

**TOWN OF WINDSOR
PLANNING COMMISSION
TOWN COUNCIL CHAMBER
8 EAST WINDSOR BOULEVARD
WINDSOR VIRGINIA
REGULAR MEETING
WEDNESDAY JANUARY 27, 2016
7:00 p.m.**

1. **CALL TO ORDER**
 - A) **WELCOME AND CALL TO ORDER**
 - B) **INTRODUCTION OF NEW COMMISSION MEMBER**
 - C) **ROLL CALL**
2. **APPROVAL OF MINUTES OF THE OCTOBER 28, 2015 REGULAR PLANNING COMMISSION MEETING (1)**
3. **CONSIDERATION OF FY2016-2020 CAPITAL IMPROVEMENT PLAN (CIP) (2)**

Staff Comments: Each year as part of the budget process, the Town sends a proposed CIP to the Planning Commission pursuant to the Code of Virginia. In the past this has been late in the process and more of a formality. Staff would truly like the Commission's input into the CIP process. Please review the draft proposal and if there are any additional projects or projects in which you have questions, be able to submit your input at this meeting. Any and all comments will be given and an updated Draft CIP will be brought back to you in February.

4. **STATUS REPORT ON THE PROPOSED U.S. ROUTE 460 BYPASS PROJECT**
5. **REPORT ON REQUEST FOR PROPOSAL FOR A WORKSHOP WITH THE CITIZENS INSTITUTE ON RURAL DESIGN (3)**

Staff Comments: Please see the attached Staff Report.

6. **REVIEW OF DISCUSSIONS ON THE OLDE TOWN WINDSOR CONCEPT (4)**

Staff Comments: Please see the attached Staff Report.

7. **PLANT/TREE LIST FOR LANDSCAPING AND BUFFERS (5)**

Staff Comments: Please see the attached Staff Report and List of trees/plantings that the Town of Smithfield utilizes.

8. **REPORT FROM THE TOWN ATTORNEY**
9. **REPORT ON ECONOMIC ACTIVITY**
10. **PLANNING AND ZONING STAFF REPORT FOR DECEMBER 2015 (6)**
11. **ANY OTHER NEW BUSINESS**
12. **NEXT REGULAR MEETING - FEBRUARY 2016***
13. **MOTION TO ADJOURN**

* Staff needs to discuss a potential change in the date for the February meeting due to a Staff training course.

MINUTES OF THE PLANNING COMMISSION – WINDSOR, VIRGINIA

The Planning Commission met on Wednesday, October 28, 2015 at 7:00 p.m. in the Town of Windsor Council Chamber. Chairman Bennie Brown called the meeting to order and welcomed all who were present. Terry Whitehead, Town Clerk, recorded the minutes. Dennis Carney, Planning and Zoning Administrator, and Wallace W. Brittle, Jr., Town Attorney, were present. Mrs. Whitehead called the roll.

Planning Commission members present: Bennie Brown, Chairman
 N. Macon Edwards, III
 Leonard L. Marshall, Jr.
 George Stubbs

Planning Commission members absent: Debra D. Hicks
 Glyn Willis

MINUTES

Chairman Brown asked if there were any amendments to the minutes of the September 23, 2015 regular Planning Commission meeting. Commissioner Marshall made a motion to approve the minutes as presented. Commissioner Stubbs seconded the motion, and the Commission unanimously passed the motion as recorded on the attached chart as motion #1.

DISCUSSION ON POTENTIAL NON-RESIDENTIAL USES AND PERMISSIBLE ACCESSORY SIGNS IN THE OLDE TOWN WINDSOR (COURT AND CHURCH STREET AREAS)

Mr. Carney explained that there are two important questions to be answered if the Town is to permit certain properties in the proposed Olde Town Windsor area to be rezoned for commercial/office uses. The first is what commercial uses are compatible and feasible for such a mixed use district. The second is what signage should the Town permit and still not harm the residential component of the district.

Mr. Carney reported that staff reviewed the ordinance from the Town of Smithfield for their downtown district as well as another “mixed use” district that they are creating. Their sign ordinance was also reviewed for these areas. He said he attached the compiled list from Smithfield as well as uses and signs that have been discussed by the Commission at the preliminary work sessions.

Mr. Carney then reviewed a list of potential uses and signs with the Commission. There was a discussion to revise the guidelines to permit restaurants to be open after 7:00 p.m. based on the time of year and during special events on a case by

case basis and adding a time restriction on personal service establishments and on delivery services. Mr. Carney suggested putting language in the Comprehensive Plan stating that Planning Commission and Town Council would be reviewing the hours of operation of each potential use as a part of the rezoning process.

REPORT FROM THE TOWN ATTORNEY

None

REPORT FROM ECONOMIC DEVELOPMENT AUTHORITY

Mr. Carney briefed the Commission on the Town Hall meeting held October 22, 2015 at the Windsor Ruritan Club which was hosted by Isle of Wight County administration. He said it was a very informative meeting regarding several economic development opportunities within the county. He noted that the new County Economic Development Director informed the audience that several parcels were to be developed as "pad" sites but without buildings, and that several parcels were for sale. He added that the County was trying to attract industries that were supportive of existing forestry and agricultural bases.

Mr. Carney also reviewed a Downtown South Boston Fire Hydrant Walking Tour brochure with Planning Commission. He had taken the tour during the Rural Planning Caucus meeting outside of South Boston. He felt that this type of promotion is an excellent way for a Town to create interest for a community.

PLANNING AND ZONING STAFF REPORT FOR SEPTEMBER 2015

Mr. Carney gave a brief review of Planning and Zoning activities for the month of September, 2015. He explained that there were nine new zoning permits in the month. The permits were for a double-wide manufactured home, two utility buildings and a carport (utility building and carport were on the same permit), two temporary signs, a fence, a home occupation for an office for a tutoring service (tutoring not on the premises), a temporary dumpster (in conjunction with the aforementioned utility building and carport), a single lot subdivision and a permit for an arts project. He added that there were seven new violations added. Five were for inoperative motor vehicles, one for tall grass, and a sign violation.

UPDATE ON STATUS OF THE LAND DEVELOPMENT ORDINANCE AND UPDATED PLANT/TREE LIST FOR LANDSCAPING AND BUFFERS

Mr. Carney presented Planning Commission with the completed Land Development Ordinance. He thanked the Commission and Mr. Brittle for their hard work with helping to revise the ordinance. He also commended Jai McBride and Sarah Kidd from the Hampton Roads Planning District Commission (HRPDC) for their assistance with the ordinance and the map.

Chairman Brown asked Mr. Carney to draft a letter commending and thanking Mrs. McBride and Mrs. Kidd for the valuable service that they provided during the process of revising the Land Development Ordinance and map.

Mr. Carney reported that he will be compiling an acceptable plant/tree list for landscaping and buffers. He said that the Chesapeake Bay Act regulations will have to be taken into consideration when preparing the list. He said he hopes to present the list to Planning Commission at the January 2016 meeting for their review and discussion.

NEW BUSINESS

Chairman Brown reported that Mike Jones submitted a letter of resignation for his position on the Planning Commission effective October 21, 2015 due to his moving outside of the Town of Windsor. He said that the Planning Commission accepts Mr. Jones' resignation with much regret. Chairman Brown added that Mr. Jones' dedication and service to the Planning Commission have been greatly appreciated. Chairman Brown asked Mr. Carney to draft a letter thanking Mr. Jones for his service to the Planning Commission.

Chairman Brown noted that Commissioner Hicks has missed several consecutive meetings. He asked Mr. Carney to contact her and let her know that the Commission is concerned and would like to know her intentions. Mr. Carney said that both her parents have been ill this year. He said he will contact her and report back to the Commission.

ADJOURNMENT

Mr. Carney reported that there may not be any business for the November 18, 2015 meeting. Chairman Brown asked Mr. Carney to contact the Commission members if the November meeting will be cancelled.

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

The meeting adjourned at 8:06 p.m.

