

TOWN OF WINDSOR

P.O. Box 307

8 East Windsor Boulevard

Windsor, Virginia 23487

Phone 757-242-4288

E-Mail Windsor@windsor-va.gov

PLANNING COMMISSION MEETING AGENDA

September 25, 2024 - 7:00 p.m.

Town Hall

- 1) Call to Order
 - a) Welcome
 - b) Roll Call and Determination of Quorum
- 2) Approval of the Minutes of the July 24, 2024, Planning Commission meeting
- 3) Public Comments
- 4) Public Hearing - None
- 5) Unfinished Business - None
- 6) Town Attorney's Report
- 7) Economic Development Authority (EDA) Report
- 8) New Business
 - A) Revised Tidewater Logistics Center Information
 - B) VA Dept. of Environmental Quality Chesapeake Bay Preservation Act (CBPA) compliance review
 - C) Cambridge Villas at Windsor - Update
- 9) Next Regular Meeting Date: October 23, 2024
- 10) Motion to Adjourn

DRAFT

MINUTES OF THE PLANNING COMMISSION – WINDSOR, VIRGINIA

The Planning Commission met on Wednesday, July 24, 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, was also present. Fred Taylor, Town Attorney, was absent.

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

Planning Commission members absent: David Adams
Larissa Williams

APPROVAL OF MINUTES OF JUNE 26, 2024, COMMISSION MEETING

Chairman Marshall asked if there were any questions or concerns regarding the June 26, 2024, meeting minutes. No questions or concerns were presented.

Commissioner Scott made a motion to approve the minutes for the June 26, 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

None

UNFINISHED BUSINESS

Commissioner Hewitt asked if there were any updates on the Tidewater Logistics Center warehouse project being revisited after having been denied by the Isle of Wight County Board of Supervisors.

Mr. Randolph stated that he does not have any additional information on the warehouse project at this time.

TOWN ATTORNEY'S REPORT

None

ECONOMIC DEVELOPMENT AUTHORITY (EDA) REPORT

Commissioner Scott stated that his term of the Economic Development Authority expired on June 30, 2024, and he will not be seeking reappointment. He said that he would encourage any Planning Commission members that are interested in serving to seek appointment to the EDA.

Commissioner Scott noted that there are currently four vacancies on the Economic Development Authority.

NEW BUSINESS

Draft Comprehensive Plan – Community Facilities and Services

Mr. Randolph said that the Town of Windsor provides its citizens, business and visitors with a variety of services through local government and public safety agencies. He noted that additional services are provided by Isle of Wight County, regional authorities, and state agencies and departments.

Local Government

Mr. Randolph explained that the Town of Windsor is governed by a seven-member Town Council, including a Mayor who is elected by the public and a Vice-Mayor who is selected by Council members. He said that the Mayor and Council members serve 4 years terms that are staggered, with elections that occur in November of each year. Mr. Randolph noted that the Council is responsible for levying taxes and setting policies for the administration of local government.

Mr. Randolph stated that the Town Manager is responsible for implementing the policies of the Town Council and serves at their pleasure. He added that the Town Council also appoints a Planning Commission for land use policy recommendations. Mr. Randolph said that the Town has a Board of Zoning Appeals, whose members are recommended by Council and appointed by the Circuit Court of Isle of Wight County. He noted that other committees have also been established by the Town of Windsor including and events committee, drainage committee, and an Economic Development Authority (EDA).

Mr. Randolph said that the Town's administrative departments are located in the Municipal Building at 8 E Windsor Boulevard that was constructed in 1962 and previously housed the Windsor Volunteer Fire Department. He explained that in 1995, the building was renovated to provide for council chambers, staff offices, and records storage.

Mr. Randolph noted that most recently, the Town of Windsor completed construction of a Public Works facility located at 9 East Griffin Street in 2021. He added that this facility replaced the smaller maintenance facility located at 14 Duke Street.

Mr. Randolph explained that the streets and highways with the Town of Windsor are maintained by the Virginia Department of Transportation with the Franklin Residency located in Courtland, Virginia. He noted that the Franklin Residency is responsible for the following areas: Emporia, Greenville County, Isle of Wight County, Southampton County, and Sussex County. Mr. Randolph stated that VDOT completed construction of a new administrative building located at their maintenance facility at 25146 Buckhorn Drive in Windsor in 2024. He noted that in addition to highway maintenance, VDOT also maintains portions of the Town's storm drainage system and sidewalks.

Public Safety

Mr. Randolph stated that the Police Department was authorized by an ordinance enacted by Town Council on March 13, 1990, and was formally established with appointment of the first Police Chief in 2001. He said that the Police Department was originally located in the Municipal Building, however, in 2013, moved to a renovated building at 56 East Windsor Boulevard. Mr. Randolph noted that the Police Department includes seven sworn officers and additional auxiliary officers. He added that the department is in the process of achieving accreditation through the Virginia Law Enforcement Professional Standards Commission (VLEPSC).

Mr. Randolph explained that additional law enforcement services are provided by the Isle of Wight County Sheriff's Office and the Virginia State Police. He noted that the Sheriff's Office is located at the Isle of Wight County Courthouse complex and provides a full range of services including a dive team, K-9 units, and animal control. Mr. Randolph added that the Virginia State Police Division 5 Area 34 office is located in Franklin, Virginia and covers Isle of Wight County, Southampton County, and the City of Franklin.

Mr. Randolph stated that the 911 Emergency Dispatch Center is located at the Sheriff's Office in the Isle of Wight County Courthouse complex where calls for emergency services are handled.

Fire and Rescue

Mr. Randolph said that the Town of Windsor and the surrounding areas are served by the Windsor Volunteer Fire Department which was established in 1946 and has evolved into a primary safety resource for the community. He explained that the fire department serves a vast geographic area including the central area of the County and areas south to the Carrsville fire district. Mr. Randolph noted that the Windsor Volunteer Fire Department is headquartered at Station 40, a six-bay facility constructed in 1993 and located at 80 East Windsor Boulevard. He added that the Virginia Department of Forestry maintains heavy equipment at this location for fire support services.

Mr. Randolph stated that the Windsor Rescue Squad is composed of volunteers, supplemented by paid personnel certified in advance life support, and provides emergency medical care and transportation. He added that the rescue squad is located at 19 East Windsor Boulevard and is responsible for the central and southern portions of the County.

