

**Minutes
Windsor Town Council Meeting
Town Hall
September 10, 2024**

The Windsor Town Council met in a regular session on September 10, 2024, at 6:15 p.m. in the Council Chamber of the Windsor Town Hall, Windsor, Virginia. Mayor George Stubbs was present, and he called the meeting to order. He noted that the meeting would begin with a closed session. Kelly Kuhns, Town Clerk, recorded the minutes. William G. Saunders, IV, Town Manager, Cheryl McClanahan, Treasurer, and Fred Taylor, Town Attorney, were present.

Council members present: J. Randy Carr, Vice Mayor
 Jake Redd
 David T. Adams
 Walter Bernacki
 Marlin Sharp

Council members absent: Edward (Gibbie) Dowdy

Closed Session

Councilman Bernacki made a motion to go into closed session pursuant to Virginia Code Section 2.2-3711. A.8 for the purpose of legal advice of counsel regarding specific legal matters. Councilman Adams seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

Reconvene Open Meeting

The Council returned from closed session and Mayor Stubbs reopened the regular meeting at 7:00pm. He asked those in attendance to silence their cell phones.

Councilman Sharp made a motion pursuant to Virginia Code Section 2.2-3712, Subsection D, that Council discussed only public business matters lawfully exempted from open meeting requirements, and that Council heard, discussed, or considered only such business matters as were identified in the motion that Council passed to go into closed session. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #2.

Councilman Sharp delivered the invocation and Councilman Carr led the Pledge of Allegiance.

Public Hearings

Public Hearing – Conditional Use Permit #01:2024, Hastings and Sons, LLC, applicant

Mr. Randolph reported that the Planning Commission met on June 26, 2024, and held a public hearing to consider a request for Conditional Use Permit for a parcel on Bank Street identified as Map 53-01-103. He stated that the property is currently zoned R1, Residential which is primarily a single-family zoning designation. Mr. Randolph noted that the zoning ordinance does provide for multi-family use, subject to a conditional use permit (CUP) being granted.

Mr. Randolph said that the Windsor Planning Commission reviewed the potential impacts of this application and how it may affect the adjoining properties with regards to projected traffic, whether the proposed use would be consistent and compatible with the existing uses nearby, and the proposed use on the health, safety, and general well-being of the community.

Mr. Randolph stated that the Planning Commission adopted a motion to recommend approval of this application with the following conditions:

1. Substantial conformity to the site plan and corresponding renderings/elevations submitted with the application.
2. Prior to the issuance of certificates of occupancy or in reasonable time and manner associated with the conclusion of construction, subdivision or the parcel into 2 lots, each with a minimum state road frontage of 50 feet.

Mayor Stubbs opened the floor to applicant Cody Hastings of Hastings and Sons, LLC to provide the project presentation to the Council.

Mr. Hastings introduced himself to the Council and those in attendance. He noted that like his previous build at 102 Maple Lane, he would like to build a residence that conforms with the neighborhood. Mr. Hastings stated that he proposed building two homes on the Bank Street parcel to help bring some population density to the town.

Mr. Hastings said that in speaking with the Town of Windsor Zoning Administrator, Jay Randolph, that the town's water system would be capable of handling service to the two homes. He added that Isle of Wight County agreed that the sewer system currently has the capacity to service the proposed homes.

Mr. Hastings stated that the proposed homes will be three-bedroom, two-bathroom homes, with an overall size of approximately 1,800 to 1,900 square feet. He added that the two homes will be built 10 feet apart, connecting only through a shed space. Mr. Hastings said that the property line would run between the connecting sheds, helping to determine ownership boundaries of each unit. He noted that this would keep maintenance responsibilities clear and simple for each homeowner.

Mr. Hastings explained that the setback for each driveway is approximately 45 feet with a width of approximately 20 feet. He noted that this size driveway would accommodate four regular sized vehicles for each home, eliminating the need for on-street parking.

Mayor Stubbs opened the public hearing to anyone wishing to speak in support of or in opposition to the Conditional Use Permit application.

Hearing none, Mayor Stubbs closed the public hearing and opened the floor for Council questions or comments.

