

TOWN OF WINDSOR
P.O. Box 307
8 East Windsor Boulevard
Windsor, Virginia 23487
Phone 757-242-4288 E-Mail Windsor@windsor-va.gov

PLANNING COMMISSION MEETING AGENDA

January 24, 2024 - 7:00 p.m.

Town Hall

- 1) Call to Order
 - A) Roll Call and Determination of Quorum
- 2) Selection of Chair
 - A) Nominations
 - B) Vote
- 3) Selection of Vice-Chair
 - A) Nominations
 - B) Vote
- 4) Appointment of Secretary to the Planning Commission
- 5) Organizational Matters
 - A) Adoption of 2024 Meeting Schedule
 - B) Consideration of By-laws and amendments
- 6) Approval of Minutes of October 25, 2023 Commission meeting
- 7) Public Comments
- 8) Unfinished Business
- 9) Town Attorney's Report
- 10) Economic Development Authority (EDA) Report
- 11) New Business
 - A) FEMA Flood Zone Maps
- 12) Next Regular Meeting Date: February 28, 2024
- 13) Motion to Adjourn

Town of Windsor
Planning Commission
2024 Meeting Schedule

All meetings are scheduled for the 4th Wednesday of each month, beginning at 7:00 p.m., except November meeting which is the 3rd Wednesday beginning at 7:00 p.m. No meeting is scheduled for December.

February 28

March 27

April 24

May 22

June 26

July 24

August 28

September 25


October 23

November 20
(3rd Wednesday)

December-No meeting scheduled

Town of Windsor

Memorandum

TO: Windsor Planning Commission
FROM: James Randolph, Planning & Zoning Administrator 
SUBJECT: Amendment to the Planning Commission By-laws
DATE: January 24, 2024

During the August 2023 Planning Commission meeting, a Commission member requested to participate in the meeting remotely through electronic means. The Planning Commission by-laws do not contain any specific sections to address these requests. Therefore, staff has proposed an amendment to the by-laws that would serve as the policy for consideration of said requests. This proposed amendment is located on page 4 of the by-laws and highlighted in red.

Section 2.2-3708.3 of the Code of Virginia, Meetings held through electronic communication means; situations other than declared states of emergency, provides the framework and regulations for such remote participation. The Planning Commission by-laws amendment would provide that all requests for remote participation through electronic means be in accordance with the State Code section. A copy of Section 2.2-3708.3 of the Code of Virginia is attached for your reference.

2024 By-Laws
WINDSOR PLANNING COMMISSION
TOWN OF WINDSOR, VIRGINIA

ARTICLE 1- OBJECTIVES

1. This Commission, established in conformance with the resolution adopted by Windsor Town Council on April 8, 1975, has adopted the following Articles in order to facilitate its powers and duties in accordance with the provisions of Title 15.2, Chapter 22, Article 2 of the Code of Virginia as amended.
2. The official title of this Commission shall be the “Windsor Planning Commission” (hereinafter “Commission”).

ARTICLE 2- MEMBERS

1. This Commission shall consist of seven (7) members, hereinafter referred to as appointed members who shall be citizens of the Town, and may be increased as provided by law.
2. The members are appointed for terms of four (4) years by the Town Council. Any vacancy in membership shall be filled by appointment by the Town Council and shall be for an unexpired term only. Any appointed member may be removed by the Town Council for inefficiency, neglect of duty, or malfeasance of office. The Town Council may provide for the payment of expenses incurred by any members in the performance of his or her official duties.
3. The Town Council may provide for payment of expenses incurred by any regular members in performance of his or her official duties or for required educational or training activities.
4. The members of the Commission are encouraged to take the necessary courses within two (2) years of their appointment to the Commission to become certified Commissioners.
5. The term of a Commission member shall expire on December 31, at which time his/her successor’s term shall begin.
6. Appointed members may be removed for malfeasance in office. Notwithstanding the foregoing provision, an appointed member of a local

Commission may be removed from office by the local governing body without limitation in the event that the Commission member is absent from any three consecutive meetings of the Commission, or is absent from any four meetings of the Commission within any 12-month period. In either such event, a successor shall be appointed by the governing body for the unexpired portion of the term of the member who has been removed.

ARTICLE 3- OFFICERS AND THEIR SELECTION

1. The officers of the Commission shall consist of a Chairman, a Vice-Chairman, and a Secretary-Treasurer (hereinafter "Secretary"). The Secretary is the only non-elected officer and shall be appointed by the Commission.
2. Nomination of officers shall be made from the floor at the regular January meeting each year. Election of officers shall follow immediately.
3. A candidate receiving a majority vote of the membership present shall be declared elected. He/she shall take office immediately by regular election procedures.
4. Vacancies in office shall be filled immediately by regular election procedures.

