

TOWN OF WINDSOR
P.O. Box 307
8 East Windsor Boulevard
Windsor, Virginia 23487
Phone 757-242-4288 E-Mail Windsor@windsor-va.gov

PLANNING COMMISSION MEETING AGENDA
January 25, 2023 - 7:00 p.m.
Town Hall

- 1) Organizational Matters
 - A) Call to Order-Town Attorney
 - B) Welcome new member (Liaison from Town Council)
 - C) Roll Call and Determination of Quorum-Town Clerk

- 2) Selection of Chair
 - A) Nominations
 - B) Vote

- 3) Selection of Vice-Chair
 - A) Nominations
 - B) Vote

- 4) Chair
 - A) Re-Adoption of by-laws
 - B) Adoption of 2023 Meeting Schedule

- 5) Approval of the Minutes of the October 26, 2022 Commission meeting

- 6) Town Attorney's Report

- 7) Economic Development Authority (EDA) Report

- 8) Old or Unfinished Business

- 9) New Business
 - A) Discussion of Comprehensive Plan schedule

- 10) Next Regular Meeting Date: February 22, 2023

- 11) Motion to Adjourn

**Town of Windsor
Planning Commission**

January Organizational Meeting

The Town Attorney may call the meeting of the Windsor Planning Commission to order.

With the recent election, Mayor George Stubbs has decided to relinquish his position on the Planning Commission after serving on the Commission since 2005. At their meeting on January 10, 2023 Town Council appointed Mr. David Adams to the Commission to serve as liaison between the two organizations. Mr. Adams term on the Commission will expire on December 31, 2026.

Article 6 of the Planning Commission by-laws states that the Commission shall elect officers, re-adopt by-laws, consider amendments there-to, and adopt its meeting schedule for the upcoming year.

At the January meeting, selection of a Chair and Vice-Chair is conducted. The Town Attorney may open the floor for nominations of the Chair, properly seconded and close the floor. The subsequent vote shall be recorded by the Town Clerk and entered into the record.

Once selection of the Chair is concluded, the Town Attorney may then turn the meeting over to the Chair to consider nominations for Vice-Chair.

2018 BYLAWS
WINDSOR PLANNING COMMISSION
TOWN OF WINDSOR, VIRGINIA

ARTICLE 1- OBJECTIVES

1. This Commission, established in conformance with the resolution adopted by Windsor Town Council on April 8, 1975, has adopted the following Articles in order to facilitate its powers and duties in accordance with the provisions of Title 15.2, Chapter 22, Article 2 of the Code of Virginia as amended.
2. The official title of this Commission shall be the "Windsor Commission" (hereinafter "Commission").

ARTICLE 2- MEMBERS

1. This Commission shall consist of seven (7) members, hereinafter referred to as appointed members who shall be citizens of the Town, and may be increased as provided by law.
2. The members are appointed for terms of four (4) years by the Town Council. Any vacancy in membership shall be filled by appointment by the Town Council and shall be for an unexpired term only. Any appointed member may be removed for malfeasance in office. Notwithstanding the foregoing provision, an appointed member of a local Commission may be removed from office by the local governing body without limitation in the event that the Commission member is absent from any three consecutive meetings of the Commission, or is absent from any four meetings of the Commission within any 12-month period. In either such event, a successor shall be appointed by the governing body for the unexpired portion of the term of the member who has been removed.
3. The Town Council may provide for payment of expenses incurred by any regular members in performance of his or her official duties or for required educational or training activities.
4. The members of the Commission are encouraged to take the necessary courses within two (2) years of their appointment to the Commission to become certified Commissioners.
5. The term of a Commission member shall expire on December 30, at which time his/her successor's term shall begin.

ARTICLE 3- OFFICERS AND THEIR SELECTION

1. The officers of the Commission shall consist of a Chairman, a Vice-Chairman, and a Secretary-Treasurer (hereinafter "Secretary"). The Secretary is the only non-elected officer and shall be appointed by the Commission.
2. Nomination of officers shall be made from the floor at the regular January meeting each year. Election of officers shall follow immediately.
3. A candidate receiving a majority vote of the membership present shall be declared elected. He/she shall take office immediately by regular election procedures.
4. Vacancies in office shall be filled immediately by regular election procedures.

