

Town of Windsor

Memorandum

January 8, 2019

TO: The Honorable Mayor and Town Council
FROM: Michael Stallings, Town Manager *MS*
SUBJECT: Appointment of Planning Commissioners

With the results of the November Town Council election, as well as the end of the temporary appointment of Greg Willis to the Planning Commission, Town Council must appoint two new Planning Commission members this month.

Town Council also needs to select a Councilmember to represent the Council on the Planning Commission. Since Councilman Stubbs is currently on the Planning Commission, Council may elect to have him remain on the Planning Commission as Council's representative.

One appointment will be to fulfill the remainder of Glyn Willis's term through December 31, 2019, and the other will be to fulfill the remainder of Greg Willis's term through December 21, 2022.

I asked each of the 7 citizens that were brought up at the December Council meeting to provide a short bio to help Council select two for appointment to the Planning Commission.

Attached you will find the bios that I received from Ricky Vaughn, Desiree Urquhart, Tony Ambrose, Jesse Taylor, Sue Meadows, Mercer Meding, and Dale Scott.

Council needs to select two individuals to fill the two vacant seats on the Planning Commission.

Attached is a copy of the current members and terms for Town Council, Planning Commission, and Board of Zoning Appeals as well as a map showing where the current PC members (in yellow) live as well as the candidates (in red) for your information.

Ricky Vaughan is 59 years old and is a Safety Manager working for the Department of Defense. He is responsible for doing Safety inspections in Naval Shipyards to insure their employees are working in a safe environment. He grew up in Windsor Virginia, and has lived in Isle of Wight County all his life. He lived in Carrsville for 15 years and was a member of the Carrsville Fire Department while living there. He is now a member of the Windsor Volunteer Fire Department. He started out as an Explorer Jr. Fire Fighter in 1976 while attending Windsor High School, and then rejoining the Windsor Fire Department in the year 2000 when moving back into the town of Windsor. Ricky has been a baseball coach for the Windsor Athletic Association for over 25 yrs., and helped to build the current ball fields off of Hwy. 258. Ricky has also been a volunteer for the Isle of Wight County Fair helping to set up for the fair, as well as working as a stage hand during the fair. Ricky enjoys spending time with his 3 grandkids, playing his guitar, and working with the kids group at Elevate Church.

Desiree P. Urquhart

Desiree P. Urquhart is a writer, lobbyist, cultural arts developer and fundraising consultant. Her career spans over 30 years as a technical writer and proposal coordinator for several Fortune 500 engineering design firms in Washington, DC, Baltimore, Maryland and New York before gradually transitioning into arts administration and arts education. Currently, she is Grants Coordinator at Paul D. Camp Community College in Franklin, VA where she has raised over \$2.8MM for the college since joining in March 2016.

In 1999, she began her 13-year relationship with Arena Stage, the preeminent regional theater in Washington, DC. There she served in numerous capacities including as Director of the Allen Lee Hughes Fellowship Program, Director of Community Engagement, Director of Corporate Development, Director of Government and Community Relations and as Associate Executive Director. During that time, she was instrumental in the selection of Bing Thom Architects for the new 200,000sf Mead Center for American Theater complex. As the theater's lobbyist, she successfully raised over \$35 million from the public sector for the theater's \$150 million capital campaign, including \$300K in direct Congressional earmarks.

In 2005, Desiree left Arena for a brief assignment as Vice President of Arts Education at the New Jersey Performing Arts Center in Newark where she oversaw 27 arts education programs in music, dance, theater and writing, and managed a \$3.5 million budget. While at NJPAC, she planned, organized and hosted with her staff the first national conference on Arts and Aging in partnership with the National Center for Creative Aging, AARP, the Healthcare Foundation of New Jersey, and the Center on Aging-Health & Humanities at The George Washington University. As a result of the conference's overwhelming success, Desiree served as a project partner on the development and publication of the 2007 resource guide, "Creativity Matters: The Arts and Aging Toolkit."

After two years, Arena Stage recruited her back to Washington where she was requested to continue her lobbying efforts and service as the theater's liaison to the Southwest waterfront community. Within 18 months, she successfully secured a \$10 million loan from the District of Columbia Government through a revenue bond financing agreement. She also served as the theater's lead representative to secure agency approvals for the theater's 2010 move back into its renovated and expanded facility.

In 2013, Desiree launched her own consultancy to provide fundraising, lobbying, intellectual property brokering, writing and editing services. Clients have included cultural arts organizations, educational institutions, travel planners, small town governments and professional services firms.

