

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 REGULAR MEETING

August 27, 2025 – 7:00 p.m. Town Hall

MEETING AGENDA

- 1) Call to Order
 - a) Welcome
 - b) Roll Call and Determination of Quorum
- 2) Approval of the Minutes for the July 23, 2025 Planning Commission Work Session and Regular Meeting
- 3) Public Comments
- 4) Public Hearing

REZ-001-2025: An application submitted by East Coast Development, Inc., owner, requesting a rezoning of property located at 11135 Old Suffolk Road, from A-1 Agricultural to LDR - Low Density Residential. The portion of the subject property which is located in the Town of Windsor contains 25.11 acres. The residue of the subject property which contains 4.64 acres is located in the Isle of Wight County and is not a part of this rezoning. The applicants propose to subdivide the property into 14 lots with a minimum lot size of 60,000 sq. ft. per lot. The property is identified as Tax Map 54-01-073 and is located on Old Suffolk Road and directly abuts the Norfolk Southern Railroad.

 - Open Public Hearing
 - Close Public Hearing
 - Consideration/Recommendation
- 5) Unfinished Business - none
- 6) Town Attorney's Report
- 7) Economic Development Report
- 8) New Business - none
- 9) Next Regular Meeting Date: September 24, 2025
- 10) Motion to Adjourn

**MINUTES OF THE PLANNING COMMISSION – WINDSOR, VIRGINIA
WORK SESSION
JULY 23, 2025 – 6 p.m.**

WORK SESSION - The Planning Commission held a work session on Wednesday, July 23, 2025, at 6:00 p.m. at the Council Chamber of the Windsor Town Hall, Windsor, Virginia. Chairman Marshall called the meeting to order and welcomed those in attendance.

Staff present: Maxie Brown, Interim Planner
Cheryl McClanahan, Town Treasurer
Fred Taylor, Town Attorney

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

Planning Commission members absent: Debra Hicks

The purpose of the work session was to have a general discussion and presentation of a proposed zoning map amendment for the rezoning of property located on Old Suffolk Road – Property identified as Tax Parcel #54-01-073, to be rezoned from A-1 Agricultural to LDR Low Density Residential. The developer proposes to construct 14 new, single family dwellings with a minimum lot size of 60,000 sq. ft. per lot.

Chesapeake residents Mr. & Mrs. Joe Benton represented the application. Mr. Benton serves as President of East Coast Development Group, Inc., property owner and builder for the proposed project. The applicant summarized the rezoning application:

1. 14 lots with a minimum lot size of 60,000 sq. ft.
2. 25' right-of-way dedication from the centerline of Old Suffolk Road, with additional legal research to be undertaken to determine if the Route 636 roadway is a prescriptive easement of a fee right-of-way.
3. 5' sidewalk
4. All residences to have architectural shingles and vertical and horizontal siding.
5. Stone and/or bring façade options.
6. One and two story dwellings would be allowed.
7. All dwellings would be sized from 2,000 to 3,000 sq. ft. of building area.

The applicants indicated the desired price range would be in the \$500,000 to \$700,000 range; with a time-frame to construct as soon as possible, after the engineering has been completed. Building layout, driveway design, sidewalks, disposition of county residue, public water connection, private sewer certifications, and building schedules were discussed.

ADJOURNMENT

There being no further business, Commissioner Hewitt made the motion to adjourn. Commissioner Vaughan seconded, and the Commission unanimously passed the motion.

The meeting adjourned at 6:17 p.m.

Leonard L. Marshall, Chairman

Angela Bland, Town Clerk

**MINUTES OF THE PLANNING COMMISSION – WINDSOR, VIRGINIA
REGULAR MEETING
JULY 23, 2025 – 7 p.m.**

The Planning Commission held a meeting on Wednesday, July 23, 2025, at 7:00 p.m. at the Council Chamber of the Windsor Town Hall, Windsor, Virginia. Chairman Marshall called the meeting to order and welcomed those in attendance.

Staff present: Maxie Brown, Interim Planner
Cheryl McClanahan, Town Treasurer
Fred Taylor, Town Attorney

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

Planning Commission members absent: Debra Hicks

APPROVAL OF MINUTES OF MAY 28, 2025, COMMISSION MEETING

Chairman Marshall asked if there were any questions or concerns regarding the May 28, 2025 meeting minutes. No questions or concerns were presented.

