

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 26, 2025 – 7:00 p.m.
Town Hall

- 1) Call to Order
 - a) Welcome and Introduction of New Member Debra Hicks
 - b) 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 2025 Meeting Schedule
 - b) Consideration of By-laws and amendments
- 6) Approval of the Minutes of the September 25, 2024, Planning Commission meeting
- 7) Public Comments
- 8) Unfinished Business
- 9) Town Attorney's Report
- 10) Economic Development Report
- 11) New Business
 - a) Capital Improvements Plan (CIP) – FY 2026-2030
Pursuant to § 15.2-2239 of the Code of Virginia, the Planning Commission may, and at the direction of the governing body shall, prepare annually a CIP consistent with the Town's Comprehensive Plan for a period not to exceed five years. The capital improvement program shall include the commission's recommendations, and estimates of cost of the facilities and life cycle costs, including any road improvement and any transportation improvement the locality chooses to include in its capital improvement plan and as provided for in the comprehensive plan, and the means of financing them, to be undertaken in the ensuing fiscal

year and in a period not to exceed the next four years, as the basis of the capital budget for the locality.

b) Windsor Station Final Subdivision Plat

12) Next Regular Meeting Date: April 23, 2025

13) Motion to Adjourn

2025 Windsor Planning Commission
Meeting Schedule

January 22, 2025 (cancelled)

February 26, 2025 (cancelled)

March 26, 2025

April 23, 2025

May 28, 2025

June 25, 2025

July 23, 2025

August 27, 2025

September 24, 2025

October 22, 2025

November 19, 2025 (3rd Wednesday)

No meeting in December 2025

2018 BYLAWS
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 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 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.
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 30, at which time his/her successor's term shall begin.

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. If staff requests 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 staff's request, staff 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, 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, "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."

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

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 a Quorum
 - c. Minutes from prior meeting(s)
 - d. Public Comments
 - e. Public Hearing(s)
 - f. Unfinished business
 - g. New business
 - h. Reports
 - 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. Those individuals representing a group of citizens are allotted 5 minutes to address the Commission. Additional time may be granted at the discretion of the Chair.
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. Each citizen of Windsor speaking at a Public Hearing is respectfully requested to keep comments brief and not to exceed 3 minutes to address the Commission about the issues pertinent to the matters advertised for Public Hearing. Those individuals representing a group of citizen's are allotted 5 minutes to address the Commission. Additional time may be granted at the discretion of the Chair.
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.
9. If deemed necessary by the Chair, sign-up sheets will be provided for people wishing to address the Commission during the Public Hearing.

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

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 bylaws 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 Windsor Planning Commission on the 24th, of January 2018, and repeal all bylaws and their amendments previously enacted by the Windsor Commission

_____ Date: _____
Chairman

_____ Date: _____
Secretary

MINUTES OF THE PLANNING COMMISSION – WINDSOR, VIRGINIA

The Planning Commission met on Wednesday, September 25, 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
	Latara Harris
	Dale Scott
	Ricky Vaughan
	Larissa Williams

APPROVAL OF MINUTES OF JULY 24, 2024, COMMISSION MEETING

Chairman Marshall asked if there were any questions or concerns regarding the July 24, 2024, meeting minutes. No questions or concerns were presented.

Commissioner Scott made a motion to approve the minutes for the July 24, 2024, meeting. Commissioner Vaughan seconded, and the Commission unanimously passed the motion as recorded on the attached chart as motion #1.

PUBLIC COMMENTS

None

PUBLIC HEARING

None

UNFINISHED BUSINESS

None

TOWN ATTORNEY’S REPORT

None

ECONOMIC DEVELOPMENT AUTHORITY (EDA) REPORT

None

NEW BUSINESS

Revised Tidewater Logistics Center Information

Mr. Randolph said that Tom Boylan, with the Meridian Group, provided the Windsor Town Council on August 27, 2024, with a presentation of a revised site layout for their warehouse/industrial development proposal for property on Windsor Boulevard adjacent to the Town of Windsor Corporate Limits.

Mr. Randolph stated that the original request for a rezoning of the property to Planned Industrial was denied by the Isle of Wight County Board of Supervisors 4-1 on June 13, 2024. He noted that with this denial by the Board of Supervisors, developers must wait a minimum of one year prior to resubmitting the application, unless the application is deemed significantly different by Isle of Wight County, in which they can reconsider the application prior to the one-year timeframe. Mr. Randolph added that to date, no official resubmittal has been presented to Isle of Wight County for consideration.