Desiree attended Drexel University (1971-1974) but married and started a family before graduation. She is proud to be a Phi Beta Kappa, Magna Cum Laude graduate of Wellesley College (Davis Scholar Class of 1999) and a National Urban Fellow (Baruch College Class of 2001). Her volunteer and community service experience includes: Board Member (Wellesley College Alumnae Association, 2014 - 2018); Planning Commissioner/Vice Chair (Town of Colonial Beach, VA, 2008 - 2013); Program Chair (AARP Chapter #5309, 2013 - 2016); Fundraising Chair (U.S. Friends of Teboho Trust, 2010 - 2012); and Contributing Writer (Windsor Weekly Newspaper and the Western Tidewater Magazine since April 2015).

The Board of Directors of the
**Citizens Planning Education
Association of Virginia, Inc.**

is honored to recognize

Desiree P. Urquhart

Town of Colonial Beach Planning Commission

for completion of the March 7, 2011 to May 20, 2011
70th Plan Virginia Certified Planning Commissioners Program

Charlie W. Elgin Jr.

Charlie W. Elgin, Jr.
President

Mike Chandler

R. Michael Chandler
Director of Education

Tony Ambrose
12296 Keaton Ave.
Windsor VA, 23487

Michael Stallings
Windsor Town Council
Windsor VA

I moved to Lovers Lane in Windsor in 1989. I relocated from the Outer Banks of North Carolina where I had worked most of my adult life in the construction industry.

I grew up in rural North Carolina where I witnessed the death of the Town that I once called home. This was due to improper planning and the unwillingness to change.

Since I have lived in Windsor, I have been active supporting the community when there was a need because I feel community involvement is necessary in a small town.

I have been a member of the Windsor Congregational Christian Church since 1989. Committees I have been on and involvement include: Property Committee (Co-Chairman); Men's Fellowship (President); Board of Deacons; Finance Committee.

I joined the Windsor Ruritan Club within a short time of moving to the area but needed to resign for several years due to my work schedule and travelling that was involved. I rejoined the club around 2008 and I have been Vice President, and I'm currently the Chairman of the Public Service Committee.

I am currently a member of the Isle of Wight/Smithfield/Windsor Crimeline where I am the Co-Chairman.

I understand the commitment that will be required for the position on the Planning Commission and I appreciate your consideration.

Tony Ambrose

20 Dec 2018

Attention: Windsor Town Council
Subject: Planning Committee Candidate – Jesse Taylor

To whom it concerns,

I would like to thank you for the opportunity in consideration of being a part of the Planning Committee. I have been a resident in the town of Windsor for over three years, along with my wife and three younger children. I currently work in northern Suffolk for a Government Contractor and have a small horse farm there right off of Buckhorn Dr. in town limits. I am also a current Windsor Ruritan Member and was recently voted in on the Board of Directors for the Ruritan Club.

When Mr. Scott and I spoke a few months ago, I had personally asked him on ways of being involved more and taking responsibility as a resident in Windsor to help make improvements to the community. I mentioned some of my Technical (Computer) and Engineering background, my knowledge and education in financial planning, budgeting, and forecasting, and my enthusiasm to help be innovative on new ideas that could strengthen our community and make processes more efficient. Mr. Scott was accepting and seemed to recognize the sincerity of this request, which I am very appreciative.

Coinciding with the above statement, I feel I would be a good fit for this role, or other roles if deemed appropriate, simply for the fact of my genuine interest in doing my true and honest part in making Windsor a better place to live. I also have that “Outsiders” viewpoint of being a new face with new ideas to bring to the table, not having grown up in the Windsor area but still having that historical experience of being from a small rural community elsewhere. I consider myself hard-working, loyal, very detail oriented, and a good listener. I will be the first one to admit that I do not know much, in the ways of processes that goes on inside the Town Committees and meetings but I would be the first person to stand up and take on what others may not want to or cannot.

I truly appreciate you taking the time to read this letter and the consideration for this or other positions I may be a fit for in the future.

Very Respectfully,



Jesse Taylor
801-920-8945 (mobile)
Jeset3g@gmail.com

To: Michael Stallings, Town Manager
From: Sue Worsham Meadows
Date: January 2, 2019
Subject: Short personal history

My name is Sue Worsham Meadows. I have been a resident of the Windsor area since 1976, moving to the area because my late husband accepted employment in Isle of Wight County. Since 1986, I have resided in my current location (40 Church St).

I have watched the Town of Windsor experience growth in population and services. I have enjoyed the small town atmosphere and look forward to the town continuing to grow in a controlled manner that is beneficial to the citizens presently and for many years in the future.

I was first introduced to the concept of Planning and Zoning when my husband, Danny, served on the Planning Commission for the Town of Windsor.

I have a B.S. in Business Management from Berea College, Berea, Ky.

I have worked at a trucking company interpreting manual policy as related to freight charges. I retired after working for 22 years as an Eligibility Worker for the Isle of Wight Department of Social Services. At that position I was responsible for interpreting Medicaid and SNAP (Food Stamps) policy in order to determine eligibility accurately for applicants. I also worked closely with the Social Services Director and the Emergency Management Department for the county to plan/prepare for any shelter needs during an emergency need within the county.