Bennie Brown, Chairman

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
RECORD OF
PLANNING COMMISSION VOTES

Commission Meeting Date October 28, 2015

Motion #	G. Willis	M. Jones	B. Brown	N. Edwards	L. Marshall	G. Stubbs	D. Hicks
	<i>absent</i>	<i>resigned</i>					<i>absent</i>
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Jerry Whitehead, Clerk

Town of Windsor

Memorandum

January 27, 2016

TO: Planning Commission

FROM: Michael Stallings, Town Manager *MS*

SUBJECT: Capital Improvements Plan and Draft Budget Calendar

As you know, we are in the process of developing our operating budget proposal for Fiscal Year 2016-17 and the Capital Improvements Plan (CIP) for the five year period covered by Fiscal Year 2017 through 2021.

I am enclosing a copy of the adopted CIP for the five year period covered by Fiscal year 2016 through 2020 as well as a copy of the draft budget calendar.

As always, we are seeking input on the CIP from the Planning Commission. Please consider any items that should be considered for inclusion in the CIP.

I will present the Planning Commission with a draft CIP for the five year period covered by Fiscal Years 2017-2021 at its February meeting.

**Capital Improvement Plan
FY 2016-2020**

	FY16	FY17 <i>Proposed</i>	FY18 <i>Proposed</i>	FY19 <i>Proposed</i>	FY20 <i>Proposed</i>	General Fund FY16	State Federal Funds	Other Sources	Fund Balance FY16	Five-year Total
General Fund										
General Operations										
Town Center/Future Development & Space Needs	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$ 100,000				\$ 500,000
Financial Software Upgrade	\$ 36,000					\$ 36,000				\$ 36,000
IT Software Upgrades	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000				\$ 25,000
Planning										
GIS System Improvements			\$ 8,000			\$ -				\$ 8,000
Police										
Outfitted Police Vehicles	\$ 39,000	\$ 39,000	\$ 75,000	\$ 75,000	\$ 80,000	\$ 39,000				\$ 308,000
Police Technology	\$ 10,000					\$ 10,000				\$ 10,000
						\$ -				
Public Works										
Street lighting extension for new areas	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000				\$ 10,000
Sidewalk Construction		\$ 10,000	\$ 20,000	\$ 60,000	\$ 60,000	\$ -				\$ 150,000
Piping and Storm Drainage		\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ -				\$ 40,000
Construction of Public Works Facility	\$115,000					\$ 115,000				\$ 115,000
New Sidewalks - Route 460		\$ 42,000				\$ -	\$42,000			\$ 42,000
New Sidewalks - Church Street to Town Limits				\$500,000		\$ -				\$ 500,000
Replacement Utility Cart		\$ 10,000				\$ -				\$ 10,000
Cemetery										
Construction of Cemetery Parking Lot			\$ 35,000			\$ -				\$ 35,000
Total	\$307,000	\$218,000	\$255,000	\$752,000	\$257,000	\$ 307,000	\$42,000	\$ -	\$ -	\$1,789,000

**Capital Improvement Plan
FY 2016-2020**

	FY16	FY17 <i>Proposed</i>	FY18 <i>Proposed</i>	FY19 <i>Proposed</i>	FY20 <i>Proposed</i>	Water Fund FY16	Fund Balance FY16	Five-year Total
Water Fund								
Water Mains/Service Line Replacement	\$ 5,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 5,000		\$ 45,000
Upgrade water meters to "Touch-Read"		\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -		\$ 20,000
Upgrade water mains on Duke Street from 4" lines to 8" lines		\$ 150,000				\$ -		\$ 150,000
Install 3000 l.f. of 8" water main on Route 460 from the Burger King to the Town Limits				\$ 200,000		\$ -		\$ 200,000
Upgrade 4" water main on Holland Lane install fire hydrants, and relocate water meters			\$ 100,000			\$ -		\$ 100,000
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
Replacement 4x4 Utility Truck			\$ 40,000			\$ -		\$ 40,000
Construction of Public Works Facility	\$ 115,000					\$115,000		\$ 115,000
Total	\$ 120,000	\$ 265,000	\$ 405,000	\$ 365,000	\$ 365,000	\$120,000	\$ -	\$ 1,520,000

Draft Budget Calendar for 2016

Date	Event
January 26, 2016	Manager briefs Council on the year-to-date revenues and expenses. Presents final draft of the budget calendar
February 9, 2016	Manager discusses 15-16 revenue projections with Council
February 24, 2016	Planning Commission provides Manager its input on the CIP
March 2016	Manager working on the development of the draft 16-17 budget and CIP
April 2016	Council/Manager holds work session on the Manager's budget and CIP proposals
May 2, 2016	Manager submits (delivers) to Council his 16-17 budget and CIP proposals
May 10, 2016	Council discusses budget and CIP proposals
May 24, 2016	Council conducts necessary public hearings; after public hearings Council discusses budget and CIP Proposals
June 14, 2016	Council adopts budget and CIP

TOWN OF WINDSOR

Town Elected Officials
Carita J. Richardson, Mayor
Clint Bryant-Vice Mayor
Durwood V. Scott
Greg Willis
N. Macon Edwards, III
Patty Fleming
Tony Ambrose



Town Manager
Michael R. Stallings, Jr.

Town Clerk
Terry Whitehead

Town Attorney
Wallace W. Brittle, Jr.

Established 1902

January 5, 2016

Memorandum

To: Planning Commission Members

From: Dennis Carney, Planning and Zoning Administrator

Subject: Citizens Institute on Rural Design Request for Proposals

Ms. Jai McBride with the Hampton Roads Planning District Commission brought to our attention potential assistance that would help us plan the Downtown and Olde Town Windsor areas of the Town. The program is through the Citizens Institute on Rural Design, which is funded by the National Endowment for the Arts, U.S. Department of Agriculture, the Project for Public Spaces and the Orton Family Foundation. The Town can apply, with Town Council's permission, in a nation-wide competition for a \$10,000 stipend in which the Town must match the stipend in order to hold an intensive 2 ½ day community workshop on the topics applied for. Staff is suggesting a workshop utilizing nation-wide consultants on how to create a more vibrant, attractive and sustainable downtown (Windsor Boulevard) and look at the viability of the proposed Olde Town Windsor (Court and Church streets) that is proposed in the Draft Comprehensive Plan. A large element of the proposal is an arts related approach to planning these areas. If successful, this would give us a clear road-map and strategy for the economic well-being for the Town well into the future. Strategies, infrastructure commitments and potential funding sources would be outlined and successful projects from around the country would be reviewed. If successful, the workshop would give us a product valued at a minimum of \$35,000. Attached is information on the Citizens Institute for Rural Design and an indepth description of the RFP process and workshop design.

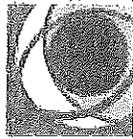
Town Council gave Staff the approval to submit the Request for Proposal and by the time of the Planning Commission meeting, the RFP will have been submitted. The winning RFP's will be announced in March 2016. If we are fortunate to be a recipient, the workshops would then be held during the fall of 2016 through the spring of 2017.

The Commission's role in the Workshop will be critical if we are a winning recipient. The Workshop would give us a huge element of our Comprehensive Planning for the future of the Town, and because of this your support, input and guidance will be very important in carrying out the Workshop. Staff will keep you posted on the outcome of the RFP.

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Invitation to communities to host design workshops that address specific local design challenges.

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FOUNDATION**



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OCTOBER 2015

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Funding and Design Assistance Available for Rural Communities

FOR IMMEDIATE RELEASE

Program Contacts:

Cynthia Nikitin	John Barstow
CIRD Program Director	Director of Communications
Project for Public Spaces	Orton Family Foundation
212-620-5660 ext. 328	802-495-0864
cird@pps.org	jbarstow@orton.org

CITIZENS' INSTITUTE ON RURAL DESIGN™ ISSUES REQUEST FOR PROPOSALS

New York (October 27, 2015) — The Citizens' Institute on Rural Design™ (CIRD) has issued a request for proposals to rural communities interested in applying for funding to host a community design workshop in either 2016 or 2017.

The Citizens' Institute on Rural Design is a National Endowment for the Arts leadership initiative in partnership with the U.S. Department of Agriculture and Project for Public Spaces, Inc., along with the Orton Family Foundation. CIRD provides communities access to the resources they need to convert their own good ideas into reality.

CIRD offers annual competitive funding to six small towns or rural communities to host a two-and-a-half day community development and design workshop. With assistance from a wide range of design, planning, and creative placemaking professionals, the workshops are intended to bring together local leaders from non-profits, community organizations, and government agencies to develop actionable solutions to the communities' pressing development challenges. The communities will receive additional support through webinars, conference calls, and web-based resources on www.rural-design.org.