ARTICLE 4-DUTIES OF OFFICERS

1. The Chairman shall be a citizen member of the Commission and shall:
 - a. Preside at all meetings.
 - b. Appoint committees, special and/or standing.
 - c. Rule on all procedural questions (subject to a reversal by a two-thirds (2/3) majority vote by the member present and voting).
 - d. Be informed immediately of any official communication and report same at the next regular meeting.
 - e. The Secretary may request a postponement or cancelation of a Commission meeting due to pending inclement weather conditions or in such case when a quorum cannot be established. If the Chairman approves this request, the Secretary shall contact each member of the Commission by phone or electronic communications, post signs on the entry door of Town Hall and notify the media.

- f. Carry out other duties as assigned by the Commission.
2. The Vice-Chairman shall be a citizen member of the Commission and shall:
 - a. Act in the absence or inability of the Chairman to act.
 - b. Have the power to function in the same capacity as the Chairman in cases of the Chairman's inability to act.
 3. The Secretary shall:
 - a. Keep a written record of all business transacted by the Commission.
 - b. Notify all appointed members of all meetings.
 - c. Keep a file of all official records and reports of the Commission.
 - d. Certify all maps, records, and reports of the Commission.
 - e. Give notice of all hearing and public meetings.
 - f. Attend to the correspondence of the Commission.

ARTICLE 5- STANDING AND SPECIAL COMMITTEES

1. Standing and Special committees may be appointed by the Chairman to serve as needed for purposes and terms approved by the Commission.
2. The Chairman shall be an ex officio member of every committee.

ARTICLE 6- MEETINGS

1. The Commission shall meet each January to hold its organizational meeting. At this meeting the Board shall elect officers, re-adopt By-laws and consider amendments thereto and adopt its meeting schedule for the upcoming year.
2. The regular meeting date for the Commission shall be the fourth Wednesday of each month, except for the month of December, when there shall be no scheduled meeting and November when the meeting is on the third Wednesday, at 7:00 p.m. in the Town Hall Council Chamber (see attached schedule).

3. Special meetings shall be called in accordance with §15.2-2214, Code of Virginia 1950 (as amended) which states that “special meetings of the Commission may be called by the chairman or by two members upon written request to the Secretary. The Secretary shall mail to all members at least five days in advance of a special meeting, a written notice fixing the time and place of the meeting and the purpose thereof. Written notice of a special meeting is not required if the time of the special meeting has been fixed at a regular meeting or if all members are present at the special meeting or files a written waiver of notice.”

4. All regular and special meetings, public hearings, records, and accounts shall be open to the public subject to the Code of Virginia.

5. A majority of the membership of the Commission shall constitute a quorum. The number of votes necessary to transact business shall be by roll call, in which case a record shall be kept as part of the minutes.

6. Remote participation through electronic means in a Commission meeting shall be in accordance with Section 2.2-3708.3 of the Code of Virginia. Any Commission member requesting such remote participation shall notify the Chair or Secretary prior to the scheduled meeting and include the reason(s) for such request. The Chair shall present this request to the Commission for discussion. Any Commissioner may present a motion to allow such participation. A second to the motion is required. If the motion is approved, the Commissioner requesting remote participation may participate in the meeting with full duties and voting rights.

ARTICLE 7- ORDER OF BUSINESS

1. The order of business for a regular meeting shall generally be:

- a. Call to order by Chairman
- b. Roll Call and Determination of Quorum
- c. Minutes from prior meeting(s)
- d. Public Comments
- e. Public Hearing(s)
- f. Unfinished business
- g. Reports

- h. New Business
 - i. Notification of date of next meeting and Adjournment
- 2. Parliamentary procedures in Commission meetings shall be governed by Robert's Rules of Order.
- 5 The Commission shall keep a set of minutes of all meetings, and these minutes are the public record of its proceedings. The Secretary and Chairman or the presiding officer of the meeting shall sign all minutes of the meetings after approval by the Commission at a succeeding meeting and shall certify that the minutes are a true and correct copy.
- 6 Approved minutes shall be kept in an official minute meeting book produced by Williamson Law Book Company (style 1).

ARTICLE 8- PUBLIC HEARINGS

- 1. In addition to those required by law, the Commission, at its discretion, may hold public hearings when it decides that a hearing will be in the public interest.
- 2. Notice of a public hearing shall be advertised as prescribed by law.
- 3. The case before the Commission shall be summarized by the Chairman or other person delegated by the Chairman. Interested parties shall have a reasonable opportunity to speak on the request or subject being considered.
- 4. A record shall be kept in the minutes of the meeting of those speaking at the public hearing.

ARTICLE 9- PUBLIC COMMENT PERIOD

- 1. The purpose of the citizen comment period is to allow any citizen of the Town to make statements to the Commission related to any matter under the auspices of the Commission, which are not scheduled for discussion on the agenda.
- 2. Each citizen of Windsor is allotted 3 minutes to address the Commission.
- 3. The Commission will listen and consider the position and opinion of the citizens of Windsor however the Commission shall not respond or ask

staff to respond to issues identified by the public that may require additional research or investigation.

