

**TOWN OF WINDSOR**

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**PLANNING COMMISSION MEETING AGENDA**

**July 24, 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 June 26, 2024 Planning Commission meeting
- 3) Public Comments
- 4) Public Hearing - None
- 5) Unfinished Business - None
- 6) Town Attorney's Report
- 7) Economic Development Authority (EDA) Report
- 8) New Business
  - A) Draft Comprehensive Plan – Community Facilities and Services
- 9) Next Regular Meeting Date: August 28, 2024
- 10) Motion to Adjourn

**MINUTES OF THE PLANNING COMMISSION – WINDSOR, VIRGINIA**

The Planning Commission met on Wednesday, June 26, 2024, at 7:00pm at the Council Chamber of the Windsor Town Hall, Windsor, Virginia. Planning and Zoning Administrator James Randolph called the meeting to order due to the absence of Chairman Marshall and Vice Chairman Devon Hewitt. Kelly Kuhns, Town Clerk, recorded the minutes. Fred Taylor, Town Attorney, was present. A quorum was present.

Planning Commission members present:

David Adams  
Dale Scott  
Ricky Vaughan  
Larissa Williams

Planning Commission members absent:

Leonard L. Marshall, Chairman  
Devon Hewitt, Vice Chairman  
Latara Harris

Mr. Randolph said that due to the absence of both Chairman Marshall and Vice Chairman Hewitt, the Planning Commission will have to nominate a Commissioner to conduct business during the meeting.

Commissioner Williams made a motion to nominate Commissioner Vaughan as substitute Chairman. Commissioner Adams seconded, and the Commission unanimously passed the motion as recorded on the attached chart as motion #1.

**APPROVAL OF MINUTES OF MAY 22, 2024, COMMISSION MEETING**

Commissioner Vaughan asked if there were any questions or concerns regarding the May 22, 2024, meeting minutes. No questions or concerns were presented.

Commissioner Scott made a motion to approve the minutes for the May 22, 2024, meeting. Commissioner Adams seconded, and the Commission unanimously passed the motion as recorded on the attached chart as motion #2.

**PUBLIC COMMENTS**

None

**PUBLIC HEARING**

Mr. Randolph presented an application for a Conditional Use Permit CUP 01:2024 submitted by Hastings and Sons LLC, owner, requesting a conditional use permit for property identified as Map Parcel 53-01-103. He noted that the parcel is .50 acres, zone R1 Residential and is located on Bank Street (Route 1810) approximately 400 feet east of the intersection of U.S. Route 258. Mr. Randolph added that the purpose of the application is for the development of a two (2) unit multi-family building.

Commissioner Vaughan opened the public hearing for the Conditional Use Permit CUP 01:2024 for parcel 53-01-103. He asked for any persons wishing to speak in favor of the proposed permit application to come forward at this time.

Cody Hastings, applicant and owner of Hastings and Sons, stated that he is a small builder that does most of his work in Suffolk, Virginia. He noted that his most recent project was in the Town of Windsor at 102 Maple Lane. Mr. Hastings said that on the 102 Maple Lane project, he had the opportunity to construct a residence that fit in well with the neighboring homes. He added that he will take the same approach when building on Bank Street.

Mr. Hastings explained that he will be building a one structure, townhouse style home. He noted that the homes would be separated by a shed helping to discern ownership of each unit. Mr. Hastings added that the property is ready for utility services such as water and electricity. He explained that he spoke with Troy Roland of Isle of Wight County regarding the sewer, noting that there is not currently a vacuum pot on site. Mr. Hastings stated that he would have to pay to install a vacuum pot with the intention of placing it to the right of the parcel for future use.

Mr. Hastings stated that he anticipates a list price of \$325,000 - \$350,000, striking at a price point for first-time home buyers and buyers looking to downsize. He noted that the pricing will make the project appealing to a large range of buyers looking to move to the Windsor area.

Commissioner Vaughan asked if there was anyone else that would like to speak in favor of the permit application request. Hearing none, he opened the floor for those who wish to speak in opposition to the permit application request.

Hearing none, Commissioner Vaughan closed the public hearing and opened the floor for discussion among Planning Commission.

Commissioner Scott asked for clarification on whether the homes will be attached or detached.

