

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
March 27, 2024 - 7:00 p.m.
Town Hall

- 1) Call to Order
 - a) Welcome
 - b) Roll Call and Determination of Quorum
- 2) Approval of the Minutes of the January 24, 2024 Planning Commission meeting
- 3) Public Comments
- 4) Public Hearing

An application for a change in zoning classification from R1-Residential to C-B2, Conditional Restricted Business. The application includes approximately .17 acres of Tax Parcel 54B-01-126A, also identified as 13 Holland Drive, Windsor, Virginia. The purpose of the application is for automobile sales and repairs, as conditioned.
- 5) Unfinished Business-None
- 6) Town Attorney's Report
- 7) Economic Development Authority (EDA) Report
- 8) New Business
 - A) 2025-2029 Capital Improvement Plan (CIP)
- 9) Next Regular Meeting Date: April 24, 2024
- 10) Motion to Adjourn

MINUTES OF THE PLANNING COMMISSION – WINDSOR, VIRGINIA

The Planning Commission met on Wednesday, January 24, 2024, at 7:00pm at the Council Chamber of the Windsor Town Hall, Windsor, Virginia. Chairman Marshall called the meeting to order and welcomed those in attendance. Kelly Kuhns, Town Clerk, recorded the minutes. James Randolph, Planning and Zoning Administrator, and Fred Taylor, Town Attorney, were present.

Planning Commission members present: Leonard L. Marshall, Chairman
Devon Hewitt, Vice Chairman
David Adams
Dale Scott
Ricky Vaughan
Larissa Williams

Planning Commission members absent: Latara Harris

SELECTION OF CHAIR

Mr. Randolph stated that as this is the January 2024 organizational meeting, it is required that a chair be nominated and elected to the Commission. He opened the floor for nominations of the Planning Commission Chairman.

Commissioner Scott nominated Leonard Marshall for Chairman. Vice-Chair Hewitt seconded, and the Commission passed the motion, with Chairman Marshall abstaining, as recorded on the attached chart as motion #1.

SELECTION OF VICE-CHAIR

Chairman Marshall stated that a Vice-Chair be nominated to the Commission.

Commissioner Scott nominated Devon Hewitt for Vice-Chair. Chairman Marshall seconded, and the Commission passed the motion, with Vice-Chair Hewitt abstaining, as recorded on the attached chart as motion #2.

APPOINTMENT OF SECRETARY TO THE PLANNING COMMISSION

Chairman Marshall stated that a Secretary be nominated to the Commission.

Commissioner Scott nominated Town Clerk, Kelly Kuhns. Commissioner Vaughan seconded, and the Commission passed the motion as recorded on the attached chart as motion #3.

ORGANIZATIONAL MATTERS

Adoption of 2024 Meeting Schedule

Chairman Marshall presented the 2024 Planning Commission meeting schedule. With no questions or concerns, Commissioner Hewitt made a motion to adopt the 2024 meeting schedule. Commissioner Scott seconded, and the Commission unanimously passed the motion as recorded on the attached chart as motion #4.

Consideration of By-Laws and amendments

Mr. Randolph stated that during the August 2023 Planning Commission meeting, a Commission member requested to participate in meetings remotely, through electronic means. The Planning Commission by-laws do not contain any specific sections to address these requests. Therefore, the 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.

Mr. Randolph said that 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 was attached for the Planning Commission's reference.

Mr. Randolph asked Town Attorney, Fred Taylor, if the amendment would have to specifically define those requirements of the State Code section, or if a reference to the State Code section would suffice.

Mr. Taylor answered that a reference to the State Code section is acceptable.

Mr. Randolph referred to the by-law amendment in Article 6 – Meetings, adding that 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.

With no questions or concerns presented, Commissioner Scott made a motion to accept the amendment as presented. Commissioner Vaughan seconded, and the Commission unanimously passed the motion as recorded on the attached chart as motion #5.

APPROVAL OF MINUTES OF OCTOBER 25, 2023, COMMISSION MEETING

Chairman Marshall asked if there were any questions or concerns regarding the October 25, 2023, meeting minutes. No questions or concerns were presented.

Commissioner Adams made a motion to approve the minutes for the October 25, 2023, meeting. Commissioner Vaughan seconded, and the Commission unanimously passed the motion as recorded on the attached chart as motion #6.

PUBLIC COMMENTS

None

UNFINISHED BUSINESS

None

TOWN ATTORNEY'S REPORT

None

ECONOMIC DEVELOPMENT AUTHORITY (EDA) REPORT

Commissioner Scott reported that the sale of the property next to the Dairy Queen closed in November and no longer belongs to the Economic Development Authority (EDA).

Commissioner Scott stated that Frog Project continues to be "hoppin.'" He added that one has been installed at the Ruritan Club and the next frogs will be placed at the Fire Station and the Town Center.

In response to Commissioner Hewitt's question, Commissioner Scott said there are currently 4 frogs on display with a few more in the making.

Commissioner Hewitt added that Dewitt Holland has done a phenomenal job with the Frog Project, and he is very pleased with the way they look.

Commissioner Adams advised that once the Frog Project is complete, he would like to have Mr. Holland recognized by the Town Council.

NEW BUSINESS

FEMA Flood Zone Maps

Mr. Randolph presented 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. Copies of the flood zone maps were on display at the meeting. Mr. Randolph said there appears to be only minor enhancements from the prior flood zone maps that were adopted in 2015.