Design and development challenges include but are not limited to the following: Main Street revitalization, managing and shaping community growth, the design of community-supportive transportation systems, preservation of natural and historic landscapes and buildings, protecting working agricultural lands, and maximizing the role of arts and culture as an economic driver for local and regional economies. Since 1991 CIRD has convened more than 70 workshops in all regions of the country, empowering residents to leverage local assets today in order to build better places to live, work, and play in the future.

The deadline for submitting a proposal is Tuesday, Jan. 12, 2016 at 11 p.m. EST. Successful applicants will receive a \$10,000 stipend (that must be matched one-to-one) in addition to in-kind

professional design expertise and technical assistance valued at \$35,000. The Request for Proposals is posted on the CIRDA website: www.rural-design.org/request-for-proposals. Selected communities will be announced in March of 2016 and workshops will be held during the fall of 2016 through spring of 2017.

CIRDA staff will also offer two pre-application assistance webinars to answer questions and guide interested applicants in assembling their proposals. The first is scheduled for **Tuesday, Nov. 10**, and the second will take place on **Thursday, Dec. 10**. Both calls will begin at 3 p.m. EST and last approximately one hour. Participation in each call is free but registration is required. To register visit: www.rural-design.org/application-assistance.



ORTON FAMILY
FOUNDATION

About the National Endowment for the Arts

Established by Congress in 1965, the NEA is the independent federal agency whose funding and support gives Americans the opportunity to participate in the arts, exercise their imaginations, and develop their creative capacities. Through partnerships with state arts agencies, local leaders, other federal agencies, and the philanthropic sector, the NEA supports arts learning, affirms and celebrates America's rich and diverse cultural heritage, and extends its work to promote equal access to the arts in every community across America. This year marks the 50th anniversary of the National Endowment for the Arts and the agency is celebrating this milestone with events and activities through September 2016. Go to www.arts.gov/50th to enjoy art stories from around the nation, peruse Facts & Figures, and check out the anniversary calendar.

About the U.S. Department of Agriculture - Rural Development

USDA Rural Development administers and manages housing, business and community infrastructure programs through a national network of state and local offices. Rural Development has an active portfolio of more than \$176 billion in loans and loan guarantees. These programs are designed to improve the economic stability of rural communities, businesses, residents, farmers and ranchers and improve the quality of life in rural America. Visit the USDA at www.rd.usda.gov.

About Project for Public Spaces

Project for Public Spaces (PPS) is a nonprofit planning, design, and educational organization dedicated to helping people create and sustain public spaces that build stronger communities. Founded in 1975, PPS has completed projects in over 2,500 communities and all 50 US states. PPS has become an internationally recognized center for resources, tools, and inspiration about placemaking. Visit PPS at www.pps.org.

About the Orton Family Foundation

With its Community Heart & Soul™ method, the Orton Family Foundation empowers people to shape the future of their communities by improving local decision-making, creating a shared sense of belonging and ultimately strengthening the social, cultural and economic vibrancy of communities. The Foundation assists the residents of small cities and towns in the use of the Community Heart & Soul™ method, a barn-raising approach to community planning and development that invites residents to shape the future of their communities in ways that uphold the unique character of each place. For more information visit www.orton.org.

Contact Us

802.495.0864
info@orton.org

120 Graham Way
Suite 126
Shelburne, VT 05482
www.orton.org



Capacity Building Calls

CIRD supports host communities before and after their workshops via informational conference calls and webinars that cover critical topics in community engagement, rural design, partnership development, and workshop planning.

[Register Now!](#)

Request for Proposals

Read the full [Request for Proposals](#) for details on the program and application.

The CIRD program offers rural communities the following:

- An annual competitive opportunity to host an intensive, two-and-a-half day community workshop, supported through a \$10,000 cash stipend and in-kind technical assistance and design expertise valued at \$35,000;
- Informational conference calls and webinars on key design and planning topics for rural communities that are open and freely available to communities nationwide; and
- Web-based access to a wide range of rural design resources.

CIRD will select as many as six communities to host CIRD workshops between June 2016 and April 2017.

Application Timeline:

RFP Issued	October 27, 2015
Application Assistance:	November 10, 2015 3PM EST
• CIRD Program Information: All You Need to Know to Give it a Go Webinar	
• Secrets to Crafting an Outstanding CIRD Application	December 10, 2015 3PM EST
Applications Due	January 12, 2016 11PM EST
Finalists Notified	Late February 2016
Phone Interview with Finalists	Early March 2016
Host Communities Notified	Mid March 2016
Public Announcement	Late March 2016

Once your application has been received you will be added to the CIRD email list. You will receive program news, updates on the selection process, and information about the conference calls, webinars, and other resources. You are free to unsubscribe at any time.

Apply Now

- [About CIRD](#)
- [Workshops](#)
- [Apply](#)
- [Resources](#)
- [Blog](#)



COMMUNITY
MATTERS

The Citizens' Institute on Rural Design is a National Endowment for the Arts leadership initiative in partnership with the U.S. Department of Agriculture and Project for Public Spaces, Inc., along with the Orton Family Foundation and the CommunityMatters® Partnership.

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Citizens' Institute on Rural Design

Request for Proposals 2016-2017



Introduction

The Citizens' Institute on Rural Design™ (CIRD) connects communities to the resources they need to convert their own good ideas into reality. CIRD is a leadership initiative of the National Endowment for the Arts (NEA) conducted in partnership with the U.S. Department of Agriculture and Project for Public Spaces, Inc., along with the Orton Family Foundation Partnership.

Simply stated, rural design utilizes design strategies – improvements to a community's streets, buildings, public spaces, or landscapes - to address the specific environmental, social, and economic challenges facing rural areas. Rural design is a strategic tool that communities can use to revitalize their Main Streets, manage and direct growth, design community-supportive transportation systems, preserve natural and historic landscapes and buildings, protect working agricultural lands, celebrate and preserve artistic and cultural traditions, and develop contextually sensitive rural design guidelines.

CIRD's process for improving communities follows a holistic approach - assessing the synergistic roles of streets, sidewalks, buildings, public spaces, commercial districts, natural areas, historic and cultural resources, amenities, activities, security, management, and other factors in and around the site – all of which can contribute to the potential for a true "place." Our process begins with discovering what the people in a community need and desire in their public spaces.

Developing locally-driven solutions to these challenges is critical to the long-term vitality of these communities, and rural design can play a powerful role in this process.

CIRD helps rural leaders and residents come together to find creative solutions for:

- Growing local businesses and creating local jobs;
- Managing changing demographics including: the aging of populations, the outmigration of younger people and the in-migration of international populations;
- Siting new growth or redeveloping older town centers effectively;
- Maximizing the role that arts and culture can play as an economic driver for local and regional economies; and
- Forming collaborative multi-sectoral partnerships that cross county lines and town boundaries as well as governmental agency jurisdictions, and that include trusted local institutions and public agencies.

CIRD was founded by NEA 24 years ago to help connect local leaders and residents of smaller communities in rural areas to the resources, evidence-based knowledge, and design expertise they need to make the best choices going forward. Since 1991, CIRD has convened more than 70 workshops in all regions of the country, empowering residents to leverage local assets today in order to build better places to live, work, and play in the future. Using design as a core strategy, rural communities can benefit from pursuing asset-based strategies that celebrate and enhance existing local resources.

Funding Opportunity

\$10,000 cash stipend for planning and hosting a two-and-a-half day community design workshop and follow up sessions. (\$10,000 match required).

In-kind technical assistance and services in support of the workshop, valued at \$35,000.

Eligibility

Rural U.S. communities and small towns with a population of 50,000 or less; Combined regional populations may be over 50,000.

Submission Deadline

11:00 pm EST

Tuesday, January 12, 2016

Website – <http://www.rural-design.org>

Contact – cird@pps.org

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Participants at the CIRD Workshop in Seguin, TX

November 2013

Summary of Opportunity

The CIR D program offers rural communities the following:

- An opportunity to help your community organize and host an intensive, two-and-a-half day community workshop, supported through a \$10,000 cash stipend and in-kind technical assistance and design expertise valued at \$35,000;
- Informational conference calls and webinars on key design and planning topics for rural communities that are open and freely available to communities nationwide; and
- Web-based access to a wide range of rural design resources.

