

Town of Windsor

Memorandum

September 9, 2025

TO: The Honorable Mayor and Town Council

FROM: William G. Saunders IV, Town Manager WG IV

SUBJECT: Board of Zoning Appeals and Economic Development Authority Appointments

Background

The Board of Zoning Appeals (BZA) and the Economic Development Authority (EDA) each have a vacant position.

Specifics

Board of Zoning Appeals

The Town Council nominates potential members of the BZA and the Circuit Court appoints them.

There is currently one vacant seat on the BZA, which was created when Ms. Hicks was appointed to the Planning Commission. This vacancy must be filled by a resident of Windsor.

Economic Development Authority

The EDA typically nominates potential directors, and the Town Council appoints them.

There is currently one open position on the EDA, which needs to be filled by a member of the Planning Commission.

The Authority is made up of seven directors who meet the following criteria: *'5 Members consisting of either being a resident of Town of Windsor, or representative of a business located within the Town of Windsor and reside in Isle of Wight County, 1 member of Town Council, 1 member of Planning Commission.'*

Recommended action

For Council's consideration

Enclosures

None