

**TOWN OF WINDSOR  
PLANNING COMMISSION  
TOWN COUNCIL CHAMBER  
8 EAST WINDSOR BOULEVARD  
WINDSOR VIRGINIA  
REGULAR MEETING  
WEDNESDAY, JANUARY 2017  
7:00 p.m.**

**1. CALL TO ORDER**

- A) Welcome
- B) Roll Call

**2. SPECIAL ELECTION OF OFFICERS FOR 2017 (1)**

- A) Chairman
- B) Vice-Chairman
- C) Amendments to Bylaws

**Staff comments-**It is noted that in the Bylaws, Article 3, 2<sup>nd</sup> item was amended in July to reflect the new election cycle. If there are any other Bylaws changes this would be the appropriate time to review them.

**3. APPROVAL OF MINUTES OF THE NOVEMBER 16, 2017 REGULAR PLANNING COMMISSION MEETING (2)**

**4. OLDE TOWN WINDSOR (3)**

**Staff Comments:** Please review the Olde Town Windsor Sub-Area report and determine what maps need to be created and whether a public hearing should be set for a suggested March meeting. It is suggested that the residents of the two areas be invited to the public hearing as was done for the community work-sessions.

**5. REPORT FROM THE TOWN ATTORNEY**

**6. REPORT ON ECONOMIC ACTIVITY**

**7. PLANNING AND ZONING STAFF REPORT FOR DECEMBER 2016 (4)**

**8. NEXT REGULAR MEETING--FEBRUARY 22, 2016\***

**9. MOTION TO ADJOURN**

**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 June 30, at which time his/her successor's term shall begin. "For terms ending after June 30, 2017, appointments shall be made for a four year term ending on January 1<sup>st</sup>."

**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 be:
  - a. Call to order by Chairman
  - b. Roll Call and Determination of a Quorum
  - c. Minutes from prior meeting(s)
  - d. Public Hearing(s)
  - e. Unfinished business
  - f. New business

- g. Reports
  - h. Notification of date of next meeting and Adjournment
- 2. Parliamentary procedures in Commission meetings shall be governed by Robert's Rules of Order.
- 3. The Planning 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 Planning Commission at a succeeding meeting and shall certify that the minutes are a true and correct copy.

#### **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- 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 Planning 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 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

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Chairman

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Secretary

## MINUTES OF THE PLANNING COMMISSION – WINDSOR, VIRGINIA

The Planning Commission met on Wednesday, November 16, 2016 at 7:00 p.m. in the Town of Windsor Council Chamber. Vice Chairman Lee Marshall called the meeting to order and welcomed all who were present. Terry Whitehead, Town Clerk, recorded the minutes. Dennis Carney, Planning and Zoning Administrator, and Wallace W. Brittle, Jr., Town Attorney, were present. Mrs. Whitehead called the roll.

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

Planning Commission members absent: Bennie Brown, Chairman  
Debra D. Hicks  
Glynn Willis

### MINUTES

Vice Chairman Marshall asked if there were any amendments to the minutes of the October 26, 2016 regular Planning Commission meeting. There being none, Commissioner Stubbs made a motion to approve the minutes as presented. Commissioner Edwards seconded the motion, and the Commission unanimously passed the motion as recorded on the attached chart as motion #1.

### DISCUSSION ON OLDE TOWN WINDSOR FROM COMMUNITY MEETINGS

Mr. Carney reported that several important matters to consider arose in the community meetings that were held at the September and October Planning Commission meetings on the Olde Town Windsor areas. He explained that Staff needs the Commission's guidance as to whether we correctly understood what the communities were saying, how their comments affected the direction of the project and what policies we should recommend for the final report. Mr. Carney summarized the two community meetings as follows:

#### ***Bank Street, Griffin Street, B Avenue and Maple Lane***

Most of the attendees and all of the citizens that spoke represented Bank Street. The consensus was that recognition of the influence of the railroad upon the area is in order. Perhaps a designation such as the Windsor Railroad Heritage area may be in order for this portion of Olde Town Windsor. Staff is working with the owners of the small triangle parcel beside the Barton House at the corner of Bank Street and South Court Street for a location for a plaque for such a designation.

