


**Town of Windsor**

**Memorandum**

**TO:** The Honorable Mayor and Members of Town Council

**FROM:** James Randolph, Planning & Zoning Administrator 

**SUBJECT:** REZ 01-2024, Parcel 54B-01-126A, 13 Holland Drive

**DATE:** May 14, 2024

The above reference application will be subject to a public hearing by the Town Council at your meeting on May 14, 2024. This is an application for a change in zoning classification from R1-Residential to C-B2, Conditional Restricted Business. The application includes approximately .17 acres of Tax Parcel 54B-01-126, also identified as 13 Holland Drive, Windsor, Virginia. The purpose of the application is for automobile sales and repairs, as conditioned.

This application involves only a portion of the parcel identified as Map 54B-01-126A. The remainder of the parcel would retain its R1, Residential zoning classification. The intent would be to utilize the existing detached garage and a small area of the rear yard for business purposes.

The applicant has offered several proffers with this application, including limiting the uses available in the B2-Restrict Business zoning district, building and site improvements, and other community proffers. For specific reference, please see the applicant's letter of intent. Because proffers have been offered, this is considered a conditional zoning application.

The Planning Commission held a public hearing on this application at their meeting on March 27, 2024. The applicant spoke at this public hearing to support this application. Additionally, several of the property owners from Holland Drive participated in the public hearing to raise concerns about the application. The Planning Commission discussed the application and subsequently adopted a motion of 6-0 to recommend denial of the application to the Town Council. A copy of the draft minutes from this meeting is included in your report.

Once the public hearing is closed by the Mayor, staff will be available to address any questions or provide information to the Town Council as requested.

P.O. Box 307  
8 E. Windsor Blvd.  
Windsor, VA 23487

# TOWN OF WINDSOR

Department of  
Planning & Zoning  
757-242-4288



## PLANNING & ZONING REPORT

**Application:** Request for a change of zoning classification from R1-Residential to C-B2, Conditional Restricted Business. The application requests .17 acres be changed to a business zoning to allow for automobile sales and repairs. The remaining .30 acres would retain the current zoning of R1-Residential. There are voluntary proffers associated with this application, resulting in a conditional zoning application. Please see the Overview/History section and Attachments for further detail.

**Property Owner:** Dwayne L. Muse

**Property Location:** 13 Holland Drive

**Tax Parcel Numbers:** 54B-01-126A

### General Information:

**Acreage:** Total acreage of parcel is .47 acres.

**Current Zoning:** R1-Residential  
**Current Use:** Residential

**Proposed Zoning:** .17 acres for B-2, Restricted Business  
**Proposed Use:** Automobile sales and repairs.

**Comprehensive Plan:** Residential

**Adjacent Properties:** Adjacent properties consist of residences and one commercial entity, Towne Bank.

**Site Characteristics:** The site consists of a residential dwelling, detached garage and a carport.

**Factors related to zoning request:**

- Improvements: The residential dwelling was constructed in 1969. It is unknown when the detached garage was constructed, however it has been on the property at least 20 years. The detached garage totals 960 square feet. There is a two-vehicle carport located adjacent to the detached garage. A wooden fence with front gate is located along the side and rear of the property.
- Environmental: Automobile sales and repairs may involve the use of many materials including anti-freeze, gasoline, oil, degreaser chemicals and other associated products. Proper disposal and recycling are important aspects of this type of activity. Noises and vibrations are other environmental conditions associated with this type of activity.
- Historical/Cultural: No significant aspects are noted at this time.
- Transportation: Automobile sales and repairs typically include additional visits to the property by customers, vendors, and suppliers. Access to the proposed site is via Holland Drive and would utilize the existing residential driveway to reach the garage and rear area of the existing property. Parking and storage of vehicles would only be permitted on the business zoned portion of the property.
- Utilities: This property is currently served by public water and public sewer. Electric service is available to the property through Dominion Energy. It is unknown if electrical improvements to the detached garage would be required.
- Economic: Automobile sales and repairs may generate economic activity. This can be through increased employment and the multiplier effect of purchasing supplies and materials. Sales taxes are required to be collected from customers when purchasing automobiles.
- Licenses/Permits: Automobile sales require a license from the Virginia Department of Motor Vehicles. Zoning certification by the locality is required as part of the Automobile Dealers License application. The Town of Windsor requires a business license for entities conducting business within the Town limits. A zoning permit is required and a building permit from Isle of Wight County is required.

### **History and Overview:**

The applicant, Dwayne Muse, contacted the Town Office to inquire about the process of obtaining zoning certification for obtaining an Automobile Dealers License from the Department of Motor Vehicles. This requires the Town to certify that the proper zoning is in place for automobile sales. The current zoning of R1, Residential does not allow for this use.

Staff met with Mr. Muse to discuss the process of changing the zoning classification for a portion of the property located at 13 Holland Drive. Discussion included the public hearing process and the details that are involved in such. This includes filing an application with the Town with associated fee, an official notice published in the Smithfield Times for two consecutive weeks, notification of property owners adjacent to and in the vicinity of the applicant's property, reviewing the permitted uses associated with B-2, Restricted Business zoning, and voluntary proffers that can be submitted by the applicant.

The applicant has offered various proffers associated with proposed improvements to the garage in order to mitigate potential noise and vibration concerns. Additionally, a proffer has been offered to limit the B2, Restricted Business zoning uses to allow for only automobile sales and repairs. All other uses in the B2 district would not be permitted. Other proffers are included in the applicant's letter.

This application involves only a portion of the parcel identified as Map 54B-01-126A. The remainder of this parcel would retain its R1, Residential zoning classification. During this application process, staff received a complaint about multiple vehicles being brought onto the property and an associated oil spill along Holland Drive. Staff investigated this complaint on March 14, 2024 and discovered four (4) vehicles without license plates at the property. Additionally, a noticeable oil leak was found along Holland Drive leading to this property. Vehicles without current license plates or current safety inspections are considered "Inoperative vehicles" and may be considered in violation of Town Ordinances. A courtesy notice was left for the applicant. A formal violation notice, which includes an appeal process, is on hold pending the outcome of this zoning application.

