

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

Phone 757-242-4288 Fax 757-242-9039 E-Mail windsor@windsor-va.gov

PLANNING COMMISSION MEETING AGENDA
February 23, 2022 - 7:00 p.m.
Town Hall

- 1) Call to Order
 - a) Welcome
 - b) Roll Call and Determination of Quorum
- 2) Selection of Chair -
 - a) Nominations
 - b) Vote for Chair
- 3) Selection of Vice-Chair
 - a) Nominations
 - b) Vote for Vice-Chair
- 4) Public Comments
- 5) Approval of the Minutes of the March 24, 2021 Planning Commission Meeting
- 6) Public Hearing - none.
- 7) Project Updates
- 8) Town Attorney's Report
- 9) Economic Development Authority Report (EDA)
- 10) Old or Unfinished Business
- 11) New Business: Work session

Discussion on Windsor Station Rezoning TZ-001-22: A rezoning request by First Dominion Land, Inc., property owners, to rezone 40.028 acres from A-1 to R1/MHP (Mobile Home Park) to create 60 single family residential lots. The property is located on Shiloh Drive and connects to the existing Holland Meadows Subdivision. The property is identified as Tax Map Number 51-01-094B.

- 12) Next Regular Meeting Date - March 23, 2022
- 13) Motion to Adjourn

MINUTES OF THE PLANNING COMMISSION - WINDSOR, VIRGINIA

The Planning Commission met on Wednesday, March 24, 2021 at 7:00 p.m. at the Windsor Town Center in Windsor, Virginia. Chairman Marshall called the meeting to order and welcomed all who were present. Terry Whitehead, Town Clerk, recorded the minutes. William Saunders, IV, Town Manager and Fred Taylor, Town Attorney, were present. Mrs. Whitehead called the roll.

Planning Commission members present: Leonard L. Marshall, Chairman
George Stubbs, Vice Chairman
Devon Hewitt
Dale Scott
Larissa Williams

Planning Commission members absent: Jesse Taylor
Ricky Vaughan

PUBLIC COMMENTS

None

MINUTES

Chairman Marshall asked if there were any amendments or comments regarding the minutes of the January 27, 2021 regular Planning Commission meeting.

Commissioner Scott made a motion to approve the minutes as presented. Commissioner Hewitt seconded, and the Commission unanimously passed the motion as recorded on the attached chart as motion #1.

PUBLIC HEARING

None

PROJECT UPDATES

Mr. Saunders reviewed the Capital Projects Update report. He noted that the Town has received a temporary Certificate of Occupancy for the Public Works building.

Mr. Saunders also reported that the bid opening took place today for the Windsor Town Center Roof Replacement and Moisture Repair project. He said most bids came in under the \$300,000 engineer's estimate on the project. He said the bids ranged from \$237,700 to \$333,701.

TOWN ATTORNEY REPORT

None

ECONOMIC DEVELOPMENT AUTHORITY – EDA

Mr. Scott reported that there is an interested party that has made a proposal to purchase the property located on West Windsor Boulevard that is currently owned by the EDA.

OTHER REPORTS

None

OLD OR UNFINISHED BUSINESS

Town of Windsor Strategic Plan

Mr. Saunders reported that the Strategic Plan was adopted by the Town Council at their February 9, 2021 meeting with no changes from the form at which the Planning Commission made their recommendation.

NEW BUSINESS

2022-2026 Capital Improvement Plan

Mr. Saunders said as you are aware, the Planning Commission typically reviews the annual update to the Town's Capital Improvement Plan (CIP) and makes a recommendation to the Town Council in that regard.

Mr. Saunders stated that there are several differences between the draft 2022-2026 CIP versus the adopted 2021-2025 CIP, changes of note include:

General Fund

- GIS system improvements were increased and spread over two years
- Addition of funds for consultant on Comprehensive Plan update
- Body worn camera replacement changed from a one-time payment to installments
- Addition of Taser replacement installments
- Street lighting frequency was changed to meet minimum of \$5,000 for capital item

Mr. Saunders reviewed the specific projects in the General Fund FY 2022-2026 CIP.

Water Fund

- Addition of water meter replacement
- Prioritization of several water main replacement and hydrant installation projects changes
- Scope of Watson Drive water main replacement and hydrant installation projects changes
- Scope of Windsor Supply/Rt. 460 water main replacement project changes
- Addition of water master plan update

Mr. Saunders continued to review the specific projects in the Water Fund FY 2022-2026 CIP.

Commissioner Scott asked if the current water meters have been upgraded to read electronically or are some still manual reads.

Mr. Saunders explained that most of the old meters are retrofitted to radio read. He said they can be adapted to a more technical head if we ramp up technology.

Mr. Saunders said the life span of a new meter is 15 to 20 years, as questioned by Commissioner Williams.

Chairman Marshall said the last three water projects referring to Buckhorn Drive, Watson Street, and Windsor Supply didn't mention upgrading and installing fire hydrants.

Mr. Saunders said he couldn't see any reason why hydrant upgrades and installation couldn't be added to those projects.

After further discussion, Commissioner Hewitt made a motion to recommend approval of the FY 2022-2026 CIP to Town Council. Commissioner Williams seconded, and the Commission unanimously passed the motion as recorded on the attached chart as motion #2.

ADJOURNMENT

Chairman Marshall stated that the next Planning Commission meeting is scheduled for April 28, 2021.