CIRD will select as many as six communities to host CIR D workshops between June 2016 and April 2017



Inside the Oregon County Food Producers and Artisan's Coop.
Alton, MO November 2014

PROGRAM GOALS

In addition to connecting communities to the resources they need, the Citizens' Institute on Rural Design™ seeks:

- To raise awareness about the role of rural design in enhancing the quality of life and economic vitality of rural communities and small towns and to spur the discovery of innovative design solutions;
- To empower citizens to play a role in guiding and determining the appropriate type and level of growth or development for their communities;
- To equip participants with tools and techniques to identify, value, protect, leverage, and enhance the unique aspects of their towns and landscapes;
- To strengthen the work and the partnerships of individuals and organizations who are already providing assistance to rural areas on design and community development issues, and to connect communities to local, regional, and national partners, including funders, who can help them implement their vision;
- To provide a forum for rural technical assistance providers to share their professional skills, learn new techniques that could aid them in their work with rural

communities, and exchange ideas and experiences with rural communities and other providers;

- To develop specific action steps and/or projects that help to achieve the community's vision, and to identify potential sources of funding for implementation;
- To provide participants with access to best practice approaches to place-based design, heritage preservation, cultural tourism and development, arts-based civic engagement, land management, and main street revitalization; and
- To contribute to the creation of a community of rural design practice.



Workshop Participants, Houston, MS February 2015



Music Performance, Aiton MO November 2014

TIMELINE

- | | |
|-----------------------------------|----------------------------------|
| • RFP Issued | October 27, 2015 |
| • Application Assistance: | |
| ○ Application Preparation Webinar | November 10, 2015
(3-4pm EST) |
| ○ Q&A Call with CIRDS Staff | December 10, 2015
(3-4pm EST) |
| • Applications Due | January 12, 2016 |
| • Finalists Notified | Late February 2016 |
| • Phone Interview with Finalists | Early March 2016 |
| • Host Communities Notified | Mid March 2016 |
| • Public Announcement | Late March 2016 |

Once your application has been received, you will be added to the CIRDS email list. You will receive program news, updates on the selection process, and information about the conference calls, webinars, and other resources. You are free to unsubscribe at any time.

ELIGIBILITY

CIRD supports rural communities and small towns with a population of 50,000 or less. CIRD defines "community" broadly: not just the town center or area within the town boundary, but also the surrounding areas that depend on its goods and services and contribute to its economic base, including agricultural lands, scenic and natural landmarks and preserves, and areas used for recreation. Suburban communities, which are typically located within or adjacent to a metropolitan area, and where the primary land use is residential, are not eligible to apply. State-level entities may support an application, but cannot serve as the primary applicant. The following entities are eligible to serve as the lead applicants for CIRD workshops:

- Municipal, tribal, or county governments;
- Local nonprofit organizations, including but not limited to such entities as main street organizations, art centers, preservation groups, historical societies, or chambers of commerce;
- Regional planning organizations;
- University community design centers or university agricultural/extension offices located within 50 miles of the community.

Community buy-in and action are rarely successful without the support and active participation of community partners. We therefore give preference to those applications that are submitted on behalf of coalitions or partnerships that already exist within the community. We also strongly encourage applicants to begin building or to expand local partnerships during the application process. CIRD requires that applicants form a local planning committee comprised of key constituents with whom they will meet on a regular and ongoing basis throughout the workshop planning period.

Competitive CIRD applicants will be able to demonstrate:

- Capacity to carry out all of the logistical and practical preparations for running a two-and-a-half day workshop, including designating a local workshop coordinator who will serve as the primary, day-to-day liaison with CIRD staff;
- The ability to identify and engage a diverse and demographically representative group of community members as participants in the workshop and follow-up activities;
- The support of a local governing body, municipal agency, or other appointed or elected officials, including an expressed willingness of these individuals to serve as official partners and to actively participate in the workshop;
- The support of additional local and/or regional partner organizations and leaders to assist with workshop planning and implementation;
- A rural design challenge that can be meaningfully addressed in the format of a 2 to 3 day workshop;
- The intention and readiness to implement actions emerging from the workshops,

- participate in the evaluation of the workshop, and report on results; and
- Matching funds (\$10,000 cash and/or in-kind donations).

Program Details

RURAL DESIGN WORKSHOPS

CIRD design workshops bring together participants from one or several rural communities in one geographic region to address specific local or regional design issues. CIRD workshops focus on a real challenge or set of related challenges faced by the host community or communities. Those issues might include: downtown revitalization, growth management, transportation planning, trail and greenway development, historic preservation, preservation of working lands, or appropriate design standards. The workshop might address one specific site within a community, or a broader issue throughout the town or region.

Past CIRD workshops have focused on and resulted in:

- Main street revitalization
- Design of cultural trails
- Arts-based community development
- Economic development that builds the local community
- Land and agricultural conservation
- Transportation planning
- Design of age-friendly communities
- Connecting recreation trails to downtowns
- Place and community brand identity
- Fostering collaborative regional partnerships
- Creating new or improving existing community public spaces
- Enhancing a sense of place and community

Click [here](#) for information on workshops from 2013 and 2014.

WORKSHOP FORMAT



CIRD Interactive workshop sessions, University of Nebraska at Lincoln



March 2015

CIRD workshops typically span two-and-a-half days, with the exact schedule and agenda determined by the host community in consultation with the CIRD program staff. The format for each workshop will be tailored to meet the goals of the host community and to ensure the full participation of community leaders and local citizens.

It is critical that workshops include a diverse and committed group of community participants at all events, with a core group attending all sessions and additional opportunities for the broader public to participate and contribute ideas.

Workshops often begin or end with a half-day public event, with two days of intensive educational and working sessions facilitated by a Resource Team comprised of national and local rural design professionals.

Potential workshop session formats include:

- Panel discussions and presentations by a Resource Team of design professionals;
- Interactive community design activities;
- Breakout discussions and brainstorming sessions;
- Applied strategy sessions for a core group of community members and leaders;
- Field trips and site visits; and
- Public presentations of ideas, designs, and solutions.

Workshop Planning and Development

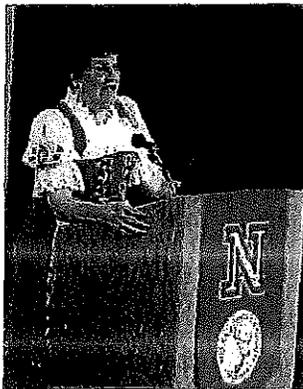
If you are selected to host and produce a CIRD workshop, CIRD staff will work closely with you to shape the workshop format and agenda, identify Resource Team members, develop community outreach strategies, and develop the session content and set the schedule. We will initiate this process through a pre-workshop site visit and will walk you through the Coordinator's Manual, a step-by-step guide to all aspects of the workshop planning process.

Please review the Coordinator's Manual before submitting your application in order to make sure that you fully understand the CIRD workshop process and the time commitment required on the part of the workshop coordinator and local partners. Workshop hosts also are responsible for all of the logistical details, such as securing workshop location(s), food, marketing, and outreach to engage a full range of participants and to build broad community support.

Applicants must designate a local coordinator who will act as the main point of contact for the workshop locally and for communication with CIRD staff. The local coordinator agrees to work with local partners and individuals cited in the application on all aspects of the workshop planning process, preparing for the workshop itself, and post-workshop technical assistance.

Workshop Resource Team

CIRD workshops include participation by a Resource Team comprised of four national, regional, and/or local design and community development professionals, whose expertise matches the specific design issues or challenges cited by the host community. We will work with each host community to identify the most appropriate Resource Team members for their workshop, drawing upon local and regional design leaders whenever possible in combination with national subject matter specialists.



Workshop Speakers, Lancaster County, NE



March 2015

CIRD maintains a network of nationally recognized professionals in architecture, landscape architecture, community and regional planning, historic preservation, arts and culture, placemaking, rural design, and other fields who may be selected to participate in the workshop. CIRD will cover the travel costs and an honorarium for up to four Resource Team members per workshop. Host communities are welcome to suggest Resource Team members and may propose additional nationally recognized presenters or invite a well-known "keynote" speaker. The host community may invite additional speakers beyond four Resource Team members, but will do so at their own expense. All presenters funded from the CIRD stipend need to be pre-approved by NEA.

