

Town of Windsor

Memorandum

December 13, 2016

TO: The Honorable Mayor and Town Council
FROM: Michael Stallings, Town Manager *MS*
SUBJECT: Planning & Zoning Report

I am enclosing the planning and zoning report.

I recommend that you receive and file this report.

TOWN OF WINDSOR

Town Elected Officials
Carita J. Richardson, Mayor
Clint Bryant-Vice Mayor
Durwood V. Scott
Greg Willis
N. Macon Edwards, III
Patty Fleming
Tony Ambrose



Established 1902

December 6, 2016

Town Manager
Michael R. Stallings, Jr.

Town Clerk
Terry Whitehead

Town Attorney
Wallace W. Brittle, Jr.

Memorandum

**To: Michael Stallings, Town Manager
Mayor and Town Council
Planning Commission**

From: Dennis W. Carney, Planning and Zoning Administrator

Subject: November 2016 Planning and Zoning Report

Zoning Permits: There was a substantial increase in the number of Zoning Permits in November. There were seven new Zoning Permits compared to the three in October. It is noted that there were nine in November 2015. The permits included three replacement single wide mobile homes, two signs on the same permit-one temporary and one permanent (which skew the total number), a fence, a home occupation and a new business.

Violations: In November there was one new violation for an inoperative vehicle, down from the six in October. On a brighter note, eight cases were resolved. Six were for inoperative vehicles; one for tall grass, and a sign violation.

Planning Commission Activity: The Planning Commission met and gave Staff direction based on the community meetings as to how the Olde Town Windsor Plan should be written. Staff has been writing the report based on those directions.

Other: This is my last Staff report. As you are aware, I am taking the Town Manager position for the Town of Keysville on January 3rd. I have enjoyed working for the Town and appreciate the assistance that each and every member of Town Council and the Planning Commission, as well as the numerous committees that I have worked with on the various activities in which I was involved. I would also like to thank the Town's Staff, whose kindness and courtesy made my tenure possible. My time in Windsor will assist me greatly in dealing with the challenges and opportunities in Keysville.

MONTHLY REPORT PLANNING & ZONING

November 2016

	<u>November</u>	<u>FYTD</u>
Number of Zoning Permits Issued:	7*	31*
Residential New Construction:	3	5
Commercial New Construction:	0	0
Building Additions:	0	0
Accessory Buildings:	0	2
Signs:		
Temporary:	1	4
Permanent:	1	1
Fences:	1	3
Pools:	0	2
Decks:	0	4
Driveways:	0	0
Other:	2	13
Notices of Violation:	1**	40**
Inoperative vehicles:	4	28
Tall grass:	0	8
Signs:	0	1
Other:	0	5
Number of Violation Cases Resolved:	8**	34**
Inoperative vehicles:	6	21
Tall grass:	1	7
Sign	1	1
Other:	0	5

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

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

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