There being no further business, Commissioner Stubbs made the motion to adjourn. Commissioner Scott seconded, and the Commission unanimously passed the motion as recorded on the attached chart as motion #3.

The meeting adjourned at 7:23 p.m.

Leonard L. Marshall, Chairman

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
RECORD OF
PLANNING COMMISSION VOTES

Commission Meeting Date March 24, 2021

Motion #	L. Marshall	G. Stubbs	L. Williams	J. Taylor	D. Hewitt	D. Scott	R. Vaughan
1	✓	✓	✓	absent	✓	✓	absent
2	✓	✓	✓		✓	✓	
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

TOWN OF WINDSOR



Established 1902

Planning Commission Regular Meeting – Work Session

February 23, 2022 – 7 p.m.

Overview of Rezoning REZ-001-2022: Windsor Station

Application:	To rezone 40.028 +/- acres from A-1 to R1/MHP (Mobile Home Park) to create 60 single family residential lots.
Property Owner(s):	First Dominion Land Inc. P. O. Box 289 Windsor, VA 23487
Applicant(s):	Ashdon Builders, Inc.
Property Location:	Shiloh Drive
Tax Map Number:	54-01-094B
Area of Property:	40.028 acres
Wetland Area:	3.98 acres
Chesapeake Bay Preservation Area:	8.95 acres
Existing Land Use:	Vacant
Surrounding Land Uses:	Single family residential/vacant
Comprehensive Plan Future Land Use:	High Density Residential
Zoning Requirements:	Minimum lot size: 7,500 sq. ft. Minimum lot width: 50'; 75' corner Building setbacks: Front: 40', Sides 10'; Rear yard 20'

The applicant proposes this rezoning to develop 60 new, single family residential lots, known as Windsor Station. If approved, Windsor Station would connect to and become an extension of the Holland Meadows Subdivision. The original Holland Meadows Rezoning was approved by Town Council on June 9, 2009, and construction was completed in 2021.

Planning & Zoning Comments

1. The attached 2009 Holland Meadows Rezoning Exhibit showed two (2) street extensions from the Holland Meadows Subdivision to the proposed subdivision – Lena Rose Street and Savannah Street. The proposed rezoning shows only one extension – See VDOT comments.
2. Staff does not object to the proposed rezoning category R1/MHP (Mobile Home Park) as the Holland Meadows Subdivision was rezoned the same. However, at some point in the future, the Town may consider an ordinance amendment and subsequent map amendment to create a R-2 District, which would allow for this type of residential development.
3. There are no proffers associated with this rezoning. Staff would suggest that the applicant consider proffers to include minimum heated square footage and building elevation drawings showing quality construction and attention to architectural details, such as architectural shingles, partial brick, or stone front facades. Sidewalks and streetlights are required to be shown on the site plan per the Town’s Subdivision Ordinance.
4. Comprehensive Plan Consistency: The application is consistent with the following areas of the Comprehensive Plan:
 - Land Use Goals:
 1. Encourage new development in Windsor to be consistent with and complement the existing built environment of the Town.
 2. Encourage the development of a variety of housing types and densities consistent with existing neighborhoods.
 - Housing and Community Development Goals:
 1. Encourage infill and traditional neighborhood concepts.

IOW County Utility/Sewer Comments – awaiting comments.

VDOT Comments – attached.

City of Norfolk Comments

Staff contacted David Rosenthal, Reservoir Manager, for the City of Norfolk due to the proximity of its water source that adjoins the property. The city took part in the review of the adjoining Holland Meadows rezoning, which also abutted the same water source. Mr. Rosenthal has been in communication with the applicant regarding conflicting property boundaries. An up-to-date survey will be required as this project moves forward so that any inconsistencies will be resolved.

IOW County Public Schools – awaiting comments.

IOW County Planning Department – awaiting comments.



RIDDICK & POPE, PC
ATTORNEYS AND COUNSELORS AT LAW

William H. Riddick, III
wriddick@rplawva.com

Ashby Leigh Pope
apope@rplawva.com

January 12, 2022

Maxie Brown
Interim Zoning Administrator
Town of Windsor
8 East Windsor Boulevard
P.O. Box 307
Windsor, VA 23487

Re: Application for Change in Zoning Classification, Windsor Station

Dear Maxie:

Enclosed herewith is the application for a change in zoning classification for the Windsor Station property off of Shiloh Drive. This is an associated extension of the Holland Acres subdivision. I have enclosed the application as well as a traffic impact study and a concept plan. I can provide you the concept plan in large scale plan size as well as PDF. Please let me know how many copies you will need. Also, please let me know if there is anything else you require.

Yours very truly,

William H. Riddick III
William H. Riddick, III (ker)

WHR/ker
Enclosures

Security Address on Tracked Envelope

Ashdon Builders, Inc.
321 Great Bridge Blvd
Chesapeake, VA 23320
(757) 436-3757

Atlantic Union Bank
Chesapeake, VA
66-316/614

010744

12/23/2021

Pay to the
Order of Town of Windsor

\$ **800.00

Eight Hundred and 00/100*****

Dollars

Town of Windsor
P. O. Box 307
Windsor, VA 23487

Memo



⑈010744⑈ ⑆051403164⑆ 1010831028⑈

Ashdon Builders, Inc.