Additionally, the applicant appears to be advertising this business on social media. Although the zoning is not in place to allow such services, these advertisements have been listed on Facebook and on Next Door. Utilizing this property for such services without proper zoning and licenses may constitute an additional violation.

### **Staff Conclusions:**

#### Strength:

The development of a business may provide positive economic impacts to the Town through increased employment, local purchasing of materials and supplies, and additional revenues associated with obtainment of a proper business license.

#### Weakness:

This application is inconsistent with the adopted Comprehensive Plan. The Comprehensive Plan denotes this property and other properties along Holland Drive as "Residential". Because the Comprehensive Plan's standards are wide ranging but explicit, it should be the principal guide to the Planning Commission's discussions and actions concerning land use management and development, particularly zoning amendments. The Commission, however, should also look beyond the plan and consider whether the application advances the best interests of public health, safety, and general welfare.

The use of a portion of 13 Holland Drive for automobile sales and repairs may create additional traffic related to customer visits, vendors, and test drives by perspective customers.

Environmental hazards and safety concerns may be increased.

A precedent may be set by allowing automobile sales and repairs in a predominantly residential area. Additional applications for these uses by other similarly zoned properties may need to be considered.

### **Attachments:**

- Application for a change in zoning classification including Applicant's letter with proffers
- Exhibits of potential violations dated March 14, 2024
- Social media excerpts
- Public Notices

## Letter of Intent for Zoning Variance For:

Dwayne Muse Jr  
13 Holland Drive  
Windsor, Virginia 23487  
[TheAutomotiveMuse@yahoo.com](mailto:TheAutomotiveMuse@yahoo.com)  
(757) 375-7435

1/31/2024

Windsor Planning Commission and Zoning Board  
8 East Windsor Boulevard  
Windsor, Virginia 23487

ZONING: R-1                      PARCEL ID# 54B-01-126A  
Request for zoning variance – Change from R-1 to B-2 for The Automotive Muse LLC at 13  
Holland Drive

Dear Members of the Planning Commission and Zoning Board,

I, Dwayne Muse Jr, owner of The Automotive Muse LLC, am writing to formally request a zoning variance for my property located at 13 Holland Drive, Windsor, Virginia 23487. The Automotive Muse LLC is an automotive business that I intend to operate from my residence.

The Automotive Muse LLC is an establishment that sells used vehicles to consumers. The Automotive Muse LLC is also a facility that provides repair and maintenance services for vehicles. This includes mechanical repairs, inspections, oil changes, brake services, and other necessary maintenance.

I am aware that my property is currently zoned as R-1 (Residential), and I am seeking your approval to change the zoning designation to B-2 (General Business). I believe that this change is necessary for the following reasons:

The Current Zoning designation (R-1) restricts The Automotive Muse LLC from performing business entirely. Changing to B-2 would allow me to conduct business respectively.

The opening of a new automotive shop can bring several positive impacts to both the local economy and the community. The Automotive Muse LLC will likely hire local employees, contributing to job creation in the community. Jobs may include mechanics, technicians, administrative staff, and possibly management positions. Customers visiting the automotive shop may spend money on services, repairs, and parts. Additionally, they may patronize nearby businesses, such as restaurants or retail shops, leading to increased local spending and economic activity. The Automotive Muse LLC will source parts and supplies locally, supporting other businesses in the community. This can create a positive ripple effect within the local supply chain. Local governments typically generate tax revenue from businesses operating within their jurisdictions. The presence of a new automotive shop can contribute to increased tax revenue, which can be used to fund public services and infrastructure projects. Automotive shops often have opportunities for community engagement. We may sponsor local events, participate in community programs, or collaborate with schools for educational initiatives. This involvement fosters a positive relationship with the community. The Automotive Muse LLC will provide opportunities for skill development and training for employees, contributing to the overall skill set of the local workforce. Well-maintained and successful businesses, including automotive shops, can positively impact the overall attractiveness of the community. This can, in turn, contribute to increased property values in the surrounding area. Overall, a new automotive shop can play a vital role in fostering economic growth, providing employment opportunities, and enhancing the overall quality of life in the local community. It's important for The Automotive Muse to be socially responsible, adhere to local regulations, and actively engage with the community to ensure a positive and sustainable impact.

Reducing noise from an automotive business is crucial to maintaining a positive relationship with the surrounding community and adhering to local noise regulations. The Automotive Muse LLC will take measures to reduce noise levels by soundproofing the facility. The Automotive Muse LLC will ensure that all equipment, including vehicles and machinery, is properly maintained. Regular maintenance can prevent excessive noise caused by worn-out or malfunctioning components. Operating hours will be from 9AM to 5PM to prevent from disturbing the surrounding community with noisy operations. The Automotive Muse LLC will upgrade doors and windows with noise-reducing features, such as double-pane glass, weather stripping, and acoustic seals. This helps minimize sound transmission from inside the facility to the outside. The Automotive Muse LLC will create awareness about the impact of noise on the community and will provide training in noise reduction practices. This includes but is not limited to, avoiding unnecessary revving of engines, using quieter tools, and shutting off equipment when not in use. I understand that this request represents a departure from the current zoning regulations, but I am confident that the change will benefit both my business and the community. I am committed to operating

my business in a manner that respects the character of the neighborhood and complies with all applicable regulations.

As part of this rezoning request, I am prepared to make the following proffers:

- Infrastructure Upgrades: I commit to investing in any necessary infrastructure upgrades to ensure the safe and efficient operation of the establishment.
- Neighborhood Compatibility: I will implement design elements and operational practices to ensure that the use of the property is compatible with the surrounding residential neighborhood, minimizing any potential disruptions or adverse impacts.
- Community Engagement: I will actively engage with residents and stakeholders in the vicinity to solicit feedback, address concerns, and foster positive relationships with the community.
- Compliance with Zoning Regulations: I will adhere to all applicable zoning regulations and ordinances, including those related to building codes, signage, noise levels, and hours of operation.
- Environmental Stewardship: I pledge to implement environmentally sustainable practices wherever feasible, such as energy-efficient lighting, waste reduction measures, and landscaping with native plants.
- If the property is to ever be sold, it is my duty to rezone the property back to R-1
- Per Article II Section 160-55 of the Windsor Virginia Code of Ordinances; the only permitted usage I am asking for is number 23 which is, Automobile sales, (all repairs and storage of cars being repaired that are or will be for sale must be completely enclosed or screened from the public's view); Any other usage of this rezoning request to B-2 shall not be permitted.