The idea of a small park with perhaps a sports field on the four acre parcel beside the Barton House, B Avenue and the railroad that the Town now owns was not viewed favorably by those in attendance. Even a smaller park geared towards smaller children was not viewed positively. The comments indicated that the residents didn't feel that there was an adequate amount of neighborhood children to

merit a "tot lot" type of park near the railroad. A low density residential situation with 4-5 houses was advocated by some. Perhaps as a compromise, a passive park with a walking trail with low foliage and flowers might be more acceptable on that property. The location of a caboose to commemorate the railroad might also be appropriate as the centerpiece for such a walking trail site.

The major overriding problem that was brought forward for this area is that of drainage. Steps will have to be taken to solve drainage issues on the Town's property regardless of what the property will be utilized for in the future. Other steps to solve the drainage problems in the overall area are being made to the maximum extent possible on public properties and easements as well as VDOT roads and ditches. The major problems occur when they are on large drainage ditches on private property where they have become overgrown and expensive to correct.

### ***North Court and Church Street Area***

The citizens that spoke on the potential "mixed use" idea for this portion of Olde Town Windsor had very different opinions. The residents on North Court Street did not feel that mixed use with a commercial element was appropriate for their neighborhood. No one spoke in favor of it. The residents of Church Street were more receptive to it as a future option. A suggestion was made to limit the area and permit the "mixed use" option to a small portion of the street. Perhaps as a "pilot project" the Commission may wish to implement the concept only on a small portion of Church Street from Windsor Boulevard to approximately 33 Church Street. If successfully and compatibly carried out, it could be expanded as the need and demand arises. In this manner, the wishes of the community could be followed and still permit the contingencies of the future to be fostered. The street art ideas we have discussed could be utilized in this pilot area. It also would be the test case area for resolving the parking and signage questions that we have previously discussed. Perhaps additional parking for the pilot area could be addressed on the public land beside Town Hall (the former Saunders property) or at any other vacant location as a municipal or private lot. If the Commission wishes, this approach could be discussed in the Plan.

As in the Bank/Griffin Street area, drainage is a recurrent problem. Other than the VDOT ditches, the problems are on private property. This makes it very difficult for a comprehensive resolution of the problem.

Mr. Carney then answered questions about the report and asked if the Commission agreed with his appraisal.

Commissioner Lynch asked if a Conditional Use Permit will be needed for businesses that will be located in the proposed Olde Town Windsor area. Mr. Carney explained that a rezoning to Business was envisioned as the way to implement the district although a Conditional Use Permit for the various uses could be used if it was structured properly. He said this will have to be determined by the Planning Commission.



After a short discussion, the Commission by consensus requested Mr. Carney to draft an Olde Town Windsor Sub-area Plan for consideration for the January, 2016 meeting.

**REPORT FROM THE TOWN ATTORNEY**

None

**REPORT FROM THE ECONOMIC DEVELOPMENT AUTHORITY**

None

**PLANNING AND ZONING STAFF REPORT FOR OCTOBER, 2016**

Mr. Carney gave a brief review of Planning and Zoning activities for the month of October, 2016. He explained that there were three new zoning permits in the month. The permits were for a utility building, a home occupation and a new business. He added that there were six violations. Three were for inoperative motor vehicles, two were for tall grass and one for a sign violation.

**OTHER REPORTS OR NEW BUSINESS**

Mr. Carney reminded the Commission that the election of Planning Commission Officers will take place at the January, 2016 meeting. He also noted that the Virginia Municipal League holds their legislative meeting around this January date, and it has caused conflicts the last two years. The Commission agreed that if a conflict occurs, the Planning Commission meeting could be moved to January 18, 2017. The Commission requested that they be contacted if a change is envisioned.

**ADJOURNMENT**

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

The meeting adjourned at 7:25 p.m.

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Leonard L. Marshall, Vice Chairman

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Terry Whitehead, Town Clerk

TOWN OF WINDSOR  
RECORD OF  
PLANNING COMMISSION VOTES

Commission Meeting Date November 16, 2016

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

## The Olde Town Windsor Sub-area Plan

### I. Rationale

The Town of Windsor Comprehensive Plan that was adopted in July of 2016 outlined a future study with recommendations on how to assist the older sections of the original Town of Windsor to remain healthy communities. The concerns were raised because several older homes had been demolished in recent years because their continued residential use was no longer feasible. The study area comprised the neighborhood along North Court Street down to its intersection with A Avenue; Church Street to a point past the Windsor High School where the older large homes ended; and the Griffin, Maple, B and Bank Street area from South Court Street and its intersection with Blackwater Road. These two communities are collectively named Olde Town Windsor.

