSD, IOW)
1. Investigate broadband coverage with cable provider and County. *
1. Continue to update Town facilities infrastructure for provision of services, to include a maintenance building.

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

Key Tasks/Activities
1. Develop a Business District off 460 in the 258/460 business area.
1. Research how existing specific properties can be used. *
1. Develop Businesses along 460, to include consideration of a family restaurant in target areas.
1. Investigate Train Stop options
1. Meet with County Staff to discuss potential for conducting a retail recruitment strategy as a joint project. <ul style="list-style-type: none"> <li>a. Obtain estimates from consultants for this service.</li> <li>b. Include funding in the budget if the decision is to proceed.</li> <li>c. Procure consultant and establish action plan.</li> </ul>

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

Key Tasks/Activities
1. Research options for giving people less than a 1/3 ac lot.
1. Research options for mixed use and cluster home development. *
1. Research making Windsor a “walkable” community through ordinances recommended in new developments.
1. Bring recommended ordinances to Council for adoption

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

Key Tasks/Activities
1. Study the first 12 months of usage of the Town Center.
1. Engage a community committee and friends of town center to plan for future growth and use plan.

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

Key Tasks/Activities
1. Investigate connecting Windsor to Smithfield.
1. Improve trail signage from Town Hall to Ballpark. Use GIS to incorporate an exercise program into mailed materials.
1. Support the County plan for park to park trail. *
1. Promote lot behind Town Hall as public Bike trailhead/meet up.

1. Investigate connecting Windsor to Smithfield.

1. Improve trail signage from Town Hall to Ballpark. Use GIS to incorporate an exercise program into mailed materials.

1. Support the County plan for park to park trail. \*

1. Promote lot behind Town Hall as public Bike trailhead/meet up.

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

Key Tasks/Activities
1. Research design guidelines to encourage slower traffic
1. Research considerations of lighting and narrowing of road
1. Get involved with Advocacy- engage Legislators in conversations about 460 and Safety and SMART scale (addition of evacuation routes)

1. Research design guidelines to encourage slower traffic

1. Research considerations of lighting and narrowing of road

1. Get involved with Advocacy- engage Legislators in conversations about 460 and Safety and SMART scale (addition of evacuation routes)



## Action Item #7: Identify potential Property Maintenance Ordinances

Key Tasks/Activities
1. Research other localities/ ordinances.
1. Assess options and write a draft ordinance that will work for the Town of Windsor
1. Bring recommended ordinance to Council for adoption.
1. Communicate new ordinance to potential buyers and existing owners

## 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

Key Tasks/Activities
1. Consider partnerships with County, Smithfield, Chamber, Schools
a. Economic Development
b. Parks and Rec
c. Procurement and subcontracting
d. IT
e. Emergency Communication



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

Key Tasks/Activities
1. Research the criteria to obtain the designation.
1. Appoint a committee to work on the application and satisfy provisions to promote a healthy lifestyle.
1. Apply for HEAL community designation, and tie initiatives back to website.
1. Provide more recreational opportunities for Citizens.
1. Coordinate with Schools regarding baseline HEAL measures and use of track/ballfields, green space.

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

Key Tasks/Activities
1. Investigate a community branding initiative, creating a slogan or tagline such as "ONE Windsor" campaign. Consider Heart of IOW, Gateway to Hampton Roads, WIN., Where's Windsor?
1. Develop community branding campaign and hire consultant to do the creative.
1. Integrate with County, Neighboring Towns and Business Organizations.

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

Key Tasks/Activities
1. Develop people park, with previously developed layout, and consider walking trails and drone park.
1. Approve Bank St property plan and budget for the project
1. Research other localities who have dog parks, and consider funding sources for options.
1. Consider drainage plan for site and budget.

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

Key Tasks/Activities
1. Research matching grants available for beautification of Route 460 corridor.
1. Involve Community businesses in the efforts.

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

Key Tasks/Activities
1. Put together a committee that will plan and execute events, such as 4 <sup>th</sup> of July party and car show, Block Parties, Fall Festival, and consider development of Windsor Town Center grounds/property.
1. Explore a Farmers Market concept. Leverage County support, find a safe spot off 460 to hold it, engage farmers, consider permanent structure to house.
1. Evaluate attendance and quality of events.

## 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

Key Tasks/Activities
1. Coordinate a marketing campaign to promote the "fruits of our labor" and Ag themed items
1. Use County Fair as test market for products and messaging



## Action Item #15: Inventory Provision of Health care services

Key Tasks/Activities
1. Educate the citizens on Telemedicine efforts.
1. Research Senior Living options in the town.
1. Investigate Telemedicine partnership to set up technology at Windsor Town Center.

## Action Item #16: Investigate establishing a Community Garden

Key Tasks/Activities
1. Consult Master Gardeners
1. Ask Windsor HS about their gardens