Mr. Randolph explained that 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 the identified flood zones.

Mr. Randolph added that the flood zones in the Town of Windsor are considered Zone A, which is a special flood hazard area determined by FEMA. He said this area has a 1% annual chance

of flooding. Mr. Randolph noted that although a property may not be in a designated flood zone, there is still the potential for flooding.

Mr. Randolph distributed the Flood Hazard Mapping Fact Sheet to the Commission for informational review. He stated that the flood maps are available to the public on FEMA's website: <https://www.fema.gov/flood-maps>

ADJOURNMENT

Commissioner Scott made a motion to adjourn. Commissioner Adams seconded, and the Commission unanimously passed the motion as recorded on the attached chart as motion #7.

The meeting adjourned at 7:22 pm.

NEXT REGULAR MEETING DATE: FEBRUARY 28, 2024

Leonard L. Marshall, Chairman

Kelly Kuhns, Town Clerk

TOWN OF WINDSOR

P.O. Box 307
8 E. Windsor Blvd.
Windsor, VA 23487



Department of
Planning & Zoning
757-242-4288

Established 1902

PLANNING & ZONING REPORT

Application: Request for a change of zoning classification from R1-Residential to C-B2, Conditional Restricted Business. The application requests .17 acres be changed to a business zoning to allow for automobile sales and repairs. The remaining .30 acres would retain the current zoning of R1-Residential. There are voluntary proffers associated with this application, resulting in a conditional zoning application. Please see the Overview/History section and Attachments for further detail.

Property Owner: Dwayne L. Muse

Property Location: 13 Holland Drive

Tax Parcel Numbers: 54B-01-126A

General Information:

Acreage: Total acreage of parcel is .47 acres.

Current Zoning: R1-Residential

Current Use: Residential

Proposed Zoning: .17 acres for B-2, Restricted Business

Proposed Use: Automobile sales and repairs.

Comprehensive Plan: Residential

Adjacent Properties: Adjacent properties consist of residences and one commercial entity, Towne Bank.

Site Characteristics: The site consists of a residential dwelling, detached garage and a carport.

Factors related to zoning request:

- Improvements:** The residential dwelling was constructed in 1969. It is unknown when the detached garage was constructed, however it has been on the property at least 20 years. The detached garage totals 960 square feet. There is a two-vehicle carport located adjacent to the detached garage. A wooden fence with front gate is located along the side and rear of the property.
- Environmental:** Automobile sales and repairs may involve the use of many materials including anti-freeze, gasoline, oil, degreaser chemicals and other associated products. Proper disposal and recycling are important aspects of this type of activity. Noises and vibrations are other environmental conditions associated with this type of activity.
- Historical/Cultural:** No significant aspects are noted at this time.
- Transportation:** Automobile sales and repairs typically include additional visits to the property by customers, vendors, and suppliers. Access to the proposed site is via Holland Drive and would utilize the existing residential driveway to reach the garage and rear area of the existing property. Parking and storage of vehicles would only be permitted on the business zoned portion of the property.
- Utilities:** This property is currently served by public water and public sewer. Electric service is available to the property through Dominion Energy. It is unknown if electrical improvements to the detached garage would be required.
- Economic:** Automobile sales and repairs may generate economic activity. This can be through increased employment and the multiplier effect of purchasing supplies and materials. Sales taxes are required to be collected from customers when purchasing automobiles.
- Licenses/Permits:** Automobile sales require a license from the Virginia Department of Motor Vehicles. Zoning certification by the locality is required as part of the Automobile Dealers License application. The Town of Windsor requires a business license for entities conducting business within the Town limits. A zoning permit is required and a building permit from Isle of Wight County is required.

History and Overview:

The applicant, Dwayne Muse, contacted the Town Office to inquire about the process of obtaining zoning certification for obtaining an Automobile Dealers License from the Department of Motor Vehicles. This requires the Town to certify that the proper zoning is in place for automobile sales. The current zoning of R1, Residential does not allow for this use.

Staff met with Mr. Muse to discuss the process of changing the zoning classification for a portion of the property located at 13 Holland Drive. Discussion included the public hearing process and the details that are involved in such. This includes filing an application with the Town with associated fee, an official notice published in the Smithfield Times for two consecutive weeks, notification of property owners adjacent to and in the vicinity of the applicant's property, reviewing the permitted uses associated with B-2, Restricted Business zoning, and voluntary proffers that can be submitted by the applicant.

The applicant has offered various proffers associated with proposed improvements to the garage in order to mitigate potential noise and vibration concerns. Additionally, a proffer has been offered to limit the B2, Restricted Business zoning uses to allow for only automobile sales and repairs. All other uses in the B2 district would not be permitted. Other proffers are included in the applicant's letter.

This application involves only a portion of the parcel identified as Map 54B-01-126A. The remainder of this parcel would retain its R1, Residential zoning classification. During this application process, staff received a complaint about multiple vehicles being brought onto the property and an associated oil spill along Holland Drive. Staff investigated this complaint on March 14, 2024 and discovered four (4) vehicles without license plates at the property. Additionally, a noticeable oil leak was found along Holland Drive leading to this property. Vehicles without current license plates or current safety inspections are considered "Inoperative vehicles" and may be considered in violation of Town Ordinances. A courtesy notice was left for the applicant. A formal violation notice, which includes an appeal process, is on hold pending the outcome of this zoning application.