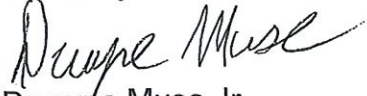
I believe that the proposed rezoning of the property will not have any issues respecting the character and integrity of the surrounding area. I am committed to working collaboratively with the city planning and zoning department and other relevant stakeholders to ensure a successful transition.

I respectfully request the opportunity to present my case in person at the next available zoning board meeting.

Thank you for considering my rezoning request and the accompanying proffers. I am available to provide any additional information or clarification as needed.



Sincerely,

A handwritten signature in cursive script that reads "Dwayne Muse". The signature is written in black ink and is positioned above the printed name.

Dwayne Muse Jr

13 Holland drive Windsor, Virginia 23487

Go gle Maps



Imagery ©2024 Airbus, Commonwealth of Virginia, Map data ©2024 Google 20 ft

Live traffic

Fast

Slow

Images

Street View

Photo Path

Photo Sphere

Click highlighted areas to see images [Learn more](#)

● Area requested for Zoning Variance

## B2 - RESTRICTED BUSINESS USES

1. Individual freestanding retail and wholesale providers (such as apparel, shoe stores, department stores, grocery stores, variety stores, specialty shops (retail), and appliance stores of under 10,000 square feet, and which are not a part of a shopping center;
2. Shopping centers of not more than 10,000 square feet of retail area;
3. Restaurants, taverns, and soda fountains;
4. Business, professional and governmental offices including banks, loan and finance offices, police, fire, and rescue squad stations, post offices of under 10,000 square feet of usable office space, not including an office park;
5. Barber shops, beauty salons, nail salons and similar shops;
6. Laundries and dry-cleaning shops;
7. Movie and cultural art theaters, (not to include adult entertainment establishments), assembly halls, playhouses, dinner theaters of under 10,000 square feet;
8. Lumber/building materials/hardware store of under 10,000 square feet of retail sales area;
9. Pawn shops;
10. Contractors office for construction, electrical, plumbing, heating, provided all equipment and vehicles shall be completely enclosed either within a building or storage yard such that it not visible to the public;
11. Appliance, bicycle sales and repair, or any other similar shop, provided that business shall be conducted within a completely enclosed building;
12. Donut shops and bakeries;
13. Hotels, motels and bed-and-breakfast houses of less than 10,000 square feet of rentable area;
14. Churches, other places of worship, and related church schools;
15. Schools such as business or commercial schools, trade schools, public schools and colleges and private schools and colleges having similar academic curriculum;
16. Public libraries;

17. Personal fitness establishments and gymnasiums;
18. Hospitals;
19. Funeral homes and/or mortuaries (including crematorium that are accessory to the facility);
20. Automobile service stations for the dispensing of fuel;
21. Repair garages for vehicles (all repairs and storage of vehicles being repaired must be completely enclosed or screened from the public's view);
22. Clubs and lodges;
23. Automobile sales, (all repairs and storage of cars being repaired that are or will be for sale must be completely enclosed or screened from the public's view);
24. Public utility transmission systems;
25. Public service and storage buildings;
26. Child-care centers;
27. Newspaper office including publication presses and other production equipment;
28. Railroad train stations, bus terminals and taxi stands;
29. Radio and television broadcasting studios, not to include transmission towers of over 55 feet in height;
30. Wholesale and retail greenhouses and plant nurseries;
31. Parking garages and parking lots;
32. Mini storage warehouses (must be at least 50 feet from any residence);
33. Recording studios, dance studios, and other music-related instructional facilities;
34. Museums; and
35. Massage therapy practitioners, offices and clinics licensed in physiotherapy by the Commonwealth of Virginia.

**DRAFT**

## **MINUTES OF THE PLANNING COMMISSION – WINDSOR, VIRGINIA**

The Planning Commission met on Wednesday, March 27, 2024, at 7:00pm at the Council Chamber of the Windsor Town Hall, Windsor, Virginia. Chairman Marshall called the meeting to order and welcomed those in attendance. Kelly Kuhns, Town Clerk, recorded the minutes. James Randolph, Planning and Zoning Administrator, and Fred Taylor, Town Attorney, were present.

Planning Commission members present:                    Leonard L. Marshall, Chairman  
Devon Hewitt, Vice Chairman  
David Adams  
Dale Scott  
Ricky Vaughan  
Latara Harris

Planning Commission members absent:                    Larissa Williams

### **APPROVAL OF MINUTES OF JANUARY 24, 2023, COMMISSION MEETING**

Chairman Marshall asked if there were any questions or concerns regarding the January 24, 2024, meeting minutes. No questions or concerns were presented.

Commissioner Scott made a motion to approve the minutes for the January 24, 2024, meeting. Commissioner Vaughan seconded, and the Commission unanimously passed the motion as recorded on the attached chart as motion #1.

### **PUBLIC COMMENTS**

None

### **PUBLIC HEARING**

Mr. Randolph presented an application for zoning classification. He stated that the request is for a change of zoning classification from R-1 Residential to C-B2, Conditional Restricted Business. Mr. Randolph noted that the application requests approximately .17 acres of tax parcel 54B-01-126A, also known as 13 Holland Drive, be changed to a business zoning to allow for automobile sales and repairs. He stated that the remaining .30 acres would retain the current zoning of R1 – Residential.

Mr. Randolph said that there are voluntary proffers associated with the application, resulting in a conditional zoning application. He added that public notice was published in the Smithfield Times on March 13, 2024, and March 20, 2024. Mr. Randolph noted that the neighboring property owners on Holland Drive were mailed a copy of the public notice, and a zoning notice sign was placed on the property at 13 Holland Drive.

Chairman Marshall opened the public hearing for the rezoning from R1 – Residential to C-B2 Conditional Restricted Business for parcel 54B-01-126A. He asked for any persons wishing to speak in favor of the proposed zoning application to come forward at this time.