Commissioner Hewitt made a motion to approve the minutes for the May 28, 2025 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

Ms. Brown presented the draft ordinance amendments, noting the Planning Commission and Town Council began reviewing a proposed chicken ordinance in 2017, which did not get approved. Since that time, the Commission has been asked to reconsider the ordinance which has been undertaken over the last few months. In summary, the proposed ordinance would allow up to six (6) chickens in the R1, R4 (low density residential, R1/MHP District, High Density Residential District, Agricultural District and Public District, subject to conditions and permit requirements. The ordinance specifies that other types of fowl or poultry would not be allowed, including roosters.

Chairman Marshall opened the public hearing for the proposed chicken ordinance. He asked for any persons wishing to speak in favor or the proposed application to come forward. Ms. Brown

read a letter into the record dated July 11, 2025, by Councilman Walter Bernacki. Councilman Bernacki expressed support for adopting the proposed ordinance, noting the ordinance has been well-thought out and considers all parties involved.

Chairman Marshall asked if there was anyone to speak in opposition of the proposed ordinance amendments. Bentley Richardson, a resident of 24229 S. Johnson Avenue, Windsor, Va., spoke in opposition to the proposed ordinance, noting the following concerns: Spread of diseases, attraction of varmints, inadequate distance from neighbor's property resulting in smell of manure, and the issue of disposal of older chickens.

With no other comments, Chairman Marshall closed the public hearing.

Commissioner Adams noted, as a reminder, that the Commission had the same concerns as Mr. Richardson with regard to the distance between a shelter and the property line, which is a minimum of 15 feet – for a total of 30'. Ms. Brown confirmed 15' from all property lines.

Commissioner Vaughan expressed concern that the Commission was told there was growing support (since 2017) for a chicken ordinance, however, there was little support this evening with only one person who spoke in opposition and one letter of support from Council member Bernacki.

Commissioner Adams indicated that perhaps there was more interest last month, but the Commission did not meet in June due to the lack of a quorum.

Commissioner Hewitt indicated that he had heard that only 3 or 4 people were interested in chickens.

Commissioner Scott indicated he received comments from the public; however, no one voiced support for having chickens with more citizens being opposed to allowing chickens in residential zones. Chairman Marshall concurred.

Commissioner Hewitt made a motion to recommend denial of adopting the ordinance amendments to Council. Commissioner Scott seconded, and the Commission passed the motion as recorded on the attached chart as motion #2, with a vote of 5-1, with Commissioner Adams voting in opposition and Ms. Hicks absent.

UNFINISHED BUSINESS

None

TOWN ATTORNEY'S REPORT

None

ECONOMIC DEVELOPMENT AUTHORITY (EDA) REPORT

None

NEW BUSINESS

Zoning Map Amendments – Rezoning of 11345 Old Suffolk Road

Tax Map Parel 54-01-073 from A-1 Agricultural to LDR Low Density Residential

Commissioner Adams questioned the Comprehensive Plan Future Land Use designation for the subject property. Ms. Brown responded LDR Low Density Residential.

Commissioner Adams made a motion to authorize town staff to advertise for a public hearing on this matter at its August 27, 2025 meeting. Commissioner Scott seconded, and the Commission unanimously passed the motion as recorded on the attached chart as motion #3.

ADJOURNMENT

Chairman Marshall stated that the next Planning Commission meeting is scheduled for August 27, 2025.

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 #4.

The meeting adjourned at 7:20 pm.

NEXT REGULAR MEETING DATE: AUGUST 27, 2025.