I currently volunteer at the Western Tidewater Free Clinic two mornings a week, processing applications/reapplications for eligibility.

I am an active member of Antioch Church. There, I serve as Financial Secretary and work with the children in the Awana program as Awana Secretary.

I have spent many years serving the citizens of the area through my employment and volunteer activities and feel I can serve the citizens of Town of Windsor effectively on the Planning Commission.

Stephen Mercer Meding, Ph.D.

smmeding@gmail.com (530) 906-9283

31 North Court Street, Windsor, VA 23487

Biography

- Resident and homeowner in Windsor since 2013
- Currently employed by Isle of Wight County Schools
 - Oceanography teacher at Smithfield High School
- Member of Windsor Congregational Christian Church
 - President of the Men's Fellowship (2019)
- Member of Windsor Ruritan Club since 2016
 - Vice President (2017)
- Education
 - Ph.D. in Soils and Biogeochemistry (2007) University of California, Davis, CA
 - M.S. in Forest Resources (1999) University of Georgia, Athens, GA
 - B.S. in Water Resource Management (1992) University of New Hampshire, Durham, NH
- Completed a Community Planning course at the University of New Hampshire (4.0 GPA)
- Past Employment (selected)
 - Senior Research Specialist, University of Arizona, Tucson, AZ (2008 – 2013)
 - Hydrologist, USDA Forest Service, Northeastern Research Station Durham, NH (1993 – 1996)

T. Dale Scott
9 Virginia Avenue
Windsor, VA 23487
tdalescott@gmail.com
757-650-8781

- Lifelong Resident of Windsor, VA Since 1970
- Bachelor of Science in Business Administration with a Concentration in Real Estate – Christopher Newport University
- Managing Broker/Vice President – Scott & Associates, Inc., REALTORS
- Virginia Real Estate Salesperson – Licensed in 1992
- Virginia Real Estate Broker - Licensed since 1995
- Windsor Volunteer Fire Department

Member Since 1990

Currently Serving as Captain

Currently Serving as Treasurer

Previously Served as Lieutenant and Assistant Treasurer

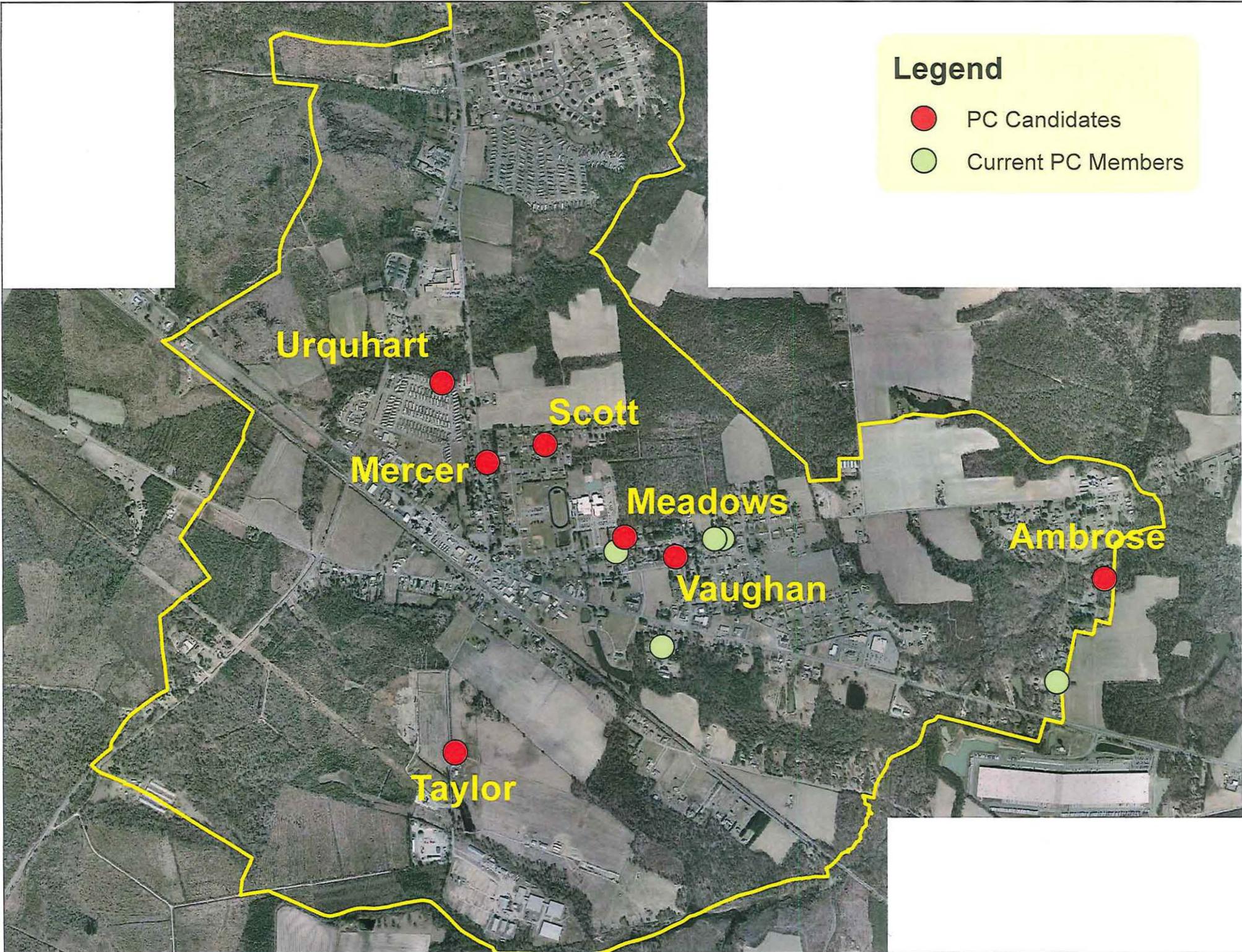
- Serving on Isle of Wight County Fire & Rescue Association as Representative for Windsor Volunteer Fire Department
- Serving on Isle of Wight County Fire & Rescue Advisory Board as Alternate Representative for Windsor Volunteer Fire Department
- Westminster Reformed Presbyterian Church - Suffolk, VA