Mr. Randolph advised that for those that were not able to attend the Town Council work session presentation, and for people interested in learning more about their proposed revisions to this plan, The Meridian Group will be hosting a presentation on Thursday, September 26, 2024, from 6:00pm to 8:00pm at the Windsor Town Center located at 23361 Courthouse Highway, Windsor, Virginia 23487. He noted that the presentation is open to the public and all are invited to attend.

Commissioner Adams explained that some of the revisions include removing one warehouse and adding a walking trail adjacent to the Lovers Lane neighborhood. He added that the berm size will be expanded as well to help buffer noise produced from the site.

Commissioner Hewitt expressed concern with the volume of traffic and questioned whether there would be a significant reduction based on the revisions made.

Commissioner Vaughan questioned whether consideration had been made regarding utilizing the Keurig – Dr. Pepper facility once it becomes available.

Commissioner Scott stated that while the removal of one warehouse may help alleviate some of the issues along the Lovers Lane neighborhood, it does not address the influx of traffic.

Mr. Randolph noted that there are approximately 16,000 vehicles traveling through the town per day with over ten percent of them being heavier, multi-axle vehicles. He added that more freight moves in and out of Hampton Roads traveling along Route 460 and Route 58 than Interstate 64.

In response to Commissioner Williams' question, Mr. Taylor stated that the Isle of Wight County staff will be the determining factor of whether the changes presented are significant enough to resubmit an application for the project.

VA Dept. of Environmental Quality Chesapeake Bay Preservation Act (CBPA) compliance review

Mr. Randolph stated that the Town of Windsor, Virginia is one of 84 localities subject to the Chesapeake Bay Preservation Act (CBPA) and the ordinances and regulations associated with this legislation. As such, the Virginia Department of Environmental Quality (DEQ) will be conducting a compliance review of the Town's implementation of the provisions of the CBPA. He noted that this compliance review will consist of evaluating the following elements of the Town's CBPA program:

- Site Plan and Plat notation requirements
- Minimizing Land Disturbance
- Preserving Indigenous Vegetation
- Minimizing Impervious Cover
- Plan of Development Review Process
- Erosion and Sediment Control

On-site septic requirements
Stormwater Management
Agricultural/Silvicultural Requirements
Wetland Permits
Resource Protection Area (RPA) Development Criteria
Regulatory Relief Process
Comprehensive Plan

Mr. Randolph said that the Town of Windsor has a separate chapter in the Town Code, Chapter 57, Chesapeake Bay Preservation Area which provides the legislation for the administration of the above required elements. He added that Erosion and Sediment (E/S) control and Stormwater Management administration are provided by Isle of Wight County through an agreement with the Town of Windsor. Mr. Randolph noted that the update of the Town of Windsor Comprehensive Plan is currently being drafted and will need to contain specific elements to address the CBPA, including a new section about “resiliency” efforts. A copy of the Comprehensive Plan requirements was provided to the Commission for their reference.

Mr. Randolph stated that the last DEQ compliance review of the Town's CBPA program was conducted in 2011-2012 whereas the Town of Windsor was found to be in compliance, with the provision to include notification of the 5-year septic pump out/inspection requirement to all properties in Town that utilize on-site septic systems. He said that the Town of Windsor's notification process was revised and implemented to the satisfaction of DEQ. Mr. Randolph noted that this compliance review will be conducted by DEQ with Town staff providing the necessary files, plans, and information to satisfactorily address the CBPA requirements.

Cambridge Villas at Windsor – Update

Mr. Randolph stated that this project consists of a total of 212 units, with 110 being single family detached and 102 being single family attached, primarily townhouses and ten-plexes with amenities including a clubhouse, walking trails and pocket parks. He noted that this project will be a condominium development with all interior improvements, including streets being privately owned and maintained by the association. Mr. Randolph added that the property is zoned C-HDR, Conditional-High Density Residential.

Mr. Randolph said that this project was originally considered by the Windsor Planning Commission beginning in 2010 and after considerable review and discussion over the course of several months, a recommendation for approval was adopted by the Commission on November 17, 2010. He stated that subsequently, the Windsor Town Council considered this rezoning application and adopted a motion to approve the rezoning request, as conditioned (with proffers) on March 8, 2011.