The two communities are very distinct with very different housing types and situations. Because of this, the sub-area was further divided into two distinct areas of study with different potential policy solutions.

### II. Methodology

The Planning Commission gave a thorough review of the perceived problems and assets of the two communities and came up with potential policies that could over time lead to preserving and enhancing the older homes and the character of these distinct neighborhoods. The policy concepts were presented to the communities at two public meetings. There was great public participation with viewpoints that gave new insights into the communities and the residents' feelings about the preliminary proposed policies. The findings and policy recommendations in this report are derived from this process giving the wishes of the communities the highest priority on how their future will be guided.

### III. Church and North Court Street Community

The Church and North Court Street areas comprise a major portion of the original areas of Windsor. In general, the housing despite its early 20th century age is in good condition and for the most part the housing is larger than most homes being constructed currently. They were built for a time when there were larger families. However in the past ten years, several older homes particularly on Church Street were demolished for various reasons.

In the course of this study, and the community meeting that followed, it was found that the two neighborhoods in this community have very different perceptions of their situations and opinions as to the solutions to their problems.

Both Church and North Court Streets have to deal with the somewhat dangerous "Six Way Intersection" with U.S. Route 460. On Church Street, at the intersection on the south side of Church Street is the Windsor U.S. Post Office

and adjacent to it is the Windsor Town Hall with the rear of their property abutting Church Street. Beside the Town Hall property is the Town's small Memorial Park which commemorates the Town and its leadership through the years with a plaque and a picnic area. Near the U.S. 460 intersection on the south side is the Windsor Baptist Church. Past its intersection with Duke Street, the predominant feature of the street is the Windsor High School complex. The sports fields and the school itself are most of the study area on the northside. A few homes past the School complex were a part of this study. On the southside of the street beside the Memorial Park and thereafter are generally large homes built in the early 20<sup>th</sup> century with a few more modern generally smaller homes interspersed.

North Court Street at its intersection with U.S. Route 460 begins with Windsor Christian Church that has a large parking area. These about U.S. Route 460. Opposite the Church are several homes and a daycare facility for Windsor Baptist Church. Single family dwellings create the remainder of the street giving a large older residential sense to the neighborhood. Interspersed within the community are several low key home occupations primarily for very small scale lawn mower and small engine repair.

Both streets have had numerous drainage problems from clogged or undersized piped Virginia Department of Transportation ditches or overgrown open ditches or failing pipes ditches on private property. A recent repaving on the street may have exacerbated the public piping and ditches.

The Planning Commission proposed exploring the permitting of compatible mixed uses which included higher intensity residential apartments and certain low traffic commercial uses. These commercial uses included offices, small antique stores, flower shops, etc. To permit any of these uses, it was felt that either a conditional rezoning with proffered conditions outlining hours of operation (for a business, signage and other conditions that would ensure compatibility with neighboring properties or as a conditional use permit). In no case as envisioned would additions to a house or demolitions of a house be permitted to promote a new business location. Because this would be voluntary and on a case by case basis, due to the application fees involved, that perhaps as an incentive the Economic Development Authority would consider rebating either all or a portion of the fee for a successfully zoned property.

The Commission also felt that the Town should consider utilizing more decorative sidewalks and street art. The ideas discussed included painting the trash receptacles and fire hydrants in a railroad theme. This could lead to a unifying community and give a pleasant appearance to the streets.

## **Public Comments from the Church and North Court Street Community Meeting**

Many residents from both streets attended the meeting. In general the residents from most of Church Street were receptive to the mixed use approach on a case by case basis. They felt it gave them an option that would permit continued viability for their houses. As long as compatibility could be assured then they were positive about the proposal. The residents on Church Street that were further away from U.S. Route 460 suggested limiting such a district to a point where the very large older homes ended and leaving their houses out at this point. There was general approval of the decorating of railroad theme fire hydrants and trash receptacles.

The residents of North Court Street as a group emphatically did not want this mixed use option for their street and objected strongly to any commercial component. They felt that the home occupation option was adequate for their neighborhood and didn't want additional commercial traffic particularly to the "Six-way Intersection". They also voiced a concern over parking at future commercial uses.