ARTICLE 10 - TOWN OF WINDSOR - PUBLIC HEARING PROTOCOL

1. The purpose of a public hearing is for the Commission to listen and consider the position and opinion of the citizens of Town.
2. Public hearings are not question and answer sessions or debates and all statements should be pertinent to the issue being considered and addressed to the Chair. Citizens are expected to obtain information and discuss the subject with public officials prior to the public hearing.
3. All public hearings are advertised weeks prior to the scheduled hearings and the notices indicate where citizens can obtain information pertinent to matters scheduled for public hearing.
4. When members of the public offer comment, they need to clearly state their name and address prior to making their comments.
5. Applicants, or representatives of the applicant, will be allowed fifteen (15) minutes to introduce information regarding the matter advertised for public hearing. Additional time may be granted at the discretion of the Chair.
6. Persons speaking at public hearings are respectfully requested to keep comments brief, not to exceed three (3) minutes, and to address only those issues pertinent to the matters advertised for public hearing.
7. After the public hearing has been closed, the applicant or representatives of the applicant will be allowed ten (10) minutes to address any issues identified by the public. Additional time may be granted at the discretion of the Chair.
8. Written copies of statements made at public hearings are requested but not required.

ARTICLE 11 - CORRESPONDENCE

1. It shall be the duty of the Secretary or as delegated to the Planning and Zoning Administrator to draft and sign all correspondence necessary for the execution of the duties and functions of the Commission.

2. It shall be the duty of the Secretary or as delegated to the Planning and Zoning Administrator to communicate by telephone or electronically when necessary to make communications that cannot be carried out as rapidly as required through direct correspondence.
3. All official papers and plans involving the authority of the Commission shall bear the signature of the Chairman together with the certification signed by the Secretary.

ARTICLE 12 – CONTINUATION OF PUBLIC HEARING

3. In the event that a regularly scheduled meeting, specially called meeting, and/or work session meeting of the Commission continues to 10:00 PM, the Commission may, at its discretion, adjourn the meeting until the next business day provided the motion of adjournment states the hour and location that the adjourned meeting is to be reconvened.

ARTICLE 13 - AMENDMENTS

These By-laws may be amended by a recorded two-thirds (2/3) vote of the entire membership after thirty (30) days prior written notice. The text of the proposed amendment shall be included in the notice.

CERTIFICATE

These By-laws, are hereby adopted by the Commission on the 24th of January, 2024 and repeal all By-laws and their amendments previously enacted by the Commission

_____ Date: _____
Chairman

_____ Date: _____
Secretary

2.2-3708.3. Meetings held through electronic communication means; situations other than declared states of emergency.

A. Public bodies are encouraged to (i) provide public access, both in person and through electronic communication means, to public meetings and (ii) provide avenues for public comment at public meetings when public comment is customarily received, which may include public comments made in person or by electronic communication means or other methods.

B. Individual members of a public body may use remote participation instead of attending a public meeting in person if, in advance of the public meeting, the public body has adopted a policy as described in subsection D and the member notifies the public body chair that:

1. The member has a temporary or permanent disability or other medical condition that prevents the member's physical attendance;
2. A medical condition of a member of the member's family requires the member to provide care that prevents the member's physical attendance;
3. The member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting; or
4. The member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. However, the member may not use remote participation due to personal matters more than two meetings per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

If participation by a member through electronic communication means is approved pursuant to this subsection, the public body holding the meeting shall record in its minutes the remote location from which the member participated; however, the remote location need not be open to the public and may be identified in the minutes by a general description. If participation is approved pursuant to subdivision 1 or 2, the public body shall also include in its minutes the fact that the member participated through electronic communication means due to a (i) temporary or permanent disability or other medical condition that prevented the member's physical attendance or (ii) family member's medical condition that required the member to provide care for such family member, thereby preventing the member's physical attendance. If participation is approved pursuant to subdivision 3, the public body shall also include in its minutes the fact that the member participated through electronic communication means due to the distance between the member's principal residence and the meeting location. If participation is approved pursuant to subdivision 4, the public body shall also include in its minutes the specific nature of the personal matter cited by the member.

If a member's participation from a remote location pursuant to this subsection is disapproved because such participation would violate the policy adopted pursuant to subsection D, such disapproval shall be recorded in the minutes with specificity.