Mr. Randolph explained that over the past 13 years since the rezoning was approved, there have been no development plans submitted for approval, other than preliminary stormwater management and erosion and sediment control plans that were reviewed in 2012, but never formally approved. He said that staff was recently contacted by a partner in the project to discuss the viability of the project and whether the Town of Windsor would be open to consideration of amending the proffers that were adopted as part of the conditional zoning approval in 2011. Mr. Randolph added that staff indicated that many of elements in the original project proposal including the Traffic Impact Analysis (TIA), sewer infrastructure design/component, and wetland delineations would need to be updated as part of development plan approval.

Mr. Randolph stated that with regards to the voluntary proffers accepted during the rezoning approval, they are now a binding condition on the project and any amendment(s) to the proffers would require a formal application to the Town of Windsor, public hearing, review and recommendation from the Planning Commission, and public hearing and consideration by the Windsor Town Council.

Mr. Randolph noted that as this is the most significantly zoned residential property in the Town of Windsor that is not yet developed, staff is simply providing an update of the information regarding this project to the Planning Commission. He added that no formal application for modifications to the subdivision including the adopted proffers have been submitted. Mr. Randolph explained that the developer is simply doing their due diligence to gauge reception the Town of Windsor may have to potentially modifying elements of the plan, should they choose to move in that direction.

ADJOURNMENT

Chairman Marshall stated that the next Planning Commission meeting is scheduled for October 23, 2024.

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

The meeting adjourned at 7:40pm.

NEXT REGULAR MEETING DATE: OCTOBER 23, 2024

Leonard L. Marshall, Chairman

Kelly Kuhns, Town Clerk

TOWN OF WINDSOR
RECORD OF
PLANNING COMMISSION VOTES

Commission Meeting Date September 25, 2024

Motion #	L. Marshall ✓	L. Williams ✓	D. Hewitt ✓	D. Scott ✓	R. Vaughan ✓	D. Adams ✓	L. Harris ✓
1	Y	Y	Y	Y	Y	Y	Y
2	Y	Y	Y	Y	Y	Y	Y
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Kelly Kuhn, Clerk

Town of Windsor

Memorandum

March 26, 2025

TO: Planning Commission

FROM: William G. Saunders, IV, AICP, CZA, Town Manager WGS IV

SUBJECT: Town of Windsor 2026-2030 Capital Improvement Plan

Background

As you are aware, the Planning Commission typically reviews the annual update to the Town's Capital Improvement Plan (CIP) and makes a recommendation to the Town Council in that regard. The purpose of the CIP is to allow a locality to examine its current resources and to determine what future projects may be needed 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 2026 through 2030 and includes the Town's General Fund and Water Fund separately.

Specifics

There are several differences between the draft 2026-2030 CIP versus the adopted 2025-2029 CIP, changes of note include:

General Fund

- A Police vehicle is included
- Police Panasonic Workbook MDT replacement
- Police body worn camera 5-year installments are initiated for replacements
- Police Taser replacement 5-year installments are initiated for replacements
- Public Works replacement UTV
- Caboose restoration

Enclosures

Adopted 2025-2029 Capital Improvement Plan
Draft 2026-2030 Capital Improvement Plan

Recommended Action

For your consideration and recommendation

**Capital Improvement Plan
FY 2025-2029**

General Fund (05-15-2024)	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	\$ 110,000							\$ 110,000		\$ 110,000
IT Upgrades	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000			\$ 5,000		\$ 25,000
										\$ 671,000
Planning										
GIS System Improvements	\$ 5,000							\$ 5,000		\$ 5,000
Comprehensive Plan Update	\$ 35,000							\$ 35,000		\$ 35,000
										\$ 40,000
Police										
Outfitted Police Vehicles		\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000					\$ 220,000
Police Technology	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -		\$ -
Body Worn Camera Replacement	\$ 5,250					\$ 5,250				\$ 5,250
										\$ 225,250
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	\$ 243,345							\$ 243,345		\$ 243,345
Grant Match - Windsor Woods Sewer Pump Station		\$ 100,000								\$ 100,000
Grant Match - Broadband Expansion		\$ 65,000								\$ 65,000
										\$ 613,345
Cemetery										
Construction of Cemetery Parking Lot				\$ 35,000						\$ 35,000
										\$ 35,000
Total	\$ 639,595	\$ 350,000	\$ 190,000	\$ 220,000	\$ 185,000	\$ 171,250	\$ -	\$ 468,345	\$ -	\$ 1,584,595