Health Care

Mr. Randolph explained that health care services are available to town residents at Sentara Obici Hospital, a 175-bed facility located in Suffolk, Virginia, and at Southampton Memorial Hospital, a 221-bed facility located in Franklin, Virginia. He added that Riverside is currently constructing a 50-bed facility in the Benn's Church area of Smithfield, Virginia and is expected to be complete in 2025.

Mr. Randolph said that Consulate Health Care is a nursing home facility in the Town of Windsor at 23352 Courthouse Highway. He said that the facility opened in 2001 and is one of the largest private sector employers in the town. Mr. Randolph stated that there are additional private facilities in the town, including those that offer physical therapy as well as primary care services.

Mr. Randolph noted that there are two retirement communities that offer health care as part of their program. He added that the Village at Woods Edge in Franklin, Virginia is a senior living community sponsored by Southampton Memorial Hospital and Lake Price Woods is a private community that offers similar services in Suffolk, Virginia.

Public Schools

Mr. Randolph explained that the Town of Windsor is served by the Isle of Wight County Public School System which has nine schools in total: five elementary schools, two middle schools, and two high schools. He noted that enrollment for the 2022-2023 school year was approximately 5,600 students in grade K-12. Mr. Randolph said that the school system offers advanced placement classes, alternative education, pre-school, and vocational classes.

Mr. Randolph stated that two of the County's schools are within the corporate limits of the Town of Windsor, and Windsor Elementary is located 5 miles north of the town limits. He added that Windsor Elementary School, located on Courthouse Highway, opened in 1998 and serves children in grade PreK-5.

Mr. Randolph said that Georgie D. Tyler Middle School is one of the two middle schools in Isle of Wight County and is located on North Court Street. He noted that the school opened in 2014, serving grade 6 through 8. Mr. Randolph added that the school serves approximately 400 students, and their mascot is the "Titans."

Mr. Randolph stated that Windsor High School is located on Church Street and was constructed in 1994. He noted that the school serves approximately 525 students, and their mascot is the "Dukes."

Mr. Randolph explained that as the population grows in Isle of Wight County, the School Board may consider "redistricting" or re-directing students from the northern end of the County towards the schools located in central and southern portions of the County to alleviate any overcrowding at other schools in the system.

Private Schools and Licensed Daycares

Mr. Randolph said that there are two private schools located in the vicinity of the Town of Windsor. He stated that Isle of Wight Academy on Courthouse Highway is across from the Courthouse complex and offers instruction to grades K-12. Mr. Randolph added that Nansemond-Suffolk Academy, on Pruden Boulevard in Suffolk, Virginia serves students in grades K-12. He noted that there are also two licensed daycare centers located in the Town of Windsor which offer a variety of services to pre-K and younger children.

Libraries

Mr. Randolph stated that the Windsor Public Library, located at 18 Duke Street, opened in 1995 and is part of the Blackwater Regional Library system. He noted that the system operates 9 libraries in the western tidewater region. Mr. Randolph said that the land is owned by the Town of Windsor, the building is owned by Isle of Wight County, and the facility is run by the Blackwater Regional Library system. He added that Isle of Wight County has a project in their Capital Improvement Plan (CIP) to provide funding for an addition to the Windsor Public Library.

Parks and Recreation

Mr. Randolph explained that there are three small parks located within the town limits. He said that Robinson Park, maintained by Isle of Wight County, is located on Duke Street adjacent to the library and has a picnic shelter and playground. Mr. Randolph said that Garris Event Park, also adjacent to the library is where town events such as the 4th of July celebration, Christmas parade, and summer concerts are held, features a gazebo and is maintained by the Town of Windsor. He added that Centennial Park is located behind the Municipal Building and features the Centennial Monument celebrating the town's 100th anniversary and citizen contributions.

Mr. Randolph stated that the Windsor Athletic Association, a non-profit association located at 10333 Five Forks Road, has a recreational facility featuring numerous ball fields and playgrounds. He noted that additional recreational facilities can be found at Windsor High School including a walking track that is open to the public during non-school hours.

Mr. Randolph said that the Windsor Town Center is located next to Georgie D. Tyler Middle School at 23361 Courthouse Highway and was previously a section of the former Windsor Middle School. He noted that due to the leadership of former Mayor Carita Richardson and Council members, the Town Center renovation committee, private sponsors, and countless volunteers, this 14,600 square foot facility, featuring a gymnasium, is now available for use by citizens and organizations. Mr. Randolph added that Isle of Wight County Parks and Recreation provides staffing for the center during hours of operation and offers recreation and other programs as well as a rental space for events and cultural activities.

Water Facilities

Mr. Randolph explained that the Town of Windsor owns and operates a public water system which consists of two groundwater wells, a 150,000-gallon elevated storage tank, a 300,000-gallon elevated storage tank, and approximately 20 miles of distribution lines. He noted that the system provides water to a majority of the town's incorporated area.

Mr. Randolph stated that the Windsor Department of Public Works oversees the operation of the water systems in accordance with Virginia Waterworks Regulations (12 VAC5-590) and that these regulations are issued by the Virginia Department of Health, Office of Drinking Water. He said that the system has a permitted capacity of approximately 570,000 gallons per day and currently serves about 1,000 customers. Mr. Randolph noted that the drinking water quality is monitored in accordance with strict state and federal regulations and an annual water quality report is made available to all customers.

Mr. Randolph said that the water source for the town's system is groundwater from the Potomac Aquifer. He stated that because the town's two high-capacity wells are located in the Eastern Virginia Groundwater Management Area, Windsor holds a Groundwater Withdrawal Permit administered by the Virginia Department of Environmental Quality (DEQ) that authorizes the maximum withdrawal of 197,000,000 gallons per year with a monthly limit of 18,900,000 gallons. Mr. Randolph noted that the withdrawal permit encompasses a ten-year period and must be renewed based upon allocations that are available.

Mr. Randolph explained that the Town of Windsor has allocated as much as 224,400 gallons per day to Isle of Wight County to serve industrial uses in the County's Windsor Development Service District including the Shirley T. Holland Park. He stated that Isle of Wight County has indicated that this arrangement will be ending per the terms stipulated in the agreement, as they have established a partnership with the City of Suffolk, creating the Western Tidewater Authority. Mr. Randolph said that upon termination of the agreement with Isle of Wight County,

the Town of Windsor will have additional allocations to utilize for commercial and industrial development.

