

TOWN OF WINDSOR
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PLANNING COMMISSION MEETING AGENDA
September 25, 2019
7:00 p.m.

1. Call to Order
 - a) Welcome
 - b) Roll Call
2. Public Comments
3. Approval of the Minutes of the August 28, 2019 Planning Commission Meeting (1)
4. Public Hearing
None
5. Fox Run Farm, Inc. Application (2)
6. Town Attorney's Report
7. Economic Development Authority (EDA)
8. Old or Unfinished Business
9. New Business
10. Next Regular Meeting - October 23, 2019
11. Motion to Adjourn

MINUTES OF THE PLANNING COMMISSION – WINDSOR, VIRGINIA

The Planning Commission met on Wednesday, August 28, 2019 at 7:00 p.m. in the Town of Windsor Council Chamber. Chairman Marshall called the meeting to order and welcomed all who were present. Jeannie Dunlow, Assistant Treasurer, recorded the minutes. Ben Sullivan, Planning & Zoning Administrator, and Fred Taylor, Town Attorney, were present. Ms. Dunlow called the roll.

Planning Commission members present: Leonard L. Marshall, Chairman
George Stubbs, Vice Chairman
Devon Hewitt
Edward Lynch
Dale Scott
Jesse Taylor - absent
Larissa Williams

PUBLIC COMMENTS

None

MINUTES

Chairman Marshall asked if there were any amendments to the minutes of the July 24, 2019 regular Planning Commission meeting.

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

PUBLIC HEARING

None

UPDATE ON TOWN VISION MANAGEMENT TEAM

Mr. Sullivan reported that the Vision Management Team met again on August 19, 2019 to develop a survey to identify resident's opinions on the Town's needs and wants. He said the survey asks if the person is a resident of the Town and their views on Windsor's capacity in recreation, infrastructure, development opportunities, and offers the chance to give any additional insights. He said the initial surveys will be conducted through mailing with the water bills and at the Isle of Wight County Fair. Mr. Sullivan also reported that the management team has been invited to the Isle of Wight Chamber of Commerce Annual Meeting and Tailgate Party on September 26, 2019 from 4:30 p.m. to 7:00 p.m. to promote the surveys.

O'REILLY AUTO PARTS APPLICATION

Michael Zarpas said he is speaking on behalf of Belterra Partners, who is the developer looking to build an O'Reilly Auto Parts store on the empty lot next to the Windsor Commons Shopping Center.

Mr. Zarpas said Belterra Partners is requesting to use the façade material Nichiha on the exterior of the proposed O'Reilly Auto Parts store. He explained that Nichiha is a panel that gives a wall the appearance of being constructed out of a brick material. He said the developer wishes to use this material to reduce cost of construction and ensure that it does not exceed projected sales volume ratio for the area. Mr. Zarpas noted several stores in Hampton Roads who used this same material on the exterior of their buildings.

Commissioner Scott asked if this exterior material is used on all O'Reilly stores, or is it only being proposed for the Windsor store. Mr. Zarpas said it is used on most of the stores, but not all of them. He explained that some stores have used metal, brick, or CMU for the exterior. He explained that this will be a smaller volume store due to the population of Windsor, and using this material will reduce the cost of construction so that O'Reilly may be able to afford to build and locate in Windsor.

Mr. Zarpas explained that the building would be constructed of metal and wrapped with the Nichiha product similar to the CVS building located at 12 E. Windsor Blvd. He said it will look and feel like brick.

Planning Commission continued to discuss the retention pond, color options of the Nichiha material, the vegetation buffer, and the proposed entrance off of U.S. Route 460 between the shopping center and the proposed O'Reilly Auto Parts building.

Mr. Sullivan said that Section 160-66 (6) 5 gives the Planning Commission authority to allow for alternative materials when using the decorative wall option. He reported that staff sees no drawback for exercising this option to use the façade material Nichiha.

After further discussion, Vice Chairman Stubbs made a motion to approve the façade material Nichiha to be used on the proposed O'Reilly Auto Parts store. Commissioner Williams seconded, and the Commission passed the motion, with Commissioner Scott abstaining, as recorded on the attached chart as motion #2.