C. With the exception of local governing bodies, local school boards, planning commissions, architectural review boards, zoning appeals boards, and boards with the authority to deny, revoke, or suspend a professional or occupational license, any public body may hold all-virtual public

meetings, provided that the public body follows the other requirements in this chapter for meetings, the public body has adopted a policy as described in subsection D, and:

1. An indication of whether the meeting will be an in-person or all-virtual public meeting is included in the required meeting notice along with a statement notifying the public that the method by which a public body chooses to meet shall not be changed unless the public body provides a new meeting notice in accordance with the provisions of § 2.2-3707;
2. Public access to the all-virtual public meeting is provided via electronic communication means;
3. The electronic communication means used allows the public to hear all members of the public body participating in the all-virtual public meeting and, when audio-visual technology is available, to see the members of the public body as well;
4. A phone number or other live contact information is provided to alert the public body if the audio or video transmission of the meeting provided by the public body fails, the public body monitors such designated means of communication during the meeting, and the public body takes a recess until public access is restored if the transmission fails for the public;
5. A copy of the proposed agenda and all agenda packets and, unless exempt, all materials furnished to members of a public body for a meeting is made available to the public in electronic format at the same time that such materials are provided to members of the public body;
6. The public is afforded the opportunity to comment through electronic means, including by way of written comments, at those public meetings when public comment is customarily received;
7. No more than two members of the public body are together in any one remote location unless that remote location is open to the public to physically access it;
8. If a closed session is held during an all-virtual public meeting, transmission of the meeting to the public resumes before the public body votes to certify the closed meeting as required by subsection D of § 2.2-3712;
9. The public body does not convene an all-virtual public meeting (i) more than two times per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater, or (ii) consecutively with another all-virtual public meeting; and
10. Minutes of all-virtual public meetings held by electronic communication means are taken as required by § 2.2-3707 and include the fact that the meeting was held by electronic communication means and the type of electronic communication means by which the meeting was held. If a member's participation from a remote location pursuant to this subsection is disapproved because such participation would violate the policy adopted pursuant to subsection D, such disapproval shall be recorded in the minutes with specificity.

D. Before a public body uses all-virtual public meetings as described in subsection C or allows members to use remote participation as described in subsection B, the public body shall first adopt a policy, by recorded vote at a public meeting, that shall be applied strictly and uniformly, without exception, to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting. The policy shall:

1. Describe the circumstances under which an all-virtual public meeting and remote participation will be allowed and the process the public body will use for making requests to use remote participation, approving or denying such requests, and creating a record of such requests; and
2. Fix the number of times remote participation for personal matters or all-virtual public meetings can be used per calendar year, not to exceed the limitations set forth in subdivisions B 4 and C 9.

Any public body that creates a committee, subcommittee, or other entity however designated of the public body to perform delegated functions of the public body or to advise the public body may also adopt a policy on behalf of its committee, subcommittee, or other entity that shall apply to the committee, subcommittee, or other entity's use of individual remote participation and all-virtual public meetings.

2022, c. 597.

MINUTES OF THE PLANNING COMMISSION - WINDSOR, VIRGINIA

The Planning Commission met on Wednesday, October 25, 2023 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
Devon Hewitt, Vice Chairman
David Adams
Dale Scott
Ricky Vaughan
Larissa Williams

Planning Commission member absent: Latara Harris

PUBLIC COMMENTS

None

MINUTES

Chairman Marshall asked if there were any amendments or comments regarding the minutes of the August 23, 2023 regular Planning Commission meeting.

Commissioner Adams noted a typographical error on page 7, paragraph 5. He said it shows "Councilman" Hewitt and should be corrected to "Commissioner" Hewitt.

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

Public Hearing

None

TOWN ATTORNEY REPORT

None

ECONOMIC DEVELOPMENT AUTHORITY REPORT – EDA

Commissioner Scott reported that the sale of the property located on the west side of Town is ready to go to settlement. He said the attorneys are communicating, and a closing date should be scheduled soon.

Commissioner Scott briefed the Commission on the Frog Project. He said a frog will be placed at the Windsor Volunteer Fire Department and at the Windsor Town Center in the near future. He added that the Woman's Club and the Ruritan Club are working together to have a frog placed at the Windsor Ruritan Building.

Mr. Randolph asked if there are plans to have the tall grass cut at the property for sale located on the west side of Town.

Commissioner Scott reported that the EDA had the grass cut last fall or early winter. He said there have been no discussions of the EDA having the grass cut again. He said to his knowledge, the buyer hasn't requested for the grass to be cut. Commissioner Scott said the buyer may have it cut after the closing on the property.

OLD OR UNFINISHED BUSINESS

Commissioner Hewitt commended Mr. Randolph for the letter he drafted and forwarded to Isle of Wight County summarizing the concerns discussed at the August 23, 2023 Planning Commission meeting regarding the Tidewater Logistics Center.

Mr. Randolph stated that there hasn't been any feedback from the County since the letter was forwarded, as questioned by Commissioner Scott.

