

TOWN OF WINDSOR
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PLANNING COMMISSION MEETING AGENDA
February 22, 2017
7:00 p.m.

1. Call to Order
 - a) Welcome
 - b) Roll Call
2. Public Comments
3. Approval of the Minutes of the January 18, 2017 Planning Commission Meeting (1)
4. Adoption of the Amended Bylaws (2)
5. Capital Improvements Plan (CIP) & Draft Budget Calendar (3)
6. Town Attorney's Report
7. Economic Development Authority
8. Next Regular Meeting - March 22, 2017
9. Motion to Adjourn

MINUTES OF THE PLANNING COMMISSION – WINDSOR, VIRGINIA

The Planning Commission met on Wednesday, January 18, 2017 at 7:00 p.m. in the Town of Windsor Council Chamber. Chairman Brown called the meeting to order and welcomed all who were present. Terry Whitehead, Town Clerk, recorded the minutes. Michael Stallings, Town Manager, and Wallace W. Brittle, Jr., Town Attorney, were present. Mrs. Whitehead called the roll.

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

Planning Commission member absent: Debra D. Hicks

Chairman Brown noted two date corrections on the January 18, 2017 Planning Commission agenda.

ELECTION OF OFFICERS FOR FISCAL YEAR 2016-2017

Chairman Brown said that according to the Planning Commission's amended bylaws, the Commissioners are required to nominate and elect a Chairman and Vice Chairman for the Planning Commission at this meeting. He opened the floor for nominations. Commissioner Stubbs nominated Commissioner Brown for Chairman and Commissioner Marshall for Vice Chairman. Commissioner Edwards seconded, and the Commissioners unanimously passed the motion, with Commissioner Brown and Commissioner Marshall abstaining, as recorded on the attached chart as motion #1.

AMENDMENTS TO THE BYLAWS

Mr. Stallings stated that the bylaws were amended in July, 2016 to reflect the new election cycle. The Commissioners reviewed the amended bylaws and were in agreement with the revisions.

Chairman Brown welcomed Mr. Stallings who is the acting Zoning Administrator. Chairman Brown said that Mr. Carney, the former Zoning Administrator, recently resigned his position with the Town of Windsor to accept a job with the Town of Keysville as their new Town Manager.

Chairman Brown expressed his gratitude to Mr. Carney for his time and assistance to the Planning Commission. He said that he has been an invaluable resource to the Planning Commission. Chairman Brown stated that Mr. Carney served the Town well through his dedication and service, and he wishes him well.

MINUTES

Chairman Brown asked if there were any amendments to the minutes of the November 16, 2016 regular Planning Commission meeting. Commissioner Stubbs noted a date correction on page 3 of the minutes. Vice Chairman Marshall made a motion to approve

the minutes with the aforementioned date correction. Commissioner Stubbs seconded the motion, and the Commission unanimously passed the motion as recorded on the attached chart as motion #2.

OLDE TOWN WINDSOR

Mr. Stallings reviewed the draft Olde Town Windsor Sub-Area Plan with the Planning Commission. They continued to discuss some of the concerns that were brought up at the community meetings noting that the Church Street citizens seemed more receptive of the plan. Mr. Stallings stated that the long term goal and vision of this plan is very positive, and if a plan like this is not put into place, it will never happen.

Lee Flemming, 31 Church Street, was asked by the Commission to give his opinion regarding Olde Town Windsor. Mr. Flemming said he is in total agreement with the Olde Town Windsor concept. He said that preserving the older, larger homes would be of great historical value to the Town.

Commissioner Willis stated that a map is needed that will specifically delineate what the boundaries are in the Olde Town Windsor area. He also noted that most of the discussions have been regarding the residential areas. He explained that the vision of this plan should also include areas on U.S. Route 460. He suggested the location near the Farmers Daughter Cafe', which is located at 36 E. Windsor Blvd. to approximately the area near The Scoular Company located at 31 W. Windsor Blvd.

Commissioner Stubbs suggested beginning this process by designating a pilot area on Church Street as Olde Town Windsor since most of the Church Street citizens were in favor of the plan. He said this may encourage interest for the other citizens who are uncertain about Olde Town Windsor.

