

**TOWN OF WINDSOR**  
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**PLANNING COMMISSION MEETING AGENDA**  
**April 25, 2018**  
**7:00 p.m.**

1. Call to Order
  - a) Welcome
  - b) Roll Call
2. Public Comments
3. Approval of the Minutes of the February 28, 2018 Planning Commission Meeting (1)
4. Public Hearing
  - a) Change of Zoning Classification from B-1, General Commercial to R-1, Single Family Residential for Tax Map Number 54B-01-234 for the Construction of a Single Family Home (2)
5. Town Attorney's Report
6. Economic Development Authority
7. Other Reports
8. Old or Unfinished Business
  - a) Update on Code Changes
9. Next Regular Meeting - May 23, 2018
10. Motion to Adjourn

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

The Planning Commission met on Wednesday, February 28, 2018 at 7:00 p.m. in the Town of Windsor Council Chamber. Chairman Brown called the meeting to order and welcomed all who were present. Terry Whitehead, Town Clerk, recorded the minutes. Michael Stallings, Town Manager, and Wallace W. Brittle, Jr., Town Attorney, were present. Mrs. Whitehead called the roll.

Planning Commission members present:            Bennie Brown, Chairman  
   Leonard L. Marshall, Vice Chairman  
   N. Macon Edwards, III  
   Edward Lynch  
   George Stubbs  
   Larissa Williams  
   Glyn Willis

**MINUTES**

Chairman Brown asked if there were any amendments to the minutes of the January 24, 2018 regular Planning Commission meeting. Vice Chairman Marshall made a motion to approve the minutes as presented. Commissioner Stubbs seconded the motion, and the Commission unanimously passed the motion as recorded on the attached chart as motion #1.

**PUBLIC COMMENTS**

None

**PUBLIC HEARINGS**

***CPA-1-2018 - Amend the 2016 Town of Windsor Comprehensive Plan***

Chairman Brown said there are several public hearings tonight. He said the first public hearing is to receive input from the citizens for CPA-1-2018 amendment to the 2016 Town of Windsor Comprehensive Plan to change the designation of parcels 54B-01-232 and 54B-01-233 from commercial to residential. He asked Mr. Stallings to give an overview.

Mr. Stallings explained that the parcels contain approximately 4,569 square feet or 0.104 acre. He said the properties are located at the intersection of South Court Street and East Griffin Street in the Town of Windsor. He said the comprehensive plan has no specified density for commercial properties. Mr. Stallings recommended that Planning Commission forward this 2016 comprehensive plan amendment to Town Council with a favorable recommendation.

Chairman Brown opened the public hearing for CPA-1-2018 amendment to the 2016 Town of Windsor Comprehensive Plan. There being no one to speak either in opposition or in favor of the proposal, he closed the public hearing. He then opened the matter for discussion among the Planning Commission.

Commissioner Willis made a motion to forward the CPA-1-2018 amendment to the 2016 Town of Windsor Comprehensive Plan to change the designation of parcels 54B-01-232 and 54B-01-233 from commercial to residential to Town Council for approval at their April 10, 2018 meeting. Commissioner Stubbs seconded the motion, and the Commission unanimously passed the motion as recorded on the attached chart as motion #2.

***R-2-2018 – Rezone Parcels 54B-01-232 & 54B-01-233***

Chairman Brown said the next public hearing is to receive input regarding R-2-2018 to rezone parcels 54B-01-232 and 54B-01-233 composing a total area of approximately 4,569 square feet or approximately 0.104 acre from General Business B-1 to Residential R-1.

Mr. Stallings explained that these are the same two parcels discussed in the previous public hearing which are located at the intersection of South Court Street and East Griffin Street. He said the purpose of the rezoning is to allow for the construction of a single family dwelling. He said the comprehensive plan identifies this location to be commercial with no specified density. He said the proposed Residential R-1 zoning designation recommended density is 2.9 units per acre. Mr. Stallings recommended that Planning Commission forward this rezoning request to Town Council with a favorable recommendation.

Chairman Brown opened the public hearing. He asked for any persons wishing to speak in favor of the rezoning to come forward at this time.

Annette Binns, 16 Clydes Lane, Windsor, Virginia, said she is the potential resident of this property and is in favor of the rezoning. She asked Planning Commission if the proposed rezoning can be approved at tonight's meeting. Ms. Binns stated that it will be an improvement to the community to have the older house torn down and her new home built in its place.