Town of Windsor

rezoning

12/23/2021

010744
800.00

10****1028 New Oper

800.00

TOWN OF WINDSOR

Zoning Map Amendment



Established 1902

Planning and Zoning
Administrator
(757)242-4288

Property Owner(s) First Dominion Land Inc. Owners Ph.# _____

Owners Mailing Address P.O. Box 289, Windsor, VA 23487

Applicant (if different from Owner) Ashdon Builders Inc. Ph# 757 436-3767

E-Mail barry@ashdonbuilders.com

Agent-Correspondence should be sent to William H. Riddick, III P.O. Box 190, Smithfield, VA 23431

Address/location of Subject Property adj to Shiloh Drive

Tax Map Number 54-01-094B Proposed Zoning District MHP Present Zoning District A-1

Parcel Size 40.028+/- ac. Street Frontage _____

Are there proffered conditions with this rezoning (if so please submit an original set of proffers signed by the owner). Yes No

Purpose of this Zoning Map Amendment change in zoning classification to MHP for single family residential as extension of Holland Meadows
(If more room is needed -- refer to and write a narrative and attach to this application)

Is this request in general accord with the current Town of Windsor Comprehensive Plan? yes

If no, is a Comprehensive Plan revision being submitted concurrently with this application? (Please submit a siteplan of the proposed rezoning including any new structures, streets, driveways and any other amenities that are present or to be constructed on the property, including structures or streets/driveways to be removed or moved. An application is not considered to be complete without such a siteplan).

Are there structures on the property, and if yes, will they be re-used or removed? NO

If the property is vacant or if new structures are envisioned, what types (and sizes) of structures and how many such structures will be constructed if this property is rezoned (please provide what the proposed structures will look like? 60 single family residences

Number of Parking Spaces Required and how many are being provided? as per zoning ordinance for single family residential development

Are there Chesapeake Bay Resource Protection Areas on the property? no

Was a Traffic Impact Analysis (TIA) required for this Request? yes If yes, has the Virginia Department of Transportation (VDOT) approved it? NO

(If not, the application cannot proceed until this review is completed) (Please include a copy of the TIA and VDOT's response with this application and provide an explanation of how VDOT's comments are being addressed.)

Are there adequate water and sewer facilities to serve the proposed use that would follow this rezoning (if not, how will these facilities be provided)? To be extended by developer

What are the properties zoned and what is the use of the properties on the property adjacent to the subject property?

NORTH- Zoning A-1 Use(s) agricultural

SOUTH- Zoning A-1 & R-1 Use(s) agricultural and single family residential

EAST- Zoning R-1 Use(s) single family residential

WEST- Zoning MHP Use(s) single family residential

I/WE HAVE READ THIS COMPLETED APPLICATION, UNDERSTAND ITS INTENT AND FREELY CONSENT TO ITS FILING. THE INFORMATION PROVIDED IS ACCURATE TO THE BEST OF MY/OUR KNOWLEDGE. I UNDERSTAND THAT THE TOWN MAY APPROVE OR DENY THE REQUEST FOR WHICH I AM APPLYING. FURTHERMORE, I GRANT PERMISSION TO THE PERSONNEL OF THE TOWN AND OTHER AGENTS OF THE TOWN OF WINDSOR AND ANY OTHER AUTHORIZED GOVERNMENT AGENCY TO ENTER THE PROPERTY AND MAKE SUCH INVESTIGATIONS AS THEY DEEM NECESSARY TO EVALUATE THE REQUEST.

Name Barry Cross
(Print)

Barry Cross
Signature (Applicant)

(owner / contract purchaser / authorized agent -- please circle one) Date

NOTARY: COUNTY OF Chesapeake STATE OF Virginia

Subscribed and sworn to me on the 23rd day of December, of the year

2021 My Commission expires on 7-31-2025, Notary Public Signature:

[Signature] Stamp:



Robin Hirsch
Commonwealth of Virginia
Notary Public
Commission No. 192988
My Commission Expires 7/31/2025

STAFF USE ONLY- DO NOT WRITE IN THIS AREA

Fee Paid _____ Date _____ Accepted by Signature/Title _____

Comments _____



MEMORANDUM

TO: CHRIS PARRISH, PE FROM: CHARLES SMITH, P.E., PTOE
 ORGANIZATION: DATE: 12-7-21
 PHONE NUMBER: SENDER'S REFERENCE NUMBER:
 RE: WINDSOR STATION TRIP GENERATION AND TURN YOUR REFERENCE NUMBER:
 LANE EVALUATION

URGENT FOR YOUR USE PLEASE COMMENT PLEASE REPLY PLEASE RECYCLE

PURPOSE

First Dominion Land, Inc. is proposing a residential neighborhood know as Windsor Station. The purpose of this memorandum is to provide the projected trip generation for the proposed site and to evaluate standard turn lane warrants for the proposed site access.

SITE

The proposed development is off of Shiloh Drive, just east of John Henry Street in Windsor, VA. The property is currently zoned A-1 and is in the process of rezoning to allow for the proposed 60 single family residential units. In the site vicinity, Shiloh Drive is a two-lane facility. There are two proposed locations to access this development. The first is via a connection to the first phase of this development that has already been constructed and ultimately connects to John Henry Street. The second is via a new intersection on Shiloh Drive just east of John Henry Street.

