

MINUTES OF THE PLANNING COMMISSION – TOWN COUNCIL JOINT WORK SESSION – WINDSOR, VIRGINIA

The Planning Commission and Town Council met in a joint work session on Wednesday, August 26, 2015 at 6:00 p.m. in the Council Chamber. Vice Chairman Marshall of the Planning Commission called the meeting to order. He welcomed those who were present. Terry Whitehead, Town Clerk, recorded the minutes. Michael Stallings, Town Manager, Dennis Carney, Planning and Zoning Administrator, and Wallace W. Brittle, Jr., Town Attorney, were present. Mrs. Whitehead called the roll for Planning Commission.

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

Planning Commission members absent: Bennie Brown, Chairman
Debra D. Hicks

Mayor Carita J. Richardson opened the meeting for Town Council. She asked Mrs. Whitehead to call the roll for Town Council.

Council members present: Carita J. Richardson, Mayor
J. Clinton Bryant
N. Macon Edwards, III
Durwood Scott
Patty Flemming
Tony Ambrose

Council member absent: Greg Willis

Draft Land Development Ordinance for Joint Work Session

Mr. Carney stated that in the fall of 2010, the Planning Commission began work on revising the Land Development Ordinance. It was felt that the existing Ordinance did not follow a coherent pattern because of incremental changes that had been made to it and amendments in the Code of Virginia. Numerous work sessions were held with the Commission on changes that should be made. Mr. Carney reported that a joint work session was held with Town Council in the fall of 2011. At that meeting, Town Council agreed with the Draft Ordinance overall, but some relatively minor changes were suggested, as well as some wording and grammatical revisions. From that time until now, the revisions have been at the Staff level.

Mr. Carney reported that in the site-plan process and the subdivision process, much care was given to creating more aesthetically pleasing development and the installation, where applicable, by the developer of infrastructure (sidewalks, streets, etc.). He said the General Assembly this year amended the Board of Appeals section on variances. These changes were incorporated into the Draft Ordinance. He

also explained that recent experiences with bee keeping have caused the decision to liberalize this land use to be modified to restrict its use to the Low Density Residential and Agricultural Districts. Mr. Carney reported that the Town also adopted some storage amendments and sign amendments to the Ordinance during the period in which this was being reviewed, which have also been incorporated into the proposed Draft Ordinance.

Mr. Carney reviewed the synopsis of the proposed Ordinance that was in his Staff report.

Mr. Carney reported that a public hearing was held by the Commission on the Land Development Ordinance Zoning Map, and the map was recommended for approval by the Commission in November 2011. He explained that because of problems with the current Ordinance regarding the Public District, the Draft Zoning Map has been delayed. He stated that with some decisions that will be made by the Commission later tonight, corrections can be made to it, and the map can move forward in conjunction with the Land Development Ordinance. Mr. Carney reported that Planning Commission voted unanimously to recommend approval of the Draft Zoning Ordinance at their meeting in July 2015.

There was a brief discussion as to whether a definition of a "Truck stop", which Mr. Carney had provided, should be added to the "Definition" section and where such a land use should be permitted as a conditional use permit. Councilman Edwards suggested that a truck stop should not be in the Industrial District due to safety issues with the general public entering the location as a more commercial function. Planning Commission and Council agreed that it should be listed in the B-1 and M-2 Districts as a conditional use permit due to the intensity of this use. Several other minor non-substantial changes were also made to the ordinance. After further discussion, it was agreed that once the companion Zoning Map was corrected and recommended for approval by the Planning Commission, if possible, Town Council would hold a public hearing on both matters at its October 13th meeting.

Commissioner Stubbs made a motion to close the joint work session. Commissioner Jones seconded, and Planning Commission unanimously passed the motion as recorded on the attached chart as motion #1.

The Planning Commission adjourned from the joint work session at 6:55 p.m.

Town Council - Closed Session

Councilwoman Flemming made a motion for Council to go into closed session pursuant to Virginia Code Section 2.2-3711, A-3 discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body. Councilman Scott seconded.

Councilwoman Flemming withdrew her first, and Councilman Scott withdrew his second.

Councilman Scott recused himself from the real estate closed session for possible conflict of interest due to his financial interest in the sale of the property.

Councilwoman Flemming then made a motion to go into closed session pursuant to Virginia Code Section 2.2-3711, A-3 discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body. Councilman Edwards seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

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

Councilman Edwards 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 Bryant seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

Council discussed the retreat and the citizen survey.

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

The meeting adjourned at 7:45 p.m.

Leonard L. Marshall, Jr., Vice Chairman

Carita J. Richardson, Mayor

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date August 26, 2015 Council + PC WS 6:00 pm

Motion #	Willis	Scott	Flemming	Edwards	Ambrose	Bryant	C. Richardson
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3		"	Y	Y	Y	Y	
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Jerry Whitehead, Clerk

TOWN OF WINDSOR
RECORD OF
PLANNING COMMISSION VOTES

6:00pm

Commission Meeting Date August 26, 2015 PC + Council Joint mtg.

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