Leonard L. Marshall, Chairman

Town Clerk

TOWN OF WINDSOR
RECORD OF
PLANNING COMMISSION VOTES

Commission Meeting Date July 23, 2025 - Regular Meeting

Absent

Motion #	L. Marshall	D. Hicks	D. Hewitt	D. Scott	R. Vaughan	D. Adams	L. Harris
1	✓		✓	✓	✓	✓	✓
2	✓		✓	✓	✓	✓	✓
3	✓		✓	✓	✓	✓	✓
4	✓		✓	✓	✓	✓	✓
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TOWN OF WINDSOR



Established 1902

PLANNING & ZONING REPORT REZ-001-2025: OLD SUFFOLK ROAD REZONING East Coast Development Group LLC

Introduction:

Application: REZ-001-2025: A rezoning of property located at 11135 Old Suffolk Road, Windsor, VA 23487, from A-1 Agricultural to LDR - Low Density Residential. The portion of the subject property which is located in the Town of Windsor contains 25.11 acres. The residue of the subject property which contains 4.64 acres is located in the Isle of Wight County and is not a part of this rezoning. The applicants propose to subdivide the property into 14 lots with a minimum lot size of 60,000 sq. ft. per lot. The property is identified as Tax Map 54-01-073 and is located on Old Suffolk Road and directly abuts the Norfolk Southern Railroad.

Property Owner & Developer: East Coast Development, Inc., Joe Benton, President

Property Location: 11356 Old Suffolk Road, Windsor, VA 23487

Tax Parcel Number: 54-01-073

General Information:

Acreage: Total acreage of parcel is 30.55 acres with 4.64 acres located in Isle of Wight County. Subject rezoning involves 25.11 acres in the Town of Windsor.

Current Zoning: A-1 Agricultural
Current Use: Vacant

Proposed Zoning: Low Density Residential (LDR)
Proposed Use: Residential lots

Comprehensive Plan: Residential

Adjacent Properties: Adjacent properties consist of low-density single-family residences and Norfolk Southern Railroad.

Site Characteristics: The site has been used for agricultural purposes and contains no buildings or improvements.

Zoning Requirements: Minimum lot size: 60,000 sq. ft.
Minimum lot width: 100'
Building setbacks: Front 50'; sides 15'; rear 25'

Factors related to zoning request:

Environmental: The site is level; there are no wetlands and the property is not a flood hazard zone.

Historical/Cultural: No significant aspects are noted at this time.

Transportation: Access to all proposed lots would be provided by Old Suffolk Road with individual driveways. All of the proposed lots contain at least 60,000 sq. ft., therefore minimum parking requirements of two (2) spaces per dwelling unit should not be an issue.

Utilities: This property is currently served by 6" water line. The applicant proposes private alternative onsite sewage systems; paperwork has been started; additional information will be required prior to Health Department Approval. Electric service is available to the property through Dominion Energy.

Economic: Additional housing would increase the tax base and provide additional housing opportunities.

Comprehensive Plan Consistency:

The application is consistent with the following areas of the Comprehensive Plan:

- Land Use Goals:
 1. Encourage new development in Windsor to be consistent with and complement the existing built environment of the Town. *Staff concludes*

that the existing built environment in this part of Town is similar to the proposed development in terms of lot size and residential land uses.

2. Encourage the development of a variety of housing types and densities consistent with existing neighborhoods. *Staff concludes that the proposed single family housing type and LDR density is consistent with the existing neighborhood.*

The application is overall consistent with the Comprehensive Plan Land Use Chapter as follows:

1. **Existing** Residential Land Uses in Town are defined into several broad categories;
 - ❖ **Rural Residential** – This classification is primarily but not exclusively in the land annexed in 2001, which includes this parcel. These locations are for low-density residential outside of subdivisions where sewer services have yet to be provided.
 - ❖ **Low Density Residential** – The predominate residential designation is low density residential with single family detached neighborhood on slightly under one half acre lots.
 - ❖ **Medium to High Density Residential** – N/A (Higher density residential development up to five lots per acre by right).
2. **Future** Residential Land Use Classifications should be but are not defined in the Comprehensive Plan. The Future Land Use Map (Map 7-3) designates this parcel as Low Density Residential – not Agricultural. Item #1 above speaks to current land use designations – not future land use designations.
3. Therefore, there is inconsistency between the Town's Zoning Ordinance which allows Low- Density Residential Zoning (LDR) with a minimum lot size of 60,000 square foot lots vs. the Comprehensive Plan's designation of Low Density Residential as lots under one half acre (20,000 +/-).

Although the Comprehensive Plan's **Future** Land Use designations do not include a legend, staff concludes that the Future Land Use Map identifies the subject property as Low Density Residential and not agricultural; therefore, staff concludes that the request is consistent with the Town's Comprehensive Plan and Zoning Ordinance.