* American Rescue Plan Act Funds

**Capital Improvement Plan
FY 2025-2029**

Water Fund (05-15-2024)	FY25	FY26 Proposed	FY27 Proposed	FY28 Proposed	FY29 Proposed	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*	\$ 215,000						\$ 65,000	\$ 150,000		\$ 215,000
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	\$ 485,000	\$ 270,000	\$ 170,000	\$ 190,000	\$ 415,000	\$ -	\$ 75,000	\$ 410,000	\$ -	\$ 1,530,000

* American Rescue Plan Act Funds

**Capital Improvement Plan
FY 2026-2030**

General Fund (Draft-03-20-2025)	FY26	FY27 <i>Proposed</i>	FY28 <i>Proposed</i>	FY29 <i>Proposed</i>	FY30 <i>Proposed</i>	General Fund FY26	State / Federal Funds	Fund Balance FY26	Other Sources FY26	Five Year Total
General Operations										
Future Development & Space Needs	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000				\$ 500,000
Caboose Restoration	\$ 35,000	\$ 35,000						\$ 35,000		\$ 70,000
Municipal Building Roof	\$ -							\$ -		\$ -
IT Upgrades	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000				\$ 25,000
										\$ 595,000
Planning										
GIS System Improvements	\$ 5,000							\$ 5,000		\$ 5,000
Comprehensive Plan Update	\$ 35,000							\$ 35,000		\$ 35,000
										\$ 40,000
Police										
Outfitted Police Vehicle	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000				\$ 390,000
Panasonic Toughbook MDTs (5)	\$ 7,500				\$ 15,000	\$ 7,500				\$ 7,500
Police Technology - Taser Replacement	\$ 8,550	\$ 8,550	\$ 8,550	\$ 8,550	\$ 8,550	\$ 8,550				\$ 42,750
Body Worn Camera Replacement	\$ 8,150	\$ 8,150	\$ 8,150	\$ 8,150	\$ 8,150	\$ 8,150				\$ 40,750
										\$ 481,000
Public Works										
Street lighting extension in new areas	\$ 2,000		\$ 2,000			\$ 2,000				\$ 4,000
Sidewalk Construction	\$ -					\$ -				\$ -
Utility Task Vehicle (UTV)	\$ 30,000					\$ 30,000				\$ 30,000
Stormwater Projects	\$ 243,345							\$ 243,345		\$ 243,345
										\$ 277,345
Cemetery										
Construction of Cemetery Parking Lot				\$ 35,000						\$ 35,000
										\$ 35,000
Total	\$ 544,545	\$ 221,700	\$ 188,700	\$ 221,700	\$ 201,700	\$ 226,200	\$ -	\$ 318,345	\$ -	\$ 1,428,345

**Capital Improvement Plan
FY 2026-2030**

Water Fund (Draft-03-20-2025)	FY26	FY27 Proposed	FY28 Proposed	FY29 Proposed	FY30 Proposed	Water Fund FY26	State Federal Funds	Fund Balance FY26	Other Sources FY26	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	\$ 215,000							\$ 215,000		\$ 215,000
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	\$ 485,000	\$ 295,000	\$ 170,000	\$ 165,000	\$ 415,000	\$ 10,000	\$ -	\$ 475,000	\$ -	\$ 1,530,000

Town of Windsor

Memorandum

March 26, 2025

TO: The Windsor Planning Commission

FROM: Maxie Brown, AICP/CZA, Interim Planner

SUBJECT: Final Subdivision Plat Review – Windsor Station

Parrish-Layne Design Group has submitted the final subdivision plat for Windsor Station for review on behalf of Ashdon Builders, Inc.

Windson Town Code, Sec. 160-89. Final subdivision plat—Planning Commission decision process.