TRAFFIC VOLUMES

Existing Traffic Volume

A video hourly count (6-9AM, 4-7PM) was conducted on Tuesday, November 16, to determine the Shiloh Drive AM and PM peak hour volumes. The count was conducted at the proposed site. The volume data is illustrated in Table 1. The AM peak hour is 7-8AM and the PM peak hour is 4-5PM.

Site Generated Trips

The trip generation potential of the proposed development was determined using data published in the Institute of Transportation Engineers' (ITE) *Trip Generation Manual* (10th Edition). The resulting number of trips estimated to be generated by the proposed development are identified in the following table.

TABLE 2
Site Generated Traffic
(Vehicles Per Hour)

USE	ITE CODE	ADT	AM PEAK		PM PEAK	
			IN	OUT	IN	OUT
Single family housing (60 units)	220	650	11	36	39	23

Source: ITE Trip Generation Manual

TURN LANE WARRANTS

Turn lane warrants were evaluated per the VDOT Road Design Manual. The traffic volumes are illustrated in Figure 1. The turn lane warrants are not met. The turn lane warrants are provided in Figures 2 and 3.

END OF MEMORANDUM

Enclosed

Table 1 – Shiloh Dr Video Count Data

Figure 1 – Traffic Volume Calculations

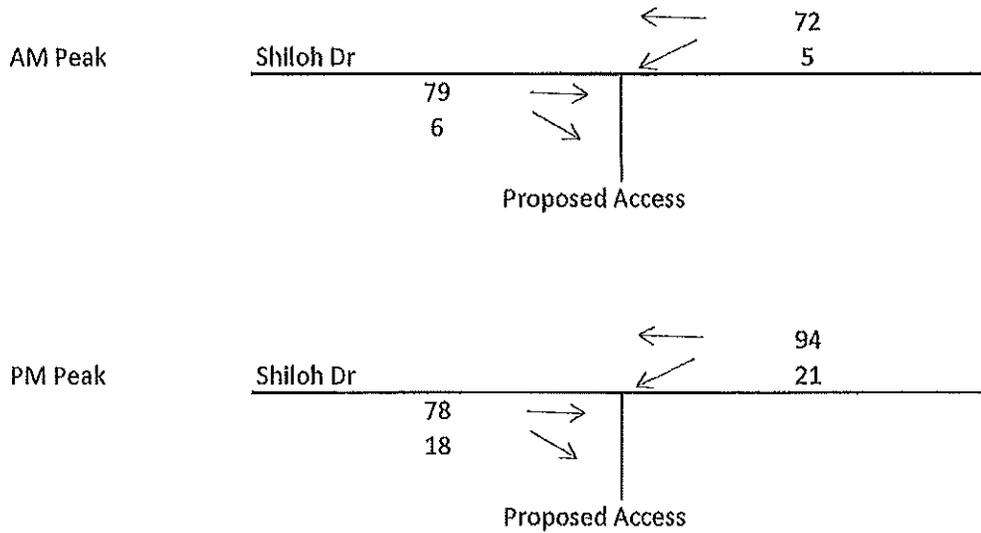
Figures 2 and 3 – Turn Lane Warrants

TABLE 1
Shiloh Dr, just east of John Henry St
Video Hourly Count
11/16/2021

	Westbound	Eastbound	Total
6:00 AM	35	63	98
7:00 AM	72	79	151
8:00 AM	38	48	86
4:00 PM	94	78	172
5:00 PM	97	56	153
6:00 PM	58	34	92

Figure 1
Shiloh Dr Volumes for Turn Lane Warrant Evaluation

VOLUME SUMMARY



Notes

- The trip generation as documented in the memo is copied below
- Site trips were assigned based on the existing distribution percentage along Shiloh Dr

Trip Generation

AM PEAK		PM PEAK	
IN	OUT	IN	OUT
11	36	39	23

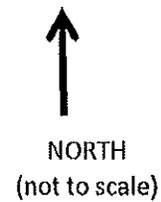


Figure 2
 Shiloh Dr and Shiloh Station Access
 Left Turn Lane Warrant

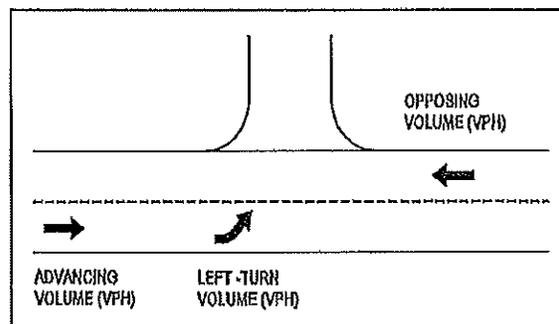
WARRANTS FOR LEFT TURN LANES ON TWO-LANE HIGHWAYS

VPH OPPOSING VOLUME	ADVANCING VOLUME			
	5% LEFT TURNS	10% LEFT TURNS	20% LEFT TURNS	30% LEFT TURNS
	40-MPH DESIGN SPEED*			
800	330	240	180	160
600	410	305	225	200
400	510	380	275	245
200	640	470	350	305
100	720	515	390	340
	50-MPH DESIGN SPEED*			
800	280	210	165	135
600	350	280	195	170
400	430	320	240	210
200	550	400	300	270
100	615	445	335	295
	60-MPH DESIGN SPEED*			
800	230	170	125	115
600	290	210	160	140
400	365	270	200	175
200	450	330	250	215
100	505	370	275	240

TABLE 3-1

Source: Adapted from 2011 AASHTO Green Book, Chapter 9, Section 9.7.3, Page 9-132, Table 9-23

* USE DESIGN SPEED IF AVAILABLE, IF NOT USE LEGAL SPEED LIMIT.[^]



Example:

Two-lane highway with 40-MPH operating speed

Opposing Volume (VPH) - 600
 Advancing Volume (VPH) - 440
 Left-Turn Volume (VPH) - 44 or 10% of Advancing Volume

With opposing volume (VPH) of 600 and 10% of advancing volume (VPH) making left turns, and advancing volume (VPH) of 305 or more will warrant a left-turn lane.

