

TOWN OF WINDSOR
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PLANNING COMMISSION MEETING AGENDA
July 26, 2023 - 7:00 p.m.
Town Hall

- 1) Call to Order
 - a) Welcome
 - b) Roll Call and Determination of Quorum
- 2) Public Comments
- 3) Approval of the Minutes of the May 24, 2023 Planning Commission meeting
- 4) Public Hearing
- 5) Town Attorney's Report
- 6) Economic Development Authority (EDA) Report
- 7) Old or Unfinished Business
- 8) New Business
 - A) Draft Comprehensive Plan - Chapter 2: Population
 - B) 2050 Hampton Roads Long Range Transportation Plan
- 9) Next Regular Meeting Date: August 23, 2023
- 10) Motion to Adjourn

MINUTES OF THE PLANNING COMMISSION - WINDSOR, VIRGINIA

The Planning Commission met on Wednesday, May 24, 2023 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, and Fred Taylor, Town Attorney, were present. Mrs. Whitehead called the roll.

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

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

PUBLIC COMMENTS

None

MINUTES

Chairman Marshall asked if there were any amendments or comments regarding the minutes of the April 26, 2023 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.

Public Hearing

Chairman Marshall said there is a public hearing this evening to consider public comment regarding an application for a change in zoning classification from C-B-1, Conditional General Business to B-1, General Business.

Chairman Marshall asked Mr. Randolph to provide a brief background on the application. Chairman Marshall noted that the newspaper advertisement was included in the packet; therefore, the public hearing was properly advertised.

Mr. Randolph reported that the application was submitted by the Economic Development Authority (EDA) of the Town of Windsor for a change in zoning classification from C-B-1, Conditional General Business to B-1, General Business. He said the application includes tax parcels 54B-04-(1 through 19) with a total of 5.144 acres, and 54B-04-(21,22,23), which totals 2.845 acres. He said the parcels are located adjacent to Windsor Boulevard US Route 460, approximately 900' west of the intersection of US Route 258.

Mr. Randolph explained that the purpose of the application is to remove the conditional zoning (proffers) associated with the aforementioned parcels.

Mr. Randolph said in May 2004, American Fidelity Insurance Agency submitted an application to rezone these parcels to Conditional B-1, Conditional General Business. He said a list of proffers (conditions) was voluntarily submitted by the applicant. The proffers include:

- 1) Development of the subject property shall be in substantial conformity with the general site plan and the architectural elevations submitted with this application.
- 2) Developer shall extend water and sewer lines to the subject property at the Developer's expense.
- 3) Lighting for the site shall be directed inward with minimal overlap onto adjacent properties. Standard sized light poles shall be used in the retail shopping center area and all out-parcels. Lighting shall be uniform in color for the project and shall utilize direct cutoff lights on 30 foot poles.

Mr. Randolph stated that the Planning Commission held a public hearing on the application on May 26, 2004. He said the Planning Commission recommended approval of the conditional zoning application. He said the Town Council held a public hearing on July 13, 2004 and voted to approve the zoning map amendment to Conditional B-1.

Mr. Randolph said during the subsequent nineteen years, this property has changed hands numerous times. Most recently it is now owned by the EDA of the Town of Windsor.

Mr. Randolph said he attended the EDA meeting of August 1, 2022 and provided information about the conditional zoning associated with the properties and the process by which the proffer could be removed.

Mr. Randolph said the EDA has now applied to remove the proffered conditions in order to be able to market the properties without the aforementioned conditions. He said they have a potential client interested and have submitted a conceptual plan as part of their application. Mr. Randolph added that information or questions about the proposed development of these sites should be directed to the applicant (EDA).

Mr. Randolph said Jake Redd, who serves on Town Council and on the EDA, was planning to attend tonight's meeting to speak on behalf of the applicant, but he is not present. He suggested that maybe Commissioner Scott, who also serves on the EDA, could answer any questions that the Planning Commission may have.

Commissioner Scott explained that the potential buyer plans to use the property for an agritourism type business similar to the produce stands you may see on the way to the Outer Banks. He said the potential buyer operates other successful, well-kept businesses in other parts of the state, including an orchard and winery at Smith Mountain Lake, which some members of the EDA have visited.