The Planning Commission shall within 60 days after its receipt by the Commission at a regular meeting, make a decision on the final subdivision plat application. Where applicable, the final plat shall be in substantial compliance with the preliminary plat approval and shall meet all requirements of this ordinance for a final plat as well as any and all proffered conditions or approved conditions of a conditional use permit. The decision by the Planning Commission shall be to:

- (1) Recommend approval of the plat as presented and authorize the applicant to submit final plats subject to final plat approval; or
- (2) Recommend approval of the plat with the recommended revision from the Planning Commission and authorize the applicant to submit the final plat with the revisions subject to section 160-87; or
- (3) Recommend disapproval giving explicit reasons for the determination that the proposed subdivision does not meet the requirements of the Subdivision Ordinance.

Staff has reviewed the plat and has found the plat is in substantial compliance with the preliminary plat. All reviewing agencies have returned. One final comment from VDOT will be required to be addressed prior to the Town signing the final plat for recordation:

- On sheets 4 and 5, the existing 10' permanent utility easement is within the proposed right-of-way dedication. All rights of way must be unencumbered. The existing utility easement shall be quitclaimed by recorded deed and easement references removed from the plat prior to final plat recordation.

I am attaching a copy of the final subdivision plan for the Holland Meadows Subdivision.

I recommend that you approve this final subdivision plan for the Holland Meadows Subdivision, subject to addressing VDOT's comment letter dated March 18, 2025.

Recommended Motion

Move to approve the final subdivision plan for the Holland Meadows Subdivision, subject to the applicant addressing VDOT's comment letter dated March 18, 2025.

Attachments:

1. Application
2. Revised Plat, dated March 17, 2025
3. VDOT letter, dated March 18, 2025

TOWN OF WINDSOR
POST OFFICE BOX 307
WINDSOR, VIRGINIA 23487
757-242-4288

SUBDIVISION (MAJOR) APPLICATION

Applicant Name: Parrish-Layne Design Group - Brian Layne
Address: PO Box 9164 Ches. VA 23321
City, State, Zip Code: Chesapeake VA 23321
Phone Number Day: 757.686.3345 Evening: 757.686.3345
Mobile: _____ Fax: 757.686.3348
Owner(s) Name: Ashdon Builders Inc.
Address: 321 Great Bridge Blvd
City, State, Zip Code: Chesapeake VA 23320
Phone Number Day: 757.436.3757 Evening: _____
Mobile: _____ Fax: _____
Address or Location of Property: Shalom Drive
Tax Map Number: 54-01-94B Acreage: 40 Current Zoning: R1MHP Legal Reference: 026000 242
Description of Project (brief overview): Windsor station subdivision

Requirements for the various elements of a subdivision application, which include but are not limited to the following, are presented for use as a "check-list" for each element and may be redundant.

☐ **Preliminary Sketch.** Date Submitted: _____ (Office Use)

The "preliminary sketch", if submitted, shall be drawn on white paper, or on a print of a topographic map of the property. It shall be drawn to an appropriate scale, i.e., 200 feet to the inch. It shall show the name, location, and dimensions of all streets entering the property, adjacent to the property, or terminating at the boundary of the property to be subdivided. It shall show the location of all proposed streets, lots, parks, playgrounds, and other proposed uses of the land to be subdivided and shall include the approximate dimensions.

☐ **Preliminary Plat.** Date Submitted: 1002 (Office Use)

The subdivider shall present to the Subdivision Agent four copies of a preliminary layout at an appropriate scale. The preliminary plat shall include the following information:

- (1) Name of subdivision, owner, subdivider, surveyor, or engineer, date of drawing, number of sheets, North point and scale;
- (2) Location of the proposed subdivision by an insert map at a scale of not less than one inch equals 2,000 feet showing adjoining roads, their names and number, towns, subdivision, and other landmarks;
- (3) The boundary survey or existing survey of record, provided such survey shows a closure with an accuracy of not less than one in 2,500; total acreage of subdivided area; number and approximate area and frontage of all building sites; existing buildings within the boundaries of the tract; names of owners and their property lines within the boundaries of the tract, and adjoining such boundaries; (continued on page 2)

- (4) All existing, platted, and proposed streets, their names, numbers, and widths; existing utility or other easements; public areas, and parking spaces; culverts, drains, watercourses, their names; and other pertinent data;
- (5) All parcels of land to be dedicated for public use and the conditions of such dedication;
- (6) Topography at an appropriate interval;
- (7) Provisions for collecting and discharging surface drainage and preliminary designs of any structure that may be required.