Dwayne Muse, applicant, and resident of 13 Holland Drive stated that he is seeking Planning Commission approval to change the zoning designation of the property to B-2 Restricted Business. He said that he is the owner of The Automotive Muse LLC and is requesting a zoning variance for his property located at 13 Holland Drive, Windsor, Virginia 23487, with the intent to operate from his residence.

Mr. Muse stated that The Automotive Muse LLC is an establishment that sells used vehicles to consumers and provides repair and maintenance services for vehicles, including mechanical repairs, inspections, oil changes, brake services, and other necessary maintenance.

Mr. Muse noted that the current zoning designation R1 – Residential restricts The Automotive Muse LLC from performing business entirely. He added that the opening of a new automotive shop can bring several positive impacts to both the local economy and the community. Mr. Muse said that the Automotive Muse LLC will likely hire local employees for jobs that may include mechanics, technicians, administrative staff, and possibly management positions.

Mr. Muse added that customers of The Automotive Muse LLC may patronize nearby businesses, such as restaurants, or retail shops, leading to increased local spending and economic activity. He noted that The Automotive Muse LLC will source parts and supplies locally to help support businesses in the community. Mr. Muse said that the presence of a new automotive shop can contribute to increased tax revenue for the town, which can be used to fund public services and infrastructure projects.

Mr. Muse said that well-maintained and successful businesses, including automotive shops, can positively impact the overall attractiveness of the community, in turn, contributing to an increase in property values.

Mr. Muse stated that The Automotive Muse LLC will take measures to reduce noise levels by soundproofing the facility. He added that the business operating hours will be from 9am to 5pm to prevent disturbing the surrounding community with noisy operations.

Mr. Muse said that he is confident that a zoning change will benefit both his business and the community. He noted that he is committed to operating his business in a manner that respects the character of the neighborhood and complies with all applicable regulations.

As part of Mr. Muse's rezoning request, he noted that he is prepared to make the following proffers:

1. Infrastructure Upgrades: Investing in any necessary infrastructure upgrades to ensure safe and efficient operation of the establishment.
2. Neighborhood Compatibility: Implementing design elements and operational practices to ensure that the use of the property is compatible with the surrounding residential neighborhood, minimizing any potential disruptions or adverse impacts.
3. Community Engagement: Actively engaging with residents and stakeholders in the vicinity to solicit feedback, address concerns, and foster positive relationships with community.
4. Compliance and Zoning Regulations: Adhering to all applicable zoning regulations and ordinances, including those related to building codes, signage, noise levels, and hours of operation.

5. Environmental Stewardship: Implementing environmentally sustainable practices wherever feasible, such as energy-efficient lighting, waste reduction measures, and landscaping with native plants.
6. If the property is ever sold, Mr. Muse will rezone the property back to R1 – Residential.

Mr. Muse cited Article II Section 160-55 of the Windsor, Virginia Code of Ordinances stating that he is seeking permitted usage number 23, "Automobile sale, (all repairs and storage of cars being repaired that are or will be for sale must be completely enclosed or screened from the public's view)." He noted that any other usage of this rezoning request to B-2 General Business shall not be permitted.

Mr. Muse concluded that he is committed to working collaboratively with the Planning and Zoning department and other relevant stakeholders to ensure a successful transition. He thanked the Planning Commission for considering the rezoning request and the accompanying proffers.

Chairman Marshall asked if there was anyone else that would like to speak in favor of the rezoning request. Hearing none, he opened the floor for those who wish to speak in opposition to the rezoning request.

Shirley O'Briant, a town resident of 9 Holland Drive, said that she has lived here for the last 48 years and is concerned about the proposed rezoning of 13 Holland Drive as a commercial business. She stated that the area is a single-family home community and there are children that ride bikes, skateboard, and walk in the neighborhood. She added that children should not have to fear an increase in traffic that will impact these activities.

Ms. O'Briant noted that there will be an increase in noise that goes against the reason why residents choose to live in Windsor, removed from city life. She said that if rezoning passes, it will set a precedence that allows commercial businesses in residential areas. Ms. O'Briant added that she is concerned about how the business will negatively impact the value of neighboring homes and properties.

Terry Persoon, a town resident of 16 Holland Drive, stated that he believes businesses should be located along route 460. He noted that there will be an increase in traffic through the neighborhood. Mr. Persoon said that there has already been a trail of oil left from a towed vehicle down Shirley Drive going to 13 Holland Drive. He added that he drives a motorcycle and has previously wrecked due to oil on the roadway. Mr. Persoon concluded that he believes the business should be located outside of a residential area.

Cynthia Saunders, speaking on behalf of her mother Betty Braxton, a town resident of 18 Holland Drive, states that the neighborhood is relatively quiet where children ride their bikes, and neighbors walk their dogs. She notes that traffic in the area has already picked up and she is concerned that it will only increase if rezoning is approved.

Melissa Lamb, a town resident of 43 Church Street, said she walks through Holland Drive daily and has noticed a lot of vehicles at 13 Holland Drive. She added that she does not believe a residential neighborhood is the best place to start a business, noting that there is already an environmental concern, such as oil on the roadway. Ms. Lamb stated that she has noticed an increase in the level of noise in the area and does not support the rezoning request.

Kim Johnston, a town resident of 20 Holland Drive, said that she has lived there since 2011 and there have always been a lot of children in the area riding bikes and playing. She stated that she can hear vehicles being unloaded from trailers at 13 Holland Drive while inside her residence. Ms. Johnston believes the location should remain residential.

Chairman Marshall asked if anyone else would like to speak in opposition of the proposed rezoning application. Hearing none, he closed the public hearing and opened the floor for discussion among Planning Commission.

Commissioner Adams asked the applicant, Mr. Muse, if he was expecting to have employees at the proposed 13 Holland Drive location.

Mr. Muse stated that he expects to have employees in the future, but not at the current location.

In response to Commissioner Adams' question, Mr. Muse noted that he had not engaged with community stakeholders prior to the rezoning application proposal.

Commissioner Scott asked Mr. Randolph if there were any other properties in the Town of Windsor with split zoning.

Mr. Randolph said that there were no specific residential properties with split zoning to include commercial zoning. He added that typically, a large property that is zoned for agricultural use may have a small portion re-zoned to residential for a residence.