NEW BUSINESS

Draft Comprehensive Plan – Chapter 3: Housing

Mr. Randolph said as you are aware, we have been steadily making progress on the update of the Comprehensive Plan. He said we will be reviewing Chapter 3 – Housing this evening. He said we do have some additional chapters on the technical/analysis side of the plan that we will review over the winter. He said these chapters will include the Environment, Business and the Economy, Transportation, and Community Facilities.

Mr. Randolph said we will continue to review and hopefully complete the Current and Future Land Use, as well as goals, objectives, and implementation of the plan by next spring. He said if all goes well, we will incorporate public participation information into the plan, finalize the draft, and schedule a public hearing by the end of next summer.

Mr. Randolph continued to review the following Housing information in Chapter 3:

CHAPTER 3 – HOUSING

The Town of Windsor has a variety of housing types including single family detached residential, multi-family housing which includes duplexes, apartments and apartment complexes, and manufactured housing, including stand-alone units and those within manufactured home parks.

Because it possesses the amenities of a town and is close to major transportation routes, Windsor can offer a greater variety of housing options than the surrounding rural areas. As the Town grows and housing demographics shift, a number of factors affecting housing availability should be considered. These include housing supply, housing conditions, and home values.

Housing Inventory

According to the US Census Bureau, in 2020 there were 1,130 housing units in the Town of Windsor. Of the 1,130 housing units, 1092 were occupied and 38 were vacant.

	2010	2021	% Change
Total Units	1059	1,130	6.7
Vacant Units	44	38	-13.6
Owner Occupied	784	909	15.9
Renter Occupied	231	183	-20.7

Owner Occupied	80%
Renter Occupied	16%
Vacant	4%

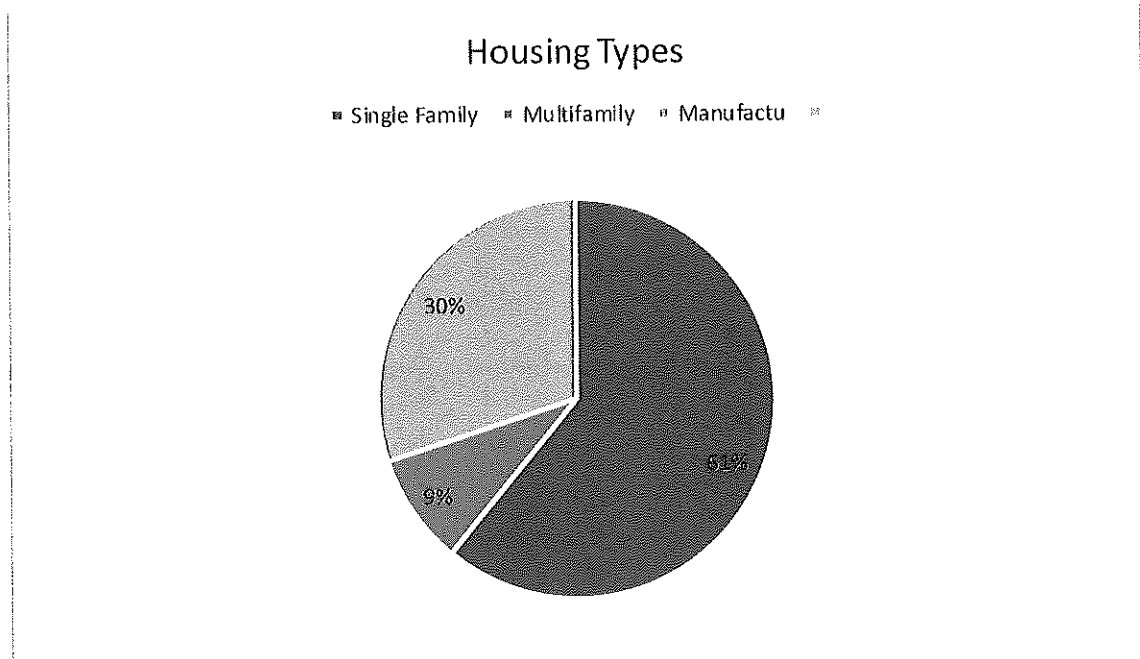
Housing Type

Single-family homes represent the majority of the housing market in the Town of Windsor and in the surrounding Western Tidewater region. However, since rural communities with large areas of undeveloped land frequently offer more potential building sites than their urban or suburban neighbors, the manufactured home has become more common in the region over the past 35 years.

Windsor Housing Types

Type	2010	2021	% change
Single Family detached	682	731	7.2
Multi-family	66	68	.3
Manufacture homes	319	331	3.7

Below is a chart indicating the percentages of each housing type for the Town of Windsor in 2021. This chart is similar to the percentages listed for the year 2010.



Commissioner Adams suggested changing the blue color portion of the “Single Family Housing Types” chart to another color. He said blue makes it difficult to read the percentage shown on the chart.