Chairman Brown asked for any persons wishing to speak in opposition of the rezoning to come forward at this time, and hearing none, he closed the public hearing. He said it is now open for discussion among Planning Commission.

Mr. Stallings explained to Ms. Binns that the law states that the rezoning must be advertised before it can be considered; therefore, it will be on the April 10, 2018 Town Council meeting agenda if recommended by Planning Commission.

Commissioner Willis asked for clarification on what type home will be put on the property if the rezoning is approved. He noted that the Town ordinance states that manufactured homes are not permitted in residential districts. Mr. Stallings confirmed that a modular home will be built on the property.

Vice Chairman Marshall made a motion to forward the request to rezone parcels 54B-01-232 and 54B-01-233 from General Business B-1 to Residential District R-1 to Town Council for approval at their April 10, 2018 meeting. Commissioner Stubbs

seconded the motion, and the Commission unanimously passed the motion as recorded on the attached chart as motion #3.

***ZTA-3-2018-160-12 – Zoning Text Amendments***

Chairman Brown said the next public hearing is for ZTA-3-2018-160-12 to add various terms and their definitions as it relates to various uses in the permitted Windsor Land Development Code.

Chairman Brown opened the public hearing. There being no one to speak either in opposition or in favor of the proposal, he closed the public hearing.

Mr. Stallings recommended tabling the vote until the March 28, 2018 meeting pending further research on the zoning text amendments.

Vice Chairman Marshall made a motion to table the vote until the March 28, 2018 meeting pending further research on the zoning text amendments to add various terms and their definitions as it relates to various uses in the permitted Windsor Land Development Code. Commissioner Willis seconded the motion, and the Commission unanimously passed the motion as recorded on the attached chart as motion #4

***ZTA-6-2017 – Conservation District (C-1)***

Chairman Brown said the next public hearing is for ZTA-6-2017 Conservation District (C-1). He asked Mr. Stallings to give an overview.

Mr. Stallings said as specified in the 2016 Comprehensive Plan, the following Conservation District (C-1) is proposed. He said the Conservation District will follow the boundaries of environmentally sensitive lands such as known wetlands, resource protection areas (RPA) as specified by the Bay Act, and floodplain areas as specified by the National Flood Insurance Rate Maps. He explained that this district is to protect these areas from the development impacts.

Chairman Brown opened the public hearing. There being no one to speak either in opposition or in favor of the proposal, he closed the public hearing.

Mr. Stallings recommended tabling the vote until the March 28, 2018 meeting pending further research on the Conservation District (C-1).

Vice Chairman Marshall made a motion to table the vote until the March 28, 2018 meeting pending further research on the Conservation District (C-1). Commissioner Stubbs seconded the motion, and the Commission unanimously approved the motion as recorded on the attached chart as motion #5.

***ZTA-4-2017 Floodplain Overlay District (FPOD)***

Chairman Brown said the next public hearing is for ZTA-4-2017 Floodplain Overlay District (FPOD). He asked Mr. Stallings to give an overview.

Mr. Stallings explained that this text amendment is to update the existing Floodplain Ordinance per FEMA specifications and repeal it from the Town Code. He said it would then be readopted into the Windsor Land Development Ordinance per FEMA requirements.

Chairman Brown opened the public hearing. There being no one to speak either in opposition or in favor of the proposal, he closed the public hearing.

Mr. Stallings recommended tabling the vote until the March 28, 2018 meeting pending further research on the Floodplain Overlay District (FPOD).

Vice Chairman Marshall made a motion to table the vote until the March 28, 2018 meeting pending further research on the Floodplain Overlay District (FPOD). Commissioner Stubbs seconded the motion, and the Commission unanimously approved the motion as recorded on the attached chart as motion #6.

#### ***ZTA-5-2017 Chesapeake Bay Overlay District (CBOD)***

Chairman Brown said the next public hearing is for ZTA-5-2017 Chesapeake Bay Overlay District (CBOD). He asked Mr. Stallings to give an overview.

Mr. Stallings said as specified by the Department of Environmental Quality of the Commonwealth of Virginia, the Town is updating the Chesapeake Bay District by removing it from the Town Code. He said it will be re-established in the Land Development Ordinance per the requirements of the Commonwealth.

Chairman Brown opened the public hearing. There being no one to speak either in opposition or in favor of the proposal, he closed the public hearing.

Mr. Stallings recommended tabling the vote until the March 28, 2018 meeting pending further research on the Chesapeake Bay Overly District (CBOD).