When the Average Running Speed on an existing facility is available, the corresponding Design Speed may be obtained from Appendix A, Section A-1.

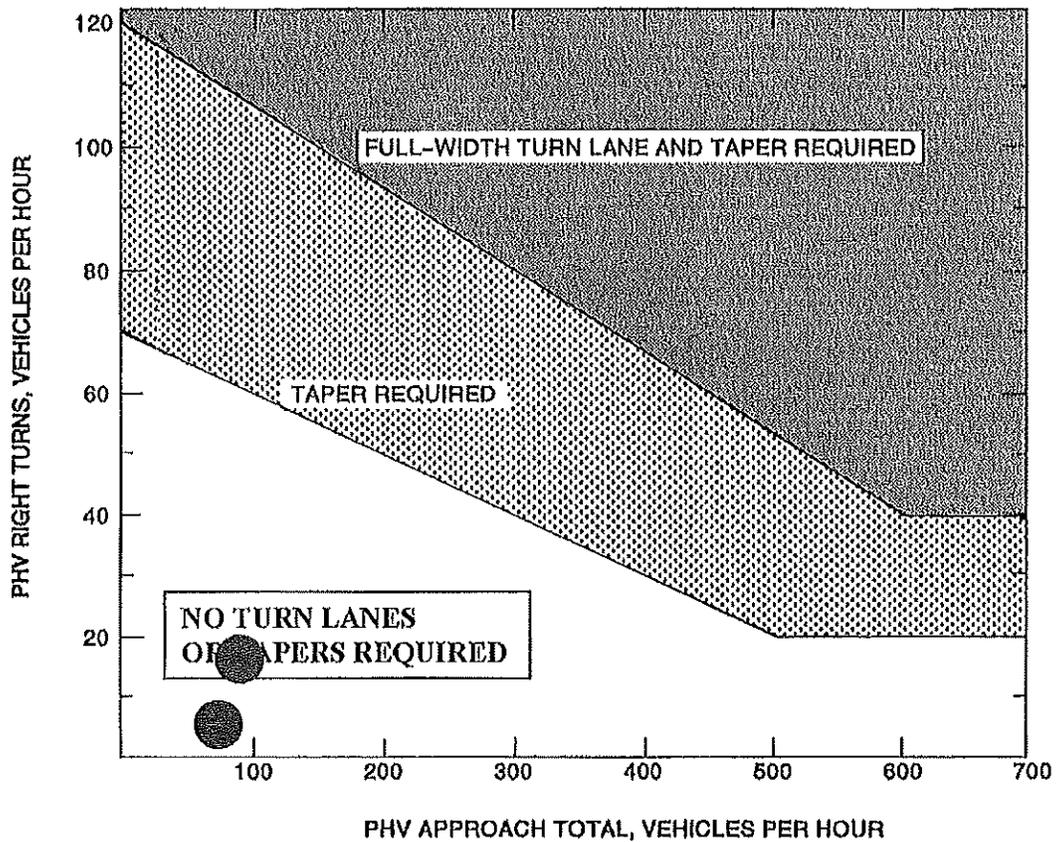
AM Volume
 Left Turn = 5 vph
 Opposing = 85 vph
 Advancing = 77 vph
 Not Warranted

PM Volume
 Left Turn = 21 vph
 Opposing = 96 vph
 Advancing = 115 vph
 Not Warranted

[^] Rev. 7/14

Figure 3
 Shiloh Dr and Shiloh Station Access
 Right Turn Lane Warrant

F-80



Appropriate Radius required at all Intersections and Entrances (Commercial or Private).
 AM Volume

Approach = 85 vph

Right = 6 vph

Turn Lane NOT Required

LEGEND

PHV - Peak Hour Volume (also Design Hourly Volume equivalent)

Adjustment for Right Turns

For posted speeds at or under 45 mph, PHV right turns > 40, and PHV total < 300.

Adjusted right turns = PHV Right Turns - 20

If PHV is not known use formula: $PHV = ADT \times K \times D$

K = the percent of AADT occurring in the peak hour

D = the percent of traffic in the peak direction of flow

Note: An average of 11% for K x D will suffice.

PM Volume

Approach = 96 vph

Right = 18 vph

Turn Lane NOT Required

When right turn facilities are warranted, see Figure 3-1 for design criteria.

FIGURE 3-26 WARRANTS FOR RIGHT TURN TREATMENT (2-LANE HIGHWAY)

Chris Parrish

From: Amy Conley <amy@bay-environmental.com>
Sent: Friday, October 15, 2021 2:56 PM
To: 'Chris Parrish'
Subject: RE: Holland Meadows - Town processes

Chris,

The wetlands delineation at the property located off Shiloh Drive (known as Holland Meadows II or Windsor Station) was consistent with the procedures specified in the 1987 Corps of Engineers Wetland Delineation Manual and the Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Atlantic and Gulf Coastal Plain Region (released in 2010).