In response to Councilman Adams' questions, Mr. Hastings stated that each home will have its own driveway placed in the center of the property. He noted that the driveways will be separated by a small grassy area where the water meters will be housed.

Councilman Bernacki asked what type of consideration was given to materials in the event of a house fire in one the units.

Mr. Hastings stated that since the homes will be connected via the shed space, there will be flame retardant materials and a shaft wall used to prevent spreading in the event of a residential fire in one of the units.

Councilman Adams made a motion to accept the Planning Commission's recommendation and approve the request for a Conditional Use Permit for Map Parcel 53-01-103. Councilman Sharp seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

Delegations and Public Comment

None

Consent Agenda

Mayor Stubbs said the Consent Agenda consists of the minutes from the August 13, 2024, Town Council Meeting, the minutes from the August 27, 2024, Work Session, the Planning and Zoning Report, and the Police Chief's Report. He asked if there were any questions or comments regarding the Consent Agenda.

Councilman Adams made a motion to adopt the Consent Agenda as presented. Councilman Dowdy Bernacki, and Council unanimously passed the motion as recorded on the attached chart as motion #4

Treasurer's Report

Ms. McClanahan reviewed the August 2024 Treasurer's Report and gave an update on collections. She said that \$15,305.29 was collected for interest and \$6,000 was collected for cigarette tax. Ms. McClanahan stated that \$4,926.74 was collected for traffic fines. She explained that \$14,578.38 was collected in meals tax from a few restaurants that elect to pay monthly.

Ms. McClanahan noted that all bank balances and accounts receivable are reconciled. She added that the auditors were on location today reviewing financial records and will be working on the audit report. Ms. McClanahan said that the report should be ready for presentation to Council in November or December.

Councilman Bernacki made a motion to approve the Treasurer's Report as presented. Councilman Sharp seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

Council Comments

Councilman Bernacki said that there is a section of sidewalk on Courthouse Highway near Twin Ponds Mobile Home Park that has been displaced for a few months. He asked if this had been scheduled for repair.

Mr. Saunders advised that he would look into the repair schedule for the sidewalk.

Town Manager's Report

Capital Projects Update

Duke Street & Virginia Avenue Water Main Replacement

Mr. Saunders said that the Town is awaiting a revised plan for chlorination, flushing, and sampling from the contractor.

Calendar of Events

Mr. Saunders presented the September and October 2024 calendar of events to include the Town of Windsor and Isle of Wight County public meetings, as well as other pertinent information.

Town Attorney's Report

None

Mayor's Report

Mayor Stubbs said that Mr. Bobby Claud, previous Town of Windsor Mayor, will be celebrating his 90th birthday tomorrow, September 11, 2024. He noted that there will be a birthday celebration at Lake Prince Woods from 2:00pm – 4:00pm.

Economic Development Authority Report

None

Other Reports

Councilman Bernacki stated the Windsor Volunteer Fire Department would like to remind drivers to pull to the side of the roadway when approached by emergency vehicles responding to an incident. He added that there have been delays in response time due to drivers failing to pull over and allow emergency vehicles to pass.

Old or Unfinished Business

None

New Business

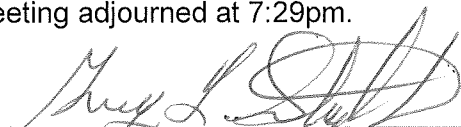
None


Closed Session – If needed

None

Councilman Bernacki made a motion to adjourn. Councilman Sharp seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #6.

The meeting adjourned at 7:29pm.


George Stubbs, Mayor


Kelly Kuhns, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date September 10, 2024

Motion #	Carr ✓	Adams ✓	Dowdy	Sharp ✓	Redd ✓	Bernacki ✓	Stubbs ✓
1	Y	Y		Y	Y	Y	
2	Y	Y		Y	Y	Y	
3	Y	Y		Y	Y	Y	
4	Y	Y		Y	Y	Y	
5	Y	Y		Y	Y	Y	
6	Y	Y		Y	Y	Y	
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Kelly Kuhner, Clerk