Workshop Funding and Matching Funds

A \$10,000 cash stipend will be made to each local host organization to support coordination of the workshop and to support post workshop activities. If your organization is selected, the funds will be provided through a fee-for-service contract with Project for Public Spaces, Inc. Host communities are required to secure matching funds. **All stipend-funded activities, including the submission of a final report to CIRDC and any post-workshop implementation funded by this program, must be completed by May 31, 2017.**



Resource Team Members and NEA Staff, Houston MS February 2015

As this cash stipend will not cover all of the workshop expenses, we require host communities to obtain additional matching funds and/or resources of \$10,000, which may take the form of funds raised or donated by local organizations, including in-kind contributions of goods, services, facility rental, and staff time.

Up to \$15,000 of the total workshop budget (including stipend funds and the community matching funds) may be allocated to cover:

- Outreach and publicity for the workshop, including website and traditional media;
- Planning and producing the public engagement event;
- Recording and sharing stories and results from workshops, including photography or videography;
- Facility rental;
- Printing of workshop materials and other relevant documents;
- Speaker fees, travel costs and accommodations for local or regional design specialists;
- Rental of A/V equipment;
- All other materials needed for workshops (easels, flip charts, name tags, pens);
- Insurance as required by local statutes or the rental facility; Transportation or special arrangements for field trips or tours; Breakfast, luncheon, dinner, and refreshments for participants and Resource Team members during the workshop; and

- Labor and any associated costs with preparing for, organizing, and implementing the workshop, including:
 - Community outreach and engagement
 - Workshop facilitation
 - Documentation of the workshop
 - Carrying out all aspects of workshop logistics
 - Workshop content development
 - Recruiting workshop participants
 - Writing post workshop summaries and reports
 - Maintaining and reporting on expenditures

Up to \$5,000 of the total workshop budget (including stipend funds and the community matching funds) should be set aside to be used for post-workshop follow up steps and activities. In order to capitalize upon the energy and momentum generated by the workshop, it is essential to follow up with attendees, Resource Team members and the broader community with a set of next steps and actions. Some follow-up steps may be clear from the workshop (see below); others may require conversations with your project team and stakeholders. Depending upon the situation, post-workshop follow up steps might include:

- Disseminating the results of the workshop to a wide audience through social media, local newspapers, website, etc.;
- Conducting follow up public meetings;
- Holding meetings with elected officials to share the workshop outcomes;
- Identifying and inviting speakers to provide additional information on specific design issues. This could take the form of a lecture or a discussion forum or a follow up workshop;
- Thoroughly evaluating and prioritizing implementation actions identified during the workshop;
- Forming action teams or identifying partners to lead specific initiatives; and
- Planning post-workshop programs or activities to further goals or opportunities identified during the workshop.

You should include ideas for how you will address these follow up tasks in your response to the RFP.

The full match does not have to be secured at the time of application. Identifying proposed sources of matching funds is acceptable.

Local participants are responsible for their own workshop expenses (lodging and transportation). Registration for participants is typically free of charge, however, a nominal fee (\$10-\$20) for luncheon may be charged as a way of ensuring attendance of participants and the provision of sufficient food and beverages. In addition to the \$10,000 cash stipend,

CIRD will provide a comprehensive package of technical assistance services to support the workshops, valued at approximately \$35,000. This includes:

- Honoraria and travel and lodging expenses for up to four regional or national Resource Team members;
- Development and production of workshop content and instructional materials;
- One-on-one assistance and site visits by CIRD staff to support planning the workshop logistics and content;
- Conference calls and webinars on relevant rural design topics;
- Workshop facilitation;
- A write up of next steps and key summary of the workshop event;
- Opportunities to connect with a broad network of rural practitioners and resources.

Documentation and Workshop Summary

Documenting and evaluating each workshop is critical to the CIRD program. Host communities are required to collect evaluations from workshop participants; submit a final report to CIRD that includes documentation of the workshop proceedings, a summary of workshop content and outcomes, as well as the project budget and expenditures; and conduct an evaluation of the workshop itself. Documentation efforts such as recording the workshops through audio, video, or photography during the event; capturing results and outcomes from the workshops in written or multimedia format; gathering participant feedback; and draft implementation plans are strongly encouraged. Workshop hosts will be invited to contribute periodically to a dedicated section of the CIRD website and to help establish a national peer network related to rural design.



Concept Plan drawing for Franklin NH

CAPACITY BUILDING

CIRD supports host communities before and after their workshops via online resources, informational conference calls, and webinars. These resources are also freely available to the public.

Conference Call and Webinar Series

CommunityMatters® and the Orton Family Foundation host quarterly conference calls and webinars that cover issues relevant to rural design and rural development. The calls will be useful to communities that want to undertake rural design and community engagement activities on their own.



Plan Drawing, Tanglefoot Trail, Houston MS



Workshop Participants, Franklin, NH

Follow-up Assistance

CIRD staff will continue to serve as a resource for the workshop hosts through June 30, 2017. CIRD staff will also be available to answer questions and continue to build networking connections among CIRD host communities, other interested rural communities, and design practitioners.

Click [here](#) for "Frequently Asked Questions" relevant to all CIRD applicants and host communities.

Selection Criteria

As many as six CIRD host communities will be selected through a competitive review process following the National Endowment for the Arts' panel review procedures. A panel of national professionals in rural design and planning will evaluate CIRD applications based on the following criteria:

MERIT

Merit reflects the relevance of the identified design issues to the local community and to other rural communities nationwide, the community's readiness to tackle the design challenge at this time, shared consensus on what the challenge is and goals for the outcomes, a commitment to engaging and reaching out to a diverse audience, and the potential for follow up post-workshop activities to further develop outcomes and opportunities.

- **Clear Project Concept and Relevance to the Community (20%):** Presents clear and achievable goals for the workshop, which will result in creating meaningful change in the community. The proposed design concerns are relevant to community values, goals, priorities, assets, and needs.
- **Community Need and Timeliness (10%):** States a clearly defined need for design assistance in that the host community lacks the resources or expertise to undertake this work on their own. Presents a unique opportunity that needs to be capitalized upon or a challenge that needs to be addressed within the next two years.
- **Commitment to Participation (10%):** Demonstrates desire to encourage broad-based engagement of and participation in the workshop by people of diverse ethnicity, cultural backgrounds, age, gender, and income reflecting the community's population.
- **Capacity for Implementation (10%):** Has considered preliminary plans for conducting follow up activities, taking action based on workshop results, and sharing workshop results broadly with the community; Has the capacity to implement recommendations and plans that evolve at the workshop.
- **Broad Applicability (10%):** Demonstrates relevance of project, design issues, and potential results to other rural communities nationwide.
- **Realistic Budget (10%):** Includes a well-considered budget with adequate matching funds (cash and/or in-kind) to support the workshop.

EXCELLENCE

Excellence is a reflection of the quality of the partners and capacity of the applicant team to plan and host the workshops:

- **Applicant Experience (20%):** Demonstrates experience and capacity of lead applicant and partner organizations to coordinate a workshop, conduct effective outreach and communication, and engage their community.

- **Partner Commitments (10%):** Illustrates strong and specific commitments from partnering organizations to actively participate in the workshop and follow-up activities. Committed partners must include:
 - Government entity, including elected officials and staff members
 - One or more other local partners, such as local design organizations, arts and cultural organizations, businesses, colleges or universities, community action groups and/ or regional planning or governmental bodies, chambers of commerce, and agricultural extension offices

How to Apply

The process of developing a successful application is not something that can be done in isolation or in a hurry: it takes early outreach, partnership and coalition building, and the collaborative effort of a committed community team. That may include meetings with partners, site visits, and public presentations or discussions at a town meeting in order to craft an application that really speaks to and about your community and to get buy in to the process and support for the outcomes from your local leaders. Our hope is that the 11 week application preparation period will give you the time and opportunity to forge valuable partnerships and identify the most critical design issues facing your community which will comprise the focus for your workshop.