Vice Chairman Marshall made a motion to table the vote until the March 28, 2018 meeting pending further research on the Chesapeake Bay Overlay District (CBOD). Commissioner Stubbs seconded the motion, and the Planning Commission unanimously passed the motion as recorded on the attached chart as motion #7.

#### ***Reconvene - Public Hearing for R-1-2017 US Route 460 Commercial Rezoning***

Chairman Brown said the next public hearing is a continuance from the December 13, 2017 meeting for R-1-2017 US Route 460 Commercial Rezoning. He asked Mr. Stallings to give an overview.

Mr. Stallings said the applicant, Hutton, requested a continuance of the public hearing regarding the R-1-2017 US Route 460 Commercial Rezoning in order for VDOT to review the Traffic Impact Analysis (TIA). He explained that Hutton has applied to rezone tax map number 54-01-075 from Agricultural to Commercial. He said the purpose of the rezoning is to develop the property for the construction of approximately 21,615 square feet of commercial space. Mr. Stallings explained that

the applicant has a contract to purchase the property upon receiving approval from the Town to construct the buildings.

Mr. Stalling reviewed the conclusion of the TIA for the rezoning and VDOT's comments. He said VDOT commented that the length of the eastbound right turn taper length for the proposed right in-right out entrance should meet the requirement of a 200' taper, and VDOT noted that insufficient road frontage exists to encompass this taper. He said this is being addressed and a resolution should be met.

Mr. Stallings recommended that Planning Commission forward the rezoning to Town Council for approval at their April 10, 2018 meeting with the condition that Hutton satisfies all comments from VDOT.

Chairman Brown reconvened the public hearing. He asked for any persons wishing to speak in favor of the R-1-2017 US Route 460 Commercial Rezoning to come forward at this time.

Logan Hixson, Real Estate Manager with Hutton, said they received the TIA and comments from VDOT. He said they spoke with VDOT, and Hutton feels very comfortable that all issues will be addressed. He said he will be glad to answer any questions.

Commissioner Edwards said that number 5 of VDOT's comments state that "It appears pedestrian facilities were not included in the conceptual site plan or analysis." He asked if this would be addressed.

John Pereira with Hutton, explained that the developers will comply with any recommendations and requirements from VDOT regarding pedestrian movement. He said they will present the full traffic design and layout plan at the next meeting. He said this will include pedestrian crosswalks and push buttons at traffic lights which will make it easier for pedestrians to cross from one side of the highway to the other.

Planning Commission continued to discuss possible issues with the retention pond.

Mr. Pereira said a hydrologic and hydraulic (H&H) study will be prepared, and Hutton will comply with all local and federal requirements concerning the retention pond.

Chairman Brown asked for any person wishing to speak in opposition of the rezoning. Hearing none, he closed the public hearing. He then opened the matter for discussion among the Planning Commission.

Commissioner Edwards expressed his concerns with pedestrian safety and the need for sidewalks and pedestrian crosswalks in that area.

After further discussion, Commissioner Willis made a motion to forward the R-1-2017 US Route 460 Commercial Rezoning to Town Council for approval at their April 10, 2018 meeting with the condition that Hutton satisfies all comments from VDOT. Vice

Chairman Marshall seconded the motion, and the Commission unanimously passed the motion as recorded on the attached chart as motion #8.

***Reconvene - Public Hearing for ZTA 1, 2 & 3-2018 to Add Section 160-57.1 Mixed Use Overlay District (MUOD)***

Chairman Brown said the next public hearing is a continuance from the February 28, 2018 meeting for ZTA-1,2 & 3-2018 to add section 160-57.1 Mixed Use Overlay District (MUOD). He asked Mr. Stallings to give an overview.

Mr. Stallings explained that he and Commissioner Willis met and discussed making amendments to the map as it was presented to Planning Commission at the February 28, 2018 meeting. He said if the boundaries of the district are changed, this will require re-notification to landowners and another public hearing.

Chairman Brown reconvened the public hearing. There being no one to speak either in opposition or in favor of the proposal, he closed the public hearing. He then opened the matter for discussion among the Planning Commission.

After discussion, Planning Commission agreed by consensus to have Mr. Stallings draft a new map changing the boundaries of the MUOD to reflect the Old Town Windsor and present the amended map at the March 28, 2018 meeting for Planning Commission's review. Planning Commission continued to discuss areas in Town that are best suited for the MUOD.

**RESOLUTIONS OF SUPPORT**

***Town Code Amendments - Public Nuisances & Economic Development***

Mr. Stallings recommended that Planning Commission table the Town Code amendments for Public Nuisances and Economic Development pending further research on these matters.