Surrounding Zoning and Land Use Consistency:

Surrounding land uses primarily consist of low-density, single family residential uses. As shown on the attached zoning map, the LDR – Low Density Zoning District Classification surrounds the subject property, along Old Suffolk Road and Tyler Street. Therefore, the proposed rezoning is consistent with surrounding land uses, density and zoning in the immediate neighborhood.

Agency Review Comments:

1. **Virginia Department of Transportation:** Previous comments addressed on revised plan dated May 08, 2025. Letters dated May 6, 2025 and May 19, 2025 attached.
2. **Virginia Department of Health.** The Health Department has received the AOSE/PE Reports. Additional information will be required prior to Health Department Approval. See letters dated May 7, 2025 and August 13, 2025.
3. **City of Norfolk Department of Utilities.** Email dated May 7, 2025 attached.
4. **Isle of Wight County.** Email dated May 21, 2025 attached.

Staff Conclusions:

- Strengths:**
- 1) Consistency with the Town's Comprehensive Plan;
 - 2) Compatibility with surrounding land uses, density and zoning;
 - 3) Additional housing opportunities in the Town; and
 - 4) Positive economic impacts to the Town, i.e. increasing tax base, permitting fees, business licenses and other associated revenues.
- Weakness:**
- 1) The rezoning will result in increased traffic, particularly on Old Suffolk Road.

Ultimately, the Commission will need to consider whether this rezoning application advances the best interests of public health, safety, and general welfare of the Town.

Attachments:

- Rezoning application, Revised Cover Letter
- Revised Concept Plan, dated May 8, 2025
- Rendering of proposed dwellings
- VDOT Letters, dated May 6, 2025 and May 19, 2025
- Health Department letters dated May 7, 2025 and August 13, 2025
- City of Norfolk Utilities, email dated May 7, 2025
- Isle of Wight County email dated May 21, 2025
- AOSE/PE Reports
- Town Zoning Map
- Comprehensive Plan Future Land Use Map
- Photos

TOWN OF WINDSOR

Zoning Map Amendment



Planning and Zoning
Administrator
(757)242-4288

Established 1902

East Coast Development Group, Inc

7576335864

Property Owner(s) _____ Owners Ph.# _____

Owners Mailing Address **1409 Paul Eason Dr, Chesapeake, VA**
23322

Applicant (if different from Owner) _____ Ph# _____
eastcoastconstruction05@gmail.com

E-Mail _____

Agent-Correspondence should be sent to _____

Address/location of Subject Property _____

Tax Map Number **54-01-073** Proposed Zoning District **LDR** Present Zoning District **A-1**
211.1

Parcel Size **67,341; 72,828;** Street Frontage _____
00,000; 67,341; 72,828;

78,535; 84,250; 90,074; 95,040; 96,549; 149,067

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

Purpose of this Zoning Map **Rezoned to 14 lots**

Amendment _____

(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? **Yes**

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). **N/a**

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

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? **Provided via email**

N/a

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

No

Are there Chesapeake Bay Resource Protection Areas on the property? _____

Was a Traffic Impact Analysis (TIA) required for this Request? NO 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)? Water is available. Septic systems will be installed

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

NORTH- Zoning LDR + R1 + A1

Use(s) Residential + Vacant

SOUTH- Zoning LDR + Public

Use(s) Residential + vacant + Railroad

EAST- Zoning RAC

Use(s) Norfolk City

WEST- Zoning LDR + R1 + Public

Use(s) Residential

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 ANYOTHER AUTHORIZED GOVERNMENT AGENCY TO ENTER THE PROPERTY AND MAKE SUCH INVESTIGATIONS AS THEY DEEM NECESSARY TO EVALUATE THE REQUEST.