After further discussion, Planning Commission agreed by consensus to have Mr. Stallings make changes to the Olde Town Windsor Sub-Area Plan by adding a concept plan with pilot areas.

The Commissioners continued to discuss improvements such as painting the water tower and the fire hydrants.

REPORT FROM THE TOWN ATTORNEY

None

REPORT FROM THE ECONOMIC DEVELOPMENT AUTHORITY

Mr. Stallings reported that the Mexican restaurant located at 11409 E. Windsor Blvd. will be opening soon.

PLANNING AND ZONING STAFF REPORT FOR DECEMBER, 2016

Mr. Stallings stated that he has enclosed the Planning and Zoning report for the month of December, 2016 for the Commissioners information.

Mr. Stallings recommended that the Planning Commission revise the agenda to include "Public Comments." The Commissioners agreed by consensus to amend the bylaws to include "Public Comments" on the agenda. Mr. Stallings said he would make the changes and bring them before the Planning Commission at the February 22, 2017 meeting for adoption.

Mr. Stallings also reported that he has advertised for a replacement Planning and Zoning Administrator. He said the applications were due by January 12, 2017, and he only received two applications. He said he may be extending the deadline.

OTHER REPORTS OR NEW BUSINESS

Lee Flemming, 31 Church Street, explained that there are rain water run off issues within the Town. He said he has damage on his property due to this issue. He said he is willing to work with the Town to come up with solutions to help resolve this problem.

Mr. Stallings explained that the Drainage Committee identified and prioritized a list of drainage problems within the Town. He said that Council will be discussing what role the Town will be playing in addressing these issues at the January 24, 2017 Council work session.

Planning Commission continued to discuss drainage issues within the Town.

Mr. Flemming thanked the Planning Commission for their hard work and service to the Town.

ADJOURNMENT

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 #3.

The meeting adjourned at 7:50 p.m.

Bennie Brown, Chairman

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
RECORD OF
PLANNING COMMISSION VOTES

Commission Meeting Date Jan. 18, 2017

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

Town of Windsor

Memorandum

February 22, 2017

TO: Planning Commission
FROM: Michael Stallings, Town Manager *MS*
SUBJECT: Bylaws

At the last Planning Commission meeting, several changes to the bylaws were recommended. I have made those changes and the revised bylaws are attached. If these bylaws are acceptable, I recommend that the Planning Commission adopt the attached bylaws.

**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 Planning 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 by the Town Council for inefficiency, neglect of duty, or malfeasance of office. The Town Council may provide for the payment of expenses incurred by any members in the performance of his or her official duties.
3. 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 planning commissioners.
4. 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 Planning 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 Planning 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. 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 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 regular meeting date for the Planning 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.
2. Special meetings shall be called in accordance with §15.2-2214, Code of Virginia 1950 (as amended) which states that “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 file a written waiver of notice.”
2. All regular and special meetings, public hearings, records, and accounts shall be open to the public subject to the Code of Virginia.
3. 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

ARTICLE 10- 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 23rd of September, 2014, and repeal all bylaws and their amendments previously enacted by the Windsor Planning Commission

Chairman

Secretary

Town of Windsor

Memorandum

February 22, 2017

TO: Planning Commission
FROM: Michael Stallings, Town Manager *MS*
SUBJECT: Capital Improvements Plan and Draft Budget Calendar

As you know, we are in the process of developing our operating budget proposal for Fiscal Year 2017-18 and the Capital Improvements Plan (CIP) for the five year period covered by Fiscal Year 2018 through 2022.

I am enclosing a copy of the adopted CIP for the five year period covered by Fiscal year 2017 through 2021 as well as a copy of the draft budget calendar.

As always, we are seeking input on the CIP from the Planning Commission. Please consider any items that should be considered for inclusion in the CIP.