APPLICATION SUBMISSION

Applications to host a 2016/17 workshop must be submitted online via the CIRD website: <http://rural-design.org/application-form>

All applications must be received **no later than Tuesday, January 12, 2016 at 11:00pm EST**. Please do not wait until the last moment to submit your application. It may take up to several minutes for your application to upload depending upon the volume of simultaneous submissions and the speed of your Internet connection. **Hard copy or emailed applications will not be accepted.**

You must complete the Electronic Application and attach all required documents before you submit your application. Please upload only your completed proposal with all required and optional attachments. Incomplete applications will not be accepted and additional materials cannot be added to your application after the deadline.

Remember to register for our two pre-application assistance webinars on November 10th and December 10th. Questions should be submitted in advance when you register for the webinar.

REQUIRED MATERIALS

1. Project Narrative (Online Application Form)
2. Preliminary Budget (Attachment)
3. 3-5 Letters of Support (Attachments)
4. Select Supplemental Materials (Attachments)
 - Map or aerial photographs of town and immediate geographic region and project location (if identified)
 - Video or multimedia clips about the community or project background
 - News articles, stories, or reports providing background and context

Click [here](#) for detailed instructions, page limits, and acceptable file formats for all required application materials.

REQUIRED READING

Applicants must review the [CIRD Coordinator's Manual](#), which outlines the workshop process and the responsibilities of the local coordinator and planning committee, as a pre-requisite for being considered for funding under this program.



CIRD Staff, Houston, MS

February 2015

TOWN OF WINDSOR

Town Elected Officials
Carita J. Richardson, Mayor
Clint Bryant-Vice Mayor
Durwood V. Scott
Greg Willis
N. Macon Edwards, III
Patty Fleming
Tony Ambrose

Town Manager
Michael R. Stallings, Jr.

Town Clerk
Terry Whitehead

Town Attorney
Wallace W. Brittle, Jr.



Established 1902

January 4, 2016

Memorandum

To: Planning Commission Members

From: Dennis W. Carney, Planning and Zoning Administrator

Subject: Findings from Planning Commission Discussions on the Olde Town Windsor Areas of Court and Church Street Areas

The first question to be answered was what portion of Church and North Court Streets were to be considered favorably for potential rezonings for mixed residential/commercial/office uses. It was the consensus of the Commission that the larger houses on these streets should constitute the nucleus of the Olde Towne, and that they are found between the Six Way Intersection northward to A Avenue for North Court Street and from the Six Way Intersection eastward to approximately 48 and 49 Church Street respectively. It was felt that the types of houses generally become smaller and more modern past those boundaries and mixed or commercial uses may not be compatible or possible in these generally smaller residences.

Next the Commission reviewed and generally agreed with the list of potential uses. It was agreed that the attached list is a good list to guide future rezoning requests. However it was felt that there will be other uses that we have not thought of that may arise, and that a statement allowing the Commission and Town Council some latitude based on compatibility should be placed in the Comprehensive Plan. It was also felt that the hours of operation should be reviewed for all rezonings in the Olde Town Windsor areas.

As for signage, the Commission was in general agreement with the types of signs, locations and sizes of signs.

If this is the Commission's views on the signs and uses, Staff will write the verbiage for inclusion in the Draft Comprehensive Plan.

Potential Uses (within existing buildings)

Offices, general and professional
Banks and financial institutions, excluding "payday" lending and check-cashing establishments
Eating establishments excluding fast food restaurants and restaurants
Personal service establishments (beauty salons, barber shops, nail salons, etc.)
Business service and office supply establishments
Office product and computer sales and repair services
Bed and Breakfast lodgings
Delivery services at appropriate size for the location with compatible hours
Child day care facilities
Shoe and small appliance repair
Art galleries and sales
Book stores excluding adult books
Visitor centers
Pharmacies
Retail sales establishments

Potential Signs

Detached free-standing signs constructed of wood or similar materials of no more than 32 square feet, no more than eight feet in height and located no closer than five feet from the sidewalk
Detached free-standing sign constructed of wood or similar materials for two or more contiguous businesses shall not exceed 50 square feet, no more than eight feet in height and located no closer than five feet from the sidewalk
Directional sign for parking of no more than two square feet
Sandwich board signs of no more than fifteen square feet following per side
Attached wall signs of no more than 50 square feet encompassing all businesses/entities on the site
Signs that are illuminated by "on-ground" exterior lighting in such a manner not to impede or visually distract pedestrians, vehicle traffic or shine into neighboring homes or businesses.

All other sign ordinance requirements shall be in effect for this district

TOWN OF WINDSOR

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 Terry Whitehead

Town Attorney
 Wallace W. Brittle, Jr.

January 20, 2016

Memorandum

To: Planning Commission Members

From: Dennis W. Carney, Planning and Zoning Administrator

Subject: Landscaping Trees and Shrubs

Attached you will find a potential list of trees and shrubs that could be utilized for new or substantially enlarged development projects as required by the new Town of Windsor Land Development Ordinance. The list was compiled from the Town of Smithfield's Ordinance, my past experience in Caroline and Powhatan Counties as well as a list of prohibited trees from the Hampton Roads Planning District Commission. We have tried to assemble a listing that permits both quality and diversity, and which allows the development community great flexibility while permitting a solid threshold for attractive development.

If the list is generally acceptable to the Commission, Staff will have local wholesalers/retailers, the Garden Club and other interested parties review the list and "vet" it. After that, Staff will bring it back to the Commission for a final review and approval as a Town policy for use by Staff to guide developers in the situations where the landscaping elements apply.

TOWN OF WINDSOR

ACCEPTABLE PLANT AND TREES LISTS

APPROVED TREES AND SHRUBS

LARGE TREES

(1.5- to 2-inch caliper when planted)

Botanical Name	Common Name
<i>Acer saccharum</i> "Columnare"	Column Sugar Maple
<i>Acer saccharum</i> "Green Mountain"	"Green Mountain" Sugar Maple
<i>Fraxinus pennsylvanica</i>	Green Ash
<i>Fraxinus pennsylvanica</i> "Marshall Seedless"	"Marshall"s Seedless Green Ash
<i>Ginkgo biloba</i>	Ginkgo (Male Cultivars only)
<i>Liquidambar styraciflua</i> "Rotundiloba"	Seedless Sweet Gum
<i>Magnolia grandiflora</i>	Southern Magnolia
<i>Metasequoia glyptostroboides</i>	Dawn Redwood
<i>Nyssa sylvatica</i>	Black Gum
<i>Platanus x acerifolia</i> "Bloodgood"	"Bloodgood" London Plane Tree
<i>Platanus occidentalis</i>	Americian Sycamore
<i>Quercus alba</i>	White Oak
<i>Quercus falcata</i>	Red Oak
<i>Quercus phellos</i>	Willow Oak
<i>Zelkova serrata</i>	Zelkova Village Green

MEDIUM TREES

(1 to 1.5 inch caliper when planted)

Botanical Name	Common Name
<i>Acer palmatum</i>	Japanese Maple
<i>Acer platanoides</i> "Columnare"	Columnar Norway Maple
<i>Acer rubrum</i> "Columnare"	Columnar Red Maple
<i>Acer rubrum</i> "October Glory"	"October Glory" Red Maple
<i>Carpinus betulus</i> "Fastigiata"	Thornless Common Honeylocust
<i>Carpinus caroliniana</i>	American Hornbeam or Musclewood
<i>Cercidiphyllum japonicum</i>	Katsuratree
<i>Cercis canadensis</i>	Eastern Redbud
<i>Chionanthus virginicus</i>	White FringeTree
<i>Cornus florida</i>	Flowering Dogwood
<i>Cornus kousa</i>	Kousa Dogwood
<i>Crataegus phaenopyrum</i>	Washington Hawthorn
<i>Koelreuteria paniculata</i>	Goldenraintree
<i>Lagerstroemia indica</i>	Crapemyrtle (mildrew resistant only)
<i>Malus floribunda</i>	Japanese Flowering Crabapple
<i>Ostrya virginiana</i>	American Hophornbeam

