

**TOWN OF WINDSOR  
PLANNING COMMISSION  
TOWN COUNCIL CHAMBER  
8 EAST WINDSOR BOULEVARD  
WINDSOR VIRGINIA  
REGULAR MEETING  
WEDNESDAY OCTOBER 26, 2016  
7:00 p.m.**

**1. CALL TO ORDER**

- A) **Welcome**
- B) **Roll Call**

**2. APPROVAL OF MINUTES OF THE SEPTEMBER 28, 2016 REGULAR PLANNING COMMISSION MEETING (1)**

**3. OCTOBER AS COMMUNITY PLANNING MONTH (2)**

**4. COMMUNITY MEETING WITH RESIDENTS OF THE CHURCH AND COURT STREET AREA OF OLDE TOWN WINDSOR**

**Staff Comments:** The purpose of this item is to review what the Planning Commission has discussed regarding the Olde Town Windsor concept with the residents of the Court and Church Street area. The Commission was given copies several months ago of the slide shows from the respective streets. If you need another copy, please contact us. As with the other area of Olde Town, the concerns and opinions about the concept and any other problems in the area will then be heard from the residents in an informal manner as possible after a brief description of our previous discussions and the power-point presentation.

**5. OLDE TOWN WINDSOR - NEXT STEPS**

**6. REPORT FROM THE TOWN ATTORNEY**

**7. REPORT ON ECONOMIC ACTIVITY**

**8. PLANNING AND ZONING STAFF REPORT FOR SEPTEMBER 2016 (3)**

**9. OTHER REPORTS OR NEW BUSINESS**

- A) **Update on Chickens**
- B) **Any other New Business**

**10. NEXT REGULAR MEETING - NOVEMBER 16, 2016\***

**11. MOTION TO ADJOURN**

\* The November meeting is always moved up one week due to the Thanksgiving Holiday. At this point the only substantive item on the agenda will be a discussion of the community meetings and what should be placed within the Olde Town Windsor Plan.

## MINUTES OF THE PLANNING COMMISSION – WINDSOR, VIRGINIA

The Planning Commission met on Wednesday, September 28, 2016 at 7:00 p.m. in the Town of Windsor Council Chamber. Chairman Bennie Brown called the meeting to order and welcomed all who were present. Terry Whitehead, Town Clerk, recorded the minutes. Dennis Carney, Planning and Zoning Administrator, and Wallace W. Brittle, Jr., Town Attorney, were present. Mrs. Whitehead called the roll.

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

Planning Commission member absent:      Debra D. Hicks

### MINUTES

Chairman Brown asked if there were any amendments to the minutes of the August 24, 2016 regular Planning Commission meeting. Chairman Brown noted that Maple Lane and B Avenue were incorrectly stated as Maple Street and B Street in the minutes. Vice Chairman Marshall made a motion to approve the minutes with the aforementioned corrections. Commissioner Edwards seconded the motion, and the Commission unanimously passed the motion as recorded on the attached chart as motion #1.

### COMMUNITY MEETING WITH RESIDENTS OF THE BANK STREET, GRIFFIN STREET, MAPLE LANE AND B AVENUE AREA OF OLDE TOWN WINDSOR

Chairman Brown thanked everyone for attending the meeting. He said that the Planning Commission welcomes any comments or input regarding the Bank Street, Griffin Street, Maple Lane and B Avenue area of Olde Town Windsor.

Mr. Carney gave a PowerPoint presentation of the neighborhood. Michelle McManus, 14 B Avenue, Walter Barton, owner of 12 Bank Street, and Lud (Ren) and Sandra Spivey, 18 B Avenue, gave their opinions on the need to improve the drainage problems in the area. They also didn't feel that a park on the four acre parcel owned by the Town was a practical idea because there were few children in this area of the Town. Some residents indicated that a small passive park with a walking trail might be acceptable. It was also suggested that several single family affordable homes could be built on this parcel.

Chairman Brown thanked the residents for their comments and input.