Age and Quality

Housing age is often used as an indicator of local housing quality, assuming newer homes built to the standards of the Virginia Uniform Building Code have had less chance to deteriorate over time. Most of the housing stock in Windsor is less than 50 years old. The following table provides a listing of when the housing stock was constructed.

Windsor Housing Age		
<u>Year</u>	<u>Number of homes</u>	<u>% of total</u>
Built 2020 or later	6	.5
Built 2010 to 2019	123	10.9
Built 2000 to 2009	177	15.7
Built 1990 to 1999	204	18.0
Built 1980 to 1989	107	9.5
Built 1970 to 1979	184	16.3
Built 1960 to 1969	124	11.0
Built 1950 to 1959	106	9.4
Built 1940 to 1949	62	5.5
Built 1939 or earlier	37	3.3

Approximately 71% of the housing stock in the Town of Windsor has been constructed since 1970. Conversely, 29% of the housing is over 50 years old. These percentages also include the age of manufactured homes in the Town of Windsor.

On average, homes in the Town of Windsor are comparable to neighboring jurisdictions. According to the US Census Bureau, the average number of rooms per housing unit in Windsor is 6. Bathrooms and utility rooms are not included in this count. Below is a table indicating the number of rooms and their percentage to the total.

<u>Rooms</u>	Number of Rooms	
	<u>Number</u>	<u>% of Total</u>
1 room	0	0
2 rooms	33	2.9
3 rooms	10	0.9
4 rooms	198	17.5
5 rooms	210	18.5
6 rooms	198	17.5
7 rooms	180	15.9
8 rooms	121	10.7
9 or more rooms	180	15.9

The Town of Windsor continues to grow and welcome new residents. Below is a table listing the timeframe in which residents moved into their respective housing unit. Approximately 75% of residents have moved into their homes since the year 2000.

Year Householder Moved In

<u>Year</u>	<u>Number</u>	<u>% of total</u>
2019 or later	133	12.2
2015 to 2018	249	22.8
2010 to 2014	178	16.3
2000 to 2009	263	24.1
1990 to 1999	140	12.8
1989 and earlier	129	11.8

Housing Values

Housing market values in the Town of Windsor, similar to the region, state and nation as a whole, are constantly evolving and changing. Market values for housing continue to rise with substantial increases since the year 2020. Below is a table listing the values of housing in the Town of Windsor. Note: Approximately one third of the total housing in Windsor consists of manufactured homes which typically depreciate year over year resulting in a lower overall median value for homes in the Town of Windsor.

Value of Owner Occupied Homes Year 2020	
<u>Value \$</u>	<u>Number of Homes</u>
Less than 50,000	300
50,000-99,999	68
100,000-149,999	30
150,000-199,999	92
200,000-299,999	290
300,000-499,999	125
500,000-999,999	0
1,000,000 or more	4
Median Value	\$186,300

Median Listing Prices by Region Virginia – 2023	
Northern Virginia	\$773,500
Richmond	\$441,049
Tidewater	\$386,973
Shenandoah Valley	\$398,833
Southwest Virginia	\$261,422

Tidewater Region: York County Median List Price \$455,450

Virginia Beach Median List Price \$426,950

<u>May 2023 Virginia Realtors Report</u>		<u>% change from May 2022</u>
Median Sales Price	\$410,000	+ 2.2 %
Year over Year sales	10,292	-21.1%
Pending Sales	9,730	-19.6%
New Listings	12,136	-23.5%
Active Listings	15,441	-8.5%

The Isle of Wight County Commissioner of the Revenue is responsible for assessing real estate values in the Town of Windsor. Isle of Wight County assesses real estate once every four years at 100% of its fair market value. A recent reassessment of properties was performed in 2023 and resulted in an increase in values of an average 35% county wide, with some properties decreasing while most increased.

Although the housing market continues to be affected by a host of variables, the Town of Windsor can expect to see property values consistent with the overall patterns of the region and the state.

Commissioner Scott noted that the data provided by the US Census Bureau for 2020 seems somewhat inaccurate for the Town of Windsor.

Mr. Randolph said he could contact the Isle of Wight County Commissioner of the Revenue and obtain the recent 2023 reassessment values and show those numbers in the Comprehensive plan if the Commissioners would like him to do so.

Mr. Randolph stated that the previous Plan was adopted in 2016, and it included numbers from the 2010 census, as questioned by Commissioner Adams.

Commissioner Williams commented that she doesn't feel that we should put housing value numbers in the updated Comprehensive Plan that we can't verify or trust. She said she would like accurate, realistic numbers in the plan.

Mr. Randolph reported that three new homes have been built recently in the Town. He noted that the new home on Maple Lane sold for over \$300,000, the home on Walters Highway sold for over \$600,000, and the construction on Deer Path Trail is over \$400,000.