After discussion, Planning Commission agreed by consensus to table the Town Code amendments regarding Public Nuisances and Economic Development.

***Adoption of Official Zoning Maps***

Mr. Stallings said he will be revising the Official Windsor Zoning Map that was presented at a previous meeting. He said he will make the changes and present a draft map for Planning Commission's review.

**CAPITAL IMPROVEMENT PLAN (CIP) 2018**

Mr. Stallings stated that Council is in the process of developing the Town's operating budget proposal for FY 2018-2019 and the Capital Improvements Plan (CIP) for the five year period covered by FY 2018-2022. He explained that Council is seeking input on the CIP from the Planning Commission. He asked the Planning Commission

to consider any items that should be considered for inclusion in the CIP and contact him with their input.

**TOWN ATTORNEY'S REPORT**

None

**ADJOURNMENT**

Chairman Brown noted that the next meeting is scheduled for March 28, 2018.

There being no further business, Commissioner Stubbs made the motion to adjourn. Vice Chairman Marshall seconded the motion, and the Commission unanimously approved the motion as recorded on the attached chart as motion #9.

The meeting adjourned at 7:55 p.m.

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Bennie Brown, Chairman

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Terry Whitehead, Town Clerk



TOWN OF WINDSOR  
RECORD OF  
PLANNING COMMISSION VOTES

Commission Meeting Date Feb. 28, 2018

Motion #	G. Willis	E. Lynch	B. Brown	N. Edwards	L. Marshall	G. Stubbs	L. Williams
1	Y	Y	Y	Y	Y	Y	Y
2	Y	Y	Y	Y	Y	Y	Y
3	Y	Y	Y	Y	Y	Y	Y
4	Y	Y	Y	Y	Y	Y	Y
5	Y	Y	Y	Y	Y	Y	Y
6	Y	Y	Y	Y	Y	Y	Y
7	Y	Y	Y	Y	Y	Y	Y
8	Y	Y	Y	Y	Y	Y	Y
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Jerry Whitehead, Clerk

**Staff Summary**  
**March 20, 2018**

**Applicant:** Randel L. Parker  
6858 Michael Lane  
Hayes, VA 23072

**Property Owner:** Clayton Homes Inc  
11281 Jefferson Ave  
Newport News, Virginia

**Property Location:** South Court Street and East Griffin Street

**Tax Map Number(s):** 54B-01-234

**Application:** Change of zoning classification from B-1, General Commercial to R-1, Single Family Residential for the construction of a single family home.