Mr. Hastings explained that the homes will be attached through the shed. He noted that the sheds will be 5 feet wide, totaling 10 feet of distance between each home.

In response to Commission Adams' question, Mr. Hastings explained that the side yard setback for each home will be approximately 15 feet as required by zoning requirement R1 - Residential. He also noted that the front yard setback will be approximately 40 feet. Mr. Hastings added that a 40ft long x 20ft wide driveway will be incorporated to accommodate parking for up to three vehicles to avoid on-street parking.

Commissioner Scott made a motion to recommend approval of the conditional use permit application to the Town Council with the following conditions, 1) Substantial conformity to the site plan and corresponding renderings/elevations submitted and 2) The property be subdivided prior to the sale of the homes. Commissioner Williams seconded, and the Commissions unanimously passed the motion as recorded on the attached chart as motion

#3.

#### **UNFINISHED BUSINESS**

None

#### **TOWN ATTORNEY'S REPORT**

None



**ECONOMIC DEVELOPMENT AUTHORITY (EDA) REPORT**

None

**NEW BUSINESS**

***Virginia Planning Association annual conference***

Mr. Randolph stated that he would like to advise the Planning Commission of two opportunities for training and education that will take place in the Hampton Roads region.

Mr. Randolph said that the Virginia Chapter of the American Planning Association (VAPA) will be holding their annual conference in Williamsburg, Virginia, July 21-24. He noted that there is a specific workshop during the conference that is geared specifically toward Planning Commission members on July 23<sup>rd</sup>. Mr. Randolph added that the town Planning and Zoning budget does have training money available to pay for the conference attendance of Planning Commission members.

***Energy 101 & Hydrogen in Hampton Roads Workshop***

Mr. Randolph said that the Tech Center Research Park will be hosting "Energy 101 & Hydrogen in Hampton Roads" workshop on Thursday, June 27<sup>th</sup>. He noted that the workshop is geared towards educating those working government (economic development, planning commissions, city leadership), corporate and industry professionals about the foundational concepts of energy, energy history, and emerging technologies including hydrogen.

**ADJOURNMENT**

Commissioner Vaughan stated that the next Planning Commission meeting is scheduled for July 24, 2024.

There being no further business, Commissioner Scott made the motion to adjourn. Commissioner Adams seconded, and the Commission unanimously passed the motion as recorded on the attached chart as motion #4.

The meeting adjourned at 7:31pm.

**NEXT REGULAR MEETING DATE: JULY 24, 2024**

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Leonard L. Marshall, Chairman

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Kelly Kuhns, Town Clerk



## **CHAPTER 5 - COMMUNITY FACILITIES and SERVICES**

### **Introduction**

The Town of Windsor provides its citizens, businesses and visitors with a variety of services through local government and public safety agencies. Additional services are provided by Isle of Wight County, regional authorities, and state agencies and departments.

### **Local Government**

The Town of Windsor is governed by a seven-member Town Council. The Town Council includes a Mayor, who is elected by the public and a Vice-Mayor, who is selected by Council members. The Mayor and Council members serve 4-year terms and the terms are staggered. Elections occur in November of each year. The Council is responsible for levying taxes and setting policies for the administration of local government. The Town Manager is responsible for implementing the policies of the Town Council and serves at their pleasure. The Town Council appoints a Planning Commission for land use policy recommendations. The Town has a Board of Zoning Appeals, whose members are appointed by the Circuit Court of Isle of Wight County. Other committees have also been established by the Town of Windsor including an events committee, drainage committee and an Economic Development Authority (EDA).

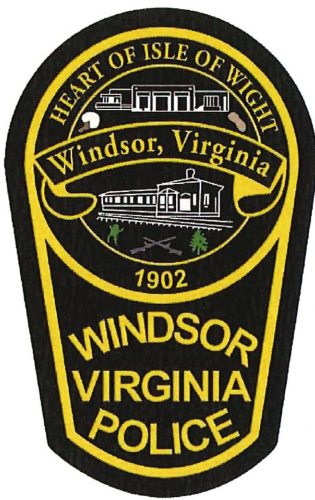
The Town's administrative departments are in the Municipal Building at 8 East Windsor Boulevard. The Town Manager, Town Treasurer, Assistant Town Treasurer, Town Clerk and Planning and Zoning Administrator offices are located in the Municipal Building. The building was constructed in 1962 to serve as a fire station for the Windsor Volunteer Fire Department. In 1995, the Municipal Building was renovated to provide for council chambers, staff offices, and records storage. Preliminary discussion and planning have begun for a new Windsor Town Hall to be located on a 5-acre parcel at Windsor Boulevard and Shirley Drive.