There is no specific language in the either manual regarding confirmation of wetlands. Both manuals were made for the USACE to determine limits of wetlands and as such, consultants have employed the methods found in the manuals to make wetland calls that would be in our professional opinion, consistent to a call the USACE would make or confirm. While I am a certified wetland delineator in Virginia, my wetland delineations are subject to review by the USACE prior to obtaining a Jurisdictional Determination confirming limits of wetlands on the property for 5 years. We don't anticipate significant changes to this delineation upon confirmation as there is significant topographic changes and non-hydric soils located on portions of the property.

Part 1, #17 in the 1987 Corps of Engineers Wetland Delineation Manual states:

17. Although this manual was prepared primarily for use by Corps of Engineers (CE) field inspectors, it should be useful to anyone who makes wetland determinations for purposes of Section 404 of the Clean Water Act. The user is directed through a series of steps that involve gathering of information and decisionmaking, ultimately leading to a wetland determination.....

Our wetland delineation completed on this property is consistent with that statement and the contents of the manual.

Let me know if you have further questions.

Thank you,

Amy Conley
Natural Resources Manager
Bay Environmental, Inc.
648 Independence Parkway, Suite 100
Chesapeake, VA 23320
www.bay-environmental.com
(o) 757-436-5900
(f) 757-436-5909
(m) 757-814-6475
amy@bay-environmental.com

From: Chris Parrish <chris.parrish@cox.net>
Sent: Wednesday, October 6, 2021 9:50 AM
To: Amy Conley <amy@bay-environmental.com>
Subject: FW: Holland Meadows - Town processes

Amy,

Can you read the emails below and let me know if a USCOE confirmation is required for the rezoning process?

Thanks,

Chris Parrish, P.E.
Parrish-Layne Design Group
(757) 686-3345
(757) 409-3006 Cell

From: William Saunders [mailto:wsaunders@windsor-va.gov]
Sent: Tuesday, October 05, 2021 11:34 AM
To: C Parrish
Cc: Maxie Brown
Subject: RE: Holland Meadows - Town processes

Hey Chris,

In researching your question, I realized that the Chesapeake Bay section of our ordinance is not in MuniCode for some reason. Please find, Chapter 57, attached. Refer to Section 57-13 for your answer.

An engineer or surveyor is required to certify that the environmental site assessment is accurate and complete; and wetlands are to be delineated to the standards set forth in in the Federal Manual for Identifying and Delineating Jurisdictional Wetlands (Attached).

The town ordinance does not specifically require USCOE oversight; however, if the Federal Manual for Identifying and Delineating Jurisdictional Wetlands requires it, or the engineer or surveyor certifying the environmental site assessment cannot certify that it is accurate and complete without USCOE confirmation, then it would be required.

Let me know if you have any other questions.

Sincerely,

William

From: C Parrish [mailto:cparrish@pldgltd.com]
Sent: Monday, October 4, 2021 5:31 PM
To: William Saunders <wsaunders@windsor-va.gov>
Cc: Maxie Brown <mbrown@windsor-va.gov>
Subject: RE: Holland Meadows - Town processes

William,

I appreciate you and Maxie getting back with me. One question regarding the wetlands. Does the wetlands delineation have to be approved by the ACOE for the rezoning process or just an assessment from a wetlands consultant?

Thanks,

Chris Parrish, P.E.
Parrish-Layne Design Group
(757) 686-3345
(757) 409-3006 Cell

From: William Saunders [mailto:wsaunders@windsor-va.gov]
Sent: Monday, October 04, 2021 4:25 PM
To: C Parrish
Cc: Maxie Brown
Subject: Holland Meadows - Town processes

Hey Chris,

Please find below the answers to your questions.

Also find the ordinance here: https://library.municode.com/va/windsor/codes/code_of_ordinances It is likely the same or very similar ordinance as when you did the original Holland Meadows.

Let Maxie or me know if you have any other or follow up questions.

1. What is the process?

The first step is a rezoning application to the Planning Commission and Town Council. Staff recommends a rezoning from A-1 to PUD (Planned Unit Development) should density greater than R-1 be desired - this zoning district classification offers a great deal of flexibility and utilizes a proffered detailed General Development Plan (GDP) showing internal and external streets, walkways, as well as location of all buildings and structures. The GDP should also specify minimum and maximum lot sizes, setbacks, amenities, etc. This process may involve 3rd party reviewers, County, VDOT, etc.

The rezoning application is available on the Town's website. The application fee is \$800.00

After the rezoning is approved, a detailed site development plan will be required. The applicant may also submit a preliminary subdivision plat at this time, which will also be reviewed by the Planning Commission as part of the site plan submission. Alternatively, the preliminary subdivision plat can be submitted along with the conceptual plan for rezoning, thereby waiving a separate preliminary plat review process by Planning Commission. The application for this is also online. The fee is \$150 plus \$50 per lot over 3.

The Planning Commission is the approval body for the site plan. Again, a number of different agencies, including the County and VDOT will be a party to this review process.

After the site plan is approved, the final subdivision plans/record plats need to be submitted for review and approval. The fee for a major subdivision is \$250 plus \$75 per acre.