ARTICLE 4-DUTIES OF OFFICERS

1. The Chairman shall be a citizen member of the Commission and shall:
 - a. Preside at all meetings.
 - b. Appoint committees, special and/or standing.
 - c. Rule on all procedural questions (subject to a reversal by a two-thirds (2/3) majority vote by the member present and voting).
 - d. Be informed immediately of any official communication and report same at the next regular meeting.
 - e. If staff requests a postponement or cancelation of a Commission meeting due to pending inclement weather conditions or in such case when a quorum cannot be established. If the Chairman approves staff's request, staff shall contact each member of the Commission by phone or electronic communications, post signs on the entry door of Town Hall and notify the media.
 - f. Carry out other duties as assigned by the Commission.
2. The Vice-Chairman shall be a citizen member of the Commission and shall:
 - a. Act in the absence or inability of the Chairman to act.

- b. Have the power to function in the same capacity as the Chairman in cases of the Chairman's inability to act.
3. The Secretary shall:
 - a. Keep a written record of all business transacted by the Commission.
 - b. Notify all appointed members of all meetings.
 - c. Keep a file of all official records and reports of the Commission.
 - d. Certify all maps, records, and reports of the Commission.
 - e. Give notice of all hearing and public meetings.
 - f. Attend to the correspondence of the Commission.

ARTICLE 5- STANDING AND SPECIAL COMMITTEES

1. Standing and Special committees may be appointed by the Chairman to serve as needed for purposes and terms approved by the Commission.
2. The Chairman shall be an ex officio member of every committee.

ARTICLE 6- MEETINGS

1. The Commission shall meet each January to hold its organizational meeting. At this meeting, the Board shall elect officers, re-adopt by-laws, consider amendments thereto, and adopt its meeting schedule for the upcoming year.
2. The regular meeting date for the Commission shall be the fourth Wednesday of each month, except for the month of December, when there shall be no scheduled meeting and November when the meeting is on the third Wednesday, at 7:00 p.m. in the Town Hall Council Chamber (see attached schedule).
3. Special meetings shall be called in accordance with §15.2-2214, Code of Virginia 1950 (as amended) which states, "special meetings of the Commission may be called by the chairman or by two members upon written request to the Secretary. The Secretary shall mail to all members at least five days in advance of a special meeting, a written notice fixing the time and place of the meeting and the purpose thereof. Written notice of a special meeting is not required if the time of the special meeting has been fixed at a regular meeting or if all members are present at the special meeting or files a written waiver of notice."

3. All regular and special meetings, public hearings, records, and accounts shall be open to the public subject to the Code of Virginia.
4. A majority of the membership of the Commission shall constitute a quorum. The number of votes necessary to transact business shall be by roll call, in which case a record shall be kept as part of the minutes.

ARTICLE 7- ORDER OF BUSINESS

1. The order of business for a regular meeting shall generally be:
 - a. Call to order by Chairman
 - b. Roll Call and Determination of ~~a~~ Quorum
 - c. Minutes from prior meeting(s)
 - d. Public Comments
 - e. Public Hearing(s)
 - f. Unfinished business
 - g. New business
 - h. Reports
 - i. Notification of date of next meeting and Adjournment
2. Parliamentary procedures in Commission meetings shall be governed by Robert's Rules of Order.
5. The Commission shall keep a set of minutes of all meetings, and these minutes are the public record of its proceedings. The Secretary and Chairman or the presiding officer of the meeting shall sign all minutes of the meetings after approval by the Commission at a succeeding meeting and shall certify that the minutes are a true and correct copy.
6. Approved minutes shall be kept in an official minute meeting book produced by Williamson Law Book Company (style 1).

ARTICLE 8- PUBLIC HEARINGS

1. In addition to those required by law, the Commission, at its discretion, may hold public hearings when it decides that a hearing will be in the public interest.
2. Notice of a public hearing shall be advertised as prescribed by law.
3. The case before the Commission shall be summarized by the Chairman or other person delegated by the Chairman. Interested parties shall have a reasonable opportunity to speak on the request or subject being considered.
4. A record shall be kept in the minutes of the meeting of those speaking at the public hearing.

ARTICLE 9- PUBLIC COMMENT PERIOD

1. The purpose of the citizen comment period is to allow any citizen of the Town to make statements to the Commission related to any matter under the auspices of the Commission, which are not scheduled for discussion on the agenda.
2. Each citizen of Windsor is allotted 3 minutes to address the Commission. Those individuals representing a group of citizens are allotted 5 minutes to address the Commission. Additional time may be granted at the discretion of the Chair.
3. The Commission will listen and consider the position and opinion of the citizens of Windsor however; the Commission shall not respond or ask staff to respond to issues identified by the public that may require additional research or investigation.

