

# TOWN OF WINDSOR

Town Elected Officials  
Glyn Willis – Mayor  
Durwood V. Scott – Vice Mayor  
Kelly Blankenship  
J. Randy Carr  
George Stubbs  
Walter Bernacki  
Greg Willis



Established 1902

Town Manager  
Michael R. Stallings, Jr.

Town Clerk  
Terry Whitehead

Town Treasurer  
Christy Jernigan

Town Attorney  
Wallace Brittle, Jr.

## Planning and Zoning Report

**DATE:** May 8, 2019

There was no Planning Commission in April due to lack of agenda items.

### **Planning Grant**

The Town application for the Community Development Block Grant (CDBG) has been accepted. The Planning and Zoning Department will be writing a letter to formally accept the grant. The next step will be to prepare for meetings to gather community input for the Windsor Vision Statement. On the advice from Renee Rountree, who is facilitating the Town Council statement meetings, and from members of the American Planning Association (APA), the meetings with the Windsor community will be delayed until September due to concerns of low participations during the summer.

Materials will be gathered and best practices will be identified during the summer months. Advertising will start in August, and will continue into September depending on when in the month the first meeting will be held.

A price quote has already been obtained for advertising material, 1500 8.5 x 11 single side flyers would be \$181.49 and 3.5 x 8.5 door knob hangers would be \$160.75 for the same quantity. The P&Z department has not identified a graphic designer for the handouts or inquired about designer cost yet. Mrs. Flemming has suggested contacting local community organizations to contact residence instead of hiring canvassers. These organizations will be identified and contacted in the upcoming month to assess their willingness to volunteer.

The APA and the Hampton Roads Planning District Commission (HRPDC) are willing to create a Community Planning Assistance Team (CPAT) for Windsor. Will Cockrell of the HRPDC has suggested that the P&Z Department and select Town Officials attend the annual APA VA chapterhouse event in July to give a presentation on Windsor. 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.

### **Library Expansion**

Mrs. Flemming has asked for assistance to expand the Windsor Library. She has stated that the Fire Marshal has been called several times about overcrowding at events held at the Library, that staff lack certain needed facilities, and that some events are interrupted by other visitors using the library for unrelated uses.

Mrs. Flemming has identified \$30k for expanding the library. She has also requested assistance in reaching out to local educational facilities to identify any assistance they may give. The P&Z Department will assist in this regard and identify additional funding sources for expansion.

**Violation Letters 4/4/19-5/8/19:**

Total Letters sent:9

Issues resolved-7

Second letter issued- 5

Vehicles to be towed-2