2. What studies have to be submitted with the application? Traffic only? Fiscal impact?

Under VDOT regulations, A traffic impact assessment will be required. If there are wetlands, a wetland study/impact assessment will also be required.

3. What are the fees?

Besides the fees noted above, the Town water tap privilege fee per unit is \$6,000. The County sewer tap fee per unit is \$3,700.00. It is advised that you contact the County regarding availability in that area 757-365-1650.

4. How long would REZ process be from submittal of application to Town Council's vote?

This varies; however a minimum of 6 to 8 months should be anticipated.

5. How long is plan review process?

This varies also; however a minimum of 3 to 6 months should be anticipated. Some of the submittals may be reviewed at the same time, depending upon how they are received.

6. Do we send plans out to any 3rd party reviewers, other than IOW and VDOT?

Yes, as mentioned above.

Sincerely,

William Saunders
Town Manager
Town of Windsor, VA
(757) 242-4288
wsaunders@windsor-va.gov



COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION
23116 Meherin Road
COURTLAND, VIRGINIA 23837

February 7, 2022

Maxie C. Brown, AICP
Interim Zoning Administrator
Town of Windsor
8 E. Windsor Blvd.
Windsor, VA 23487

**RE: Windsor Station Subdivision Rezoning
Shiloh Drive (Route 603)
Town of Windsor, Isle of Wight County**

The Residency has completed its review of the submitted rezoning application dated January 12, 2022 and received by the VDOT Land Development Office on January 20, 2022. We offer the following comments:

- 1) We concur with the submitted trip generation and turn lane warrants.
- 2) The platted Savannah Street stub was not constructed as part of the development of the Holland Meadows property. The proposed connection from Windsor Station shall be made to the current termination of Savannah Street, at its intersection with Lena Rose Street in the Holland Meadows neighbourhood.
- 3) The submitted concept plan for the subdivision streets "fails to connect" to the existing provided stub, located at the termination of Lena Rose Street at the property line in Holland Meadows. Per 24VAC30-92-60(C)(1), if a stub out maintained by the Department adjoins the property of a development with a network addition proposed for acceptance into the secondary system of state highways, such a network must connect to such stub out to be eligible for acceptance.

The district administrator (designee) may waive this requirement if the existing stub out is of such design as to make such a connection unsafe. In accordance with 24VAC30-92-60(C)(5) such a request for a waiver of the connectivity requirements along with supporting documentation shall be made in writing to the district administrator's designee with a copy to the local official. A determination shall be made within 30 calendar days.

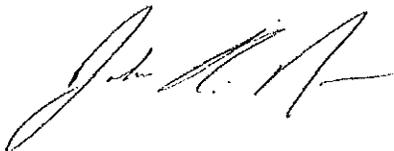
- 4) While it is understood that the conceptual plans submitted are not for construction, the following comments have been provided as a result of preliminary review of the conceptual plans:
- Construction site plans need to be submitted and should include, along with any other necessary information, the following; intersection geometrics, lane configurations, corner radii, intersection site distances, right of way, etc.
 - Design standards for entrances, sight distances, and intersections must be evaluated for compliance in accordance with Appendix F of the VDOT Road Design Manual. Subdivision streets shall be designed in accordance with Appendix B(1) of the VDOT Road Design Manual.
 - Drainage design in accordance with the VDOT Drainage Manual must be provided as part of the construction plan process.
 - A Geotechnical Report shall be submitted in accordance with the Pavement Design Guide for Subdivision and Secondary Roads in Virginia. This guide is available on the Department's website in Business Center/Manuals.
 - A pavement design shall be provided in accordance with the Pavement Design Guide for Subdivision and Secondary Roads in Virginia. Calculations shall be submitted for review and approval.