Wastewater Facilities

Mr. Randolph stated that wastewater (sewer) service is available in certain areas of the Town of Windsor and this system is operated by the Isle of Wight County Department of Public Utilities. He added that the majority of the system is a vacuum system and is composed of a pump station located on Duke Street, as well as collection vaults located throughout the Town. Mr. Randolph noted that Holland Meadows subdivision and the future Windsor Station subdivision are served by a gravity system discharge to the force main along Windsor Boulevard. He said that this force main is operated by the Hampton Roads Sanitation District (HRSD) and the effluent is treated at their plant along the Nansemond River in Suffolk.

Mr. Randolph added that the current capacity left within the wastewater system is limited and will require careful planning for future connections and substantial capital investment to ensure viability.

Solid Waste Management

Mr. Randolph said that the Town of Windsor provides curbside refuse collection on a weekly basis through a private contractor, including an annual cleanup day for residents to dispose of bulk items and yard waste. He explained that Isle of Wight County operates refuse and recycling centers throughout the County, including Stave Mill Road which is located just outside the Town limits at the intersection of Rout 460 and Stave Mill Road. Mr. Randolph added that the Stave Mill Road site accepts household waste, appliances, used motor oil, tires, and yard debris. He stated that waste from this site is ultimately disposed of at the Regional Landfill in Suffolk which is operated by the Southeastern Public Service Authority in which Isle of Wight County is a member.

ADJOURNMENT

Chairman Marshall stated no meeting will take place in August and that the next Planning Commission meeting is scheduled for September 25, 2024.

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

The meeting adjourned at 7:46pm.

NEXT REGULAR MEETING DATE: SEPTEMBER 25, 2024

Leonard L. Marshall, Chairman

Kelly Kuhns, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 PLANNING COMMISSION VOTES


Commission Meeting Date July 24, 2024

Motion #	L. Marshall ✓	L. Williams	D. Hewitt ✓	D. Scott ✓	R. Vaughan ✓	D. Adams	L. Harris ✓
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Kelly Kuhne, Clerk

Town of Windsor

Memorandum

TO: Windsor Planning Commission
FROM: James Randolph, Planning & Zoning Administrator 
SUBJECT: Revised Tidewater Logistics Center Proposal
DATE: September 25, 2024

Tom Boylan, with the Meridian Group provided the Windsor Town Council on August 27, 2024 with a presentation of a revised site layout for their warehouse/industrial development proposal for property on Windsor Boulevard adjacent to the Town of Windsor Corporate Limits.

As you may recall, the original request for a rezoning of the property to Planned Industrial was denied by the Isle of Wight County Board of Supervisors 4-1 on June 13, 2024. With this denial by the Board of Supervisors, developers must wait a minimum of one year prior to resubmitting the application, unless the application is deemed significantly different by Isle of Wight County, in which they can reconsider the application prior to the one-year timeframe. To date, no official resubmittal has been presented to Isle of Wight County for consideration.

For those that were not able to attend the Town Council work session presentation, and for people interested in learning more about their proposed revisions to this plan, The Meridian Group will be hosting a presentation:

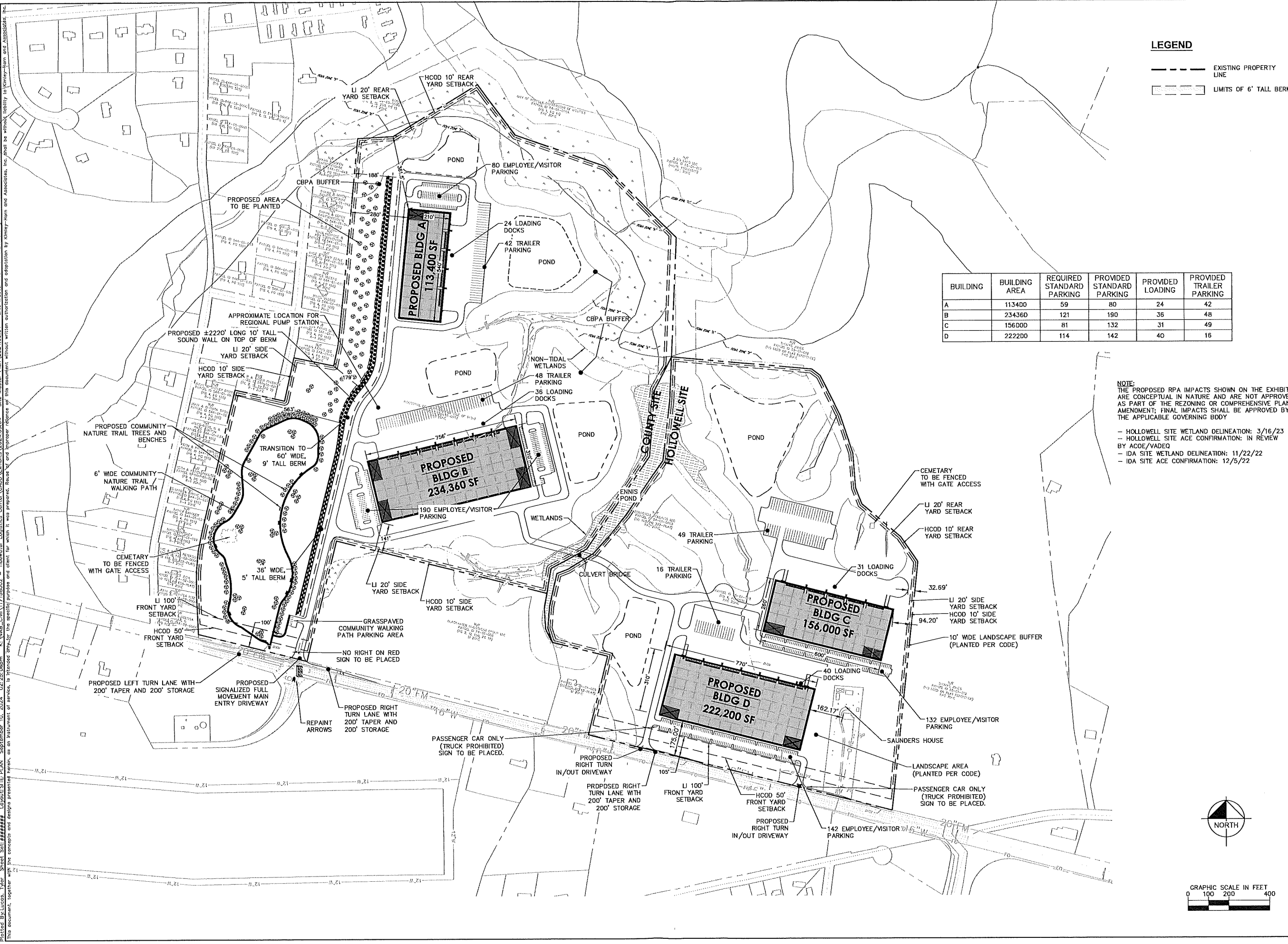
Thursday, September 26, 2024

6:00 – 8:00 p.m.

**Windsor Town Center
23361 Courthouse Highway
Windsor, Virginia 23487**

This presentation is open to the public and all are invited to attend. Attached you will find a site map provided by the Meridian Group showing their revised conceptual plan.

Plotted By: Lucas, T. Mr. Sheet Set: #117158002 - Tidewater Logistics Center CAD Exhibit 2024.09.04 - Site Master Plan - Marketing.dwg
 This document, together with the concepts and designs presented herein, is intended solely for the specific purpose and client for which it was prepared. Review and approval of this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.



No.	REVISIONS	DATE	BY

Kimley»Horn
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 PHONE: 757-213-8800 FAX: 757-213-8801
 WWW.KIMLEY-HORN.COM

KHA PROJECT	DATE	SCALE	DESIGNED BY	DRAWN BY	CHECKED BY
117158002	09/10/2024	AS SHOWN	TRL	TRL	KBB

SITE MAP (MARKETING)

TIDEWATER LOGISTICS CENTER
 PREPARED FOR THE MERIDIAN GROUP
 VIRGINIA
 ISLE OF WIGHT
 SHEET NUMBER 1 OF 1

Town of Windsor

Memorandum

TO: Windsor Planning Commission

FROM: James Randolph, Planning & Zoning Administrator (JR)

SUBJECT: Virginia Dept. of Environmental Quality (DEQ)
Chesapeake Bay Preservation Act (CBPA) Compliance Review

DATE: September 25, 2024

The Town of Windsor, Virginia is one of 84 localities subject to the Chesapeake Bay Preservation Act (CBPA) and the ordinances and regulations associated with this legislation. As such, the Virginia Department of Environmental Quality (DEQ) will be conducting a compliance review of the Town's implementation of the provisions of the CBPA. This compliance review will consist of evaluating the following elements of the Town's CBPA program:

- Site Plan and Plat notation requirements
- Minimizing Land Disturbance
- Preserving Indigenous Vegetation
- Minimizing Impervious Cover
- Plan of Development Review Process
- Erosion and Sediment Control
- On-site septic requirements
- Stormwater Management
- Agricultural/Silvicultural Requirements
- Wetland Permits
- Resource Protection Area (RPA) Development Criteria
- Regulatory Relief Process
- Comprehensive Plan

The Town of Windsor has a separate chapter in the Town Code, Chapter 57, Chesapeake Bay Preservation Area which provides the legislation for the administration of the above required elements. Erosion and Sediment (E/S) control and Stormwater Management administration are

provided by Isle of Wight County through an agreement with the Town of Windsor. As you are aware, the update of Town of Windsor Comprehensive Plan is currently being drafted and will need to contain specific elements to address the CBPA, including a new section about “resiliency” efforts. I’ve attached a copy of the Comprehensive Plan requirements for your reference.

The last DEQ compliance review of the Town’s CBPA program was conducted in 2011-2012. The Town of Windsor was found to be in compliance, with the provision to include notification of the 5-year septic pump out/inspection requirement to all properties in Town that utilize on site septic systems. The Town of Windsor’s notification process was revised and implemented to the satisfaction of DEQ. This compliance review will be conducted by DEQ with Town staff providing the necessary files, plans, and information to satisfactorily address the CBPA requirements.

Attachments:

- Virginia DEQ letter dated September 10, 2024
- CBPA Comprehensive Plan components



Commonwealth of Virginia

VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY

www.deq.virginia.gov

Travis A. Voyles
Secretary of Natural and Historic Resources

Michael S. Rolband, PE, PWD, PWS Emeritus
Director

September 10, 2024

James "Jay" Randolph,
Planner/Zoning Administrator
8 East Windsor Boulevard
P.O. Box 307
Windsor, VA 23487

RE: Compliance Review of the Town of Windsor Chesapeake Bay Preservation Program

Dear Jay:

As noted in the letter dated August 16, 2024 sent to Mr. Stubbs, as one of 84 localities subject to the Chesapeake Bay Preservation Act (Act), the Town of Windsor is administering local ordinances and other program components to implement the provisions of the *Chesapeake Bay Preservation Area Designation and Management Regulations* (Regulations). Both the Act (§62.1-44.15:71) and the Regulations (9VAC25-830-260) require the Department of Environmental Quality (DEQ) to conduct a compliance review of how well local governments implement their programs. The compliance review for the Town of Windsor has begun and we have made arrangements to begin the review process and have set the date for our initial meeting on September 27, 2024 at 10:00 am.

I am your locality's assigned liaison and will need three to four meetings with you or other locality staff to review documents, processes, and plans, and to undertake site visits of projects either under development or recently completed. The meetings include an initiation meeting, a file and plan review session, field investigation session, and a close out meeting. The close out meeting may be waived if there are no recommended conditions.

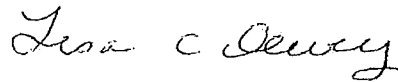
Since the compliance review is a regulatory requirement, it is DEQ's expectation that files, and other documents will be available at the file/plan review meeting and during field investigations. DEQ also expects that all staff involved with Bay Act implementation will be available to attend meetings, respond to inquiries, and provide additional information upon DEQ's request in a timely manner. I will also need to speak with your contacts in Isle of Wight County.