The Town of Windsor completed construction of a Public Works facility located at 9 East Griffin Street in 2021. This facility replaced the smaller maintenance shop located at 14 Duke Street. The Public Works staff maintains the municipal water system and provides maintenance for Town buildings, properties, and sidewalks.

Streets and highways within the Town of Windsor are maintained by the Virginia Department of Transportation. The VDOT Franklin Residency located in Courtland, Virginia is responsible for the following areas, Emporia, Greensville County, Isle of Wight County, Southampton County and Sussex County. In 2024, VDOT completed construction of a new administrative building located at their maintenance facility at 25146 Buckhorn Drive in Windsor. In addition to highway maintenance, VDOT also maintains portions of the Town's storm drainage system and sidewalks.

## Public Safety

The Windsor Police Department was authorized by an ordinance enacted by the Town Council on March 13, 1990, and was formally established with appointment of the first Police Chief in 2001. The Police Department was originally located in the Municipal Building. However, in 2013, the Police Department moved to a renovated building at 56 East Windsor Boulevard. The department now includes seven (7) sworn officers and additional auxiliary officers. The department is in the process of achieving accreditation through the Virginia Law Enforcement Professional Standards Commission (VLEPSC).



Additionally, law enforcement services are provided by the Isle of Wight County Sheriff's Office and the Virginia State Police. The Sheriff's Office is located at the Isle of Wight County Courthouse complex and provides a full range of services including a dive team, K-9 units, and animal control. The Virginia State Police Division 5 Area 34 office located in Franklin, Virginia covers Isle of Wight County, Southampton County and the City of Franklin.

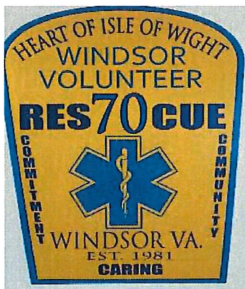
The 911 Emergency Dispatch Center is located at the Sheriff's Office in the Isle of Wight County Courthouse complex. This center handles calls for emergency services and includes Sheriff Deputies, the Windsor Police Department, fire departments, including the Windsor Volunteer Fire Department, and Rescue Squads including the Windsor Rescue Squad. The 911 system is overseen by an intergovernmental committee consisting of stakeholders from various organizations. Substantial investments, including technological, capital spending and human resources have allowed the 911 system to deliver consistent reliability in times of need.

## Fire and Rescue

The Town of Windsor and the surrounding areas are served by the Windsor Volunteer Fire Department. This fire department was established in 1948 and has evolved over the decades into a primary safety resource for the community. The fire department serves a vast geographic area including the central area of the County and areas south to the Carrsville fire district. The Windsor VFD is headquartered at Station 40, a six-bay facility constructed in 1993 and located at 80 East Windsor Boulevard. The Virginia Department of Forestry maintains heavy equipment at this location for fire support services.



The Windsor Rescue Squad provides emergency medical care and transportation. The rescue squad is composed of volunteers and is supplemented by paid personnel offering advanced life support certifications. The rescue squad is responsible for the central and southern portions of the County. They are located at 19 East Windsor Boulevard.





## **Health Care**

Health care services are available to Town residents at Sentara Obici Hospital, a 175-bed facility located in Suffolk, Virginia and at Southampton Memorial Hospital, a 221-bed facility located in Franklin, Virginia. Both facilities provide 24-hour emergency care and offer a variety of services. Sentara Health is currently constructing a 50-bed facility in the Benn's Church area of Smithfield, Virginia. It is anticipated this hospital will be completed in 2025.

Consulate Health Care has a nursing home facility in the Town of Windsor at Courthouse Highway. This facility opened in 2001 and is one of the largest private sector employers in the Town. There are additional private facilities in the Town including those that offer physical therapy and those that provide licensed practical nurse (LPN) services.

There are two retirement communities that offer health care as part of their communities. The Village at Woods Edge in Franklin, Virginia is a senior living community sponsored by Southampton Memorial Hospital. Lake Prince Woods is a private community that offers similar services, they are in Suffolk, Virginia.

