

# Town of Windsor

## Memorandum

July 11, 2023

**TO:** The Honorable Mayor and Town Council

**FROM:** William G. Saunders, IV, Town Manager WGS IV

**SUBJECT:** Planning Commission Appointment

### Background

A resignation has created a vacant position on the Planning Commission.

### Specifics

Jesse Taylor has resigned his position on the Planning Commission, due to demands of his time from his work and home life.

An appointee is required to fill the unexpired term. This term expires December 31, 2026.

### Recommended action

For Council's consideration

### Enclosures

Town Board and Committee Appointment Guidelines

# Town of Windsor Board/Committee Member Qualifications

## Planning Commission

### By-law Requirements

- 1) Must be a resident of Windsor
- 2) Members shall serve for a term of four (4) years

### Desired Qualities/Experience

- 1) Desire to serve the community
- 2) Involved with community
- 3) Residence of members should be evenly distributed across Town

## Board of Zoning Appeals

### By-law Requirements

- 1) Must be a resident of Windsor
- 2) Members shall serve for a term of five (5) years
- 3) Duties of the BZA:
  - a. Appeals. To hear and decide appeals from any order, requirement, decision, or determination made by the Planning and Zoning Administrator or other administrative officer in the administration or enforcement of article II of this ordinance and the portions of article I of this ordinance that deal with Zoning (see section 160-70 for the appeals process).
  - b. Variances. To authorize, upon original application in specific cases, such variance from the terms of the Zoning Ordinance (see section 160-71).

### Desired Qualities/Experience

- 1) Involved in the community
- 2) Interest/Desire to serve
- 3) Shall not hold elected office; one (1) member may also be a member of the Planning Commission.

## Economic Development Authority

### By-law Requirements

- 1) No Director shall be an employee of the Town of Windsor, Virginia.
- 2) The seven Directors shall contain the following representation: 2 residents of the Town of Windsor, 3 Town of Windsor businesses, 1 member of Town Council, 1 member of Planning Commission.

# Town of Windsor

## Board/Committee Member Qualifications

- 3) All Directors shall reside in the Town of Windsor of Isle of Wight County.

### Desired Qualities/Experience

- 1) Business experience
- 2) Desire to serve
- 3) In touch with business community

## Windsor Town Center Advisory Board

### By-law Requirements

- 1) The WTCAB shall be made up of not more than 5 members to be made up of two (2) Councilmembers, two (2) Citizens, and the Windsor Town Center Manager.
- 2) Each member shall be appointed by the Windsor Town Council.
- 3) Members shall serve for a term of two (2) years
- 4) Vacancies on the board shall be filled in the same manner as set forth in Article 3.2
- 5) The Windsor Town Manager and Isle of Wight County Parks and Recreation Director shall serve as an ex-officio members.
- 6) Preference shall be given to Town of Windsor residents to fill the citizen positions with Isle of Wight County residency being mandatory.

### Desired Qualities/Experience

- 1) Involved in the community
- 2) Interest/Desire to serve

## Drainage Committee

### By-law Requirements

- 1) The Drainage Committee shall be made up of not more than 5 members to be made up of two (2) Councilmembers and three (3) citizens.
- 2) Each member shall be appointed by the Windsor Town Council.
- 3) Members shall serve for a term of two (2) years
- 4) Vacancies on the board shall be filled in the same manner as set forth in Article 3.2
- 5) The Windsor Town Manager shall serve as a non-voting member
- 6) The citizen representatives shall be Town of Windsor residents.

### Desired Qualities/Experience

- 1) Knowledge of grades/engineering/hydrology
- 2) Construction/site work experience
- 3) Historical knowledge of Windsor