Please review the enclosed Flowchart outlining the program review process and anticipated timeframes.

In preparation for the initial meeting, please review the enclosed *Required Information Checklist* and confirm that the information included remains current. Also, please provide updated copies of any ordinances, plans, policies, or supplemental documents such as applications and checklists used by locality staff during the project review and approval process. All documents should be returned to DEQ no later than one week prior to the initial meeting.

If you have any questions, please do not hesitate to contact me.

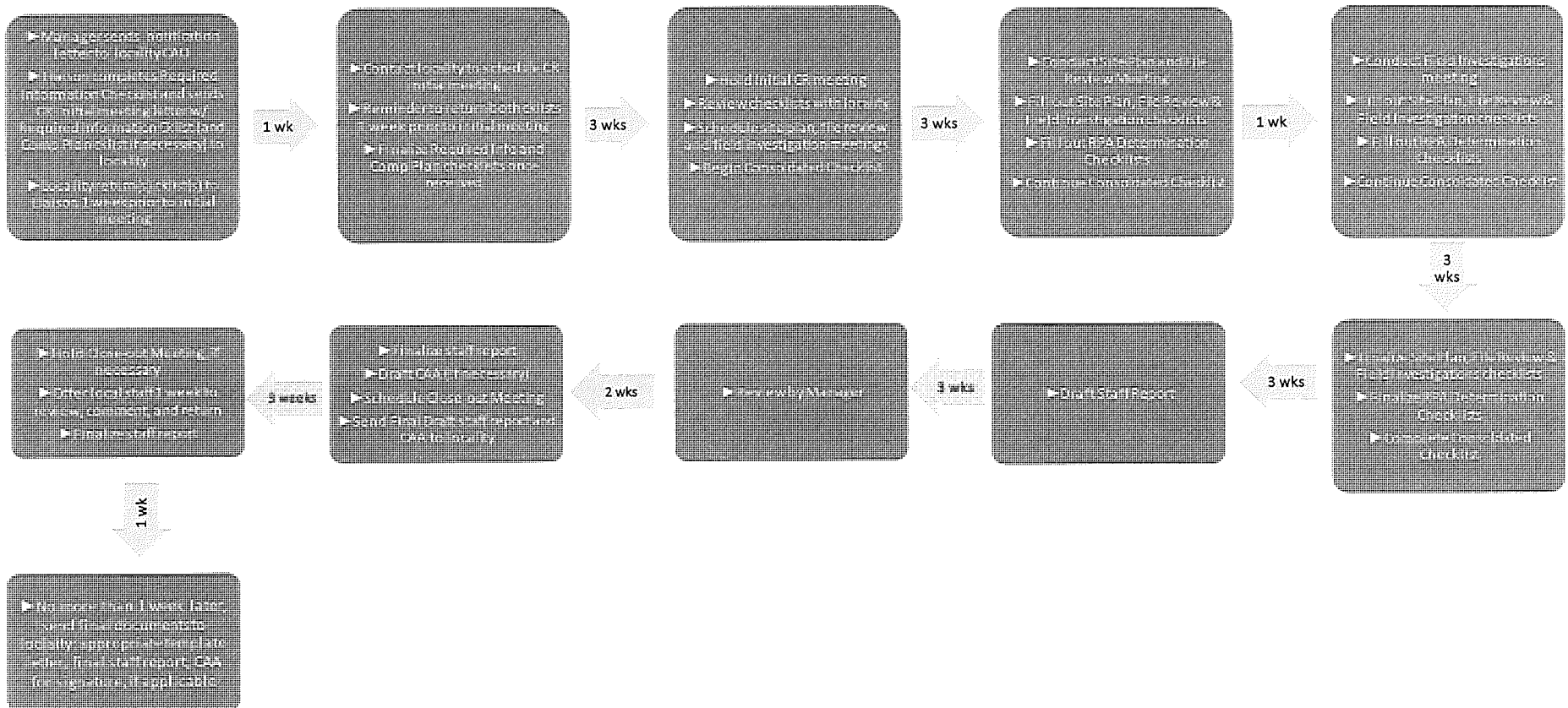
Sincerely,

A handwritten signature in cursive script that reads "Lisa C. Dewey".

Lisa Dewey
Bay Act Locality Liasion
Office of Watersheds & Local Government
Assitance

Enclosure

Chesapeake Bay Preservation Act Compliance Review Process – Chart A



Chesapeake Bay Preservation Act Comprehensive Plan Requirements for Localities

CBPA Comprehensive Plan Requirements	Regulatory Citation	Summary of Data Collection	Analysis and Policy Discussion	Mapping	Implementation Measures	Notes	Data Sources
Location and extent of Chesapeake Bay Preservation Areas	9 VAC 25-830-170 1 a					Look for a description of RPAs, RMAs, IDAs as locally designated.	Locally adopted CBPA map, local GIS resources, Bay Act ordinance
Discussion of each component of Chesapeake Bay Preservation Areas in relation to the types of land uses considered appropriate and consistent with the goals of the Act and local program.	9 VAC 25-830-170 2 a					Look for a discussion of the localities Bay Act program, typically in a natural resources or environment chapter.	
Physical constraints to development, including soil limitations	9 VAC 25-830-170 1 b					Look for a discussion of floodplains, wetlands, steep slopes, shrink/swell soils if present, etc., and a discussion soils that are unsuitable for septic. Typically found in a natural resources or environment chapter. Mapping of floodplains, wetlands, steep slopes, soils and other physical characteristics that may limit development. Include mapping of those soils that are not suitable for septic installation.	FEMA FP maps, NWI wetlands maps, topo maps, soils maps; local GIS
Policy statement(s) re: physical constraints to development, including a discussion of the relationship between soil limitations and existing and proposed land use, with an explicit discussion of soil suitability for septic tank use.	9 VAC 25-830-170 2 b (1)			N/A			
Character and location of commercial and recreational fisheries and other aquatic resources	9 VAC 25-830-170 1 c					Look for a discussion and mapping of local parks with boat ramps, fishing piers, etc. Many localities do not have commercial fisheries and a simple statement to that effect is sufficient. If not in the land use, natural resources or environment chapter, this information can frequently be found in the parks and recreation chapter. Local knowledge and the Virginia Outdoors Plan are both information sources.	See lines 17-19 for links
Policy statement(s) re: relationship of land use to commercial and recreational fisheries and other aquatic resources	9 VAC 25-830-170 2 b (3)			N/A			