Name Joe Burton
(Print)

J Burton
Signature (Applicant)

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

NOTARY: COUNTY OF Isle of Wight STATE OF Virginia
Subscribed and sworn to me on the 22 day of April, of the year 2005.
My Commission expires on 11/21/2006. Notary Public Signature: Mary J Lowe



STAFF USE ONLY- DO NOT WRITE IN THIS AREA
Fee Paid _____ Date _____ Accepted by _____ Signature _____

Comments _____



S. Grey Folkes, Jr., P.E.
Stuart W. Bonnell, P.E.
Lynn Evans, L.S.

T. Ray Hassell, III, L.S.
(1932-1984)
Stradford G. Folkes, P.E.
(1927-2007)
Leigh Anne Folkes, P.E.
(retired)

May 13, 2025

Maxie Brown
PLANNING AND ZONING DEPARTMENT
Town of Windsor
8 East Windsor Boulevard
P.O. Box 307
Windsor, VA 23487
Via email at: mbrown@windsor-va.gov

Reference: Old Suffolk Road
Proposed Zoning Map Amendment for the
Rezoning of 11356 Old Suffolk Road

Dear Maxie Brown:

Please accept this **REVISED cover letter** on behalf of Mr. Joe Benton and the above-referenced proposed zoning map amendment to rezone the Town of Windsor portion of 11356 Old Suffolk Road, Parcel ID: 584-01-073 from A-1 to LDR.

Enclosed please find the rendered rezoning exhibit.

The following is proposed:

- 1.) 14 lots of 60,000 square feet (minimum)
- 2.) 25' Right-of-Way grant from center of line of road (during the detailed subdivision plan, legal research would be completed to determine if the roadway is a prescriptive easement or a fee right-of-way)
- 3.) 5' min. width Frontage sidewalk
- 4.) All residences would have architectural shingles and vertical and horizontal siding
- 5.) Stone and/or brick façade options would be available
- 6.) The community would consist of both one- and two-story dwellings
- 7.) All houses would be sized from 2,000 – 3,000 square feet of building area

If you have any questions or require additional information, please do not hesitate to contact me.

Very truly yours,
HASSELL & FOLKES, P.C.

Stuart W. Bonnell, P.E.
President
Swb



Mr. Arnold Lapid, P.E.
DEPARTMENT OF DEVELOPMENT AND PERMITS
June 12, 2018

Page 2 of 2

Reference: Sumitomo Drive Technologies
Construction Site Plan AC-184018-00

Enc.









COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION
23116 Meherrin Road
COURTLAND, VIRGINIA 23837

May 6, 2025

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

**RE: Old Suffolk Road Subdivision Rezoning
11356 Old Suffolk Road (Rt. 636)
Town of Windsor, Isle of Wight County**

The Residency has completed its review of the submitted rezoning materials dated April 25, 2025, and received by the VDOT Land Development Office on April 28, 2025. We offer the following comments:

- 1) A 15' right of way dedication is referenced. If the current right of way for Rt. 636 is a prescriptive easement, we recommend the proposed right of way dedication encompass the current prescriptive easement to the centerline of the road. If Rt. 636 is currently fee right of way, this recommendation can be disregarded.
- 2) Public sidewalk within the public right of way should be a minimum 5' in width.

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

Sincerely,

A handwritten signature in blue ink, appearing to read "Joshua R. Norris".

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



COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION

23116 Meherin Road
COURTLAND, VIRGINIA 23837

May 19, 2025

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

**RE: Old Suffolk Road Subdivision Rezoning
11356 Old Suffolk Road (Rt. 636)
Town of Windsor, Isle of Wight County**

The Residency has completed its review of the submitted rezoning materials dated May 8, 2025, and received by the VDOT Land Development Office on May 19, 2025. It appears that our previous comments have been addressed and we have no additional comments at this time.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Joshua R. Norris".

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



COMMONWEALTH OF VIRGINIA

WESTERN TIDEWATER ENVIRONMENTAL HEALTH DISTRICT

ISLE OF WIGHT COUNTY HEALTH DEPARTMENT

919 S Church St
SMITHFIELD, VIRGINIA 23431
757-279-3078
May 7, 2025

Maxie Brown, AICP/CZA
Interim Planner
8 East Windsor Blvd.
Windsor, VA 23487

RE: Old Suffolk Rd
Location: Tax Map 54-01-073

Dear Maxie Brown:

The Isle of Wight Health Department has reviewed the recently submitted request for comments on the application for rezoning at the above referenced location, dated April 28, 2025.

This office has not yet received any soil evaluations and is therefore unable to determine the feasibility of onsite sewage disposal systems for this project. A site and soil evaluation must be conducted by a private consultant for each lot and submitted to the health department as part of the subdivision review process.