## **Public Schools**

The Town of Windsor is served by the Isle of Wight County Public School System, which has nine (9) schools in total. There are 5 elementary schools, 2 middle schools and 2 high schools. Enrollment for the 2022-2023 school year was approximately 5,600 students in grades K-12. The school system offers advanced placement classes, alternative education, pre-school and vocational classes.

Two of the County's schools are within the corporate limits of the Town of Windsor, and Windsor Elementary is located 5 miles north of the Town limits. Windsor Elementary School, on Courthouse Highway, opened in 1998 and serves children in grades PreK-5. The 2023 enrollment was approximately 550 students.

Georgie D. Tyler Middle School is one of the two middle schools in Isle of Wight County. This school on North Court Street was opened in 2014 and serves grades 6 through 8. Their mascot is the "Titans" and the school serves approximately 400 students.

Windsor High School is located on Church Street and was constructed in 1994. This school serves approximately 525 students, and their mascot is the "Dukes".

As the population grows in Isle of Wight County, the School Board may consider "redistricting" or re-directing students from the northern end of the County towards the schools located in

central and southern portions of the County to alleviate any overcrowding at other schools in the system. The Isle of Wight County School Board is an elected body and provides policy and direction to the School Superintendent for implementation.

### **Private Schools and Licensed Daycares**

There are two private schools located in the vicinity of the Town of Windsor. Isle of Wight Academy on Courthouse Highway is across from the Courthouse complex and offers instruction to grades K-12. Nansemond-Suffolk Academy, on Pruden Boulevard in Suffolk, Virginia serves students in grades K-12. Additionally, there are currently two licensed daycare centers located in the Town of Windsor which offer a variety of services to pre-K and younger children.

### **Libraries**

The Windsor Public Library is located at 18 Duke Street. This library opened in 1995 and is part of the Blackwater Regional Library system. The Blackwater Regional Library system operates 9 libraries in the western tidewater region. The land is owned by the Town of Windsor, the building is owned by Isle of Wight County and the facility is run by the Blackwater Regional Library system. A variety of services are provided by the library. Isle of Wight County has a project in their Capital Improvement Program (CIP) to provide funding for an addition to this building.

### **Parks and Recreation**

There are three small parks located within the Town limits. Robinson Park on Duke Street has a picnic shelter and playground. This park is maintained by Isle of Wight County and is adjacent to the library. Garriss Event Park features a gazebo and is maintained by the Town of Windsor. Town events such as the 4<sup>th</sup> of July celebration, Christmas parade with Santa Claus and summer concerts are held in this location. This park is also adjacent to the library. Centennial Park is located behind the Municipal Building and features the Centennial Monument celebrating the Town's 100<sup>th</sup> anniversary and citizen contributions.





The Windsor Athletic Association, a non-profit association, has a recreational facility featuring numerous ball fields and playgrounds. This facility is located just north of the Town limits at 10333 Five Forks Road. Additional recreational facilities can be found at the Windsor High School including a walking track. This is open to public during non-school hours.

The Windsor Town Center is located next to Georgie D. Tyler Middle School at 23361 Courthouse Highway. This renovated Town Center was previously a section of the former Windsor Middle School. Due to the leadership of former Mayor Carita Richardson and Council members, the Town Center renovation committee, private sponsors and countless volunteers contributing their time and efforts, this 14,600 square foot facility including a gymnasium is now available for use by citizens and organizations. Isle of Wight County Parks and Recreation staffs the center during operating hours and offers recreation and other programs. The facility is also available to rent for events and cultural activities.