After further discussion regarding information obtained from the US Census Bureau, it was the consensus of the Commissioners to have Mr. Randolph obtain the current 2023 housing reassessments from the Commissioner of the Revenue and update the plan with the most accurate housing value numbers.

ADJOURNMENT

Chairman Marshall said the next Planning Commission meeting is scheduled for November 15, 2023, due to the Thanksgiving holiday.

Commissioner Scott noted that November 15th is the same date as the "Appreciation Dinner" for former Council members.

After discussion, Commissioner Williams made a motion to postpone the November 15, 2023 Planning Commission meeting until January 24, 2024 due to a scheduling conflict. Commissioner Vaughan seconded, and the Commission unanimously passed the motion as recorded on the attached chart as motion #2.

Mr. Randolph announced that Terry Whitehead, Town Clerk, will retire January 1, 2024 after working with the Town of Windsor for over 18 years.

Commissioner Adams stated that Council is in the interview process of hiring a new Town Clerk, as questioned by Commissioner Hewitt.

There being no further business, Commissioner Hewitt made the motion to adjourn. Commissioner Scott seconded, and the Commission unanimously passed the motion as recorded on the attached chart as motion #3.

The meeting adjourned at 7:43 p.m.

Leonard L. Marshall, Chairman

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
RECORD OF
PLANNING COMMISSION VOTES

Commission Meeting Date October 25, 2023


Motion #	L. Marshall	L. Williams	D. Hewitt	D. Scott	R. Vaughan	D. Adams	L. Harris
1	Y	Y	Y	Y	Y	Y	absent
2	Y	Y	Y	Y	Y	Y	
3	Y	Y	Y	Y	Y	Y	
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Jerry Whitehead, Clerk

Town of Windsor

Memorandum

TO: Windsor Planning Commission

FROM: James Randolph, Planning & Zoning Administrator 

SUBJECT: FEMA: Preliminary Flood Insurance Rate Map and Flood Insurance Study

DATE: January 24, 2024

Please find attached a letter from the Federal Emergency Management Agency (FEMA) regarding preliminary copies of the Flood Insurance Rate Map (FIRM) and Flood Insurance Study Report (FIS) report for Isle of Wight County and the Town of Windsor.

A copy of the preliminary flood zone maps will be on display at the meeting, as they are too large to enclose in your packets. There appears to be only minor enhancements from the prior flood zone maps that were completed in 2015. Staff will summarize these proposed changes at the meeting.

These maps are being provided by FEMA to allow community members, elected officials, appointed officials and others the opportunity to review and offer comments related to any proposed changes shown on the maps. Additionally, these maps identify flood zones located in the Town of Windsor and assist in the permitting review process should any new development be proposed or considered in these identified flood zones.



FEMA

January 15, 2024

The Honorable George Stubbs
Mayor, Town of Windsor
8 East Windsor Boulevard
Windsor, Virginia 23487

Prelim-EAP
Community Name: Town of Windsor,
Isle of Wight County,
Virginia
Community No.: 510295

Dear Mayor Stubbs:

We are pleased to present your community with Preliminary copies of the Flood Insurance Rate Map (FIRM) and Flood Insurance Study (FIS) report for Isle of Wight County, Virginia and Incorporated Areas for your review and comment. The enclosed FIS report for Isle of Wight County describes the flood hazard information updates made to the FIRM and FIS report and the source information used in making the updates. We have revised only those FIRM panels with updated flood hazard information.

We are sending the Preliminary copies at this time to give your community an opportunity to review them. Additionally, in an effort to assist you in circulating the information, the Department of Homeland Security's Federal Emergency Management Agency (FEMA) has posted digital copies of the revised FIRM, FIS report, and supporting database on the following page of the Map Service Center: <https://hazards.fema.gov/femaportal/prelimdownload/>.

We will contact you shortly to schedule a formal community coordination meeting (a "Consultation Coordination Officer [CCO]" Meeting) to discuss the revised flood hazard information, ordinance adoption, and other frequently asked questions and concerns. In the meantime, we encourage you to circulate the enclosed copies as widely as possible among elected officials, staff, and other individuals or organizations in the community that would have an interest in the FIRM and FIS report so that they will have the opportunity to review them thoroughly before the formal community coordination meeting. The review period provides community officials and citizens in the affected communities with an opportunity to identify changes or corrections to non-technical information, such as corporate limits, road names, and stream names on the FIRM or in the FIS report.

Comments may be sent via mail and/or email to:

Amanuel Ghebreegziabher, FEMA Region 3
One Independence Mall
615 Chestnut Street, Sixth Floor
Philadelphia, Pennsylvania 19106
amanuel.ghebreegziabher@fema.dhs.gov

Additional copy to:

Noah Porter, AECOM
12420 Milestone Center Drive, #150
Germantown, Maryland 20876
noah.porter@aecom.com

Please submit comments (digital format such as shapefiles preferred) no later than 30 days from the date of this letter. All comments and changes received during this review period will be incorporated, as appropriate, before the FIRM and FIS report become effective.