Serving as Deacon

- Served on Board of Assessors for Isle of Wight County, VA
- I have been asked to serve on Planning Commission for Isle of Wight County on 2 occasions but have declined due to time constraints. I feel the work load on Town of Windsor Planning Commission will be more manageable.
- I am interested in the Town of Windsor. I would like to be part of its future growth and development. Knowing how certain changes can affect neighboring properties, I feel my knowledge and experience can offer value to the Planning Commission.

Legend

- PC Candidates
- Current PC Members



TOWN COUNCIL MEMBERS

Glyn Willis, Mayor 24291 Lovers Ln. Windsor, VA. 23487	925-366-3022 12/31/22	Walter Bernacki 24291 Johnson Ave. Windsor, VA 23487	404-2586 12/31/20
Kelly Blankenship 22453 York Ct. Windsor, VA 23487	641-9380 12/31/22	Durwood V. Scott, Vice Mayor 11332 Shiloh Dr. Windsor, VA 23487	242-6528 12/31/20
J. Randy Carr 216 Robinson Way Windsor, VA 23487	650-8652 12/31/22	Greg Willis 24206 Lovers Ln. Windsor, VA 23487	242-3281 12/31/20
George Stubbs 8 Community Dr Windsor, VA. 23487	650-4473 12/31/22	Town Manager Michael Stallings 15030 Bowling Green Road Windsor, VA 23487	818-0064

Council meets second Tuesday @ 7:00 p.m. (4 year term)

PLANNING COMMISSION MEMBERS

Leonard L. Marshall, Chairman 39 Church St., PO Box 412 Windsor, Va. 23487	620-9470 12/31/20	Edward Lynch 24379 Lovers Ln. Windsor, Va. 23487	242-3464 12/31/19
Larissa Williams 67 Church St. Windsor, Va. 23487	284-9900 12/31/20	Glyn T. Willis 24291 Lovers Ln. Windsor, Va. 23487	925-366-3022 12/31/19
Greg Willis (7/1/18 - 12/31/18) 24206 Lovers Ln. Windsor, VA 23487	242-3281 12/31/22	George L. Stubbs, Vice Chairman 8 Community Drive Windsor, Va. 23487	650-4473 12/31/21
G. Devon Hewitt 65 Church St. Windsor, VA 23487	242-3117 12/31/22		

Commission meets fourth Wednesday of each month except November when the meeting will be the third Wednesday. No meeting in December. (4 year term)

BOARD OF ZONING APPEALS

Frances D. Butler 23218 N. Court St. Windsor, Va. 23487	242-4214 12/31/19	Marion Neighbours 73 E. Windsor Blvd., P O Box 54 Windsor, Va. 23487	242-6865 12/31/20
Devon Hewitt 65 Church St. Windsor, Va. 23487	371-6007 12/31/21	James P. O'Briant, III 9 Holland Dr. Windsor, Va. 23487	242-4359 377-6171 12/31/22
Carolyn W. Harrup 48 Church St. Windsor, Va. 23487	242-4302 12/31/22		

Board meets as needed. (5 year term)

All meetings begin at 7:00 p.m. in Council Chambers.