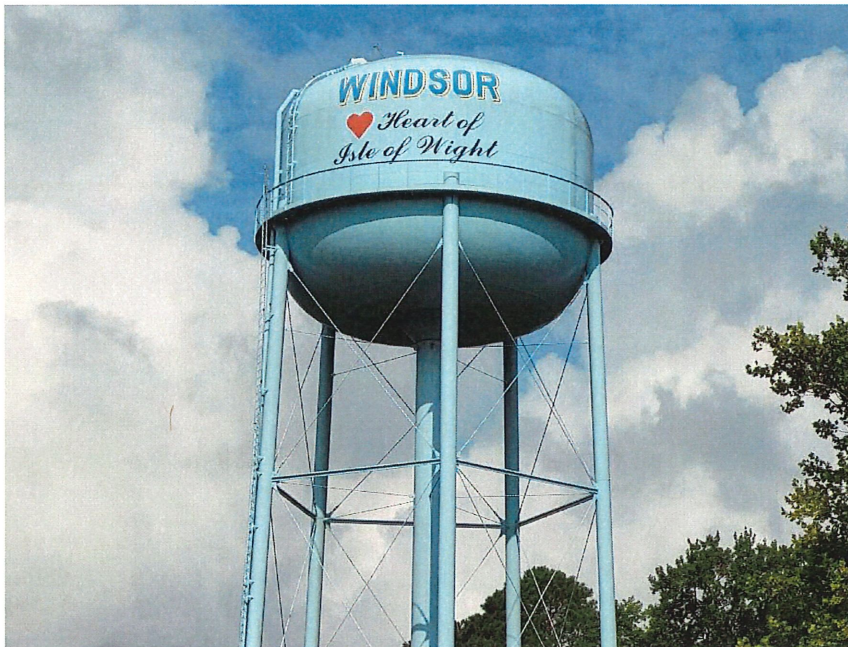
**Windsor Town Center**  
**23361 Courthouse Highway**  
**Windsor, Virginia 23487**



## Water Facilities

The Town of Windsor owns and operates a public water system. There are two groundwater wells, a 150,000-gallon elevated storage tank, a 300,000-gallon elevated storage tank, and approximately 20 miles of distribution lines. This system provides water to a majority of the Town's incorporated area.

The Windsor Department of Public Works oversees the operation of the water system in accordance with Virginia Waterworks Regulations (12 VAC5-590). These regulations are issued by the Virginia Department of Health, Office of Drinking Water. The system has a permitted capacity of approximately 570,000 gallons per day. Drinking water quality is monitored in accordance with strict state and federal regulations and an annual water quality report is made available to all customers. The system currently serves approximately 1,000 customers.



The water source for the Town's system is groundwater from the Potomac Aquifer. Because the Town's two high capacity wells are located in the Eastern Virginia Groundwater Management Area, Windsor holds a Groundwater Withdrawal Permit administered by the Virginia Department of Environmental Quality (DEQ) that authorizes the maximum withdrawal of 197,000,000 gallons per year with a monthly limit of 18,900,000 gallons. The withdrawal permit encompasses a ten-year period and must be renewed based upon allocations that are available.

The Town of Windsor has allocated as much as 224,400 gallons per day to Isle of Wight County to serve industrial uses in the County's Windsor Development Service District including the Shirley T. Holland Park. Isle of Wight County has indicated that this arrangement will be ending per the terms stipulated in the agreement, as they have established a partnership with the City of Suffolk, creating the Western Tidewater Water Authority. Upon termination of the agreement with Isle of Wight County, the Town of Windsor will have additional allocations to utilize for commercial and industrial development.

### **Wastewater Facilities**

Wastewater (sewer) service is available in certain areas of the Town of Windsor. The wastewater system is operated by Isle of Wight County Department of Public Utilities. The majority of the system is a vacuum system and composed of a pump station located on Duke Street and collection vaults located throughout the Town. The Holland Meadows subdivision and future Windsor Station subdivision are served by a gravity sewer system, and a pump station. Both the vacuum system and gravity system discharge to the force main along Windsor Boulevard. This force main is operated by the Hampton Roads Sanitation District (HRSD) and the effluent is treated at their plant along the Nansemond River in Suffolk.

The current capacity left within the wastewater system is limited. This issue will require careful planning for future connections and substantial capital investment to ensure viability into the future.

### **Solid Waste Management**

The Town of Windsor provides curbside refuse collection on a weekly basis through a private contractor. There is also an annual cleanup day for residents to dispose of bulk items and yard waste. Isle of Wight County operates refuse and recycling centers throughout the County. The Stave Mill Site is just outside of the Town limits at the intersection of US Route 460 and Stave Mill Road. This station accepts household waste, appliances, used motor oil, tires and yard debris. Waste from this site is ultimately disposed of at the Regional Landfill in Suffolk. This landfill is operated by the Southeastern Public Service Authority, of which Isle of Wight County is a member.