ARTICLE 10 - TOWN OF WINDSOR - PUBLIC HEARING PROTOCOL

1. The purpose of a public hearing is for the Commission to listen and consider the position and opinion of the citizens of Town.
2. Public hearings are not question and answer sessions or debates and all statements should be pertinent to the issue being considered and addressed to the Chair. Citizens are expected to obtain information and discuss the subject with public officials prior to the public hearing.

3. All public hearings are advertised weeks prior to the scheduled hearings and the notices indicate where citizens can obtain information pertinent to matters scheduled for public hearing.
4. When members of the public offer comment, they need to clearly state their name and address prior to making their comments.
5. Applicants, or representatives of the applicant, will be allowed fifteen (15) minutes to introduce information regarding the matter advertised for public hearing. Additional time may be granted at the discretion of the Chair.
6. Each citizen of Windsor speaking at a Public Hearing is respectfully requested to keep comments brief and not to exceed 3 minutes to address the Commission about the issues pertinent to the matters advertised for Public Hearing. Those individuals representing a group of citizen's are allotted 5 minutes to address the Commission. Additional time may be granted at the discretion of the Chair.
7. After the Public Hearing has been closed, the applicant or representatives of the applicant will be allowed ten (10) minutes to address any issues identified by the public. Additional time may be granted at the discretion of the Chair.
8. Written copies of statements made at public hearings are requested but not required.
9. If deemed necessary by the Chair, sign-up sheets will be provided for people wishing to address the Commission during the Public Hearing.

ARTICLE 11 – CORRESPONDENCE

1. It shall be the duty of the Secretary or as delegated to the Planning and Zoning Administrator to draft and sign all correspondence necessary for the execution of the duties and functions of the Commission.
2. It shall be the duty of the Secretary or as delegated to the Planning and Zoning Administrator to communicate by telephone or electronically when necessary to make communications that cannot be carried out as rapidly as required through direct correspondence.
3. All official papers and plans involving the authority of the Commission shall bear the signature of the Chairman together with the certification signed by the Secretary.

ARTICLE 12 – CONTINUATION OF PUBLIC HEARING

In the event that a regularly scheduled meeting, specially called meeting, and/or work session meeting of the Commission continues to 10:00 PM, the Commission may, at its discretion, adjourn the meeting until the next business day provided the motion of adjournment states the hour and location that the adjourned meeting is to be reconvened.

ARTICLE 13 AMENDMENTS

These bylaws may be amended by a recorded two-thirds (2/3) vote of the entire membership after thirty (30) days prior written notice. The text of the proposed amendment shall be included in the notice.

CERTIFICATE

These by-laws are hereby adopted by the Windsor Planning Commission on the 24th, of January 2018, and repeal all bylaws and their amendments previously enacted by the Windsor Commission

_____ Date: _____
Chairman

_____ Date: _____
Secretary

Town of Windsor
Planning Commission
2023 Meeting Schedule

All meetings on the 4th Wednesday of each month, beginning at 7:00 p.m., except November meeting which is the 3rd Wednesday beginning at 7:00 p.m. No meeting is scheduled for December.

February 22

March 22

April 26

May 24

June 28

July 26

August 23

September 27

October 25

November 15
(3rd Wednesday)

MINUTES OF THE PLANNING COMMISSION - WINDSOR, VIRGINIA

The Planning Commission met on Wednesday, October 26, 2022 at 7:00 p.m. at the Council Chamber of the Windsor Town Hall, Windsor, Virginia. Chairman Marshall called the meeting to order and welcomed all who were present. Terry Whitehead, Town Clerk, recorded the minutes. James Randolph, Planning and Zoning Administrator, was present. Mrs. Whitehead called the roll.

Planning Commission members present: Leonard L. Marshall, Chairman
Dale Scott
Ricky Vaughan
Larissa Williams

Planning Commission members absent: George Stubbs, Vice Chairman
Jesse Taylor
Devon Hewitt

PUBLIC COMMENTS

None

MINUTES

Vice Chairman Stubbs asked if there were any amendments or comments regarding the minutes of the September 28, 2022 regular Planning Commission meeting.

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

TOWN ATTORNEY REPORT

None

ECONOMIC DEVELOPMENT AUTHORITY REPORT – EDA

Commissioner Scott reported that the frog sponsored by Boy Scout Troop 41 has been placed at the Wesley F. Garris Event Park. He noted that Dewitt Holland painted the Boy Scout Frog and the frog located at the Christian Church. He added that Mr. Holland spearheaded this project, and he has spent a lot of time and dedication towards painting the frogs.