Town of Windsor Tree and Plant Lists

<i>Oxydendrum arboreum</i>	Sourwood
<i>Prunus serrulata</i> "Kwanzan"	Kwanzan Cherry
<i>Prunus cerasifera</i>	Flowering Plum (named cultivars only)
<i>Pyrus calleryana</i>	Callery Pears (cultivars only-no Bradfords)
<i>Quercus acutissima</i>	Saw Tooth Oak
<i>Quercus palustris</i>	Pin Oak
<i>Quercus robur</i>	English Oak
<i>Quercus robur</i> "Fastigiata"	Pyramidal English Oak
<i>Syringa reticulata</i>	Japanese Lilac Tree
<i>Tilia americana</i>	American Linden
<i>Tilia cordata</i>	Littleleaf Linden
<i>Tilia tomentosa</i>	Silver Linden

APPROVED SCREENING TREES

(4.5 to 6 feet high when planted)

Botanical Name	Common Name
<i>Abies concolor</i>	White fir
<i>Cedrus atlantica</i> "Glauca"	Atlas Cedar
<i>Cedrus deodara</i>	Deodar Cedar
<i>Chamaecyparis</i> (ssp)	Falsecypress
X <i>Cupressocyparis leylandii</i>	Leyland Cypress
<i>Ilex opaca</i>	American Holly
<i>Juniperus virginiana</i>	Eastern Redcedar
<i>Magnolia grandiflora</i>	Southern Magnolia
<i>Pinus bungeana</i>	Lace Bark Pine
<i>Pinus ellioti</i>	Slash pine
<i>Pinus nigra</i>	Austrian Pine
<i>Pinus parviflora</i>	Japanese White Pine
<i>Pinus strobus</i>	Eastern White Pine
<i>Pinus taeda</i>	Loblolly Pine
<i>Pinus thunbergiana</i>	Japanese Black Pine
<i>Pinus virginiana</i>	Virginia Pine
<i>Taxus baccata</i>	English Irish Yew
<i>Taxus cuspidata</i>	Japanese Yew
<i>Thuja occidentalis</i>	Eastern Arborvitae
<i>Tsuga caroliniana</i>	Caroliniana Hemlock
<i>Tsuga canadensis</i>	Canadian Hemlock

APPROVED SCREENING SHRUBS

(2.5 feet high when planted)

Botanical Name	Common Name
<i>Abelia x grandiflora</i>	Glossy Abelia

Town of Windsor Tree and Plant Lists

<i>Amelanchier canadensis</i>	Serviceberry
<i>Berberis thunbergii</i>	Japanese Barberry
<i>Buxus sempervirens</i>	Boxwood
<i>Camellia japonica</i>	Camellia
<i>Cleyera japonica</i>	Japanese Cleyera
<i>Elaeagnus angustifolia</i>	Russian Olive
<i>Elaeagnus pungens</i>	Thorny Elaegnus
<i>Euonymus japonicus</i>	Japanese Euonymus
<i>Ilex crenata</i>	Japanese Holly
<i>Ilex glabra</i>	Inkberry
<i>Ilex x Nellie R. Stevens</i>	Nellie R. Stevens Holly
<i>Ilex verticillata</i>	Winterberry
<i>Ilex vomitoria</i>	Yapon Holly
<i>Juniperus torulosa</i>	Hollywood Juniper
<i>Ligustrum japonicum</i>	Japanese Privet
<i>Myrica cerifera</i>	Southern Waxmyrtle
<i>Osmanthus heterophyllus</i> 'Gulftide'	Gulftide Osmanthus
<i>Photinia x fraseri</i>	Redtipped Photinia
<i>Prunus caroliniana</i>	Carolina Cherrylaurel
<i>Thuja occidentalis</i>	Eastern Arborvitae
<i>Viburnum rhytidophyllum</i>	Leatherleaf viburnum

RECOMMENDED STREETScape SHRUBS

(3 gallon/ 2 foot)

In addition to the shrubs listed under Recommended Screening Shrubs, the following shrubs may be utilized:

Botanical Name	Common Name
<i>Buddlia davidii</i>	Butterfly-bush
<i>Calycanthus floridus</i>	Sweetshrub
<i>Chaenomeles speciosa</i>	Flowering Quince
<i>Cotinus coggygria</i>	Smokebush
<i>Cotoneaster apiculatus</i>	Cranberry Cotoneaster
<i>Cotoneaster lucidus</i>	Hedge Cotoneaster
<i>Deutzia gracilis</i>	Slender Deutzia
<i>Enkianthus campanulatus</i>	Enkianthus
<i>Euonymus alata</i> 'compacta'	Firebush
<i>Forsythia x intermedia</i>	Forsythia
<i>Hibiscus syriacus</i>	Rose of Sharon
<i>Kolkwitzia amabilis</i>	Beautybush
<i>Mahonia bealei</i>	Leatherleaf Mahonia
<i>Mahonia fortunei</i>	Chinese Mahonia
<i>Philadelphus coronarius</i>	Sweet Mockorange
<i>Pieris japonica</i>	Japanese Pieris
<i>Pyracantha coccinea</i>	Scarlet Firethorn
<i>Rhododendron schlippenbachii</i>	Royal Azalea
<i>Spirea x vanhouttei</i>	Bridalwreath Spirea
<i>Syringa vulgaris</i>	Common Lilac

Viburnum carlesii	Korean Spice Shrub
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NON-ACCEPTABLE TREE SPECIES

Botanical Name	Common Name	Problem
Acer negundo	Box Elder	Weak wood, insects, short-lived
Acer saccharinum	Silver Maple	Weak wood, shallow roots, prolific seeding
Ailanthus altissima	Tree of Heaven	Offensive odor
Albizia julibrissin	Mimosa	Mimosa wilt disease
Betula papyrifera	Paper Birch	Insects, susceptible to heat
Celtis occidentalis	Hackberry	Distorted growth habit
Catalpa bignonioides	Southern Catalpa	Messy flowers, seed pods
Ginkgo biloba	Ginkgo (female only)	Offensive fruit odor
Laburnum anagyroides	Golden Chain Tree	Environmental stress
Liriodendron tulipifera	Tulip Poplar	Messy seed pods
Melia azedarach	Chinaberry	Weak wood, seeds, suckers
Morus (spp)	Mulberries	Objectionable fruit
Paulownia tomentosa	Empress Tree	seed pods
Picea abies	Norway Spruce	Environmental stress
Populus alba	White/Silver Poplar	Weak wood, diseases

Pyrus calleryana

"Bradfordii"	Bradford Pear	Poor branching, other cult. much better
Prunus serotina	Wild Black Cherry	Objectionable fruit, insects
Salix (spp.)	Willow	Weak wood, roots
Ulmus americana	American Elm	Dutch elm disease
Ulmus pumila	Siberian Elm	Short lived, insect

¹Notes:

NW = Plant species is listed on the Virginia Noxious Weeds List.

P = Plant species has poisonous characteristics, i.e., skin irritant, non-edible, etc. Care should be taken when planting or working around these species.

PI = Plant species is potentially invasive in Hampton Roads.

R = Plant species has been listed as rare (or rare variety of a more common species) in the State of Virginia by the Virginia Department of Conservation and Recreation, Division of Natural Heritage. <?xpp restore?>

POTENTIALLY INVASIVE PLANT LIST

The following list is intended to caution the user about potential problems which may be associated with a

Town of Windsor Tree and Plant Lists

particular species in Hampton Roads—as identified by the State of Virginia or another state—due to its invasive behavior and/or aggressive dominance of native plant habitat.

