

Town of Windsor

Memorandum

April 8, 2014

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
Wesley F. Garris-Vice Mayor
Clint Bryant
Durwood V. Scott
Greg Willis
N. Macon Edwards, III
Patty Flemming



Established 1902

April 1, 2014

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 Carney, Planning and Zoning Administrator

Subject: March 2014 Planning and Zoning Report

Zoning Permits: There were five new Zoning Permits for the month of March. This is a decrease from the seven new permits in February. However, it is larger than the three new permits last March. The permits were for a new business, a home occupation, a room addition and a permanent and a temporary sign.

Violations: There were nine new violations, eight for inoperative motor vehicles and a sign violation. This is down from the twelve in February and is identical to the March 2013 violations. Only five of the nine were repeat offenders.

On a positive note, four inoperative motor vehicle cases and a sign permit case were resolved.

Planning Commission Activity: On March 10, 2014, the Planning Commission held a very productive work-session on the Goals, Objectives and Strategies for a Community Appearance section for the 2014 Comprehensive Plan. On April 7th, the Commission and the Town's Economic Development Authority are holding a similar work session on the Economic Development topic. Once completed the only remaining slated topic will be on Transportation and hopefully the Plan can be brought together and the public hearing process can begin. We hope to have this going by June.

At the regular meeting in March, the Planning Commission recommended to Town Council, after a public hearing, the approval of the Verizon telecommunications tower on South Court Street. There was no opposition to the revised shorter 199 foot tower. Also at the meeting, after a public hearing, the Future Land-Use Map and related narrative for the Comprehensive Plan were also recommended for approval noting that two minor changes could be forthcoming when the overall Plan is adopted later this year. Both of these issues (the tower and the Future Land-Use Plan Map/Narrative) are slated for Town Council's May 13, 2014 meeting as public hearings. The next regular Planning Commission meeting will be on April 23, 2014.

Board of Zoning Appeals: The Town's Board of Zoning Appeals (BZA) held two "mock" public hearings. Mr. Glyn Willis provided us with the cases from his service on the Isle of Wight Board of Zoning Appeals and served as the Planner at the "mock" public hearing. I served as the applicant. There was a very good discussion on the cases and the Board was very appreciative of this "hands-on" approach to learning and keeping up to date on the various BZA issues. There may be similar training exercises in the future (six months or more apart) to continue the BZA's education process.

Summary: A lot happened in March. April will hopefully lead to the conclusion of several items that the Town's various entities have been working on for a while.

**MONTHLY REPORT
PLANNING & ZONING
MARCH 2014**

	<u>March</u>	<u>FYTD</u>
Number of Zoning Permits Issued:	5*	54*
Residential New Construction:	0	10
Commercial New Construction:	0	0
Building Additions:	1	3
Accessory Buildings:	0	7
Signs:		
Temporary:	1	11
Permanent:	1	8
Fences:	0	1
Pools:	0	0
Decks:	0	0
Driveways:	0	0
Other:	2	14
Notices of Violation:	9*	75**
Inoperative vehicles:	8	57
Tall grass:	0	7
Signs:	1	2
Other:	0	9
Number of Violation Cases Resolved:	5*	61**
Inoperative vehicles:	4	43
Tall grass:	0	8
Other:	1	13

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