Additionally, the applicant appears to be advertising this business on social media. Although the zoning is not in place to allow such services, these advertisements have been listed on Facebook and on Next Door. Utilizing this property for such services without proper zoning and licenses may constitute an additional violation.

Staff Conclusions:

Strength:

The development of a business may provide positive economic impacts to the Town through increased employment, local purchasing of materials and supplies, and additional revenues associated with obtainment of a proper business license.

Weakness:

This application is inconsistent with the adopted Comprehensive Plan. The Comprehensive Plan denotes this property and other properties along Holland Drive as “Residential”. Because the Comprehensive Plan’s standards are wide ranging but explicit, it should be the principal guide to the Planning Commission’s discussions and actions concerning land use management and development, particularly zoning amendments. The Commission, however, should also look beyond the plan and consider whether the application advances the best interests of public health, safety, and general welfare.

The use of a portion of 13 Holland Drive for automobile sales and repairs may create additional traffic related to customer visits, vendors, and test drives by perspective customers.

Environmental hazards and safety concerns may be increased.

A precedent may be set by allowing automobile sales and repairs in a predominantly residential area. Additional applications for these uses by other similarly zoned properties may need to be considered.

Attachments:

- Application for a change in zoning classification including Applicant’s letter with proffers
- Exhibits of potential violations dated March 14, 2024
- Social media excerpts
- Public Notices

Letter of Intent for Zoning Variance For:

Dwayne Muse Jr
13 Holland Drive
Windsor, Virginia 23487
TheAutomotiveMuse@yahoo.com
(757) 375-7435

1/31/2024

Windsor Planning Commission and Zoning Board
8 East Windsor Boulevard
Windsor, Virginia 23487

ZONING: R-1 PARCEL ID# 54B-01-126A
Request for zoning variance – Change from R-1 to B-2 for The Automotive Muse LLC at 13
Holland Drive

Dear Members of the Planning Commission and Zoning Board,

I, Dwayne Muse Jr, owner of The Automotive Muse LLC, am writing to formally request a zoning variance for my property located at 13 Holland Drive, Windsor, Virginia 23487. The Automotive Muse LLC is an automotive business that I intend to operate from my residence.

The Automotive Muse LLC is an establishment that sells used vehicles to consumers. The Automotive Muse LLC is also a facility that provides repair and maintenance services for vehicles. This includes mechanical repairs, inspections, oil changes, brake services, and other necessary maintenance.

I am aware that my property is currently zoned as R-1 (Residential), and I am seeking your approval to change the zoning designation to B-2 (General Business). I believe that this change is necessary for the following reasons:

The Current Zoning designation (R-1) restricts The Automotive Muse LLC from performing business entirely. Changing to B-2 would allow me to conduct business respectively.

The opening of a new automotive shop can bring several positive impacts to both the local economy and the community. The Automotive Muse LLC will likely hire local employees, contributing to job creation in the community. Jobs may include mechanics, technicians, administrative staff, and possibly management positions. Customers visiting the automotive shop may spend money on services, repairs, and parts. Additionally, they may patronize nearby businesses, such as restaurants or retail shops, leading to increased local spending and economic activity. The Automotive Muse LLC will source parts and supplies locally, supporting other businesses in the community. This can create a positive ripple effect within the local supply chain. Local governments typically generate tax revenue from businesses operating within their jurisdictions. The presence of a new automotive shop can contribute to increased tax revenue, which can be used to fund public services and infrastructure projects. Automotive shops often have opportunities for community engagement. We may sponsor local events, participate in community programs, or collaborate with schools for educational initiatives. This involvement fosters a positive relationship with the community. The Automotive Muse LLC will provide opportunities for skill development and training for employees, contributing to the overall skill set of the local workforce. Well-maintained and successful businesses, including automotive shops, can positively impact the overall attractiveness of the community. This can, in turn, contribute to increased property values in the surrounding area. Overall, a new automotive shop can play a vital role in fostering economic growth, providing employment opportunities, and enhancing the overall quality of life in the local community. It's important for The Automotive Muse to be socially responsible, adhere to local regulations, and actively engage with the community to ensure a positive and sustainable impact.

Reducing noise from an automotive business is crucial to maintaining a positive relationship with the surrounding community and adhering to local noise regulations. The Automotive Muse LLC will take measures to reduce noise levels by soundproofing the facility. The Automotive Muse LLC will ensure that all equipment, including vehicles and machinery, is properly maintained. Regular maintenance can prevent excessive noise caused by worn-out or malfunctioning components. Operating hours will be from 9AM to 5PM to prevent from disturbing the surrounding community with noisy operations. The Automotive Muse LLC will upgrade doors and windows with noise-reducing features, such as double-pane glass, weather stripping, and acoustic seals. This helps minimize sound transmission from inside the facility to the outside. The Automotive Muse LLC will create awareness about the impact of noise on the community and will provide training in noise reduction practices. This includes but is not limited to, avoiding unnecessary revving of engines, using quieter tools, and shutting off equipment when not in use. I understand that this request represents a departure from the current zoning regulations, but I am confident that the change will benefit both my business and the community. I am committed to operating

my business in a manner that respects the character of the neighborhood and complies with all applicable regulations.