## **OLDE TOWN WINDSOR – NEXT STEPS**

Planning Commission agreed to hold a similar community meeting with the residents of Church and North Court Streets at its October 26, 2016 meeting. Mr. Carney said at this meeting, the Commission will hear about any concerns in these areas as well as receiving input on the potential “mixed-use” options for this area of Olde Town Windsor. He explained that at the November meeting, the Commission could then discuss what they would like in the preliminary document.

## **REPORT FROM THE TOWN ATTORNEY**

None

## **REPORT FROM THE ECONOMIC DEVELOPMENT AUTHORITY**

Mr. Carney reported that Itly's Country Store located at 11409 East Windsor Boulevard has closed. He said that someone may be opening another restaurant in the same location. He said he will keep the Commission updated if an application is received.

## **PLANNING AND ZONING STAFF REPORT FOR AUGUST 2016**

Mr. Carney gave a brief review of Planning and Zoning activities for the month of August, 2016. He explained that there were eleven new zoning permits in the month. The permits included a new single wide manufactured home, two decks, two temporary signs, a gazebo, two fences, two daycare providers and a new business. He added that there were eight violations. Four were for inoperative motor vehicles and four were for tall grass.

Mr. Carney reported that Town Council approved the amendment for the A-1 Agricultural District to permit poultry provided the parcel or tract exceeds five acres and all pens and houses for poultry are at a minimum of 50 feet from the property lines of the parcel or tract that are zoned A-1. He said if the subject property meets all of the other requirements but adjoins non-agriculturally zoned property, then all pens and houses for poultry must be at a minimum of 100 feet from the adjacent non-agricultural property.

## **OTHER REPORTS**

### ***Potential Rezoning for Cambridge Villas***

Mr. Carney reported that the Cambridge Villas property is for sale due to the death of one of the owners. He noted that the deceased owner's heirs did not wish to follow through with the development. He explained that a new developer

may be interested in purchasing the property and may be applying for a rezoning requesting amendments to the proffers and possibly less units.

Mr. Carney noted that he will be attending the Virginia Association of Zoning Officials meeting on September 29 and 30, 2016. He added that October has been declared as National Community Planning Month.

## **ADJOURNMENT**

Chairman Brown stated that the next meeting will be on October 26, 2016.

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 #2.

The meeting adjourned at 8:35 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 September 28, 2016

Motion #	G. Willis	E. Lynch	B. Brown	N. Edwards	L. Marshall	G. Stubbs	D. Hicks
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Jerry Whitehead, Clerk

**RESOLUTION**

A Resolution Declaring October As Community Planning Month In The Town Of Windsor, Virginia.

**WHEREAS**, change is constant and affects all cities, towns, suburbs, counties, boroughs, townships, rural areas, and other places; and

**WHEREAS**, community planning and plans can help manage this change in a way that provides better choices for how people work and live; and

**WHEREAS**, community planning provides an opportunity for all residents to be meaningfully involved in making choices that determine the future of their community; and

**WHEREAS**, the full benefits of planning requires public officials and citizens who understand, support, and demand excellence in planning and plan implementation; and

**WHEREAS**, the month of October is designated as National Community Planning Month throughout the United States of America and its territories, and

**WHEREAS**, The American Planning Association and its professional institute, the American Institute of Certified Planners, endorse National Community Planning Month as an opportunity to highlight the contributions sound planning and plan implementation make to the quality of our settlements and environment; and

**WHEREAS**, the celebration of National Community Planning Month gives us the opportunity to publicly recognize the participation and dedication of the members of planning commissions and other citizen planners who have contributed their time and expertise to the improvement of the Town of Windsor, Isle of Wight County and the Hampton Roads region; and

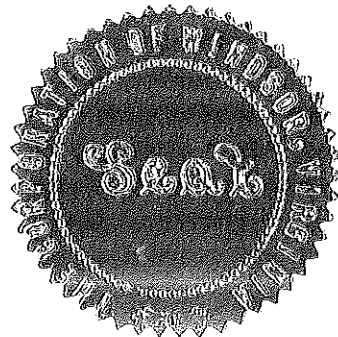
**WHEREAS**, We recognize the many valuable contributions made by professional and citizen community and regional planners of the Town of Windsor, Isle of Wight County and the overall Hampton Roads region and extend our heartfelt thanks for the continued commitment to public service by these professionals;

**NOW, THEREFORE**, BE IT RESOLVED THAT, the month of October 2016 is hereby designated as **Community Planning Month** in the Town of Windsor, Virginia in conjunction with the celebration of National Community Planning Month.