Residents from both streets voiced their concerns over the nagging drainage problems from clogged and undersized pipes and ditches on public and private property. Both areas voiced their concerns over the traffic safety of the Six-way Intersection.

## **Recommended Policies-Church Street and North Court Street.**

The following policies and projects are recommended for this area of Olde Town Windsor:

1. Down-scale the size of the proposed permitting of rezonings or conditional use permits to only the area on Church Street from U.S. 460 southward ending at a line past 40 Church Street and 39 Church Street as a "pilot project". If successful and if other areas on Church wish to join or if the residents wish to be included at a later date, the Town should consider favorably their request to be included into the mixed use Olde Town Windsor District. The residents in the aforementioned area either voiced their approval, their potential usage or at least did not disapprove of the approach.
2. In the area designated above, the Town should consider decorating fire hydrants and trash receptacles utilizing appropriate railroad themes. Sidewalks should be considered for a more decorative dignified approach (brick pavers, etc.) These steps will enhance and unify the community and make the mixed use concept more successful.

3. The Town should monitor and earmark future locations for parking areas along Church Street to serve the future needs of the mixed use areas. Centralized parking should be strongly considered to help encourage walking and to help reduce concerns related to increased traffic.
4. Because the mixed-use approach requires rezoning and the types of businesses to be considered are small business, the Town should discuss with the Town's Economic Development Authority the subsidizing of all or a portion of the fee for a successful rezoning. This may give an incentive for a successful Olde Town Windsor mixed use component.
5. Once several properties convert to a mixed use status, it is suggested that a committee from the community be formed to review problems that may occur within the district.
6. Wherever possible, the Town should work with the Virginia Department of Transportation to improve the proper flow and prevent flooding of the public ditches under their purview. If there are areas that Isle of Wight County or the Town owns, then effective steps should be taken to correct any drainage problems, particularly where they could adversely affect private properties. Where the drainage problems are on private property, the Town should give or find technical assistance to help the owners find creative cost-effective solutions. State and Federal programs, which could assist the correction of these drainage ditches, should be monitored closely in conjunction with Isle of Wight's Department of Storm-water to proactively assist these efforts. This approach should be followed throughout both the mixed use and non- participating area.

#### **IV. Bank Street, Griffin Street, Maple Lane and B Avenue Community**

This area is dominated by the railroad. One side of Griffin Street is totally in the Norfolk Southern Railroad right of way. Bank Street and B Avenue are closely bordered by the railroad. Both are affected by the noise, vibration and pollution from the many trains that pass daily. The community is separated by the railroad from the north side of town with two crossings that are very close together, on South Court and Bank Streets that filter to U.S. Route 460 at the somewhat dangerous "Six Way Intersection". These are the only linkages to the south side of Windsor except for U.S. Route 258 within the Town. This tends to make the community somewhat isolated from the more populous northern portion of Windsor.

On Griffin Street near South Court Street, the Town of Windsor has a major water tower. Future plans call for the construction of a Public Works facility on the same property.

The housing in general is smaller than in the other portion of Olde Town Windsor. This makes the potential mixed use option that is being proposed for part of the other area impractical. There are three structures that are abandoned and in very poor condition. These are on Bank Street (a large older home), a former church with inadequate parking on Maple Lane and a house on B Avenue. The Barton House, which is probably the oldest home with in the Town, is privately owned and is starting to fall into disrepair.

There two very small properties forming a triangle just over the railroad on Bank Street adjacent to the Barton House. These parcels are unbuildable and may be available for donation to the Town.

The Town was also given approximately four acres on the north side of Bank Street adjacent to B Avenue. It is presently a field which abuts the railroad and the Barton House which is privately owned. There have been several ideas discussed about the property ranging from a park for soccer or other sports to selling the land for low density residential development. It is noted that before any project can move forward, the poor drainage that plaques the property must be properly addressed.

Drainage problems from both Virginia Department of Transportation ditches and piping and the paved and open ditches on private property as in most of Windsor are vexing problems for this community. At the terminus and to the west of Maple Lane and the south of Bank Street is a large wetlands area. This is the area where most of the storm-water should be placed when the system works correctly. Undersized ditches and piping as well as clogged pipes and ditches, impede the storm-water causing the flooding at several locations in the system.