**Statistical Data:**

Property size: .0583 Acres

Current Zoning: B-1, General Commercial

Existing Land Use: Vacant, Undeveloped

Proposed Use: Single Family Home

Surrounding Land Uses: Single Family Residential; Vacant Land

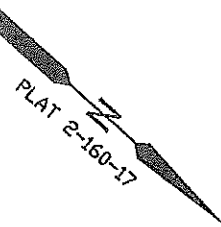
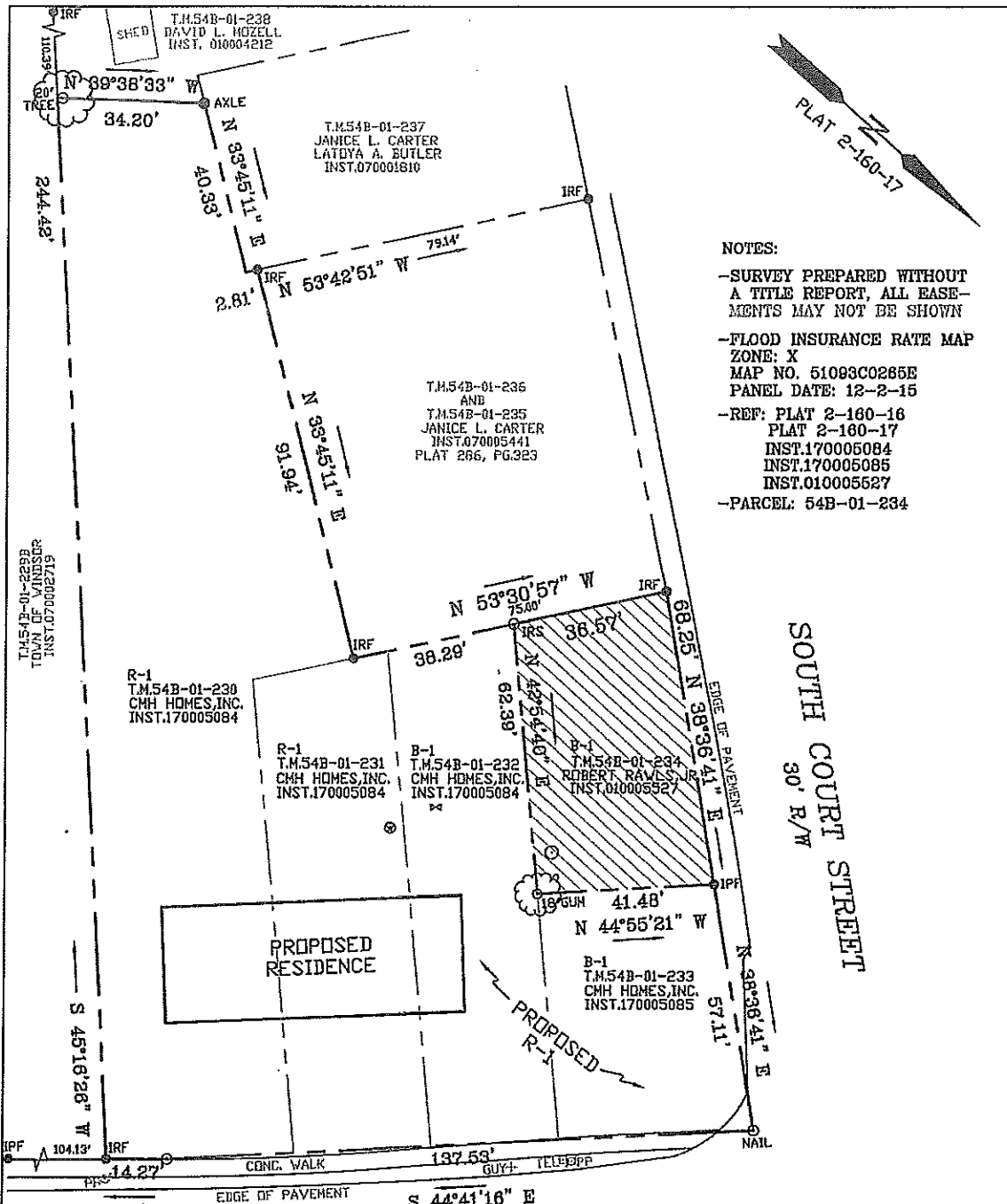
Comprehensive Plan: Residential

### **Project Overview**

The applicant wishes to rezone the subject parcel from its current B-1 zoning to R-1 to allow for the construction of a single family home. The applicant is in the process of combining several adjacent parcels into one single lot.

### **Staff Opinion**

Staff is of the opinion that this project would be a great benefit to the Town of Windsor. This rezoning would allow the applicant to proceed with cleaning up several smaller lots to make one home site.



- NOTES:
- SURVEY PREPARED WITHOUT A TITLE REPORT, ALL EASEMENTS MAY NOT BE SHOWN
  - FLOOD INSURANCE RATE MAP ZONE: X  
MAP NO. 51093C0285E  
PANEL DATE: 12-2-15
  - REF: PLAT 2-160-16  
PLAT 2-160-17  
INST.170005084  
INST.170005085  
INST.010005627
  - PARCEL: 54B-01-234

SOUTH COURT STREET  
30' R/W

EAST GRIFFIN STREET  
VARIABLE R/W

# 3 EAST GRIFFIN STREET

COMMONWEALTH OF VIRGINIA

*Randall R. Parker*

RANDALL R. PARKER  
LIC. NO. 002376  
2-26-18

LAND SURVEYOR

I, *Randall R. Parker*, HEREBY CERTIFY THAT THE PROPERTY SHOWN ON THIS PLAT WAS SURVEYED ON THIS DATE AND IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

THERE ARE NO ENCROACHMENTS OF OTHER BUILDINGS EXCEPT AS SHOWN.

**PARKER SURVEYING, INC.**  
8868 MICHAEL LANE  
HAYES, VIRGINIA 23072  
PHONE: 804-864-0600

<b>REZONING PLAN</b>					
TO REZONE 54B-01-234 FROM B-1 TO R-1 (PLAN IS TO COMBINE T.M. 54B-01-230, 231, 232, 233 & 234)					
TOWN OF WINDSOR ISLE OF WIGHT COUNTY, VIRGINIA					
JOB #:	DRAWN:	F.B.-PG:	TO:	SCALE:	DATE:
17-196	RRP	56-46	CLAYTON	1" = 30'	2-26-18