**Capital Improvement Plan
FY 2017-2021**

	FY17	FY18 <i>Proposed</i>	FY19 <i>Proposed</i>	FY20 <i>Proposed</i>	FY21 <i>Proposed</i>	General Fund FY17	State Federal Funds	Other Sources	Fund Balance FY17	Five-year Total
General Fund										
General Operations										
Town Center/Future Development & Space Needs	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000				\$ 500,000
IT Upgrades	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000				\$ 25,000
Planning										
GIS System Improvements		\$ 8,000				\$ -				\$ 8,000
Police										
Outfitted Police Vehicles	\$ 39,000	\$ 60,000	\$ 60,000	\$ 65,000	\$ 65,000	\$ 39,000				\$ 289,000
Police Technology	\$ 21,000	\$ -				\$ 21,000				\$ 21,000
Generator	\$ 10,000					\$ 10,000				\$ 10,000
						\$ -				
Public Works										
Street lighting extension for new areas	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000				\$ 10,000
Sidewalk Construction		\$ 10,000	\$ 20,000	\$ 60,000	\$ 60,000	\$ -				\$ 150,000
Construction of Public Works Facility	\$205,885					\$ -		\$115,000	\$90,885	\$ 205,885
New Sidewalks - Route 460 & Shirley Drive	\$ 42,000					\$ -	\$42,000			\$ 42,000
New Sidewalks - Church Street to Town Limits		\$300,000	\$300,000	\$250,000		\$ -				\$ 850,000
Cemetery										
Construction of Cemetery Parking Lot		\$ 35,000				\$ -				\$ 35,000
Total	\$424,885	\$520,000	\$487,000	\$482,000	\$232,000	\$ 177,000	\$42,000	\$115,000	\$90,885	\$2,145,885

**Capital Improvement Plan
FY 2017-2021**

	FY17	FY18 <i>Proposed</i>	FY19 <i>Proposed</i>	FY20 <i>Proposed</i>	FY21 <i>Proposed</i>	Water Fund FY17	Fund Balance FY17	Five-year Total
Water Fund								
Water Mains/Service Line Replacement	\$ 5,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 5,000		\$ 45,000
Upgrade water mains on Duke Street from 4" lines to 8" lines		\$ 150,000				\$ -		\$ 150,000
Install 3000 l.f. of 8" water main on Route 460 from the Burger King to the Town Limits				\$ 200,000		\$ -		\$ 200,000
Upgrade 4" water main on Holland Lane install fire hydrants, and relocate water meters			\$ 100,000			\$ -		\$ 100,000
Upgrade water mains on Virginia Avenue from 4" lines to 8" lines and relocate meters			\$ 150,000			\$ -		\$ 150,000
Upgrade and extend 4" water mains on Taylor Avenue install fire hydrants, and relocate from under Farm Bureau Building		\$ 100,000				\$ -		\$ 100,000
Install 4000 l.f. of 8" water main on Buckhorn Drive from South Court Street end to Town Limits					\$ 200,000	\$ -		\$ 200,000
Upgrade water mains on Randolph Drive from 4" to 8"			\$ 100,000			\$ -		\$ 100,000
Install 8" water main on Route 460 from N. Court Street to Watson Avenue					\$ 150,000	\$ -		\$ 150,000
Relocate 2" Water Main under Windsor Supply and Replace With 8" Line and extend on Route 460 to Amoco and adjacent Buildings				\$ 150,000		\$ -		\$ 150,000
Replacement 4x4 Utility Truck	\$ 40,000						\$ 40,000	\$ 40,000
Construction of Public Works Facility						\$ -		\$ -
Utility Cart	\$ 10,000					\$ 10,000		\$ 10,000
Total	\$ 55,000	\$ 260,000	\$ 360,000	\$ 360,000	\$ 360,000	\$ 15,000	\$ 40,000	\$ 1,395,000

Draft Budget Calendar for 2017

Date	Event
January 24, 2017	Manager briefs Council on the year-to-date revenues and expenses. Presents final draft of the budget calendar
February 14, 2017	Manager discusses 16-17 revenue projections with Council
February 22, 2017	Planning Commission provides Manager its input on the CIP
March 2017	Manager working on the development of the draft 17-18 budget and CIP
April 2017	Council/Manager holds work session on the Manager's budget and CIP proposals
May 1, 2017	Manager submits (delivers) to Council his 17-18 budget and CIP proposals
May 9, 2017	Council discusses budget and CIP proposals
May 23, 2017	Council conducts necessary public hearings; after public hearings Council discusses budget and CIP Proposals
June 13, 2017	Council adopts budget and CIP