Chesapeake Bay Preservation Act Comprehensive Plan Requirements for Localities


CBPA Comprehensive Plan Requirements	Regulatory Citation	Summary of Data Collection	Analysis and Policy Discussion	Mapping	Implementation Measures	Notes	Data Sources
Shoreline and streambank erosion problems	9 VAC 25-830-170 1 d and -170 2 b (7)					Look for a discussion of shoreline and streambank erosion in a natural resources or environment chapter. VIMS has done analysis re: shoreline erosion for most (if not all) major river/estuary shorelines within major localities (cities, counties and some towns). If you don't see a town listed, check the county. They do not go down to the stream level, so I tell my localities to use anecdotal data from their own site visits, stream restoration projects, etc. for streambank erosion. VIMS data, narrative and shoreline erosion mapping is available here: https://cmap22.vims.edu/VACoastalResourcesTool/	
Existing and proposed land uses	9 VAC 25-830-170 1 e					Look for a discussion in the land use chapter.	
Policy statement re: mitigation of the impacts of land use and its associated pollution upon water quality.	9 VAC 25-830-170 2 b (6)			N/A			
Catalog of existing and potential water pollution sources	9 VAC 25-830-170 1 f					Pollution sources include stormwater, leaking underground storage tanks, failing septic systems, hazardous waste clean up sites, improperly dug or abandoned wells (see water supply plan as one source for this information), landfills, use of pesticides and fertilizers (agriculture). Research data narrative and mapping available from 1. the most recent <i>305(b)/303(d) Water Quality Assessment Integrated Report</i> concerning impaired waters within the jurisdiction and the source of that impairment. Cleo Baker or Tish Robertson at DEQ are sources of assistance on interpretation of the report and EDM mapping. 2. EPA has data for RCRA Corrective Actions, Superfund NPL sites, and brownfields properties by state and locality. 3. local review of DEQ web pages for the following: water quality assessments integrated reports; TMDL development; land waste-petroleum tanks; land waste-solid hazardous waste; land waste-superfund amendments and reauthorization act (SARA); public notices-land protection; water quantity-water supply planning report. 4. local or regional water supply plans are required to include a section on threats to the public water supply.	https://www.deq.virginia.gov/water/water-quality/assessments AND https://www.deq.virginia.gov/water/water-quality/assessments/integrated-report AND https://www.deq.virginia.gov/water/water-quality/tmdl-development AND https://www.deq.virginia.gov/land-brownfields-dashboard-and-environmental-data-mapper : https://geohub.vadeq.hub.arcgis.com/ https://www.epa.gov/cleanups/cleanups-my-community

Chesapeake Bay Preservation Act Comprehensive Plan Requirements for Localities

CBPA Comprehensive Plan Requirements	Regulatory Citation	Summary of Data Collection	Analysis and Policy Discussion	Mapping	Implementation Measures	Notes	Data Sources
Policy statement(s) re: potential water quality improvement through the reduction of existing pollution sources and the redevelopment of Intensely Developed Areas and other areas targeted for redevelopment.	9 VAC 25-830-170 2 b (8)			N/A		Look for a discussion within the land use or environmental chapters on redevelopment or intensely developed areas.	
Public and private access to waterfront areas, including general locations of or information about docks, piers, marinas, boat ramps, and similar water access facilities.	9 VAC 25-830-170 1 g					Like recreational fisheries, this information can frequently be found in land use, parks and recreation or environmental chapters. The most recent <i>Virginia Outdoors Plan</i> and the <i>Chesapeake Bay Watershed Public Access Plan</i> provide additional resources for both existing and proposed waterfront access.	https://www.dcr.virginia.gov/recreational-planning/vop https://www.dcr.virginia.gov/recreational-planning/vopmapper https://d18lev1ok5leia.cloudfront.net/chesapeakebay/documents/Public_Access_Plan_v15_FINAL.pdf
Policy statement(s) re: the siting of docks and piers.	9 VAC 25-830-170 2 b (4)			N/A		Develop policy statements on the future siting of docks and piers using the VMRC guidance:	https://mrc.virginia.gov/regulations/subaqueous_guidelines.shtm
Policy statement(s) re: public and private access to waterfront areas and their effect on water quality.	9 VAC 25-830-170 2 b (5)			N/A			
Policy statement(s) re: the protection of the potable water supply, including groundwater resources and threats to the water supply or groundwater resources from existing and potential pollution sources.	9 VAC 25-830-170 2 b (2)			N/A		Local or regional water supply plans originally submitted to DEQ in 2011 and updated every 5 years since provide data on each localities public water supply (surface and groundwater), a discussion on the availability of groundwater resources, and threats to the public water supply, which often includes information that can be included in the catalog of existing and potential water pollution sources.	https://www.deq.virginia.gov/our-programs/water/water-quantity/water-supply-planning

Town of Windsor

Memorandum

TO: Windsor Planning Commission
FROM: James Randolph, Planning & Zoning Administrator 
SUBJECT: Cambridge Villas at Windsor
DATE: September 25, 2024

I would like to bring to your attention information regarding the Cambridge Villas at Windsor development to be located on North Court Street. As you may recall, this project consists of a total of 212 units, with 110 being single family detached and 102 being single family attached, primarily townhouses and ten-plexes. There are amenities in the project including a clubhouse, walking trails and pocket parks. This project will be a condominium development with all interior improvements, including streets being privately owned and maintained by the association. The property is zoned C-HDR, Conditional-High Density Residential.

This project was originally considered by the Windsor Planning Commission beginning in 2010. After considerable review and discussion over the course of several months, a recommendation for approval was adopted by the Commission on November 17, 2010. Subsequently, the Windsor Town Council considered this rezoning application and adopted a motion to approve the rezoning request, as conditioned (with proffers) on March 8, 2011.

Over the past 13 years since the rezoning was approved, there have been no development plans submitted for approval, other than preliminary stormwater management and erosion and sediment control plans that were reviewed in 2012, but never formally approved. Staff was recently contacted by a partner in the project to discuss the viability of the project and whether the Town of Windsor would be open to consideration of amending the proffers that were adopted as part of the conditional zoning approval in 2011. Staff indicated that many of elements in the original project proposal including the Traffic Impact Analysis (TIA), sewer infrastructure design/component, and wetland delineations would need to be updated as part of development plan approval.