As part of this rezoning request, I am prepared to make the following proffers:

- Infrastructure Upgrades: I commit to investing in any necessary infrastructure upgrades to ensure the safe and efficient operation of the establishment.
- Neighborhood Compatibility: I will implement design elements and operational practices to ensure that the use of the property is compatible with the surrounding residential neighborhood, minimizing any potential disruptions or adverse impacts.
- Community Engagement: I will actively engage with residents and stakeholders in the vicinity to solicit feedback, address concerns, and foster positive relationships with the community.
- Compliance with Zoning Regulations: I will adhere to all applicable zoning regulations and ordinances, including those related to building codes, signage, noise levels, and hours of operation.
- Environmental Stewardship: I pledge to implement environmentally sustainable practices wherever feasible, such as energy-efficient lighting, waste reduction measures, and landscaping with native plants.
- If the property is to ever be sold, it is my duty to rezone the property back to R-1
- Per Article II Section 160-55 of the Windsor Virginia Code of Ordinances; the only permitted usage I am asking for is number 23 which is, Automobile sales, (all repairs and storage of cars being repaired that are or will be for sale must be completely enclosed or screened from the public's view); Any other usage of this rezoning request to B-2 shall not be permitted.

I believe that the proposed rezoning of the property will not have any issues respecting the character and integrity of the surrounding area. I am committed to working collaboratively with the city planning and zoning department and other relevant stakeholders to ensure a successful transition.

I respectfully request the opportunity to present my case in person at the next available zoning board meeting.

Thank you for considering my rezoning request and the accompanying proffers. I am available to provide any additional information or clarification as needed.

Sincerely,

Dwayne Muse

Dwayne Muse Jr

13 Holland drive Windsor, Virginia 23487

Google Maps



Imagery ©2024 Airbus, Commonwealth of Virginia, Map data ©2024 Google 20 ft

Live traffic

Fast

Slow

Images

Street View

Photo Path

Photo Sphere

Click highlighted areas to see images [Learn more](#)

● Area requested for zoning variance

B2 - RESTRICTED BUSINESS USES

1. Individual freestanding retail and wholesale providers (such as apparel, shoe stores, department stores, grocery stores, variety stores, specialty shops (retail), and appliance stores of under 10,000 square feet, and which are not a part of a shopping center;
2. Shopping centers of not more than 10,000 square feet of retail area;
3. Restaurants, taverns, and soda fountains;
4. Business, professional and governmental offices including banks, loan and finance offices, police, fire, and rescue squad stations, post offices of under 10,000 square feet of usable office space, not including an office park;
5. Barber shops, beauty salons, nail salons and similar shops;
6. Laundries and dry-cleaning shops;
7. Movie and cultural art theaters, (not to include adult entertainment establishments), assembly halls, playhouses, dinner theaters of under 10,000 square feet;
8. Lumber/building materials/hardware store of under 10,000 square feet of retail sales area;
9. Pawn shops;
10. Contractors office for construction, electrical, plumbing, heating, provided all equipment and vehicles shall be completely enclosed either within a building or storage yard such that it not visible to the public;
11. Appliance, bicycle sales and repair, or any other similar shop, provided that business shall be conducted within a completely enclosed building;
12. Donut shops and bakeries;
13. Hotels, motels and bed-and-breakfast houses of less than 10,000 square feet of rentable area;
14. Churches, other places of worship, and related church schools;
15. Schools such as business or commercial schools, trade schools, public schools and colleges and private schools and colleges having similar academic curriculum;
16. Public libraries;

17. Personal fitness establishments and gymnasiums;
18. Hospitals;
19. Funeral homes and/or mortuaries (including crematorium that are accessory to the facility);
20. Automobile service stations for the dispensing of fuel;
21. Repair garages for vehicles (all repairs and storage of vehicles being repaired must be completely enclosed or screened from the public's view);
22. Clubs and lodges;
23. Automobile sales, (all repairs and storage of cars being repaired that are or will be for sale must be completely enclosed or screened from the public's view);
24. Public utility transmission systems;
25. Public service and storage buildings;
26. Child-care centers;
27. Newspaper office including publication presses and other production equipment;
28. Railroad train stations, bus terminals and taxi stands;
29. Radio and television broadcasting studios, not to include transmission towers of over 55 feet in height;
30. Wholesale and retail greenhouses and plant nurseries;
31. Parking garages and parking lots;
32. Mini storage warehouses (must be at least 50 feet from any residence);
33. Recording studios, dance studios, and other music-related instructional facilities;
34. Museums; and
35. Massage therapy practitioners, offices and clinics licensed in physiotherapy by the Commonwealth of Virginia.

TOWN OF WINDSOR

Zoning Map Amendment



Established 1902

Planning and Zoning
Administrator
(757)242-4288

Property Owner(s) Dwayne Muse JR Owners Ph.# (757)-375-7435

Owners Mailing Address 13 Holland drive

Applicant (if different from Owner) _____ Ph# _____

E-Mail Deewayne757@yahoo.com

Agent-Correspondence should be sent to _____

Address/location of Subject Property 13 Holland Drive, Windsor VA 23487

Tax Map Number _____ Proposed Zoning District B-2 Present Zoning District R-1

Parcel Size 1494 sq ft Street Frontage _____

Are there proffered conditions with this rezoning (if so please submit an original set of proffers signed by the owner). Yes No

Purpose of this Zoning Map Amendment see attached documents
(If more room is needed – refer to and write a narrative and attach to this application)

Is this request in general accord with the current Town of Windsor Comprehensive Plan? _____

If no, is a Comprehensive Plan revision being submitted concurrently with this application? (Please submit a siteplan of the proposed rezoning including any new structures, streets, driveways and any other amenities that are present or to be constructed on the property, including structures or streets/driveways to be removed or moved. An application is not considered to be complete without such a siteplan).