Commissioner Scott explained that due to the type business the potential buyer will be operating, he will not need the aforementioned proffers. He said those proffers were previously intended for a commercial shopping center.

Chairman Marshall opened the public hearing for the rezoning from Conditional B-1 to B-1 Commercial for parcels 54B-04-1-19 and 21-23. He asked for any persons wishing to speak either for or against the proposed rezoning application submitted by the Windsor Economic Development Authority (EDA) to come forward at this time. Hearing none, he closed the public hearing and opened the floor for discussion among Planning Commission.

Commissioner Scott asked Mr. Taylor if there would be an issue with him voting on the application requesting the change of zoning classification. Commissioner Scott said he has no ownership of the property, but he is a non-compensated member of the EDA.

Mr. Taylor explained that since the EDA is an independent body, it may raise a question regarding Commissioner Scott's ability to serve both the Planning Commission and the EDA.

Commissioner Vaughan made a motion to recommend approval to Town Council of a change in zoning classification from C-B-1, Conditional General Business to B-1, General Business on parcels 54B-04-1-19, 21-23 located on the south and north side of Windsor Boulevard. Commissioner Williams seconded, and the Commission passed the motion 4-0, with Commissioner Scott abstaining, as recorded on the attached chart as motion #2.

TOWN ATTORNEY REPORT

None

ECONOMIC DEVELOPMENT AUTHORITY REPORT – EDA

Commissioner Scott briefed the Planning Commission on the Frog Project. He said the "Farm" themed frog has been placed at the corner of Shirley Drive and Windsor Boulevard. He said other frogs ordered by various organizations are being prepared for the paint process. Commissioner Scott said there have been a lot of positive comments made towards the Frog Project.

OLD OR UNFINISHED BUSINESS

None

NEW BUSINESS

Mr. Randolph noted that he anticipated having a chapter of the Comprehensive Plan ready for review at this meeting, but the public hearing took precedence. He said we will continue with the Comprehensive Plan update process at the July 26, 2023 meeting.

ADJOURNMENT

Chairman Marshall said the next Planning Commission meeting is scheduled for July 26, 2023. He added that there will be no meeting held in June.

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

The meeting adjourned at 7:15 p.m.

Leonard L. Marshall, Chairman

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
RECORD OF
PLANNING COMMISSION VOTES

Commission Meeting Date May 24, 2023

Motion #	L. Marshall	L. Williams	J. Taylor	D. Hewitt	D. Scott	R. Vaughan	D. Adams
1	y	y	Absent	Absent	y	y	y
2	y	y			abstained	y	y
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Jerry Whitehead, Clerk

DRAFT

CHAPTER 2 – POPULATION

The character and dynamics of a locality’s population are often good predictors of future development patterns and can act as valuable planning tools for a community making decisions related to growth. Future land use patterns are based in part on the trends seen in the existing community and involve an assessment of the need for housing, infrastructure, and other services.

This chapter examines the most recent population estimates, population growth trends, and household information for the Town of Windsor using data from the U.S. Census Bureau, the Hampton Roads Planning District Commission, and local records.

Windsor is a community located in a traditionally rural county at the intersection of two important transportation corridors connecting Hampton Roads to points west. The Town is part of the Western Tidewater portion of the Hampton Roads Planning District Commission region, which includes the cities of Franklin and Suffolk, and the counties of Isle of Wight, Southampton, and Surry. This region is generally experiencing significant growth, especially the areas closer to the metropolitan area. In order to better understand the dynamics affecting growth and development with the Town of Windsor, this chapter will also include regional population trends.

Below is a table indicating the total population for the Town, Isle of Wight County and the Commonwealth of Virginia based upon information from the U.S. Census Bureau for the year 2020.

<u>Population</u>	<u>2020</u>
Town of Windsor	2,746
Isle of Wight County	38,606
Virginia	8,631,393

**Population Estimates
Western Tidewater Region**

	<u>1980</u>	<u>1990</u>	<u>2000</u>	<u>2010</u>	<u>2020</u>
Windsor	985	1025	2347	2626	2746
Franklin	7308	7864	8346	8582	8179
Isle of Wight	21603	25053	28298	35270	38606
Southampton	18731	17550	17482	18570	18001
Suffolk	47321	52143	63677	84585	94326
Surry	6046	6145	6829	7058	6561

*Note: 2000 population numbers reflect Windsor annexation that was completed in 2001 from Isle of Wight County

Population Trends

Most of the localities in the Western Tidewater region experienced significant population growth during the period of 1980 to 2020. During this time, both Suffolk and Isle of Wight have experienced tremendous growth, while the localities to the west have demonstrated relatively stable population patterns with growth occurring at a slower rate.

