

**Minutes  
Windsor Town Council Planning Retreat Work Session  
Town Hall  
April 8, 2017**

The Windsor Town Council met in a Planning Retreat Work Session on April 8, 2017 at 8:30 a.m. Mayor Richardson was present, and she called the meeting to order. Terry Whitehead, Town Clerk, recorded the minutes. Michael Stallings, Town Manager was also present.

Council members present: Durwood V. Scott  
N. Macon Edwards, III  
Greg Willis  
Patty Flemming  
Tony Ambrose  
Walter Bernacki

Mayor Richardson thanked everyone for attending the Planning Retreat work session.

**Vision/Mission**

Council reviewed the Town of Windsor Vision and Mission Statement and agreed to make revisions at a later date.

**5-10-15 Year Plan**

Council reviewed the Town of Windsor 5-10-15 year plan that was originally drafted in 2011. They discussed the goals that have been completed in the 5 year plan which included a new police station, landscape plan for the business district, land purchase for a new municipal building, a recycling program, updated zoning and subdivision ordinances, and new Town entrance signs. Mr. Stallings stated that alternative options are being looked at for a storage building for maintenance equipment.

Mayor Richardson reported that VDOT will be doing a study to make improvements on U.S. Route 460 from Suffolk through Windsor. She said it has been suggested by traffic engineers to put a center turn lane through Windsor with sidewalks on each side. She said this would help prevent head on collisions and make it more accessible to the businesses in Town. Mayor Richardson said this will be done in phases, and may take quite a bit of time to complete. She said that Council should start planning now for the future improvements to U.S. Route 460.

Council discussed the importance of extending sidewalks from North Court Street to U.S. Route 460 for safety purposes. They also agreed to add "Master plan for utilities/infrastructure" to the 5 year plan.

Council continued to review the 10 and 15 year plan. It was noted that Council is in the process of reviewing design plans for the Windsor Town Center with Moseley Architects, and the sidewalks from Holland Meadows to Lovers Lane are in the planning stages. Council also discussed an alternative business district, future annexation, drainage issues, sewer capacity, furnishing sewer for citizens on the east side of Town as negotiated during annexation, a new library due to space restrictions, and prioritizing sidewalks within the Town.

Mayor Richardson said that an Intergovernmental meeting will be scheduled in the near future, and these issues can be discussed with Isle of Wight County representatives at that time.

Mayor Richardson and Vice Mayor Scott agreed that this Council does an excellent job planning, prioritizing, and saving money to invest in the future growth of the Town of Windsor.

### **Olde Town Windsor**

Council discussed the results of the public meetings regarding Olde Town Windsor. They agreed that the citizens on North Court Street were not as acceptable to trying the Olde Town Windsor concept at this time.

After further discussion, Council agreed to designate Church Street from U.S. Route 460 to approximately 40 Church Street as Olde Town Windsor as a pilot project. Mr. Stallings explained that mixed use zoning and conditional use permits will permit residents living in this area to operate certain low-traffic businesses such as antique stores, flower shops, cafés, art shops, small museums, and offices. Council discussed having a central parking area for citizens to park and walk to Olde Town Windsor. Council envisioned Olde Town Windsor as a designated area that will give people a reason to visit Windsor and enjoy unique shops and cafés.

### **Windsor Town Center**

Council discussed the draft design plan for the Windsor Town Center that has been submitted by Moseley Architects. After discussion, Council asked Mr. Stallings if he could work with the architects to see if it would be possible to include the kitchen and hallway bathrooms in the first phase of the renovations and leaving work to the gym area for phase two. Mr. Stallings said he would speak with the architects regarding this request.

### **Bank Street Property/Park**

Councilwoman Flemming stated that the Town of Windsor is in need of a green space area designated for a walking park and for a place for children to play. She said that the property on Bank Street would be a good location for this type of park.

## **Other Reports**

Councilman Bernacki presented Council with an information packet regarding allowing chickens in residential zoning districts. He explained that Isle of Wight County has adopted an ordinance allowing chickens in these districts. He reviewed the packet and noted several benefits to allowing residents to own chickens in residential zoning districts. He suggested that Council consider asking Planning Commission to review the Isle of Wight County Chicken Ordinance and draft an acceptable ordinance to be brought back before Council.

Council continued to discuss setbacks, number of chickens allowed, and who would be responsible for policing the ordinance to make sure that chickens are not running free on other citizens' property and making sure that the pens are being kept clean. Mr. Stallings said he would contact Animal Control regarding the policing issue.

## **Closed Session**

Councilwoman Flemming made a motion to go into closed session pursuant to Virginia Code Section 2.2-3711, A-1 personnel matters. Councilman Ambrose seconded, and Council passed the motion as recorded on the attached chart as motion #1.

Councilman Willis made a motion to go back into regular session. Councilman Bernacki seconded, and Council passed the motion as recorded on the attached chart as motion #2.

Councilman Bernacki made a motion pursuant to Virginia Code Section 2.2-3712, Subsection D, that Council discussed only public business matters lawfully exempted from open meeting requirements, and that Council heard, discussed, or considered only such business matters as were identified in the motion that Council passed to go into closed session. Vice Mayor Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

Councilman Willis made a motion to adjourn. Councilman Edwards seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

The meeting adjourned at 1:40 p.m.

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Carita Richardson, Mayor

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Terry Whitehead, Town Clerk

TOWN OF WINDSOR  
 RECORD OF  
 COUNCIL VOTES

Council Meeting Date April 8, 2017

Motion #	Edwards	Ambrose	Bernacki	Willis	Scott	Flemming	C. Richardson
1	y	y	y	y	y	y	
2	y	y	y	y	y	y	
3	y	y	y	y	y	y	
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Jerry Whitehead, Clerk