Are there structures on the property, and if yes, will they be re-used or removed? re-used

If the property is vacant or if new structures are envisioned, what types (and sizes) of structures and how many such structures will be constructed if this property is rezoned (please provide what the proposed structures will look like? na

Number of Parking Spaces Required and how many are being provided? 10

Are there Chesapeake Bay Resource Protection Areas on the property? No

Was a Traffic Impact Analysis (TIA) required for this Request? _____ If yes, has the Virginia Department of Transportation (VDOT) approved it?

(If not, the application cannot proceed until this review is completed) (Please include a copy of the TIA and VDOT's response with this application and provide an explanation of how VDOT's comments are being addressed.)

Are there adequate water and sewer facilities to serve the proposed use that would follow this rezoning (if not, how will these facilities be provided)? YES

What are the properties zoned and what is the use of the properties on the property adjacent to the subject property?

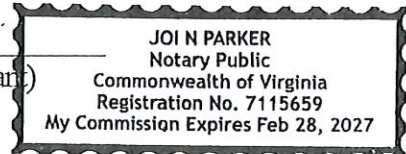
NORTH- Zoning	<u>R-1</u>	Use(s)	<u>Residence</u>
SOUTH- Zoning	<u>B-1</u>	Use(s)	<u>Bank</u>
EAST- Zoning	<u>B-1</u>	Use(s)	<u>Bank</u>
WEST- Zoning	_____	Use(s)	_____

I/WE HAVE READ THIS COMPLETED APPLICATION, UNDERSTAND ITS INTENT AND FREELY CONSENT TO ITS FILING. THE INFORMATION PROVIDED IS ACCURATE TO THE BEST OF MY/OUR KNOWLEDGE. I UNDERSTAND THAT THE TOWN MAY APPROVE OR DENY THE REQUEST FOR WHICH I AM APPLYING. FURTHERMORE, I GRANT PERMISSION TO THE PERSONNEL OF THE TOWN AND OTHER AGENTS OF THE TOWN OF WINDSOR AND ANY OTHER AUTHORIZED GOVERNMENT AGENCY TO ENTER THE PROPERTY AND MAKE SUCH INVESTIGATIONS AS THEY DEEM NECESSARY TO EVALUATE THE REQUEST.

Name Dwayne Muse JR
(Print)

Dwayne Muse
Signature (Applicant)

(owner / contract purchaser / authorized agent – please circle one) Date _____



NOTARY: COUNTY OF Suffolk (city) STATE OF Virginia
Subscribed and sworn to me on the 31st day of January, of the year 2024. My Commission expires on 02/28/2027.
JoIn Parker Notary Public Signature: Stamp:

STAFF USE ONLY- DO NOT WRITE IN THIS AREA

Fee Paid \$800.00 Date 3-7-2024 Accepted by Signature/Title [Signature]

Comments _____

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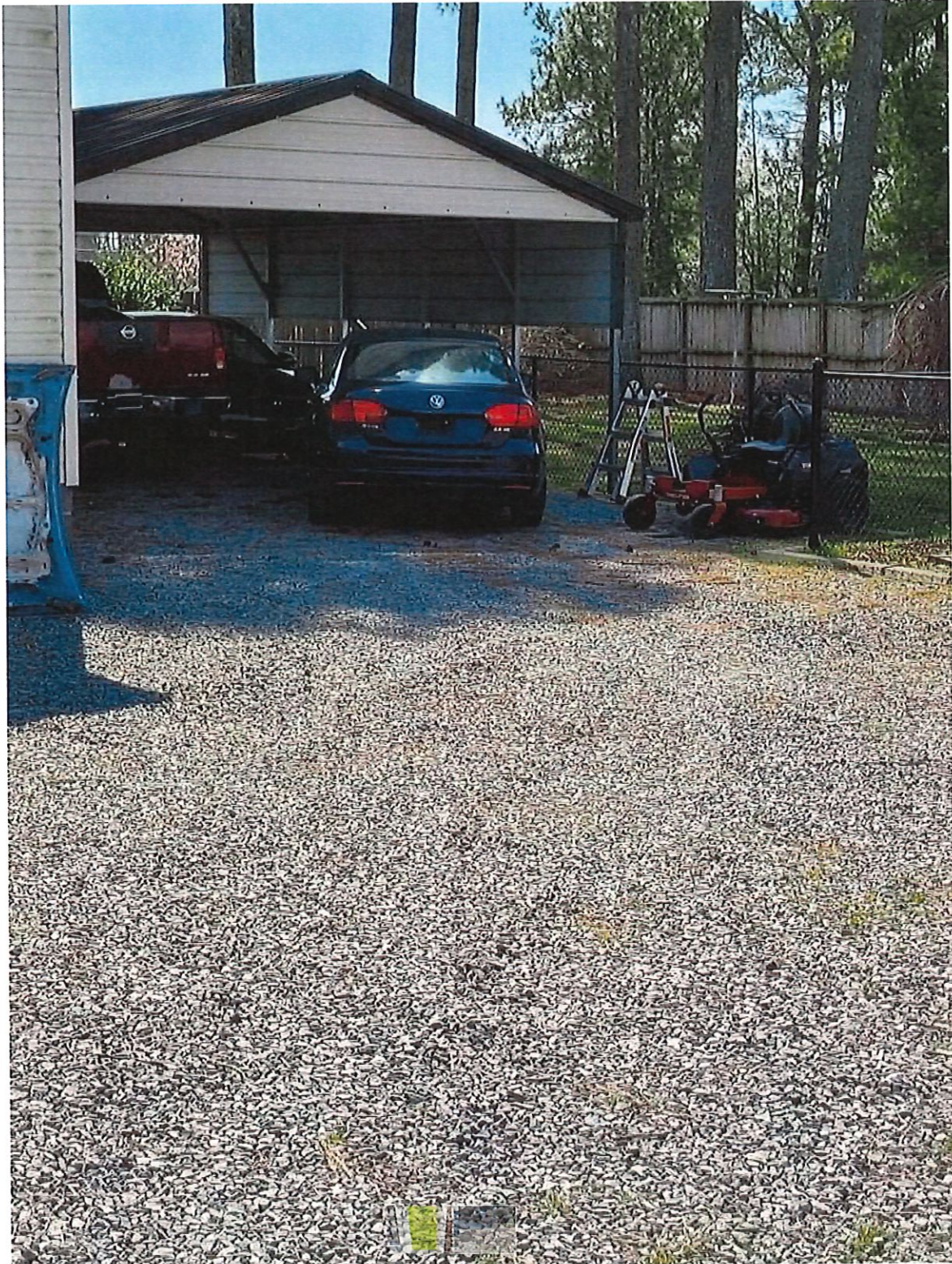