Botanical Name	Common Name	Listing Reason
<i>Acer platanoides</i>	Norway Maple	*, W
<i>Agrostis alba</i>	Redtop	*, R, W
<i>Ajuga reptans</i>	Bugleweed	*, W
<i>Allium</i> spp.	Wild Onion/Wild Garlic	R, W
<i>Artemisia stelleriana</i>	Dusty Miller/Beach Wormwood	
<i>Berberis thunbergii</i>	Japanese Barberry	*, W
<i>Cardus nutans</i>	Musk Thistle	P, W
<i>Coronilla varia</i>	Crownvetch	*, W
<i>Cynodon dactylon</i>	Bermudagrass	R, W
<i>Cytisus scoparis</i>	Scotch Broom	*, W
<i>Dipsacus sylvestris</i>	Common Teasel	*, W
<i>Elaeagnus angustifolia</i>	Russian Olive	** , * , L
<i>Elaeagnus umbellata</i>	Autumn Olive	** , * , L
<i>Euonymus alata</i>	Winged Euonymus	*, L
<i>Festuca</i> spp.	Fescue varieties	
<i>Festuca arundinacea</i>	Kentucky "31" Tall Fescue	R, W
<i>Hedera helix</i>	English Ivy	
<i>Hedera helix</i> "Baltica"	Baltic Ivy	
<i>Ipomoea</i> sp.	Morning Glory	*, W
<i>Iris pseudacorus</i>	Water Iris	
<i>Lathyrus latifolius</i>	Perennial Pea "Lancer"	
<i>Lespedeza bicolor</i>	Bicolor Lespedeza "Natob"	
<i>Lespedeza cuneata</i>	Lespedeza "Appalow"	*, W
<i>Lespedeza striata</i> thunb.	Shrub Lespedeza	
<i>Ligustrum japonicum</i>	Japanese Privet	
<i>Lonicera maackii</i>	Amur Honeysuckle	*, L
<i>Lonicera tatarica</i>	Tartarian Honeysuckle	*, W
<i>Lotus corniculatus</i>	Birdsfoot Trefoil	*, L
<i>Lysimachia nummularia</i>	Moneywort	*, W
<i>Magnolia grandiflora</i>	Southern Magnolia	
<i>Melilotus alba</i>	White Sweet Clover	*, W
<i>Poa pratensis</i>	Kentucky Bluegrass	
<i>Polygonum</i> spp.	Smartweed varieties	*, W
<i>Raphanus</i> spp.	Radish varieties	R, W
<i>Rubus phoenicolasius</i>	Wineberry	*, W
<i>Quercus acutissima</i>	Sawtooth Oak	*, A
<i>Vinca minor</i>	Periwinkle	*, W

Key:

R	=	Restricted noxious weed seed
W	=	Widespread distribution in VA
L	=	Local distribution in VA
*	=	Invasive in other states and may be in VA

*	=	elected for development of Fact Sheet by DCR-NHP
*		

Noxious Weeds List

Section 3.1-296.16 of the Code of Virginia states that no person shall move, transport, deliver, ship or offer for shipment into or within this State any noxious weed, or part thereof, without first obtaining a permit from the Commissioner of the Department of Agriculture and Commerce.

Prohibited Seeds in Virginia

Botanical Name	Common Name
Agropyron repens	Quackgrass
Cardiospermum halicacabum	Ballonvine
Cardus spp.	Thistle, plumless, musk, and curled
Cassia tora	Sicklepod
Cirsium arvense	Thistle, Canada
Convolvulus arvensis	Bindweed, field

Restricted Seeds in Virginia

Botanical Name	Common Name
Allium spp.	Onion, wild/Garlic, wild bulbets
Brassica spp.	Mustard, wild
Cuscuta spp.	Dodder
Raphanus spp.	Radish
Setaria faberi	Foxtail, giant

(Restricted—Lawn and Turf Seed Only)

Botanical Name	Common Name
Agrostis spp.	Bentgrasses (creeping, colonial, velvet)
Agrostis gigantea	Redtop
Cynodon spp.	Bermudagrass/Giant Bermudagrass
Dactylis glomerata	Orchardgrass
Festuca arundinacea	Fescue, tall
Festuca pratensis	Fescue, meadow
Hocus lanatus	Velvetgrass
Phleum pratense	Timothy
Poa annua	Bluegrass, annual
Poa trivialis	Bluegrass, rough

PLANTS TO AVOID

Notes ¹	Botanical Name	Common Name	Reasons to Avoid
P	Acer negundo	Box Elder	Weak wood, short-lived, insects
P	Acer saccharinum	Silver Maple	Weak wood, insects, shallow roots, prolific seeding
P	Ailanthus altissima	Tree of Heaven	Male species has offensive odor, poor landscaping qualities, invasive
P	Albizzia julibrissin	Mimosa	Mimosa wilt disease, short-lived
	Betula pendula	European White Birch	Insects

Town of Windsor Tree and Plant Lists

P	Betula papyrifera	Paper Birch	Insects
P	Catalpa bignonioides	Southern Catalpa	Messy flowers, seed pods
P	Ginkgo biloba	Ginkgo (female)	Messy fruit with offensive odor
	Laburnum anagyroides	Golden Chain Tree	Environmental stress
P	Melia azedarach	China Berry	Weak wood, seeds, suckers, short-lived
P	Morus sp.	Mulberries	Objectionable fruit
P	Nerium oleander	Oleander	Highly poisonous, fatal if ingested
P	Paulownia tomentosa	Empress Tree	Seed pods
P	Picea abies	Norway Spruce	Environmental stress (heat, poor drainage)
P	Picea pungens	Blue Spruce	Environmental stress (heat, poor drainage), short-lived, site-specific
P	Pinus strobus	White Pine	Decline and wilt diseases (poor drainage)
P	Pinus sylvestris	Scotch Pine	Environmental stress (heat, poor drainage), insects, short-lived
	Pinus thunbergii	Japanese Black Pine	Insects, early die-back
P	Populus alba	White/Silver Poplar	Weak wood, diseases, invasive
P	Populus deltoides	Eastern Cottonwood	Weak wood, extensive root system, prolific seeding
P	Populus nigra	Lombardy Poplar	Extensive root system, short-lived, disease, hazards from falling limbs
P	Populus tremuloides	Quaking Aspen	Short-lived, diseases, insects
P	Prunus serotina	Black Cherry	Objectionable fruit, insects
P	Ulmus americana	American Elm	Dutch Elm disease
P	Ulmus pumila	Siberian Elm	Short-lived, insects
	Ulmus rubra	Slippery Elm	Dutch Elm disease

¹P = Prohibited

TOWN OF WINDSOR

Town Elected Officials
Carita J. Richardson, Mayor
Clint Bryant-Vice Mayor
Durwood V. Scott
Greg Willis
N. Macon Edwards, III
Patty Fleming
Tony Ambrose



Town Manager
Michael R. Stallings, Jr.

Town Clerk
Terry Whitehead

Town Attorney
Wallace W. Brittle, Jr.

Established 1902

January 4, 2016

Memorandum

**To: Michael Stallings, Town Manager
Mayor and Town Council
Planning Commission**

From: Dennis W. Carney, Planning and Zoning Administrator
Subject: December 2015 Planning and Zoning Report

Zoning Permits: The number of Zoning Permits decreased slightly from the nine in November to eight in December. However this is much higher than the mere two permits in December 2014. More importantly, the permits were for two single family residences, a utility building, a fence, a driveway expansion, a temporary sign, a home occupation and a roof for an existing deck.

Violations: New violations decreased from the seven in November to five in December. All of these were for inoperative motor vehicles. This is slightly more than the three violations in December 2014. However ten cases, all for inoperative vehicles were resolved in December.

Planning Commission Activity: The Planning Commission did not meet in December as is its custom. Its next meeting would be on January 27, 2016.

Other: The bulk of Staff's work has been on the RFP for the Citizens Institute on Rural Design (which will have been submitted by the January Town Council meeting), a synopsis of the Planning Commission's discussions of the Olde Town Windsor concept to date, and potential tree and plant list for the required landscaping requirements of the Land Development Ordinance.

MONTHLY REPORT PLANNING & ZONING

December 2015

	<u>December</u>	<u>FYTD</u>
Number of Zoning Permits Issued:	8	46*
Residential New Construction:	2	15
Commercial New Construction:	0	0
Building Additions:	0	1
Accessory Buildings:	1	5
Signs:		
Temporary:	1	5
Permanent:	0	2
Fences:	1	4
Pools:	0	1
Decks:	0	1
Driveways:	1	1
Other:	2	13
Notices of Violation:	5**	44**
Inoperative vehicles:	5	39
Tall grass:	0	1
Signs:	0	1
Other:	0	3
Number of Violation Cases Resolved:	10*	56**
Inoperative vehicles:	10	52
Tall grass:	0	4
Sign	0	2
Other:	0	3

A list of addresses and tax map numbers for the permits and violations are available at the Town Office.

*Some Zoning Permits include several accessory items but are delineated by item on this report.

**The discrepancy between the number of types and the total numbers of violations reflect that some violations notices cite two or more classes of violations