

**TOWN OF WINDSOR**

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**PLANNING COMMISSION MEETING AGENDA**

**May 25, 2022**

**7:00 p.m.**

**Town Hall**

- 1) Call to Order
  - a) Welcome
  - b) Roll Call and Determination of Quorum
- 2) Public Comments
- 3) Approval of the Minutes of the April 27, 2022 Planning Commission meeting
- 4) Town Attorney's Report
- 5) Economic Development Authority (EDA) Report
- 6) Old or Unfinished Business
- 7) New Business
  - a) Presentation and discussion of Census data
- 8) Next Regular Meeting Date: July 27, 2022
- 9) Motion to Adjourn

## MINUTES OF THE PLANNING COMMISSION - WINDSOR, VIRGINIA

The Planning Commission met on Wednesday, April 27, 2022 at 7:00 p.m. at the Council Chamber of the Windsor Town Hall, Windsor, Virginia. Chairman Marshall called the meeting to order and welcomed all who were present. Terry Whitehead, Town Clerk, recorded the minutes. James Randolph, Planning and 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

Planning Commission members absent:      Jesse Taylor  
Larissa Williams

Chairman Marshall welcomed James Randolph, the Town's new Planning and Zoning Administrator.

Mr. Randolph stated that he previously served as the Town's first full-time Zoning Administrator approximately 16 years ago. He said he will be staff support for the Planning Commission. He noted that Maxie Brown, Interim Planning and Zoning Administrator, will continue to assist the Town during this transition period. After giving a brief bio, Mr. Randolph added that Windsor has always kind of been his adopted hometown, and he is certainly glad to be back.

### PUBLIC COMMENTS

None

### MINUTES

Chairman Marshall asked if there were any amendments or comments regarding the minutes of the March 23, 2022 regular Planning Commission meeting.

Vice Chairman Stubbs made a motion to approve the minutes as presented. Commissioner Hewitt seconded, and the Commission unanimously passed the motion as recorded on the attached chart as motion #1.

### WINDSOR STATION REZONING UPDATE

Mr. Randolph reported that Town Council considered the rezoning application for the Windsor Station subdivision, and they unanimously approved the zoning designation change from A-1 to R1/MHP with the following two amendments to the draft Proffer Statement:

- Proffer 8. Developer has agreed to add language stating that all driveways in the Windsor Station subdivision will be a minimum of 18 feet wide.
- Proffer 11. Developer has agreed to add language stating that the open space area for the playground will be exclusive of the stormwater area and not located along Shiloh.

Mr. Randolph noted that Town Council agreed by consensus not to utilize the MHP zoning designation for future subdivision applications.

Mr. Randolph explained that there will be a memo in the file indicating that the MPH designation will not be used for future subdivision applications as questioned by Vice Chairman Stubbs.

Commissioner Hewitt asked if an ordinance revision would be necessary to make it official not to use the MHP designation for single family residential.

Mr. Randolph said a revision to the ordinance would probably be best. He said he would follow up on that question during the next topic of discussion on the agenda relating to the Comprehensive Plan.

#### **TOWN ATTORNEY REPORT**

None

#### **ECONOMIC DEVELOPMENT AUTHORITY REPORT – EDA**

Vice Chairman Stubbs reported that the Windsor Christian Church will be having a ceremony in honor of the placement of the frog, funded by the church, in support of the Windsor Economic Development Authority Frog Project. He said the ceremony will take place at the Windsor Christian Church, Sunday, May 1, 2022 at 4:00 pm.

Commissioner Scott said three other frogs have been purchased by the EDA, and applications have been received regarding those interested in painting the frogs. He said there have been discussions of placing one frog at the Windsor Town Center and another at the vacant lot at the corner of Shirley Drive and Windsor Boulevard. Commissioner Scott said several civic organizations have expressed interest in purchasing frogs to be located throughout the Town.

#### **OLD OR UNFINISHED BUSINESS**

None

## **NEW BUSINESS**

### ***Discussion of Planning Commission Work Plan***

Mr. Randolph stated that per the Code of Virginia 15.2-2230, we are required to review and update the Town's Comprehensive Plan every five years. He said the current plan was adopted July, 2016. He said there are no penalties for not updating the plan on time; however, the state does provide us the opportunity to create the Comprehensive Plan.

Mr. Randolph explained that this is the long-range plan for the Town. He said the plan is written to project over a 20 year period, but we do review and determine if updates are needed every five years.

Mr. Randolph said the following topics are covered in the Comprehensive Plan:

- Population
- Housing
- Economy
- Transportation
- Community Facilities
- Environment
- Land Use
- Goals and Implementation Strategies

Mr. Randolph added that by itself, the comprehensive plan does not change any zoning districts and doesn't make any changes to the ordinances or subdivision land use regulations; however, it provides the foundation for the Planning Commission to consider such amendments to those ordinances.