Submissions may be provided by the Town as a single package, in which case no initial fees will be required. Alternatively, the developer may submit individual packages for each lot, accompanied by the appropriate fees.

If you have any additional questions, please feel free to contact me at the Isle of Wight Health Department, (757) 279-3078.

Sincerely,

A handwritten signature in blue ink, appearing to read "J. Butler".

Jonette Butler
Environmental Health Specialist, Sr.



COMMONWEALTH OF VIRGINIA

WESTERN TIDEWATER ENVIRONMENTAL HEALTH DISTRICT ISLE OF WIGHT COUNTY HEALTH DEPARTMENT

919 S Church St,
SMITHFIELD, VIRGINIA 23431
757-279-3078

August 13, 2025

Maxie Brown, AICP/CZA
Interim Planner
8 East Windsor Blvd.
Windsor, VA 23487

RE: Review of Proposed Subdivision Plat for Individual Onsite Sewage Systems
Tax map 54-01-073

Dear Maxie Brown,

On [July 23, 2025](#) Town of Windsor requested the Virginia Department of Health (via the Isle of Wight County Health Department) review the proposed subdivision identified above. This letter is to inform you that the above referenced subdivision plat is not approved for individual onsite sewage systems in accordance with the provisions of the Code of Virginia and the Sewage Handling and Disposal Regulations (12 VAC 5-610-10 et seq., the "Regulations"). The decision is based on the absence of a complete detailed survey containing the required information necessary for approval.

While we understand the surveyor is currently working on the documentation, the application must meet all submission requirements within the designated review period. As such, we are unable to proceed without the finalized survey.

You are welcome to resubmit your application once all required materials are complete. Please feel free to contact our office if you have any questions or need further guidance.

If you have any questions, I can be reached at 757-279-3079.

Jonette Butler
Environmental Health Specialist, Sr



Outlook

RE: Old Suffolk Road Rezoning Application -Tax Map 54-01-073

From Rosenthal, David <david.rosenthal@norfolk.gov>

Date Wed 5/7/2025 2:26 PM

To Maxie Brown <mbrown@windsor-va.gov>; Shaw, Gina <Gina.Shaw@norfolk.gov>

Caution: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Ms. Brown – We have reviewed the documents that you sent for the proposed rezoning. We would like to submit the following comments in addition to the questions that I posed on April 29, 2025.

The City of Norfolk is an adjacent property owner to Parcel 54-01-073, owning Parcel 54-01-073A and 54-01-073B, and several parcels downstream. These two parcels are part of the Norfolk Water System, which supplies over one million customers with clean, safe drinking water every day. Parcels 073A and 073B convey as much as 100 million gallons of water per day into Lake Ennis Creek and Lake Prince, a critical part of the Water System. Great care must be taken in the development of Parcel 54-01-073 to ensure that the water quality and supply are not disrupted.

We would appreciate being on the distribution list for further rezoning and development of this parcel.

David S. Rosenthal, CLM
Certified Lake Manager 94-02M
Reservoir Manager
Lake Star Home Coordinator



Department of Utilities
757-441-5774 ext. 253

Connect with us:

www.norfolk.gov

[Reservoir Information](#)

[Become a Lake Star!](#)



RE: Old Suffolk Road Rezoning Request - Revised concept plan and application

From Tory L. Rowland <trowland@isleofwightus.net>

Date Wed 5/21/2025 4:39 PM

To Maxie Brown <mbrown@windsor-va.gov>

Caution: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Thank you Maxie. I just got back from vacation so sorry for the late reply. I'll take a look this week and thanks for keeping us in the loop.

Respectfully,

Tory L. Rowland
Project Manager



**ISLE OF WIGHT
COUNTY, VIRGINIA**

P.O. Box 80
17140 Monument Circle
Isle of Wight, VA 23397
(757) 365-1659
www.co.isle-of-wight.va.us

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From: Maxie Brown <mbrown@windsor-va.gov>

Sent: Tuesday, May 13, 2025 12:46 PM

To: Tory L. Rowland <trowland@isleofwightus.net>

Subject: Fw: Old Suffolk Road Rezoning Request - Revised concept plan and application

Caution: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon Troy,

Wanted to send to the county just because it is very close to the County line. Please let me know if you have any questions. Thanks!