SUPPORTING DOCUMENTS

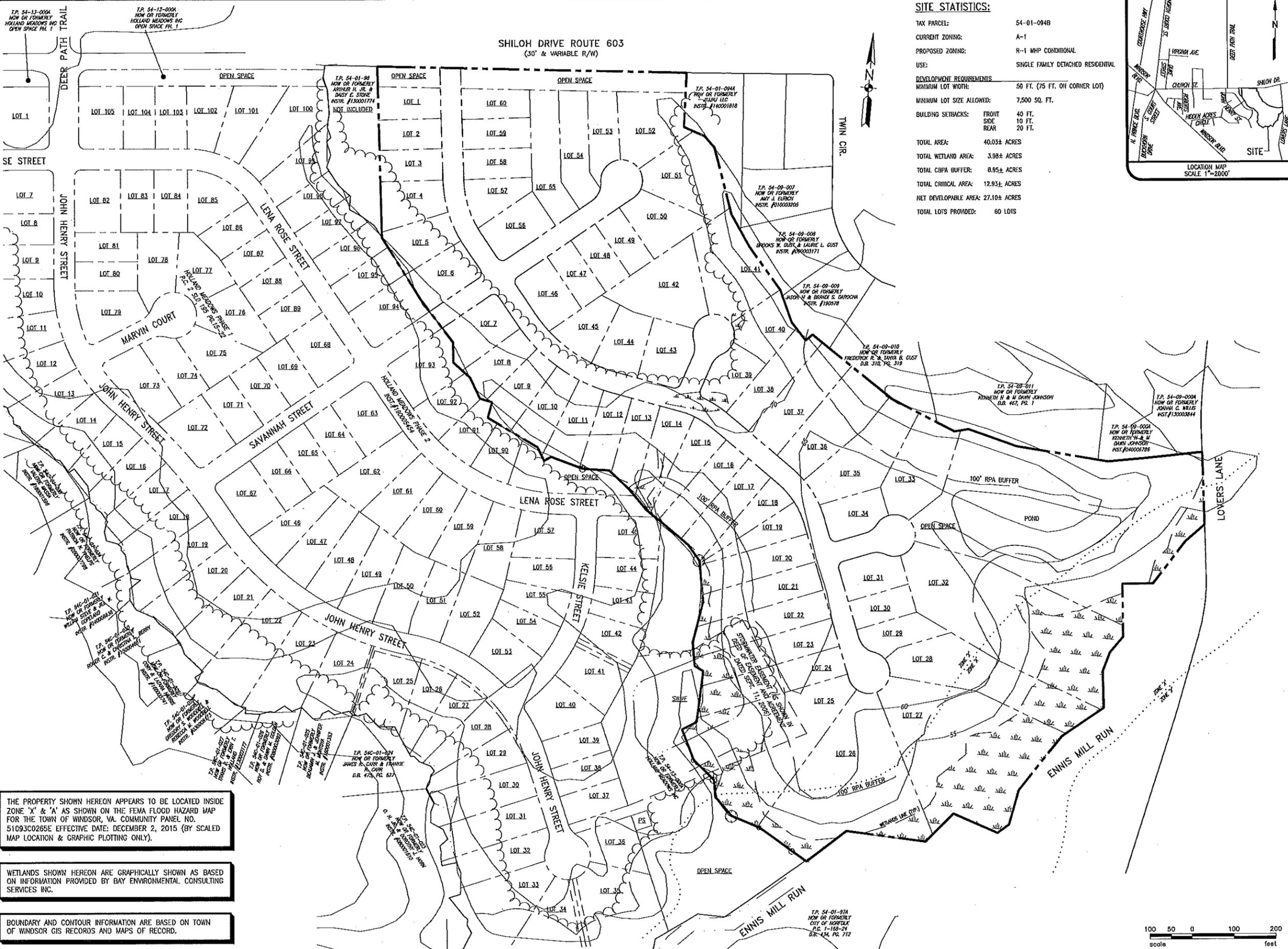
- 1) A detailed narrative which addresses each comment listed above must accompany your re-submittal package. Any revisions beyond those necessary to address the review comments listed above must be identified separately in the re-submittal narrative.
- 2) Please provide two (2) folded copies of the revised plans and two (2) copies of the detailed narrative with your re-submittal package.

If you have any questions, please contact me at (757) 346-3068 or Joshua.Norris@vdot.virginia.gov.

Sincerely,



Joshua R. Norris
Land Use Engineer
Virginia Department of Transportation
Franklin Residency



SITE STATISTICS:

TAX PARCEL:	54-01-094B
CURRENT ZONING:	A-1
PROPOSED ZONING:	R-1 MHP CONDITIONAL
USE:	SINGLE FAMILY DETACHED RESIDENTIAL
DEVELOPMENT REQUIREMENTS	
MINIMUM LOT WIDTH:	50 FT. (75 FT. ON CORNER LOT)
MINIMUM LOT SIZE ALLOWED:	7,500 SQ. FT.
BUILDING SETBACKS:	FRONT 40 FT. SIDE 10 FT. REAR 20 FT.
TOTAL AREA:	40.03± ACRES
TOTAL WETLAND AREA:	3.98± ACRES
TOTAL CBPA BUFFER:	8.95± ACRES
TOTAL CRITICAL AREA:	12.93± ACRES
NET DEVELOPABLE AREA:	27.10± ACRES
TOTAL LOTS PROVIDED:	60 LOTS



PARRISH LAYNE
DESIGN GROUP
Engineers • Surveyors • Planners
P.O. Box 9164, Chesapeake, VA 23321
Phone: 757.686.3345 Fax: 757.686.3348

REV.	DATE	DESCRIPTION

CONCEPT PLAN
OF
WINDSOR STATION
FOR
FIRST DOMINION LAND, INC.
T.P. 54-01-94B
TOWN OF WINDSOR, VIRGINIA
CONCEPT PLAN

DRAWN:	DHW
DESIGN:	
CHECKED:	BUL
DATE:	4/15/21
SCALE:	1"=100'
APPROVAL DATE:	

C-1
SHEET: 1 of 1
5336.1-21

THE PROPERTY SHOWN HEREON APPEARS TO BE LOCATED INSIDE ZONE 'X' & 'A' AS SHOWN ON THE FEMA FLOOD HAZARD MAP FOR THE TOWN OF WINDSOR, VA. COMMUNITY PANEL NO. 51093C0265E EFFECTIVE DATE: DECEMBER 2, 2015 (BY SCALED MAP LOCATION & GRAPHIC PLOTTING ONLY).

WETLANDS SHOWN HEREON ARE GRAPHICALLY SHOWN AS BASED ON INFORMATION PROVIDED BY BAY ENVIRONMENTAL CONSULTING SERVICES INC.

BOUNDARY AND CONTOUR INFORMATION ARE BASED ON TOWN OF WINDSOR GIS RECORDS AND MAPS OF RECORD.