With regards to the voluntary proffers accepted during the rezoning approval, they are now a binding condition on the project. Any amendment(s) to the proffers would require a formal application to the Town of Windsor, public hearing, review and recommendation from the Planning Commission, and public hearing and consideration by the Windsor Town Council.

As this is the most significantly zoned residential property in the Town of Windsor that is not yet developed, staff is simply providing an update of the information regarding this project to the Planning Commission. No formal application for modifications to the subdivision including the adopted proffers have been submitted. The developer is simply due their due diligence to gauge reception the Town of Windsor may have to potentially modifying elements of the plan, should they choose to move in that direction.

Attachment:

Proffers-Cambridge Villas at Windsor

Proffers

Rezoning Application

August 23, 2010

Revised through January 11, 2011

Revised through February 2, 2011

Windsor Developers, LLC (hereinafter "Owner/Applicant"), the fee simple owner of the subject property, which consists of approximately 42.4 acres, more or less, (further defined as Tax Map Reference 054-01-27 & 054-01-27A) (hereinafter the "Property") and applicant under rezoning application No. _____, hereby voluntarily proffers that, in the event the Property is rezoned by the Town Council of the Town of Windsor (hereinafter the "Council"), in substantial accordance with the Rezoning Application, the development of the Property shall be in substantial conformance with the following conditions pursuant to Section 15.2-2298, et seq. of the 1950 Code of Virginia, as amended (hereinafter "Code"), and applicable portions of the Town of Windsor Land Development Ordinance (hereinafter "Ordinance"), unless the amendment or deletion of these proffers shall be agreed to by the Council upon future application by the Owner/Applicant or its successors or assigns. All of these conditions are voluntarily entered into pursuant to Article IV, Section 140-14 of the Ordinance and relevant sections of the Code.

The Applicant voluntarily proffers to abide by the following provisions:

1. The Property shall be developed as a for-sale condominium community except the four (4) estate lots shown on the attached Exhibit A (as referenced below), which shall be developed as four (4) single family detached homes.

2. Prior to or concurrent with the recordation of a subdivision plat, and before the conveyance of any portion of the Property covered by said subdivision plat (other than for the dedication of easements, roads, or utilities), condominium documents as required under applicable laws, together with a document setting forth controls on the development and maintenance of the Property, shall be recorded in the Clerk's Office of the Circuit Court of Isle of Wight County, Virginia.

3. When developed, the Property shall be developed in phases in a manner substantially similar to that depicted on the site plan prepared by Site Improvement Associates, dated July 8, 2010, entitled "Exhibit to Accompany Rezoning Application for Cambridge at Windsor, Usage Distribution Exhibit, Windsor, Virginia," which is attached hereto as Exhibit A (the "Site Plan"). At a minimum, construction of the following elements shown on the site plan shall be commenced at a time commensurate with the construction of the initial improvements for the Property: the entrance feature off North Court Street¹, the approximate 1.14 acre stormwater management facility, and the clubhouse/recreation facility. The clubhouse/recreation

¹ For the purposes of this document, "North Court Street" and "Court Street North" are used interchangeably, and each shall refer to the other.

facility, which shall include a clubhouse with meeting rooms, game rooms, and pool, will be dedicated as common area on or before a minimum of thirty-eight percent (38%) of the homeowners have obtained occupancy. Additionally, Pocket Park A, as shown on the attached Exhibit C, shall be constructed at the same time as the first Manor Home Building (10-plex) is constructed, and Pocket Park B shall be constructed at the same time as the second Manor Home Building (10-plex) is constructed. Each remaining Pocket Park (C-F) shall be completed within four (4) months after completion of the street that is contiguous to that Pocket Park. The final site layout may vary in detail from the Site Plan due to compliance with local ordinance requirements and the site and soil conditions on the Property.

4. The density of development on the Property shall not exceed two-hundred twelve (212) residential units.

5. All internal streets and alleys shall be constructed by the Owner/Applicant and maintained by the condominium association created under the applicable condominium documents (the "Condominium Association"). Details of road and alley sections depicting widths and landscaping shall be developed substantially as depicted on the exhibit prepared by Site Improvement Associates, dated July 8, 2010, entitled "Exhibit to Accompany Rezoning Application for Cambridge at Windsor, Street Sections Exhibit, Windsor, Virginia," which is attached hereto as Exhibit B.

6. The main entrance road from North Court Street into the Property shall incorporate boulevard-style medians unless prohibited by any governmental agency.

7. Perimeter and entrance feature landscaping on the Property shall be planted substantially as shown on the exhibit prepared by Site Improvement Associates, dated July 8, 2010, entitled "Exhibit to Accompany Rezoning Application for Cambridge at Windsor, Landscape Buffer and Recreation Areas Plan, Windsor, Virginia," which is attached hereto as Exhibit C. Perimeter landscaping along North Court Street and the approximate 1.14 acre stormwater management facility shall be installed during Phase I of development. The balance of the perimeter landscaping shall be installed as each lot that contains such landscaping is developed. All landscaping within the common areas of the Property shall be maintained by the Condominium Association. In order to ensure the long-term viability of the plantings, landscape plans prepared by a landscaper or landscape architect shall be submitted with engineering plans during site plan review.

8. The Owner/Applicant shall install a pedestrian sidewalk and trail system substantially as shown on the attached Exhibit C. All sidewalks and trails located on the Property, which shall be constructed of pervious materials (such as mulch, gravel, or a similar material), shall be maintained by the Condominium Association. The sidewalk located along North Court Street shall be constructed at the time of construction of the main (northernmost) entranceway into the Property. The trail system shall connect Pocket Parks B, C, D, and E. As each of these Pocket Parks are constructed, trail segments shall be constructed in order to connect each Pocket Park to the prior Pocket Parks. Additionally, subject to receipt of all required permits, the Owner/Applicant shall install a crosswalk in the public right-of-way of North Court Street connecting the Property with parcels on the opposite side of North Court

Street substantially as shown on the attached Exhibit C. The Owner/Applicant shall submit the required applications to the Virginia Department of Transportation to facilitate construction of the improvements located in the public right-of-way.