In response to Commissioner Hewitt's question, Mr. Muse stated that vehicles placed up for sale would be housed behind a fence, out of view of the public.

Commissioner Hewitt asked Mr. Randolph if there was a limit to how many vehicles could be displayed "for sale" on the property.

Mr. Randolph stated that there is no limit to the number of vehicles that can be displayed on the property, however in this request, no vehicles would be allowed to be displayed in the front of the property as this portion of the property is not included in the rezoning request and would remain residential.

Commissioner Adams made a motion to recommend denial of the rezoning request to the Town Council. Commissioner Scott seconded, and the Commission unanimously passed the motion as recorded on the attached chart as motion #2.

**UNFINISHED BUSINESS**

None

**TOWN ATTORNEY'S REPORT**

None

**ECONOMIC DEVELOPMENT AUTHORITY (EDA) REPORT**

None



**NEW BUSINESS**

***2025 – 2029 Capital Improvement Plan (CIP)***

Mr. Randolph said the Capital Improvement Plan (CIP) is one of several tools that localities use to implement their Comprehensive Plan, which outlines the future a locality envisions for itself through goals and objectives, to be implemented over a period of time. He noted that the CIP identifies major desired projects, predicts the costs of the projects and places them on a schedule based on the Town Council prioritization of the projects. Mr. Randolph added that the purpose of the CIP is to allow a locality to examine its current resources and to determine what future projects may be needed in order to provide for its citizens.

Mr. Randolph stated that the CIP covers a five (5) year period, with the first year adopted as part of the upcoming annual budget for the Town. He said that funding shown in subsequent years is not immediately committed, but instead, gives an idea of the funding levels needed in the future. Mr. Randolph noted that this draft CIP covers the period from 2025 through 2029 and contains projects for both the Water Fund and the General Fund.

Mr. Randolph reviewed the Draft 2025 - 2029 CIP that was provided for Planning Commission review.

Mr. Randolph explained that the Town Council seeks input on the CIP from the Planning Commission.

Commissioner Adams added that the Town has American Rescue Plan Act (ARPA) grant funds that are available and must be obligated by December 31, 2024. He noted that if the Planning Commission has any projects to recommend, that they give notice to the Town Council for consideration.

Commissioner Hewitt made a motion to recommend approval of the 2025 – 2029 Capital Improvement Plan to the Town Council. Commissioner Vaughan seconded, and the Commission unanimously passed the motion as recorded on the attached chart as motion #3.

**ADJOURNMENT**

Chairman Marshall stated that the next Planning Commission meeting is scheduled for April 24, 2024.

There being no further business, Commissioner Hewitt made the motion to adjourn. Commissioner Scott seconded, and the Commission unanimously passed the motion as recorded on the attached chart as motion #4.

The meeting adjourned at 7:36pm.

**NEXT REGULAR MEETING DATE: APRIL 24, 2024**

**DRAFT**

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Leonard L. Marshall, Chairman

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Kelly Kuhns, Town Clerk

# TOWN OF WINDSOR

Zoning Map Amendment



Planning and Zoning  
Administrator  
(757)242-4288

Established 1902

Property Owner(s) Dwayne Muse JR Owners Ph.# (757)-375-7435

Owners Mailing Address 13 Holland drive

Applicant (if different from Owner) \_\_\_\_\_ Ph# \_\_\_\_\_

E-Mail Deewayne757@yahoo.com

Agent-Correspondence should be sent to \_\_\_\_\_

Address/location of Subject Property 13 Holland Drive, Windsor VA 23487

Tax Map Number \_\_\_\_\_ Proposed Zoning District B-2 Present Zoning District R-1

Parcel Size 1494 sq ft Street Frontage \_\_\_\_\_

Are there proffered conditions with this rezoning (if so please submit an original set of proffers signed by the owner). Yes  No

Purpose of this Zoning Map Amendment see attached documents  
(If more room is needed – refer to and write a narrative and attach to this application)

Is this request in general accord with the current Town of Windsor Comprehensive Plan? \_\_\_\_\_

If no, is a Comprehensive Plan revision being submitted concurrently with this application? (Please submit a siteplan of the proposed rezoning including any new structures, streets, driveways and any other amenities that are present or to be constructed on the property, including structures or streets/driveways to be removed or moved. An application is not considered to be complete without such a siteplan).

Are there structures on the property, and if yes, will they be re-used or removed? re-used

If the property is vacant or if new structures are envisioned, what types (and sizes) of structures and how many such structures will be constructed if this property is rezoned (please provide what the proposed structures will look like? n/a

Number of Parking Spaces Required and how many are being provided? 10

Are there Chesapeake Bay Resource Protection Areas on the property? No

Was a Traffic Impact Analysis (TIA) required for this Request? \_\_\_\_\_ If yes, has the Virginia Department of Transportation (VDOT) approved it?

**(If not, the application cannot proceed until this review is completed)** (Please include a copy of the TIA and VDOT's response with this application and provide an explanation of how VDOT's comments are being addressed.)

Are there adequate water and sewer facilities to serve the proposed use that would follow this rezoning (if not, how will these facilities be provided)? YES

What are the properties zoned and what is the use of the properties on the property adjacent to the subject property?

NORTH- Zoning R-1 Use(s) Residence

SOUTH- Zoning B-1 Use(s) Bank

EAST- Zoning B-1 Use(s) BANK

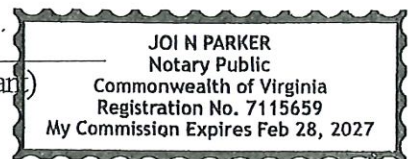
WEST- Zoning \_\_\_\_\_ Use(s) \_\_\_\_\_

**I/WE HAVE READ THIS COMPLETED APPLICATION, UNDERSTAND ITS INTENT AND FREELY CONSENT TO ITS FILING. THE INFORMATION PROVIDED IS ACCURATE TO THE BEST OF MY/OUR KNOWLEDGE. I UNDERSTAND THAT THE TOWN MAY APPROVE OR DENY THE REQUEST FOR WHICH I AM APPLYING. FURTHERMORE, I GRANT PERMISSION TO THE PERSONNEL OF THE TOWN AND OTHER AGENTS OF THE TOWN OF WINDSOR AND ANYOTHER AUTHORIZED GOVERNMENT AGENCY TO ENTER THE PROPERTY AND MAKE SUCH INVESTIGATIONS AS THEY DEEM NECESSARY TO EVALUATE THE REQUEST.**