☐ **Final Plat.** Date Submitted: _____ (Office Use)

An original mylar and 10 copies of the final plat shall be submitted to the Subdivision Agent. The subdivision plats submitted for final approval by the Town Council and subsequent recording shall be clearly and legibly drawn in the appropriate scale, i.e., 100 feet to the inch, on sheets not exceeding 17 inches by 22 inches in size. When a subdivision cannot be platted on sheets of this size, it is suggested that it be platted in sections, numbering the sections numerically, as § 1, § 2, etc., of the subdivision.

In addition to or including the requirements of the preliminary sketch and or the preliminary plat, the final plat shall contain:

- (1) Name of subdivision, magisterial district, town, county, state, owner, North point, scale of drawing, and number of sheets. If shown on more than one sheet, match lines shall clearly indicate where the several sheets join. A space containing the certificate of approval shall be provided for the use of the approving authorities;
- (2) Location of proposed subdivision by an insert map, at a scale of not less than one inch equals 2,000 feet, indicating adjoining roads, their names and numbers, towns, subdivisions, and other landmarks;
- (3) A boundary survey with an error of closure within the limits of one in 10,000 related to the true meridian and showing the location of all monuments and their type of material. The survey may be related to the State Plan Coordinate Grid, if the coordinates of two adjacent corners of the subdivision are shown;
- (4) A statement to the effect that the subdivision as it appears on this plat is with the free consent and in accordance with the desires of the owners, proprietors, and trustees, if any, which shall be signed by the owners, proprietors, and trustees, if any, and which shall be duly acknowledged before some officer authorized to take acknowledgments of deeds;
- (5) When the subdivision consists of land acquired from more than one source of title, the outlines of the various tracts shall be indicated by dashed lines, and identification of the respective tracts shall be placed on the plat;
- (6) The accurate location and dimensions by bearings and distances with curve data on all lots and street lines and center lines of streets; boundaries of all proposed or existing easements, parks, school sites, or other public areas; the number and area of all building sites; all existing public and private streets, their names, numbers, and widths; existing utilities, and those to be provided, such as sanitary sewers, storm drains, water mains, manholes, and underground conduits, including their size and type; watercourses and their names; names of owners and their property lines, both within the boundary of the subdivision and adjoining said boundaries;
- (7) All dimensions shown shall meet the standards published by the State Board of Licensing;
- (8) The data of all curves along the street frontages shall be shown in detail at the curve or in a curve data table containing the following: delta, radius, and arc;
- (9) A professional engineer or surveyor shall certify that all required facilities are designed and built to the prerequisite standards;
- (10) Elevations of existing and proposed ground surface improvements at all street intersections and at points of major grade change along the center line of streets, together with proposed grade lines connecting therein;
- (11) Provisions for collecting and discharging surface drainage and final designs of any structure that may be required.

(Continued on page 3)

The following shall be contained in the subdivision development plans; *Plans approved June, 2023*

- | | |
|--|---|
| 1) <input checked="" type="checkbox"/> A vicinity map, scale 1 to 2000 min. | 16) <input checked="" type="checkbox"/> Names & addresses of adjacent landowners. |
| 2) <input checked="" type="checkbox"/> Proposed land use. | 17) <input type="checkbox"/> Statement of existing & proposed owners, & that a marketable title can be achieved. |
| 3) <input checked="" type="checkbox"/> Proposed street system, right-of-ways. | 18) <input type="checkbox"/> Statement of project development objectives & character to be achieved. |
| 4) <input type="checkbox"/> Proposed parking areas, minimum 2 per unit. | 19) <input checked="" type="checkbox"/> Erosion & Sediment Control plan. |
| 5) <input checked="" type="checkbox"/> Proposed plat showing subdivision lot lines. | 20) <input type="checkbox"/> VDOT & Isle of Wight Health Dept. approvals. |
| 6) <input type="checkbox"/> Proposed utility right-of-ways. | 21) <input type="checkbox"/> Statement of intent regarding future sale or lease of lands dwellings units & commercial areas, etc. |
| 7) <input checked="" type="checkbox"/> Proposed drainage & stormwater plan. | 22) <input type="checkbox"/> Proposed agreements, provisions, or covenants, etc. (Homeowner's association bylaws), which govern the use maintenance, & continued protection of property to be held in common ownership. |
| 8) <input type="checkbox"/> Proposed location of buildings & other improvements. | |
| 9) <input type="checkbox"/> Property lines of common areas. | |
| 10) <input type="checkbox"/> Proposed pedestrian circulation systems. | |
| 11) <input checked="" type="checkbox"/> Proposed landscaping plan. | |
| 12) <input type="checkbox"/> Proposed treatment of perimeter, screening. | |
| 13) <input type="checkbox"/> Relationships & tie-ins to adjacent property. | |
| 14) <input checked="" type="checkbox"/> Proposed street lighting plan. | |
| 15) <input checked="" type="checkbox"/> Legal description of the project boundaries. | |