Commissioner Scott also reported that the property for sale on the west side of Town is still under contract, and the process is moving forward.

OLD OR UNFINISHED BUSINESS

None

NEW BUSINESS

Town Council's 2021 Strategic Plan

Mr. Randolph said on September 27, 2022, the Windsor Town Council held a work session to discuss updates to the Town of Windsor 2021 Strategic Plan, Windsor's Road Map for the Future.

Mr. Randolph noted that there are numerous action items that are planning related or where the Planning Commission can utilize existing planning tools or leverage planning relationships to assist the Town Council in accomplishing the goals described.

Mr. Randolph said this plan is a living document and will be upgraded overtime to reflect completed tasks and changing priorities of the Town. He said this document will be used to guide decisions made by Council and programs put into place by Staff.

Mr. Randolph stated that he highlighted specific action items for discussion by the Planning Commission. He said as you are aware, we will be updating the Comprehensive Plan in 2023. Mr. Randolph explained that some of these action items can be incorporated into this update, while others may need to be considered individually or as a component to other documents such as the Town Code, zoning ordinance, subdivision ordinance or Capital Improvements Plan (CIP).

Mr. Randolph continued to review the highlighted action items from the Strategic Plan.

Commissioner Williams commented on Action Item #5: *Include increased pedestrian and bike access for citizens in planning efforts.* Key Tasks/Activities #1: *Investigate connecting Windsor to Smithfield.* She suggested that connecting Route 258 to Lovers Lane would be the ultimate way to make our Town more accessible to pedestrians and bicyclists. She said this would provide both mobile home parks at each end of Town access to other areas in Town.

Commissioner Williams also stressed the importance of crosswalks, sidewalks, and additional traffic lights on Route 460 for pedestrian safety. She noted that the Key Task/Activities for Action Item #5 are not related to making our Town more accessible to foot traffic or bicycles.

Planning Commission discussed the surveys that were submitted by citizens that were used to compile data for the Strategic Plan.

Commissioner Williams said she processed all the entries for that survey, and the citizens want this Town to have better internet and to be more walkable.

Councilman Scott commented that based on the unknown plans for Route 460, it may not be practical, at this time, to put that kind of money in improvements for sidewalks if they may be discarded in the future.

Mr. Randolph said that a pedestrian plan would be a great compliment sub-plan in the Comprehensive Plan.

Mr. Randolph stated that Isle of Wight County has a Capital Improvement Plan for an intersection improvement at Route 258 and Route 460 to add right turn lanes along Route 258. He said on the east side of Route 258, there will be a sidewalk going from that intersection up to Windsor Manor Mobile Home Park as part of the intersection improvement. He said with a pedestrian plan, we would only need the segment in front of Community Electric to connect to Windsor Manor. Mr. Randolph added that there are plans for a crosswalk from the Citgo to Community Electric. He said this project has been preliminary approved by VDOT, and it is awaiting funding.

Mr. Randolph also reported that the Windsor Station project will have a sidewalk on Shiloh Drive connecting to Holland Meadows.

Mr. Randolph continued to review the highlighted Action Items in the Strategic Plan that are planning related.

Commissioner Scott commented on Action Item #1: *Develop a Master Plan for Infrastructure programming that encourages development and improves the future growth of commercial sites. Key Tasks/Activities #2: Consider Partnerships for water and sewer. (HRSD, IOW)* He said as everyone already knows, the sewer system in Town is having capacity issues with taking on new connections. He said if we are looking at growing the Town, we certainly need to make it a priority to partner with HRSD and the County to develop a plan for increased sewer capacity.

Mr. Randolph stated that increased sewer capacity will also be needed as it relates to Action Item #3: *Evaluate revisions to the zoning ordinance to allow higher density options for housing.* He said the Town does not control the sewer system, but having a partnership with the County and HRSD would be beneficial. He said with the Route 460 rezoning project east of the Town in Suffolk, there will be more industrial development. He said this will increase the need for more housing. Mr. Randolph said this could be an opportunity to work with the County regarding sewer capacity within the Town.

Councilman Scott said with the proposed warehouse project in Suffolk, there will be increased heavy truck traffic through Windsor. He asked if there is a plan in place with VDOT to improve the increased traffic flow through the Town.