Name Dwayne Muse JR  
(Print)

Dwayne Muse  
Signature (Applicant)

(owner / contract purchaser / authorized agent – please circle one) Date \_\_\_\_\_



NOTARY: COUNTY OF Suffolk (city) STATE OF Virginia

Subscribed and sworn to me on the 31<sup>st</sup> day of January, of the year

2024. My Commission expires on 02/28/2027. Notary Public Signature:

JoIn Parker Stamp:

STAFF USE ONLY- DO NOT WRITE IN THIS AREA

Fee Paid \$800.00 Date 3-7-2024 Accepted by Signature/Title [Signature]

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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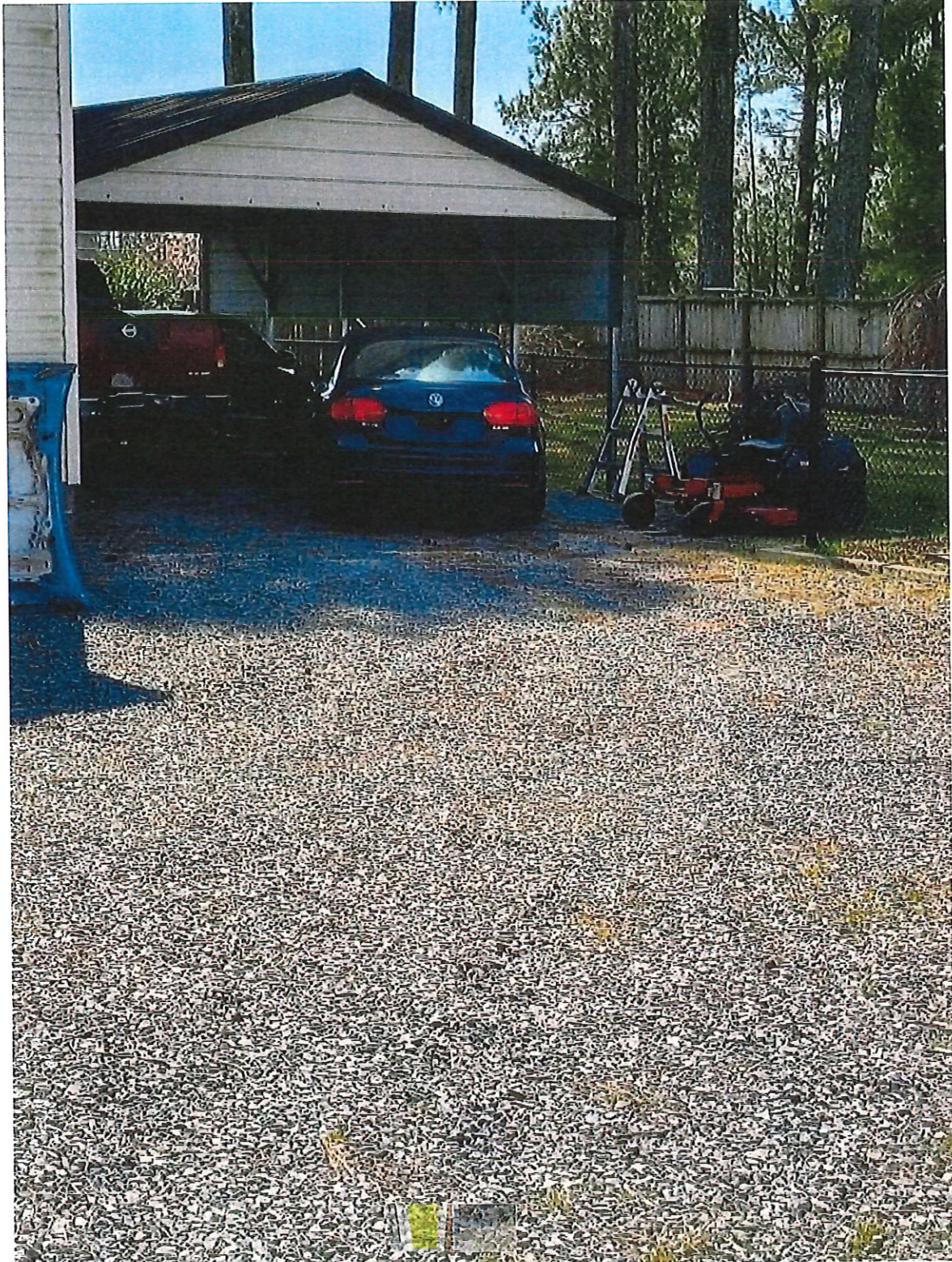