TOWN ATTORNEY'S REPORT

None

ECONOMIC DEVELOPMENT AUTHORITY - EDA

Commissioner Scott reported that the EDA has moved forward with marketing the two parcels located on the west side of Town that were discussed at previous meetings. He said "For Sale" signs have been placed on these two parcels.

OTHER REPORTS

None

OLD OR UNFINISHED BUSINESS

Mr. Sullivan asked who among the Commissioners need to complete their Planning Commission certification. Commissioner Scott said he is new with the Planning Commission and has not taken any classes to become certified. Mr. Sullivan said he

would research when and where future classes will take place and email that information to Commissioner Scott.

Mr. Sullivan said Mr. Stallings would like input from the Commissioners regarding qualifications needed to serve on the Planning Commission. He explained that Town Council is interested in reviewing qualifications needed for nominations for all candidates interested in serving on the EDA, the Town Center Advisory Board, the Planning Commission, or any other position needing Council's vote for approval.

After discussion, the following qualifications were suggested: someone willing, able, and interested in attending the Planning Commission meetings and becoming certified after appointment, a resident of the Town for a specified period of time and who is familiar with the Town, and someone with an open-mind and desire to improve the Town of Windsor.

NEW BUSINESS

Vice Chairman Stubbs reported that the Farmers Feed and Seed located at 21 E. Windsor Blvd. has closed.

The Commissioners discussed the Planning Commission by-laws regarding Commission members being absent from consecutive meetings.

After further discussion, the Commissioners agreed by consensus to have Mr. Stallings, Town Manager, contact Commissioner Taylor to see if he is still interested in serving on the Planning Commission due to his job demands and absences from consecutive meetings.

ADJOURNMENT

Chairman Marshall stated that the next Planning Commission meeting is scheduled for September 25, 2019.

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

The meeting adjourned at 7:30 p.m.

Leonard L. Marshall, Chairman

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
RECORD OF
PLANNING COMMISSION VOTES

Commission Meeting Date August 28, 2019

Motion #	G. Stubbs	E. Lynch	L. Marshall	L. Williams	D. Hewitt	D. Scott	J. Taylor
1	✓	✓	✓	✓	✓	✓	Abstain
2	✓	✓	✓	✓	✓	Abstained	
3	✓	✓	✓	✓	✓	✓	
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Jannine Dunlow, Asst. Treas.

Staff Summary
September 21, 2018

Applicant/Owner: Fox Run Farm, Inc
539 W Wilkinson St
Kill Devil Hills, NC 27948

Property Location: 25097 and 25109 Buckhorn Dr

Tax Map Number(s): 54-01-067

Application: The applicant wishes to subdivide the property into three parcels and rezone the parcels with the housing units on them from A-1 to R-1.

Statistical Data:

Property size: 146.4260

Current Zoning: A-1 Agricultural

Existing Land Use: Agriculture and Single Family Residential

Proposed Use: Single Family Residential separated from Agriculture

Surrounding Land Uses: Agriculture, General Industrial, and Public Land (VDOT building)

Comprehensive Plan: Agricultural

Project Overview

The Applicant wishes to subdivide the 146.426 acre lot into three parcels. The two new parcels will contain the two single family detached dwellings on the property and will be 0.81 acres together. The parcels must be rezoned as R-1 to be in compliance at that size.

Staff Opinion

Fox Run Farms, Inc. is applying for a rezoning from the current A-1 to R-1 in order to subdivide the two existing homes from the rest of the farm. This will allow for the two housing lots to be retained while the rest of the farm is sold. Rezoning them to R-1 allows the two lots to be 15,000 square feet each as opposed to the 5 acres required if they remain A-1.

The land currently is not connected to public sewer and water and relies on septic tanks and well water. Additionally, the future land use in the Comprehensive Plan has the land as agricultural. Approving the rezoning carries little risk of encouraging more of the land to be rezoned as residential, and would still maintain the rural and agricultural nature of the area.

It is the staff's recommendation to approve the rezoning so the land may be divided in the most efficient way possible.