9. Architectural treatment, size and quality of residential units constructed in the condominium portion of the Property shall be consistent with the "Community and Architectural Guidelines for Cambridge Villas" attached hereto as Exhibit D.

10. The Owner/Applicant shall install the following improvements in the North Court Street right-of-way and at in the right-of-way at the intersection of North Court Street and Virginia State Route 258, as set forth in the traffic impact study prepared by Bryant B. Goodloe, P.C., entitled "Chapter 527 Traffic Impact Analysis, Cambridge Villas at Windsor, Town of Windsor, Virginia," and dated April 22, 2010, which accompanies this application and is on file with the Town Planning Department:

a. **North Court Street & the North Site Entrance (main entrance)** – A minimal taper and radius shall be provided for right turns. This entrance shall have a minimum of 2-exiting lanes and 1-entering lane.

b. **North Court Street & the South Site Entrance** – A minimal taper and radius shall be provided for right turns. This entrance shall have a minimum of 1-exiting lane and 1-entering lane.

c. **Intersection of Route 258 & North Court Street** – A 200' left turn lane with a 200' taper shall be constructed for southbound Route 258, and a 200' right turn taper shall be constructed on northbound Route 258.

d. **North Court Street** – A sidewalk and pedestrian crossing shall be provided between this project and the Windsor Middle School, as shown on attached Exhibit C.

The foregoing improvements shall be commenced prior to the issuance of a certificate of occupancy for the 106th residential unit on the Property (50% of the residential units permitted on the Property), and once commenced shall be diligently pursued. The Owner/Applicant shall complete these improvements no later than one (1) year after they are commenced.

11. Commensurate with the construction of the main (northernmost) entranceway into the Property, the Owner/Applicant shall install pedestrian lighting every two-hundred feet (200') within the North Court Street public right-of-way adjacent to the sidewalk located along the Property's western boundary. The pedestrian lighting shall be substantially similar to that used in the Cambridge at Windsor development. The Owner/Applicant's performance under this proffer is subject to the receipt of all required governmental permits for the installation of the pedestrian lighting. The Owner/Applicant agrees to submit and diligently pursue final approval of the applications for the required permits to facilitate the installation of the pedestrian lighting in the public right-of-way. Power for the pedestrian lighting shall be metered inside the Cambridge at Windsor development and paid for by the Condominium Association.

12. In order to offset the additional capital costs incurred by the County of Isle of Wight (the "County") and the Town of Windsor as a result of the planned development of the Property, the Developer voluntarily proffers a cash payment of Eight-thousand two-hundred seventy-nine dollars (\$8,279.00) per residential unit to be paid at the time of the application for an occupancy permit for each residential unit pursuant to Section 15.2-2303.1:1 of the Code of Virginia (1950), as amended. The per-unit cash payment shall be automatically reduced or increased should the Isle of Wight County proffer policy for schools be changed. Any automatic reduction or increase in the amount of the cash payment shall not apply retroactively, but shall instead apply only to units for which no building permit has been issued and for which no impact fee has been paid at the time of the occurrence of the event giving rise to the automatic reduction/increase.

13. Prior to issuance of a final certificate of occupancy for any unit within either of the two (2) southernmost Manor Home Buildings (10-plexes), the Owner/Applicant shall install landscaping, a berm, and a fence substantially as shown on the exhibit prepared by Site Improvement Associates, dated July 18, 2010, entitled "Exhibit E to Accompany Rezoning Application for Cambridge at Windsor, Landscape Berm Buffer Plan, Windsor, Virginia," which is attached hereto as Exhibit E.

14. Signage for the Cambridge at Windsor development located along North Court Street shall be monument-style and substantially consistent with the building materials and architectural style used within the Cambridge at Windsor development. The location of the signage shall be substantially as shown on the attached Exhibit C. The final location and design of the signage shall be submitted for review and approval by the Town Planning Director as being consistent with this proffer prior to its construction.

15. The Owner/Applicant agrees to grant (by easement or other written document) to the Town and Isle of Wight County access over the private streets located in the Cambridge at Windsor development for use by Town or County school buses and emergency personnel (including but not limited to police, fire, and ambulance and municipal vehicles).

16. The private streets located in the Cambridge at Windsor development will be designed to Virginia Department of Transportation road width and construction standards. Additionally, signage will be installed along these private streets indicating that on-street parking will be permitted on only one side of each street.

17. An aerator/fountain feature will be installed in each stormwater management pond depicted on the Site Plan.

WINDSOR DEVELOPERS, LLC

By: _____

Print: _____

Its: _____



SITE DATA:

• SINGLE FAMILY LOTS	4 LOTS
• 10-PIECE COACH HOMES (4 BLDG.)	40 UNITS
• DUPLEX CONDOMINIUMS	83 UNITS
• SINGLE FAMILY CONDOMINIUMS	25 FRONT LOAD UNITS
	31 REAR LOAD UNITS
TOTAL UNITS:	212 UNITS
• DEVELOPED AREA	28.2 AC.
• OPEN SPACE ACTIVE RECL.	2.7 AC.
• OPEN SPACE PASSIVE RECL.	10.1 AC.
• TOTAL AREA:	41.0 AC.
• DENSITY:	5 UNITS/AC.
• STORMWATER MANAGEMENT FACILITY:	2.44 AC.
• WETLANDS IMPACTED:	0.48 AC.

OVERALL LAYOUT OF CHAMBERS VILLAGE AT WINDSOR WINDSOR, VIRGINIA

JOB # 07022
 DSD PLO PRELIM-12
 DATE 11/16/09
 SCALE 1" = 80'
 SHEET NUMBER 1 OF 2

SIA SITE IMPROVEMENTS
 1875 Commonwealth Blvd.
 Chesapeake, VA 23060
 800-368-8888 • Fax 757-547-0208
 603 James Street, Suite A • Chesapeake, VA 23061

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CAMBRIDGE VILLAGES AT WOODSON
WOODSON, VIRGINIA

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1000 PLEASANT HILL ROAD
WOODSON, VIRGINIA 22191
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JOB # 09132
ISSUE FIELD PROLOG-12
DATE 11/16/09
SCALE 1" = 60'
SHEET NUMBER
1 OF 12