### **Public Comments at the Bank Street, Griffin Street, Maple Lane, B Avenue Community Meeting**

There were several residents at the community meeting. The speakers were all from Bank Street. Because of their proximity to the 4 acre parcel that the Town owns, they were concerned about the parcel being used for an intensive athletic park. Some advocated that it be sold and have a low density residential development of 4-5 houses be built. Others felt that a safe place to walk was needed.

Others concerns that were voiced at the meeting were the concerns over the abandoned dilapidated houses and the drainage problems in the area particularly on B Avenue.

## **Recommended Policies-Bank Street, Griffin Street, Maple Lane and B Avenue**

The following policies and projects are recommended for this area of Olde Town Windsor:

1. A description of this area to be used wherever applicable as the Windsor Railroad Community or something similar. This will build a sense of community and become a unifying theme for this area. If possible, the triangular entrance to the community on Bank Street should be secured by the Town and a plaque or monument commemorating the Town's railroad heritage should be installed. Any future civic activities in the area should utilize this slogan and perhaps a logo could be designed to further enhance this concept.
2. It is recommended for the aforementioned four acre parcel that the Town owns on the north side of Bank Street, that a passive park with a walking trail be developed. Perhaps various "Best Management Practices (BMP's) of Storm-water Management" could be installed which would be both functional to solving the drainage problems on the site and the immediate area. Native wildflowers could be utilized to beautify the trail and wherever possible serve as a part of the BMP's. The walking trail could be educational with signage describing the various BMP's and plants within the park. The installation of a railroad caboose as a information center should be considered to continue the railroad community concept into the park.
3. A concerted effort to have the abandoned buildings that plague the area either be renovated or demolished should be carried out. The Town should persistently and if necessary publicly lobby with the owners of the properties and the Isle of Wight Building Department to insure that these buildings either become safe and hopefully vibrant again or they must be removed. This will improve both the look of the streets and give a greater sense of pride within the community.
4. Wherever possible, the Town should work with the Virginia Department of Transportation to improve the proper flow and prevent flooding of the public ditches under their purview. If there are areas that Isle of Wight County or the Town owns, then effective decisive steps should be taken to correct any drainage problems particularly where they could adversely affect private properties. Where the drainage problems are on private property, the Town should give or find technical assistance to help the owners find creative cost-effective solutions. State and Federal programs which could assist the correction of these drainage ditches should be monitored closely in conjunction with Isle of Wight's Department of Storm-water to proactively assist these efforts.



5. The Town should decorate the trash receptacles and fire hydrants in the community with a railroad theme with drawings of trains, railroad engineers, etc. Groups such as the Girl and Boy Scouts, High School artists and other civic groups could readily and economically carry out such projects.

## **V. Summary**

The various components of the Olde Town Windsor will take varying amounts of time to bear fruit. The construction of the passive walking trail park on Bank Street and the voluntary compatible rezonings on the portion of Church Street may take numerous years. Other improvements may be more readily done, such as the plaque on Bank Street. Other items such as drainage problems will need continuous opportunistic diligence. The important step in this process is that it be advocated and given an impetus to progress. Only in this way will it move from discussed concepts to real improvements for these original communities of Windsor.

4

# MONTHLY REPORT PLANNING & ZONING

December 2016

	<u>December</u>	<u>FYTD</u>
<b>Number of Zoning Permits Issued:</b>	<b>4*</b>	<b>35*</b>
Residential New Construction:	0	5
Commercial New Construction:	0	0
Building Additions:	0	0
Accessory Buildings:	1	3
Signs:		
Temporary:	0	4
Permanent:	0	1
Fences:	0	3
Pools:	0	2
Decks:	0	4
Driveways:	0	0
Other:	3	16
<b>Notices of Violation:</b>	<b>0**</b>	<b>40**</b>
Inoperative vehicles:	0	28
Tall grass:	0	8
Signs:	0	1
Other:	0	5
<b>Number of Violation Cases Resolved:</b>	<b>0**</b>	<b>34**</b>
Inoperative vehicles:	0	21
Tall grass:	0	7
Sign	0	1
Other:	0	5

A list of addresses and tax map numbers for the permits and violations are available at the Town Office.

\*Some Zoning Permits include several accessory items but are delineated by item on this report.

\*\*The discrepancy between the number of types and the total numbers of violations reflect that some violations notices cite two or more violations