

TOWN OF WINDSOR
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PLANNING COMMISSION MEETING AGENDA
June 26, 2019
7:00 p.m.

1. Call to Order
 - a) Welcome
 - b) Roll Call
2. Public Comments
3. Approval of the Minutes of the May 22, 2019 Planning Commission Meeting (1)
4. Public Hearing
None
5. Update on Planning Grant
6. Town Attorney's Report
7. Economic Development Authority (EDA)
8. Other Reports
9. Old or Unfinished Business
10. Next Regular Meeting - July 24, 2019
11. Motion to Adjourn

MINUTES OF THE PLANNING COMMISSION – WINDSOR, VIRGINIA

The Planning Commission met on Wednesday, May 22, 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 Attorney, were present. Mrs. Whitehead called the roll.

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

PUBLIC COMMENTS

None

MINUTES

Chairman Marshall asked if there were any amendments to the minutes of the March 27, 2019 regular Planning Commission meeting. Commissioner Scott made a motion to approve the minutes as presented. Commissioner Hewitt 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 the Town application for the Community Development Block Grant (CDBG) has been accepted. He said the next step will be to prepare for meetings to gather community input for the Windsor Vision Statement and to set Smart Goals. Mr. Sullivan said the meeting with the Windsor community will be delayed until September due to concerns of low participation during the summer.

He explained that the CDBG is prepared to offer the Town a Community Organizing Planning Grant, along with a Capacity Building Specialist, which would aid the Town in determining the highest priority needs and the capacity to address them. He said the Department of Housing and Community Development (DHCD) will make a total of up to \$10,000 available to the Town for developing solutions to identified community and priority needs.

Mr. Sullivan said the American Planning Association (APA) and the Hampton Roads Planning District Commission (HRPDC) are willing to create a Community Planning Assistance Team (CPAT) for the Town of Windsor. Will Cockrell of the HRPDC has suggested the Planning and Zoning Department and select Town Officials attend the annual APA VA Chapter House event in July to give a presentation on Windsor. Mr. Sullivan said a work session would follow to discuss the best way to hold the

community input meetings. The APA and HRPDC will also identify members who will volunteer to help organize and facilitate the meetings.

Mr. Sullivan asked for a volunteer from Planning Commission to help assist him with developing some of these ideas, to work with him when talking to the community development specialist, and to attend the annual APA VA Chapter House event in July.

After further discussion regarding the planning grant, Commissioner Williams volunteered to help Mr. Sullivan with the planning project.

LIBRARY EXPANSION

Mr. Sullivan reported that Patty Flemming approached him and expressed her concerns with the space issues at the Town of Windsor library. He said Mrs. Flemming has stated that the Fire Marshall has been called several times regarding overcrowding at events held at the library. She also stated that staff is lacking certain needed facilities and some events are interrupted by other visitors using the library for unrelated uses. Mr. Sullivan said Mrs. Flemming is seeking support with fundraising efforts and with finding an architectural firm or educational facility who would be willing to work pro bono on helping to renovate the library. Mr. Sullivan said he will also be pursuing grant money to help with funding this potential project.

Mrs. Flemming was in attendance and reported that she met with the Friends of the Library and learned that the library cannot be renovated for expansion due to storm water issues. She noted that the library is partnering with Isle of Wight County Parks and Recreation, and the summer reading programs will be taking place at the Windsor Town Center this year.

Chairman Marshall stated that Isle of Wight County has a preliminary set of plans for library renovations. He suggested that Mr. Sullivan reach out to Lauren Lombard, Librarian, Tony Wilson, Director of General Services and Randy Keaton, County Administrator, to determine where the County is regarding the planning process of library renovations.

Planning Commission continued to discuss space issues at the library and possible alternative locations for events.

TOWN ATTORNEY'S REPORT

None

ECONOMIC DEVELOPMENT AUTHORITY – EDA

Commissioner Scott reported that the EDA has recently amended their by-laws. He noted that the EDA is in the process of seeking a qualified candidate to fill a vacant seat.

OTHER REPORTS

None

OLD OR UNFINISHED BUSINESS

Commissioner Hewitt thanked Mr. Brittle for his hard work and dedication to the Town of Windsor.

Mrs. Flemming discussed her concerns with drainage and sewer capacity issues within the Town.

Mrs. Flemming asked the Planning Commission to reach out to Don Jennings, Isle of Wight County Director of Utility Services, to invite him to a Planning Commission meeting to present the final sewer capacity report. Mr. Sullivan said he would contact Mr. Jennings regarding this issue.

ADJOURNMENT

Chairman Marshall stated that the next meeting is scheduled for June 26, 2019.

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

The meeting adjourned at 7:45 p.m.

Leonard L. Marshall, Chairman

Terry Whitehead, Town Clerk