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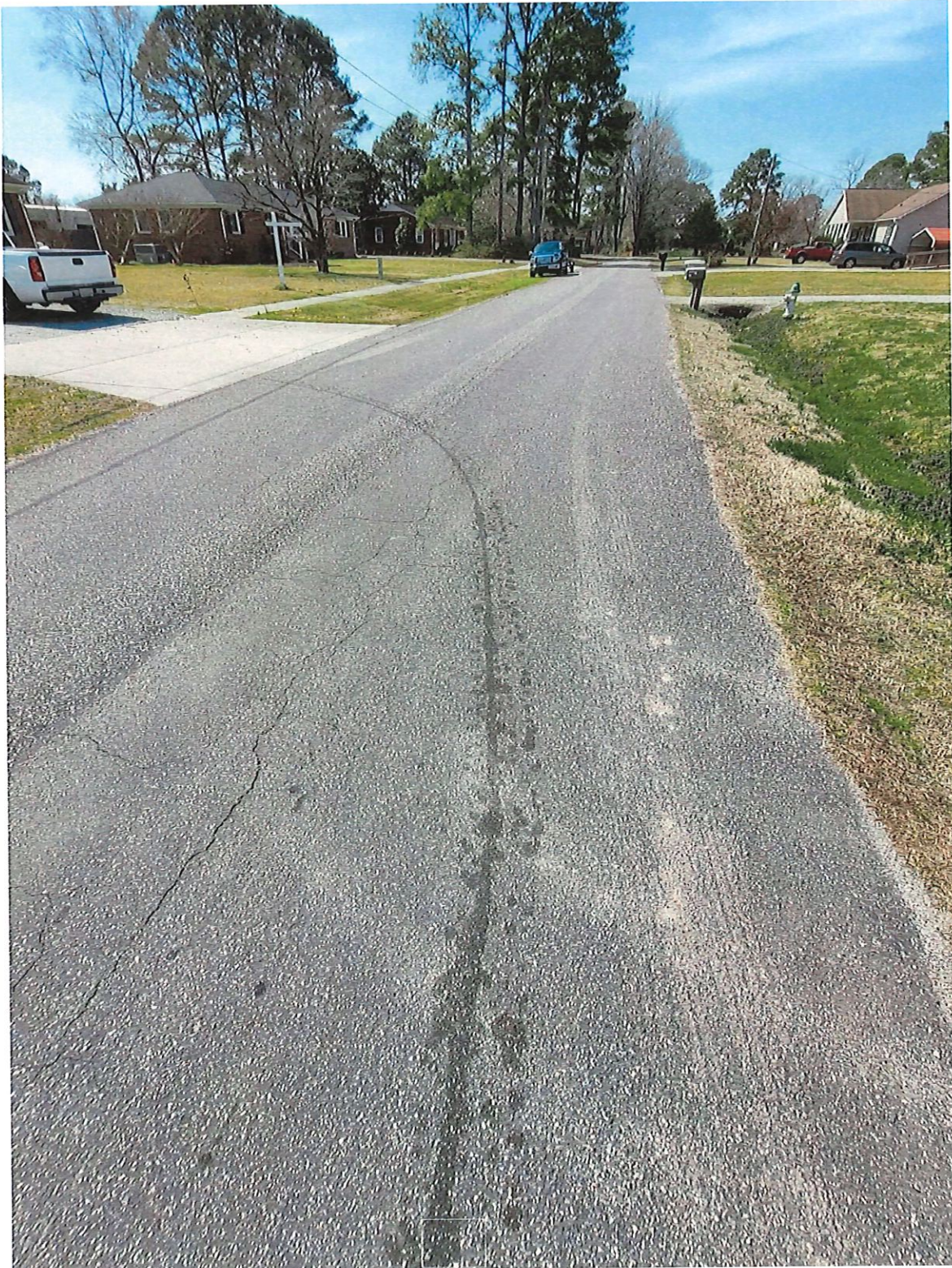
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Windsor

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 Windsor [/neighborhood/](#)
 Experience the ultimate customer experience with us! Our company provides a 10% military discount, free headlight restoration for initial patronage, plus free diagnostic tests for brand-new clients. On top of that we offer totally free pre-purchase assessments along with no cost transmission checkups!

