

**TOWN OF WINDSOR**  
P. O. Box 307  
Windsor, Virginia 23487

Phone 757-242-4288 Fax 757-242-9039 E-Mail [windsor@windsor-va.gov](mailto:windsor@windsor-va.gov)

**PLANNING COMMISSION MEETING AGENDA**  
**July 24, 2019**  
**7:00 p.m.**

1. Call to Order
  - a) Welcome
  - b) Roll Call
2. Public Comments
3. Approval of the Minutes of the June 26, 2019 Planning Commission Meeting (1)
4. Public Hearing  
None
5. Introduction of Management Team
6. Town Attorney's Report
7. Economic Development Authority (EDA)
8. Old or Unfinished Business
9. New Business
10. Next Regular Meeting - August 28, 2019
11. Motion to Adjourn

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

The Planning Commission met on Wednesday, June 26, 2019 at 7:00 p.m. in the Town of Windsor Council Chamber. Chairman Marshall called the meeting to order and welcomed all who were present. Terry Whitehead, Town Clerk, recorded the minutes. Ben Sullivan, Planning & Zoning Administrator, Wallace W. Brittle, Jr. and Fred Taylor, Town Attorneys, were present. Mrs. Whitehead called the roll.

Planning Commission members present:      Leonard L. Marshall, Chairman  
George Stubbs, Vice Chairman  
Devon Hewitt - absent  
Edward Lynch  
Dale Scott  
Jesse Taylor - absent  
Larissa Williams

### **PUBLIC COMMENTS**

None

### **MINUTES**

Chairman Marshall asked if there were any amendments to the minutes of the May 22, 2019 regular Planning Commission meeting. Commissioner Scott made a motion to approve the minutes as presented. Commissioner Williams seconded the motion, and the Commission unanimously passed the motion as recorded on the attached chart as motion #1.

### **UPDATE ON PLANNING GRANT**

Mr. Sullivan reported that he and Commissioner Williams met with Ramona Chapman, who is the State representative for the grant program. He said Ms. Chapman reviewed conditions for the grant money. He said she explained that the funds should be used to promote and fund the vision statement meetings. She also suggested that a Management Team be formed to oversee the meetings to make sure that goals are met.

Mr. Sullivan explained that the Management Team should consist of community members and residents of Windsor. He said Ms. Chapman suggested students, teachers, business leaders and religious leaders. He said he has four members interested in serving on the Management Team at this time. He said the four members include himself, Commissioner Williams, Councilman Bernacki, and Pastor Hunter from Community Harvest Outreach. He said he is hoping to form a team of approximately 8 to 15 members.

Mr. Sullivan asked Planning Commission to contact him regarding any recommendations for Management Team members. He said his goal is to have the Management Team formed by the end of July, 2019, and have the vision meetings begin in September, 2019.

Commissioner Scott suggested that Mr. Sullivan reach out to Volpe Boykin, who is the President of the newly formed Southern and Central Isle of Wight Citizens Group, for potential Management Team members.

#### **TOWN ATTORNEY'S REPORT**

None

#### **ECONOMIC DEVELOPMENT AUTHORITY - EDA**

Commissioner Scott reported that the EDA discussed developing a plan to market the property donated to the Town by Farmers Bank. He said the property is located on the west side of Town next to the Dairy Queen and the Holiday convenience store on Route 460. Commissioner Scott said the EDA is discussing how to utilize that property to attract business interest which would generate revenue for the Town.

Mr. Sullivan also reported that the EDA discussed different options of advertising or promoting the vacant buildings within the town that are for sale or for rent to help attract new businesses.

#### **OTHER REPORTS**

None

#### **OLD OR UNFINISHED BUSINESS**

None

#### **NEW BUSINESS**

Mr. Sullivan stated that Mr. Stallings has requested input from the Commissioners regarding qualifications needed to serve on the Planning Commission. He explained that Council is interested in reviewing qualifications needed for nominations for all candidates interested in serving on the EDA, the Town Center Advisory Board, the Planning Commission, or any other position needing Council's vote for approval. He asked Planning Commission to contact him if they have input regarding this issue.

#### **ADJOURNMENT**

Chairman Marshall stated that the next meeting is scheduled for July 24, 2019.

There being no further business, Commissioner Stubbs made the motion to adjourn. Commissioner Williams seconded the motion, and the Commission unanimously approved the motion as recorded on the attached chart as motion #2.

The meeting adjourned at 7:30 p.m.

---

Leonard L. Marshall, Chairman

---

Terry Whitehead, Town Clerk

TOWN OF WINDSOR  
RECORD OF  
PLANNING COMMISSION VOTES

Commission Meeting Date June 26, 2019

Motion #	G. Stubbs	E. Lynch	L. Marshall	L. Williams	D. Hewitt	D. Scott	J. Taylor
1	y	y	y	y	Absent	y	Absent
2	y	y	y	y		y	
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
32							
33							
34							
35							
36							
37							
38							
39							
40							
41							
42							
43							
44							
45							

Jerry Whitehead, Clerk