Subdivision plat requirements. Final subdivision plats shall be submitted and recorded before the granting of zoning permits or before the sale of any lots. Subdivision plats may be submitted for portions of the project area in accordance with the phasing plan. Subdivision plats shall be drawn according to the following specifications:

- ☒ (1) Subdivision plats shall be clearly and legibly drawn in ink upon mylar at a suitable scale. A blank oblong space three inches by five inches shall be reserved on the cover sheet and a one-inch-by-five-inch space shall be reserved on subsequent sheets for use of the approving authority.
- ☒ (2) Subdivision plats shall show the name of the subdivision; the accurate location and dimensions by bearing said distances with all curve data on all lots and street lines and center lines of streets; boundaries of all proposed or existing easements, parks, school sites or other public areas; the number and area of all building sites; all existing public and private streets, their names, numbers, widths; existing and proposed easements for water, sewer, gas, power, telephone and other utilities; watercourses and their names; and names of owners and their property lines, both within the boundary of the subdivision and adjoining boundaries.
- ☒ (3) Distances and bearings shown on the plat shall be derived from field surveys with a minimum closure accuracy of not less than one in 10,000.
- ☒ (4) The data of all curves along the street frontages shall be shown in detail at the curve or in a curve data table containing the following: delta, radius, and arc.
- ☒ (5). Surveyor's certificate. Every subdivision plat shall be prepared by a surveyor or engineer duly licensed by the Commonwealth of Virginia, who shall endorse upon each plat a certificate signed by him setting forth the source of the title of the land subdivided, and the place of record of the last instrument in the chain of title. When the plat is of land acquired from more than one source of title, the outlines of the several tracts shall be indicated upon such tract, within an insert block or by means of a dotted boundary line upon the plat.
- ☒ (6) Owner's statement. Every such plat, or the deed of dedication to which plat is attached, shall contain a statement to the effect that "the above and foregoing subdivision of (here insert the correct description of the land subdivided) as appears in this plat is with the free consent and in accordance with the desire of the
- (Continued on page 4)

(6, cont.) undersigned owners, proprietors, and trustees, if any," which shall be signed by the owners, proprietors, and trustees, if any, and shall be duly acknowledged before some officer authorized to take acknowledgments of deeds, and, when thus executed and approved as herein specified, shall be filed and recorded in the office of the Clerk of the Isle of Wight County Circuit Court, and indexed under the names of the landowners signing such statement and under the name of the subdivision.

Additional requirements:

Recording of plat. The subdivider shall record the approved plat in the office of the Clerk of the Isle of Wight County Circuit Court, within six months after final approval, and send a copy of the Clerk's receipt for such filing to the Town Zoning Administrator, otherwise the Subdivision Agent shall mark the plat "void" and return the same to the subdivider. No lot shall be sold and the zoning permit shall not be issued until the plat has been approved and properly recorded.

Required improvements. All improvements shown on the final development plan shall be installed by the developer at his cost, exclusive of off-site public property. In cases where specifications have been established by state departments or local ordinances, such specifications shall be followed. The developer's performance bond shall not be released until construction has been inspected and approved by the appropriate official.

Monuments. Monuments shall be provided to permanently identify lot and right-of-way lines, and the performance bond shall not be released prior to monument installation.

Plans and specifications. Two blue or black line prints of the plans and specifications of all required physical improvements to be installed shall be prepared by a licensed engineer or licensed surveyor as certified by the Commonwealth of Virginia and shall be submitted to the Subdivision Agent for review. The Subdivision Agent shall approve or disapprove of the construction plans within 45 days of submission. If approved, one copy bearing certification of such approval shall be returned to the developer. If disapproved, all papers shall be returned to the developer with the reason for disapproval stated in writing.