Messages





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The automotive muse



Auto mechanic(/topic/17795)

Auto dealer(/topic/18116)



Fave



Message

Activity



The automotive muse
23 Feb



Experience top-notch automotive service at The Automotive Muse. Join us as a new business committed to providing exceptional service. Take advantage of our special rates, accurate price matching, and extra perks. Enhance your driving experience with us – where expertise meets excellence.



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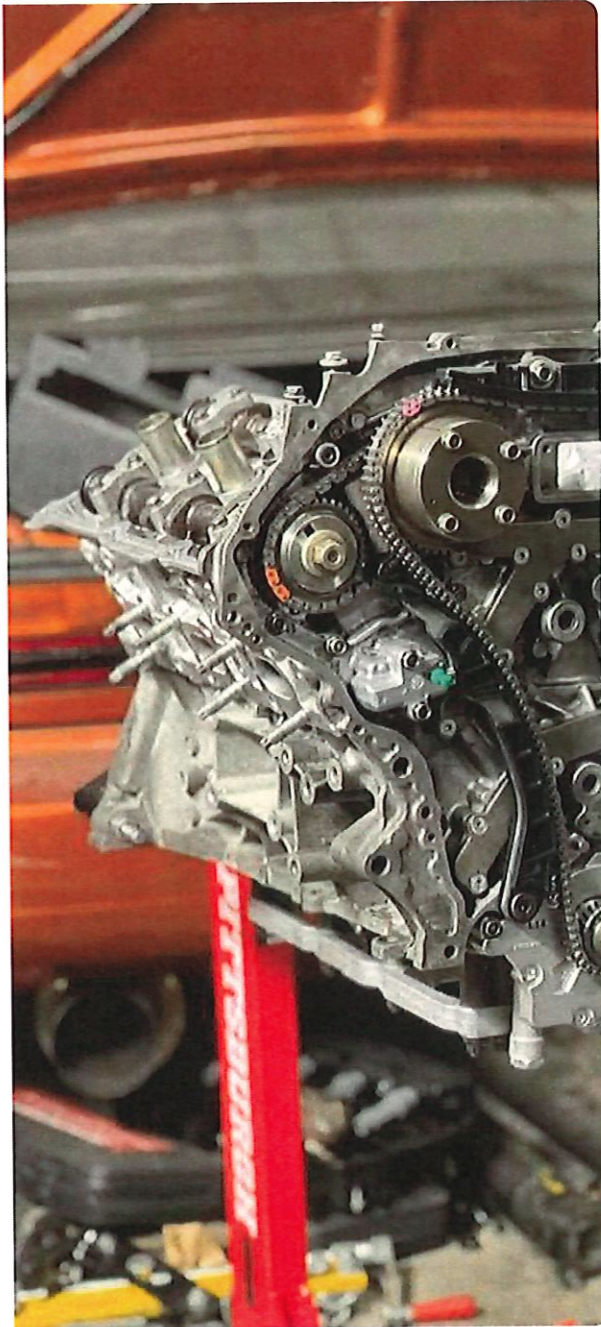
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The automotive muse

23 Jan

Looking for a reliable automotive technician ? ASE Certified Master tech & Virginia state inspector here available ! I have 12+ years of experience working in an automotive shop. I rebuild + replace engines, transmission replacements, diagnose electrical issues, diagnose drivability issues/check engine light diagnostics, diagnose no start/no crank issues, tire machine on site, aftermarket parts install and much more. My hourly rate is \$80/hr. Please do not hesitate to ask for help !

PUBLIC NOTICE

Town of Windsor-
Planning Commission

PUBLIC HEARING

The Planning Commission of the Town of Windsor, Virginia will hold a public hearing on Wednesday, March 27, 2024 in the Windsor Town Hall located at 8 East Windsor Blvd., Windsor, Virginia to consider the following:

Beginning at 7:00 p.m.

An application for a change in zoning classification from R1-Residential to C-B2, Conditional Restricted Business. The application includes approximately .17 acres of Tax Parcel 54B-01-126A, also identified as 13 Holland Drive, Windsor, Virginia. The purpose of the application is for automobile sales and repairs, as conditioned.

Any person desiring to be heard in favor of or in opposition to the application is hereby invited to participate in the public hearing. A copy of the application is on file with Department of Planning & Zoning, 8 East Windsor Blvd., Windsor, Virginia and is available for public review.

Publish: March 13, 2024
March 20, 2024

P.O. Box 307
8 E. Windsor Blvd.
Windsor, VA 23487

TOWN OF WINDSOR



Department of
Planning & Zoning
757-242-4288

March 15, 2024

Dear Property Owner:

You are receiving this notice because an application has been filed for a change in zoning classification (rezoning) for property that is either adjacent or in close vicinity to your property. This application will be the subject of public hearing by the Windsor Planning Commission on:

Wednesday, March 27, 2024 at 7:00 p.m.
Windsor Town Hall
8 E. Windsor Blvd., Windsor, VA 23487

A copy of the public notice is attached for your reference. If you have any questions or would like to provide comment, you are invited to attend the public hearing or contact the Planning & Zoning Department at 757-242-4288.