Adopted this eleventh Day of October, 2016.

*Carita J. Richardson*  
\_\_\_\_\_  
Honorable Mayor Carita J. Richardson

*Terry Whitehead*  
\_\_\_\_\_  
Terry Whitehead, Clerk



# TOWN OF WINDSOR

Town Elected Officials  
Carita J. Richardson, Mayor  
Clint Bryant-Vice Mayor  
Durwood V. Scott  
Greg Willis  
N. Macon Edwards, III  
Patty Fleming  
Tony Ambrose

Town Manager  
Michael R. Stallings, Jr.

Town Clerk  
Terry Whitehead

Town Attorney  
Wallace W. Brittle, Jr.



Established 1902

October 3, 2016

## Memorandum

**To: Michael Stallings, Town Manager  
Mayor and Town Council  
Planning Commission**

**From: Dennis W. Carney, Planning and Zoning Administrator**

**Subject: September 2016 Planning and Zoning Report**

**Zoning Permits:** The number of Zoning Permits decreased to four from the eleven that we had in August. This is also less than the nine that we issued in September 2015. The permits were for an above-ground pool, temporary signs and two home occupations.

**Violations:** In September there were nine violations, six of which were for inoperative vehicles, two were for tall grass, and a zoning violation on an above-ground swimming pool. Also there were six cases resolved; three for inoperative motor vehicles, a tall grass case and two "Other" cases (one for junk and trash and one zoning for chickens).

**Planning Commission Activity:** The Planning Commission held a very good community meeting with the residents of the Bank Street, Griffin Street, Maple Lane and B Avenue as part of the Olde Town Windsor study. Several residents primarily from Bank Street and B Avenue attended and gave their opinions on the need to improve the drainage problems in the area, that they (generally) didn't feel that a park on the four acre parcel owned by the Town was a practical idea. Although some indicated that a small passive park with a walking trail might be acceptable. Several single family homes were given as an alternative.

The Commission will be holding a similar community meeting with the residents of Church and North Court Streets at its October 26<sup>th</sup> regular meeting. At this meeting, the Commission will hear about any concerns in these areas as well as securing opinions on the potential "mixed-use" options for this area of Olde Town Windsor.

Once this community meeting is held, the study of these areas can be completed and public hearings can be held next year to make this study a part of the Comprehensive Plan.

# MONTHLY REPORT PLANNING & ZONING

September 2016

	<u>September</u>	<u>FYTD</u>
<b>Number of Zoning Permits Issued:</b>	<b>4</b>	<b>21</b>
Residential New Construction:	0	2
Commercial New Construction:	0	0
Building Additions:	0	0
Accessory Buildings:	0	1
Signs:		
Temporary:	1	3
Permanent:	0	0
Fences:	0	2
Pools:	1	2
Decks:	0	4
Driveways:	0	0
Other:	2	7
<b>Notices of Violation:</b>	<b>9**</b>	<b>33**</b>
Inoperative vehicles:	6	24
Tall grass:	2	6
Signs:	0	0
Other:	1	5
<b>Number of Violation Cases Resolved:</b>	<b>6**</b>	<b>21**</b>
Inoperative vehicles:	3	12
Tall grass:	1	5
Sign	0	0
Other:	2	4

A list of addresses and tax map numbers for the permits and violations are available at the Town Office.

\*Some Zoning Permits include several accessory items but are delineated by item on this report.

\*\*The discrepancy between the number of types and the total numbers of violations reflect that some violations notices cite two or more violations