Mr. Randolph said there is an anticipated 10% growth in heavy trucks traveling on Route 460 after this project is completed. He said there is a plan for improvements on Route 460 from Suffolk to the Isle of Wight County line. He said this may be an opportunity for the Town to work with VDOT and Isle of Wight County to come up with a plan to streamline traffic through the Town as shown in Action Item #6: *Actively participate in State intervention safety plan for 460.*

Mr. Randolph reviewed Action Item #7: *Identify potential Property Maintenance Ordinances.* He said he will look into other localities to research their Maintenance ordinances. He said this could be used to accomplish some of the goals of keeping structures from turning into hazards or eyesores like the church on Maple Avenue.

Mr. Randolph reviewed Action Item #11: *Identify and work with stakeholders to develop the Bank St. property.*

Commissioner Williams said she would like to see the Bank Street property turn into an exercise park with outdoor equipment.

Commissioner Vaughan expressed safety concerns with pedestrians having to cross Route 460 to visit a park.

Chairman Marshall added that having a park next to a train track would cause safety concerns as well. He also noted the drainage issues on that property.

After discussion, Planning Commission agreed that an exercise park would be a benefit to the citizens, but the property on Bank Street may be better served for other uses.

Planning Commission continued to discuss Action Item #12: *Support the beautification of the Route 460 corridor.*

Commissioner Scott said the Economic Development Authority (EDA) has discussed finding ways to assist business owners with improving their property along Route 460. He said a Town that looks appealing may inspire motorists to stop and shop at the local businesses. Councilman Scott also explained that the intent of the Frog Project was to give people something to identify the Town with, and to encourage them to visit.

After reviewing Action Item #13: *Increase the number of community Events and Activities*, Commissioner Williams commented that the Town's farmers market appears to be struggling. After discussion, it was suggested that a better location with more visibility and easier access may help with a successful farmers market.

After reviewing Action Item #14: *Work with partners to enhance and promote the history of Agronomy in the Town of Windsor, including working farms and Agriculture related businesses*, Mr. Randolph shared how a small Town holds an annual tractor parade as part of the local volunteer fire department's barbeque fundraiser. He said the parade draws a large crowd from neighboring communities and promotes agriculture. Planning Commission continued to discuss opportunities for events promoting agriculture in the Town of Windsor.

ADJOURNMENT

Commissioner Marshall stated that the next Planning Commission meeting is scheduled for January 25, 2023.

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

The meeting adjourned at 7:47 p.m.

Leonard Marshall, Chairman

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
RECORD OF
PLANNING COMMISSION VOTES


Commission Meeting Date October 26, 2022

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

Town of Windsor

Memorandum

TO: Windsor Planning Commission
FROM: James Randolph, Planning & Zoning Administrator 
SUBJECT: Comprehensive Plan Schedule
DATE: January 25, 2023

During the course of 2022, the Planning Commission discussed updating the Comprehensive Plan. As you are aware, localities are required to review and/or update their plans every 5 years. The current plan was adopted in July 2016. However, with the onset of the pandemic and limited staff availability, this update did not occur in 2021. With full time staff now available, it was the consensus of the Commission to prepare an update of the plan beginning in 2023.

The adopted plan has 8 individual chapters along with a list of figures, list of tables, and a list of maps. This plan was prepared with assistance from the Hampton Roads Planning District Commission (HRPDC), however HRPDC no longer offers support to member localities in the preparation of these plans. Therefore, it was determined to have in-house staff prepare draft elements (chapters) of the plan without the time or costs associated with preparing a formal Request for Proposals (RFP) and the hiring of consultants.

Staff would like to discuss a schedule on how best to accomplish this plan update with the following timeline.

Spring 2023

Chapters 1-4

Population

Housing

Economy

Transportation

Summer 2023

Chapters 5-8

Community Facilities

Environment

Land Use

Goals and Implementation Strategies

Once each draft chapter is prepared, they would then be presented to the Commission for comment and consideration at your regularly scheduled meetings.

As with any plan, public participation is crucial for its development and success in implementation. We do have public survey information that was provided during creation of the Town of Windsor's Strategic Plan that can also be utilized for inclusion into the Comprehensive Plan. Other initiatives may include additional surveys, questionnaires, public open house meeting(s) or other ideas to involve the public in development of the plan. Once a strategy is agreed upon, this public participation endeavor can occur during the Summer and/or Fall of 2023. The Town has budgeted funds for this plan update and they can be utilized for limited consultant activities (creation of maps, surveys , etc.) that may be associated with the plan development.

With this preliminary schedule, it is anticipated that a draft plan can be created by the end of the calendar year, with a formal public hearing by the Commission in early 2024. After recommendation by the Commission in early 2024, the Town Council can hold a public hearing and consider adopting the updated plan.