(Continued on page 3)

Maintenance of common property. The developer shall create a property owners association to be responsible for maintaining all common property. The cost of maintaining common property shall be paid by property owner assessments, and such assessments shall constitute a lien upon the individual properties.

Advertising and sale. The developer shall not advertise for sale or sell any tract or lot within the project area until the required surety bond has been posted with the Town and an approved plat has been properly recorded. Prospective property owners shall be informed of the homeowners' responsibility, the entire project area development plan, and the amount of officially approved water available to each lot in terms of gallons per day.

Land Disturbance Permit. Developer shall acquire a Land Disturbance Permit from the Town of Windsor prior to the commencement of construction activities.

Sign Permits. Developer &/or owner shall agree to acquire permit(s) for any and all signs that are to be used. Permits shall be issued prior to erection or placement of any sign(s).

Fees. Owner &/or developer shall pay any and all applicable fees, including but not limited to; permit fees, utility tap fees, application and plans review fees. All fees shall be remitted prior to issuance of permits or services.

(Continued on page 5)

OWNER / AGENT AFIDAVIT:

I, Brian J. Layne, ~~as owner or~~ as a duly appointed agent of the owner, hereby certify that I am authorized to make the forgoing application, and that I have read and fully understand the subdivision requirements of the Town of Windsor Land Development Ordinance, and I agree to comply with any and all applicable laws, statutes or ordinance of the State of Virginia, County of Isle of Wight and the Town of Windsor, and that all information entered onto this application is, to the best of my knowledge, true and accurate. Submitted by my signature this day:

Brian J. Layne land Surveyor 12/20/24
Signature of Agent agent for Owner DATE Signature of Owner DATE

State of Virginia, County of _____

Subscribed and sworn to before me, _____, A Notary Public in and for the County of Isle of Wight, State Of Virginia, this _____ day of _____, 200____.

_____, Notary Public. My Commission Expires _____

Meets: _____ Fails: _____ File Number: _____

FEE \$250.00 + \$75.00/Acre

☐ CASH, ☐ CHECK

Check No.: _____

REC. BY: _____

DATE REC.: _____

Subdivision Agent _____ DATE _____

ALL PERMITS REQUIRED FROM APPLICABLE FEDERAL, STATE AND LOCAL AGENCIES MUST BE OBTAINED PRIOR TO STARTING CONSTRUCTION. A COPY OF THIS ZONING PERMIT MUST BE PRESENTED TO THE ISLE OF WIGHT COUNTY DEPT. OF INSPECTIONS IN ORDER TO OBTAIN A BUILDING PERMIT. ALL CONSTRUCTION SHALL CONFORM TO THE TOWN OF WINDSOR LAND DEVELOPMENT ORDINANCE AND THE VIRGINIA UNIFORM STATEWIDE BUILDING CODE.

1902



COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION
23116 Meherin Road
COURTLAND, VIRGINIA 23837

March 18, 2025

Maxie Brown, AICP
Town of Windsor
8 E. Windsor Blvd.
P.O. Box 307
Windsor, VA 23487

**RE: Windsor Station Final Plat
Shiloh Drive (Route 603)
Town of Windsor, Isle of Wight County**

The Residency has completed its review of the subject subdivision plat dated March 10, 2025, and received by the VDOT Land Development Office on March 18, 2025. It appears that all applicable standards and specifications have been met as acknowledged by the Land Surveyor who sealed the plat, and approval of the plat is conditionally recommended, provided the following is addressed:

- 1) On sheets 4 and 5, the existing 10' permanent utility easement is within the proposed right of way dedication. All right of ways must be unencumbered. The existing utility easement shall be quitclaimed by recorded deed and easement references removed from the plat prior to final plat recordation.

Upon final approval, a Land Use Permit will be required prior to any work within State maintained right of way or easements, including the installation of driveways.

Additional information about Land Use Permitting, as well as the required forms can be found at:

<https://www.vdot.virginia.gov/doing-business/technical-guidance-and-support/land-use-and-development/land-use-permits/>

If you have any questions, please contact me at 757-346-3068 or Joshua.Norris@vdot.virginia.gov.

Sincerely,



Joshua R. Norris
Land Use Engineer
Virginia Department of Transportation
Franklin Residency