Sincerely,


James Randolph
Planning & Zoning Administrator

Attachment



Town of Windsor

Memorandum

TO: Windsor Planning Commission
FROM: James Randolph, Planning & Zoning Administrator 
SUBJECT: Capital Improvement Plan (CIP)
DATE: March 27, 2024

The Capital Improvement Plan (CIP) is one of several tools localities use to implement their Comprehensive Plan, which outlines the future a locality envisions for itself through goals and objectives, to be implemented over a period of time. The CIP identifies major desired projects, predicts the costs of the projects and places them on a schedule based on the Town Council prioritization of the projects. The purpose of the CIP is to allow a locality to examine its current resources and to determine what future projects may be needed in order to provide for its citizens.

The CIP covers a five (5) year period, with the first year adopted as part of the upcoming annual budget for the Town. Funding shown in subsequent years is not immediately committed, but instead, gives an idea of the funding levels needed in the future. This draft CIP covers the period from 2025 through 2029. The CIP contains projects for both the Water Fund and the General Fund.

Attachments

- Draft 2025-2029 Capital Improvement Plan

**Capital Improvement Plan
FY 2025-2029**

General Fund (Draft-03-19-2024)	FY25	FY26 <i>Proposed</i>	FY27 <i>Proposed</i>	FY28 <i>Proposed</i>	FY29 <i>Proposed</i>	General Fund FY25	State / Federal Funds	Fund Balance FY25	Other Sources FY25	Five Year Total
General Operations										
Future Development & Space Needs	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000				\$ 500,000
Town Center Roof Debt Service	\$ 36,000					\$ 36,000				\$ 36,000
Municipal Building Roof**	\$ 100,000						\$ 100,000			\$ 100,000
IT Upgrades*	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000		\$ 5,000			\$ 25,000
Planning										
GIS System Improvements*	\$ 5,000						\$ 5,000			\$ 5,000
Comprehensive Plan Update*	\$ 35,000						\$ 35,000			\$ 35,000
Police										
Outfitted Police Vehicles		\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000		\$ 10,000			\$ 220,000
Police Technology*	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 5,250				\$ 50,000
Body Worn Camera Replacement	\$ 5,250					\$ 5,250				\$ 5,250
Public Works										
Street lighting extension in new areas	\$ 5,000		\$ 5,000			\$ 5,000				\$ 10,000
Sidewalk Construction	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000				\$ 125,000
Pickup Truck (3/4 ton)*	\$ 70,000						\$ 70,000			\$ 70,000
Stormwater Projects*	\$ 250,000						\$ 250,000			\$ 250,000
Grant Match - Windsor Woods Sewer Pump Station*	\$ 100,000						\$ 100,000			\$ 100,000
Grant Match - Broadband Expansion*	\$ 65,000						\$ 65,000			\$ 65,000
Cemetery										
Construction of Cemetery Parking Lot				\$ 35,000				\$ 35,000		\$ 35,000
Total	\$ 811,250	\$ 195,000	\$ 200,000	\$ 230,000	\$ 195,000	\$ 171,250	\$ 640,000	\$ -	\$ -	\$ 1,631,250

* American Rescue Plan Act Funds

**Capital Improvement Plan
FY 2025-2029**

Water Fund (Draft-03-19-2024)	FY25	FY26 <i>Proposed</i>	FY27 <i>Proposed</i>	FY28 <i>Proposed</i>	FY29 <i>Proposed</i>	Water Fund FY25	State Federal Funds	Fund Balance FY25	Other Sources FY25	Five Year Total
Water Meter Replacement*	\$ 10,000	\$ 10,000	\$ 10,000	\$ 5,000	\$ 5,000		\$ 10,000			\$ 40,000
Water Main / Service Line Replacement*	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000		\$ 10,000			\$ 50,000
Install 3000 l.f. of 8" water main and fire hydrants on Route 460 from the Burger King to the Town Limits					\$ 400,000					\$ 400,000
Upgrade 4" water main on Holland Lane install fire hydrants, and relocate water meters				\$ 150,000						\$ 150,000
Upgrade and extend 4" water mains on Taylor Avenue install fire hydrants, and relocate from under Farm Bureau Building			\$ 150,000							\$ 150,000
Install 8" water main on Route 460 from new main to Watson Avenue, upgrade and extend water mains and install fire hydrants on Watson Avenue*		\$ 250,000					\$ -			\$ 250,000
Duke St. / Virginia Ave. Water Main Replacement Project	\$ 50,000						\$ 50,000			\$ 50,000
Relocate 2" Water Main under Windsor Supply, extend 8" Line from the Rescue Squad to B Avenue and install fire hydrants.*	\$ 250,000						\$ 250,000			\$ 250,000
Update Water Mapping and Masterplanning				\$ 25,000						\$ 25,000
Total	\$ 320,000	\$ 270,000	\$ 170,000	\$ 190,000	\$ 415,000	\$ -	\$ 320,000	\$ -	\$ -	\$ 1,365,000

* American Rescue Plan Act Funds