Mr. Randolph said the current plan had assistance from the Hampton Roads Planning District Commission (HRPDC). He said they are no longer providing that service to localities. He said in the Town's upcoming budget, there will be funds earmarked for the update of the plan.

Mr. Randolph said at a minimum, we have to look at the population changes. He said the 2020 census data is now available. He said the population characteristics and data has changed since the 2010 census, and those numbers and characteristics will need to be incorporated into the plan.

Mr. Randolph said he has reviewed the current plan, and it seems to be a very good plan. He said he does not anticipate a full rewrite of the plan. He said after updating population numbers and reviewing housing projections and the land use maps; he would consider it a mid-level update. Mr. Randolph explained that any revisions or updates would ultimately be the Commission's decision.

Mr. Randolph referred back to the previous question regarding the MHP designation being utilized in a family residential subdivision. He explained that once the Town

has an updated, adopted comprehensive plan, it can become a great foundation for us to look at our actual zoning ordinance and subdivision ordinance and make the appropriate changes. He said during that process, Planning Commission may consider changing actual zoning for property, such as the MHP designation as previously discussed. He said it could be an opportunity for the Town to go back and change the zoning designation without changing the actual subdivision standards to which it was built.

Mr. Randolph added that there are several other areas within the Town that may also wish to be considered for a potential zoning change. Specifically, there are some areas on the 460 corridor that are zoned Office Residential; however, some of the uses are Residential and some are Business, although they are under the Office Residential zoning classification.

Mr. Randolph said he would like to receive feedback from the Commission on what other opportunities or projects you would like staff to look at during the next 12 months. He said he will put together a draft 12 month plan to keep to a timeline and ultimately achieve the update of the comprehensive plan. Mr. Randolph said he will present the 12 month plan to the Commission at a later date.

The Planning Commission continued to discuss the proposed Napolitano development and other zoning designations, such as Mixed Use.

Commissioner Hewitt asked if there is a time limit for a developer to develop property after it has been rezoned in the Town, such as the proposed Napolitano Development across from the Windsor Middle School.

Mr. Randolph said he would research to see if a sunset clause could be enforced for the proposed Napolitano Development or other projects within the Town and report back to the Commission at the May 25, 2022 meeting.

Mr. Taylor explained that typically there is some sort of expiration unless there are other requirements within proffers or however it was passed. He said this could be looked at specific to that project.

Councilman Stubbs asked if there is a fee if we need support from the HRPDC with updating the Comprehensive Plan.

Mr. Randolph said there is generally a nominal fee, but it is much less than paying a private consultant.

### ***Sign Ordinance Review***

Mr. Randolph presented the Planning Commission a handout entitled: Reed v. Town of Gilbert, Regulation of Signs. He reviewed the case between the Town of Gilbert and Pastor Clyde Reed and his church regarding signs advertising church events that were not removed within the one hour requirement. He noted that the Supreme Court ruled in favor of Pastor Reed and his church stating that Towns can regulate the placement of signs but they cannot regulate signs based on the content.

Mr. Randolph suggested that the Town of Windsor's Sign Ordinance be reviewed to make sure we're not regulating the content of signs. He said this is the type of issue we would undertake after the Comprehensive Plan update.

**ADJOURNMENT**

Chairman Marshall stated that the next Planning Commission meeting is scheduled for May 25, 2022.

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

The meeting adjourned at 7:38 p.m.

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Leonard L. Marshall, Chairman

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Terry Whitehead, Town Clerk

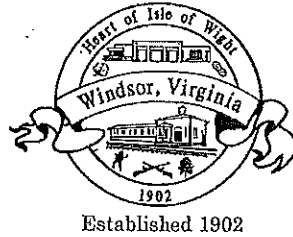
TOWN OF WINDSOR  
RECORD OF  
PLANNING COMMISSION VOTES

Commission Meeting Date April 27, 2022

Motion #	L. Marshall	G. Stubbs	L. Williams	J. Taylor	D. Hewitt	D. Scott	R. Vaughan
1	Y	Y	absent	absent	Y	Y	Y
2	Y	Y			Y	Y	Y
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Jerry Whitehead, Clerk

# TOWN OF WINDSOR



## PLANNING REPORT

**TO:** Planning Commission

**FROM:** Planning & Zoning Administrator

**SUBJECT:** Census Data

**DATE:** May 25, 2022

### LOCAL CENSUS DATA UPDATE:

The Census Bureau released new statistics from the 2016-2020 American Community Survey (ACS) 5-year estimates. Following pandemic related data collection disruptions, the Census Bureau revised its methodology to reduce nonresponse bias in data collected in 2020. After evaluating the effectiveness of this methodology, the Census Bureau determined the standard, full suite of 2016-2020 ACS 5-year data are fit for public release, government and business uses. These statistics boost the understanding of the social and economic characteristics of the U.S. population.

Staff will provide a brief update on this data.