According to the 2020 U.S. Census, the Town of Windsor is home to approximately 2746 people. This equates to a population density of 719 persons per square mile. The Town of Windsor is one of two incorporated towns in Isle of Wight County. While Windsor has experienced significant growth during the last 40 years, the Town of Smithfield has grown dramatically. Smithfield completed an annexation from Isle of Wight in 1998 and is located in the northern end of the county where a majority of the county's growth is occurring.

During the period from 2020 to 2022, Isle of Wight County has grown an additional 4% bringing the estimated County population to 40,150. During this same time period, the City of Suffolk has grown an additional 4.4%, increasing their population to almost 100,000 persons.

Population Characteristics

Age and Race

Residents of the Western Tidewater region are older than average when compared to the state and nation as a whole. (median age defined: ½ are above, ½ are below) The 2020 Census shows that all the localities in the region had a higher median age than both the state and the nation.

<u>Median Age</u>	<u>2020</u>
Town of Windsor	47.0 (+/- 8.2)
Virginia	38.4 (+/- .1)
Unites States	38.8

*Note: The margin of error is significantly higher for the Town compared to the State

<u>Town of Windsor</u>	<u>Total</u>	<u>%</u>
Male	1318	48
Female	1428	52

Census data indicated that the Town of Windsor had a less racially diverse population than other localities in Western Tidewater. The racial makeup of the Town of Windsor is:

<u>Town of Windsor</u>	<u>Total</u>	<u>%</u>
White alone	1911	69.5
Black or African American alone	586	21.3
American Indian and Alaska native	15	.05
Asian	33	1.2
Some other race	68	2.4
Native Hawaiian , Pacific Islander	0	0

Younger/Older Population

Population % under 18 years of age:

Windsor	23.2
Virginia	22.0
National	22.1

Population % over 65 years of age:

Windsor	20.9
Virginia	16.9
National	16.8

Households

	<u>Total</u>	<u>Average size</u>
Windsor	1,061	2.59

Conclusion


As shown with the statistics and demographics shown in this chapter, the Town of Windsor and the Western Tidewater region continue to show significant population growth. This trend is a continuation of the pattern that has been developing during the last 40 years.

The percentage of population growth for the Town of Windsor has moderated over the past 10 years, compared to the previous 30 year time period. A number of factors affect the growth and population patterns, including available housing opportunities, economic conditions at both the local and national level and other variables. The average household size continues to decrease, even though there are more multi-generational households.

As we plan ahead to the year 2045, the Town of Windsor can continue to expect to see an increase in the population consistent with the overall growth trends of the Western Tidewater region.

Town of Windsor

Memorandum

TO: Windsor Planning Commission
FROM: James Randolph, Planning & Zoning Administrator 
SUBJECT: Hampton Roads 2050 Long Range Transportation Plan
DATE: July 26, 2023

The Hampton Roads Transportation Planning Organization (HRTPO) is updating the region's 2050 long range transportation plan. As part of the process, they have included a survey to better understand the variables that will affect transportation systems in the future.

Attached you will find information on this survey, along with an online address for taking the survey. I would encourage you to take a few minutes to complete the survey at your convenience.

Should you have any questions, please let me know.

Thank you.



TELL US YOUR THOUGHTS!

The Hampton Roads Transportation Planning Organization is updating the region's Long-Range Transportation Plan (LRTP) to address future transportation needs and we want to hear your thoughts on influences that can impact the way we travel in the future.

Please take the *2050 LRTP Scenario Planning Survey* and help us plan for tomorrow's transportation system!

Scan the QR Code to take the survey or visit the link below:
<https://metroquestsurvey.com/32ez?c=F>



Contact Kyle Gilmer at kgilmer@hrtpo.org or 757-420-8300 for a paper copy of the survey.

For more information on the development of the Hampton Roads 2050 Long-Range Transportation Plan, visit:
<https://tinyurl.com/hr2050lrtp>