Maxie Brown, AICP/CZA

Interim Planner

Windsor, VA

8 East Windsor Blvd.

Windsor, VA 23487

mbrown@windsor-va.gov

757-242-4288 office

From: Maxie Brown

Sent: Tuesday, May 13, 2025 12:02 PM

To: Joshua Norris <Joshua.Norris@vdot.virginia.gov>; Jason Fowler <Jason.fowler@vdot.virginia.gov>;
Jonette.butler@vdh.virginia.gov <jonette.butler@vdh.virginia.gov>; David Rosenthal
<David.rosenthal@norfolk.gov>

Cc: William Saunders <wsaunders@windsor-va.gov>

Subject: Old Suffolk Road Rezoning Request - Revised concept plan and application

Good afternoon everyone,

Attached is a revised rezoning application, narrative and concept plan to agency and staff questions. Please review and let me know if you have any additional comments or questions. We are planning to tentatively schedule a public hearing on this case at the June 25, 2025 Planning Commission meeting. You will receive notice of upcoming hearings in case you would like to attend.

Thank you.

Maxie Brown, AICP/CZA

Interim Planner

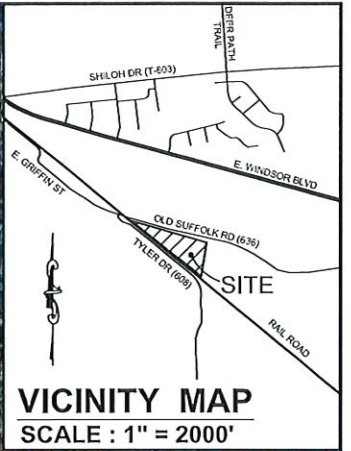
Windsor, VA

8 East Windsor Blvd.

Windsor, VA 23487

mbrown@windsor-va.gov

757-242-4288 office



RIGHT-OF-WAY DEDICATION/IMPROVEMENT NOTES:

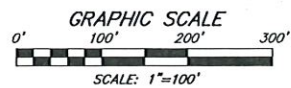
1. DETERMINE THE STATUS OF ROUTE 636.
 - A.) IF ROUTE 636 IS A PRESCRIPTIVE EASEMENT, THE PROPOSED RIGHT OF WAY DEDICATION WOULD ENCOMPASS THE CURRENT PRESCRIPTIVE EASEMENT TO THE CENTERLINE OF THE ROAD. GRANT 25' FROM THE CENTERLINE OF ROUTE 636.
 - B.) IF RT. 636 IS CURRENTLY A FEE RIGHT OF WAY, THEN GRANT 25' FROM THE CENTERLINE OF OLD SUFFOLK ROAD.
2. A 5' (MINIMUM) PUBLIC SIDEWALK IS PROPOSED WITHIN THE ROUTE 636 DEDICATION

REZONING EXHIBIT
OF
11356 OLD SUFFOLK ROAD
PARCEL ID: 54-01-073
WINDSOR, VIRGINIA
05-08-2025
1" = 100'

H & F
HASSELL & FOLKES, P.C.
ENGINEERS-SURVEYORS-PLANNERS
870 GREENBRIER CIRCLE, SUITE 100
CHESAPEAKE, VIRGINIA 23020
PHONE: (757) 551-5212
www.hfco-va.com

SITE DATA

- TOTAL SITE AREA: 30.55± AC
- PROPOSED R/W DEDICATION: 0.80± AC
- TOTAL PROPOSED LOT AREA: 25.11± AC
- RESIDUAL PARCEL IN ISLE OF WIGHT COUNTY: 4.64± AC
- D.B. 367, PG. 213
- INSTR. #200482 (PLAT)
- EXISTING ZONING: A-1
- PROPOSED ZONING: LDR (LOW DENSITY RESIDENTIAL)
- PROPOSED LOTS: 14
- BUILDING HEIGHT: 35' (MAX)



PARCEL ID: 54-01-073A
NOW OR FORMERLY
NORFOLK CITY DEPT OF UTILITIES
(D.B. 449, PG. 545)
ZONED: RAC

NOTE:
STORM WATER MANAGEMENT FACILITIES
NOT SHOWN AND REQUIRE ANALYSIS