To assist your community in maintaining the FIRM, we have enclosed a Summary of Map Actions (SOMA) to document previous Letters of Map Change (LOMCs) (i.e., Letters of Map Amendment [LOMAs], Letters of Map Revision [LOMRs]) that will be superseded when the FIRM becomes effective. Information on LOMCs is presented in the following four categories: (1) LOMCs for which results have been included on the FIRM; (2) LOMCs for which results could not be shown on the FIRM because of scale limitations or because the LOMC issued had determined that the lots or structures involved were outside the Special Flood Hazard Area (SFHA) as shown on the FIRM; (3) LOMCs for which results have not been included on the FIRM because the flood hazard information on which the original determinations were based is being superseded by new flood hazard information; and (4) LOMCs issued for multiple lots or structures where the determination for one or more of the lots or structures cannot be revalidated through an administrative process like the LOMCs in Category 2 above.

LOMCs in Category 2 will be revalidated through a single letter that reaffirms the validity of a previously issued LOMC; the letter will be sent to your community shortly before the effective date of the FIRM and will become effective one day after the FIRM becomes effective.

For the LOMCs listed in Category 4, we will review the data previously submitted for the LOMA or LOMR request and issue a new determination for the affected properties after the FIRM becomes effective upon request.

Your community should be aware that recently approved LOMCs, specifically LOMRs, may have been issued for your community. The LOMR process is dynamic and FEMA is reviewing LOMR applications regularly. To complete production of the Preliminary FIRMs which includes incorporating the effects of "mappable" LOMRs issued since the last map effective date, a specific cutoff was established. FEMA will address any approved LOMRs issued after the cutoff date when the final SOMA is distributed. If your community has concerns regarding a specific case, please submit the LOMR case number, as well as any appropriate documentation, to our FEMA Regional Office at 615 Chestnut Street, Sixth Floor Philadelphia, Pennsylvania 19106-4404 before the end of the comment or appeal periods discussed below to assist us in keeping the map up to date.

After the CCO Meeting, we will initiate a statutory 90-day appeal period for certain communities within Isle of Wight County. A statutory 90-day appeal period is required when FEMA adds or modifies Base (1-percent-annual-chance) Flood Elevations, base flood depths, SFHAs, flood zone designations, or regulatory floodways within a community, as shown on the Preliminary FIRM. If your community is identified as requiring an appeal period, we will send you a letter approximately 2 weeks before the start of the 90-day appeal period to detail the appeal process. The letter will forward information regarding notifications to be published in the *Federal Register* and local newspaper(s) and will provide the first and second publication dates. The appeal period will start on the second publication date. Additional information concerning the 90-day appeal period will be provided during the CCO Meeting.

After the 30-day review and appeal periods have ended and we have addressed all comments/appeals, we will initiate final preparation of the FIRM and FIS report. The new FIRM and FIS report for your community will become effective approximately 7 to 10 months later. Before the effective date, you will be notified in writing of the official FIRM and FIS report effective date and asked to adopt floodplain ordinances or modify existing ordinances as necessary that correspond with the new FIRM or FIS report. If you or other community officials have any questions regarding floodplain ordinances, you may raise them with our FEMA Regional Office or you may discuss those issues with your State National Flood Insurance Program (NFIP) Coordinator. Several months before the effective date, we will mail one set of printed copies of the finalized FIRM and FIS report and digital copies of the map and report products.

Your community's comments on the Preliminary FIRM panels and FIS report are an important part of our review process, and we will consider them carefully before we publish the FIRM and FIS report in their final form. If you have any questions regarding the Preliminary copies of the FIRM and FIS report, please contact Amanuel Ghebreegzabher of FEMA's Regional Office in Philadelphia, Pennsylvania at (202) 718-2759, or Noah Porter of AECOM at (301) 250-2934. If you have general questions about mapping issues, please call our FEMA Mapping and Insurance eXchange (FMIX), toll free, at (877) 336-2627 (877-FEMA MAP) or e-mail our FMIX staff at FEMA-FMIX@fema.dhs.gov

Sincerely,



Luis V. Rodriguez, P.E.
Director, Engineering and Modeling Division
Risk Management Directorate | Resilience

Enclosures:

Preliminary FIRM and FIS report

Preliminary SOMA

Floodplain Management Bulletin 1-98, *Use of Flood Insurance Study (FIS) Data as Available Data*

Adoption of Flood Insurance Rate Maps by Participating Communities

Flood Hazard Mapping Fact Sheet

Region 3 State Floodplain Coordinating Offices

cc: James Randolph, Planning and Zoning Administrator, Town of Windsor
Angela Davis, State NFIP Coordinator, Virginia Department of Conservation and Recreation