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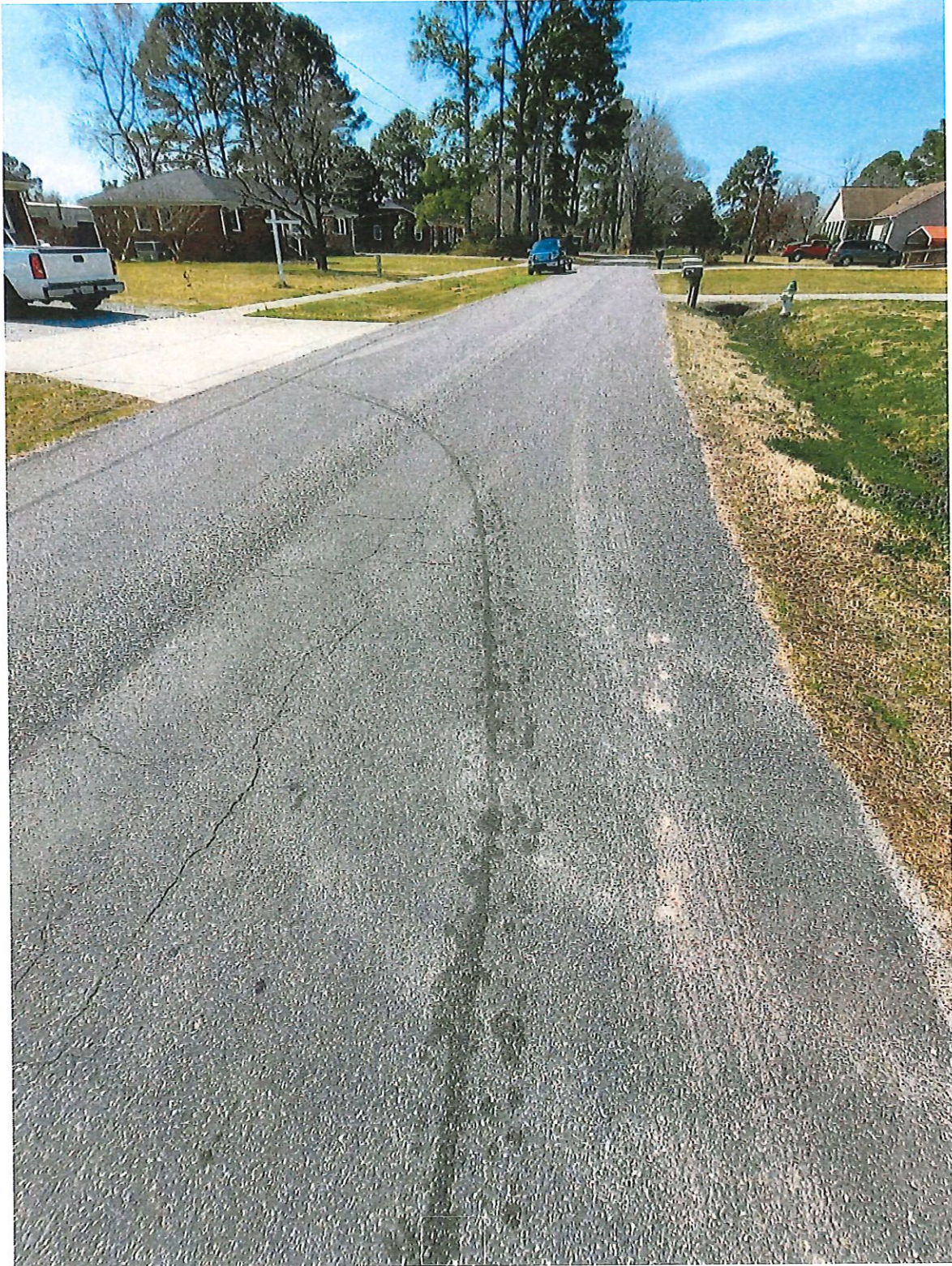


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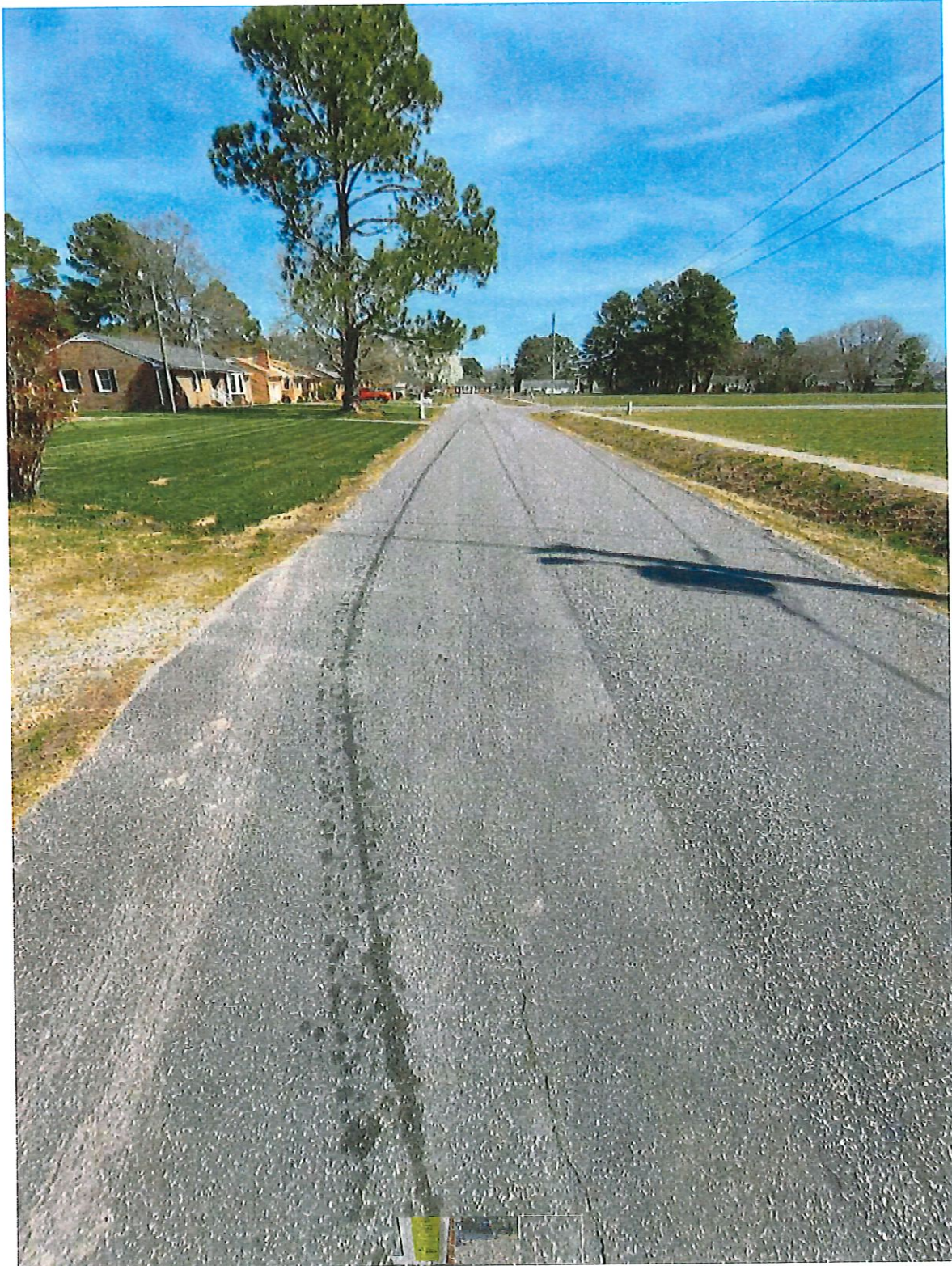


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# The automotive muse



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Auto dealer(/topic/18116)

Fave

Message

## Activity



The automotive muse  
23 Feb

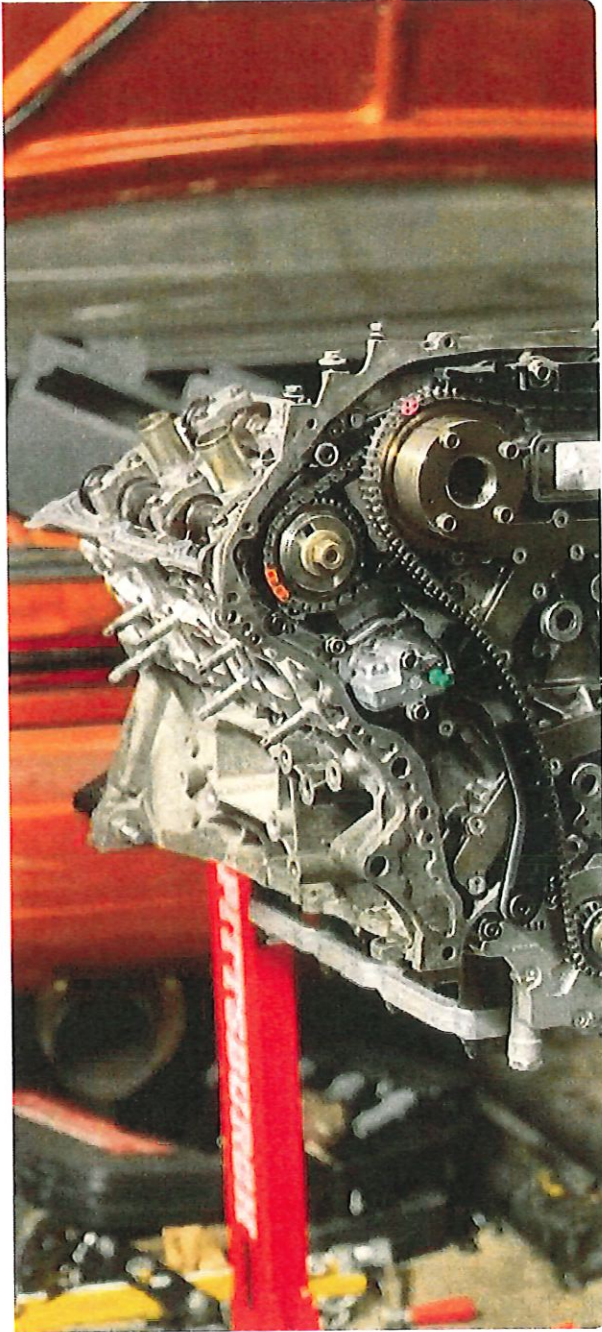


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**The automotive muse**

23 Jan

Looking for a reliable automotive technician ? ASE Certified Master tech & Virginia state inspector here available ! I have 12+ years of experience working in an automotive shop. I rebuild + replace engines, transmission replacements, diagnose electrical issues, diagnose drivability issues/check engine light diagnostics, diagnose no start/no crank issues, tire machine on site, aftermarket parts install and much more. My hourly rate is \$80/hr. Please do not hesitate to ask for help !

PUBLIC NOTICE

Town of Windsor, Virginia  
Town Council

PUBLIC HEARING

The Town Council of the Town of Windsor, Virginia will hold a public hearing on Tuesday, May 14, 2024, in the Windsor Town Hall located at 8 East Windsor Blvd., Windsor, Virginia to consider the following:

Beginning at 7:00 p.m.

An application for a change in zoning classification from R1-Residential to C-B2, Conditional Restricted Business. The application includes approximately .17 acres of Tax Parcel 54B-01-126A, also identified as 13 Holland Drive, Windsor, Virginia. The purpose of the application is for automobile sales and repairs, as conditioned.

Any person desiring to be heard in favor of or in opposition to the application is hereby invited to participate in the public hearing. A copy of the application is on file with Department of Planning & Zoning, 8 East Windsor Blvd., Windsor, Virginia and is available for public review.

Publish: May 1, 2024  
May 8, 2024

# TOWN OF WINDSOR

P.O. Box 307  
8 E. Windsor Blvd.  
Windsor, VA 23487

Department of  
Planning & Zoning  
757-242-4288



Established 1902

May 6, 2024

Dear Property Owner:

You are receiving this notice because an application has been filed for a change in zoning classification (rezoning) for property that is either adjacent or in close vicinity to your property. This application will be the subject of public hearing by the Windsor Town Council on:

**Tuesday, May 14, 2024 at 7:00 p.m.**

Windsor Town Hall

8 E. Windsor Blvd., Windsor, VA 23487

The Windsor Town Council will consider any comments offered during this public hearing and will also consider the recommendation forwarded from the Windsor Planning Commission.

A copy of the public notice is attached for your reference. If you have any questions or would like to provide comment, you are invited to attend the public hearing or contact the Planning & Zoning Department at 757-242-4288.

Sincerely,

James Randolph

Planning & Zoning Administrator

Attachment

# TOWN OF WINDSOR

P.O. Box 307  
8 E. Windsor Blvd.  
Windsor, VA 23487

Department of  
Planning & Zoning  
757-242-4288



Established 1902

In accordance with Code of Virginia, Section 15.2-2204, public hearing requirements, I do hereby attest that the notice of public hearing was published in the Smithfield Times on May 1, 2024 and May 8, 2024, and

In accordance with the Code of Virginia, Section 15.2-2204, I do hereby attest that the adjoining property owners were provided notice of this public hearing via first class mail by the United States Postal Service, and

In accordance with the Code of Virginia, Sections 15.2-2204, I do hereby attest that a zoning notice sign indicating the date and time of the public hearing was placed at 13 Holland Drive, Windsor, Virginia.

A handwritten signature in black ink, appearing to read "James Randolph", is written over a horizontal line.

James Randolph  
Planning & Zoning Administrator  
May 8, 2024

