

Town of Windsor

Memorandum

November 10, 2015

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

November 2, 2015

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: October 2015 Planning and Zoning Report

Zoning Permits: The number of Zoning Permits doubled from the five in September to ten in October. The permits reflect a double-wide manufactured home on a vacant manufactured home park lot, two single family residences, two garages, a porch, two temporary signs and two fences.

Violations: On another positive note, there were only five violations in October which is a slight decrease from the seven in September. It is also less than half of the ten cases in October 2014. All of the cases were for inoperative motor vehicles. There were also seven violation cases resolved in October. All of these were for inoperative motor vehicles and consisted of one vehicle for each case.

Planning Commission Activity: The Planning Commission held a meeting in which the primary topic was the procedures, uses and signage within the Olde Town section concept being worked on in the Comprehensive Plan. It was agreed that Staff would draft the procedures, prospective uses and signs and have those sections ready for review for the first meeting of the New Year. Also at the meeting, Staff was tasked with drafting a list of preferred trees and plants for a development guide that will be needed for the site-plan review process for the new Land Development Ordinance. The Windsor Garden Club, local plant experts and the Planning District (for any Chesapeake Bay guidance) will be contacted for their input. This also is to begin with 2016. Because of the amount of work required for the aforementioned activities, it was agreed that unless a new unforeseen issue arises, that the prospective November 18, 2015 meeting may be cancelled. The Commission does not normally meet in December.

Other: In October, the Land Development Ordinance was adopted. This is the highlight of the year. Next on the Planning Department/Commission agenda is the completion of the Comprehensive Plan. Unfortunately, the U.S. Route 460 Bypass has stymied its completion. When the Virginia Department of Transportation gives its final verdict, the Commission will move forward on this very important document.

MONTHLY REPORT PLANNING & ZONING

October 2015

	<u>October</u>	<u>FYTD</u>
Number of Zoning Permits Issued:	10	29*
Residential New Construction:	3	9
Commercial New Construction:	0	0
Building Additions:	1	1
Accessory Buildings:	2	4
Signs:		
Temporary:	2	4
Permanent:	0	0
Fences:	2	3
Pools:	0	1
Decks:	0	1
Driveways:	0	0
Other:	0	6
Notices of Violation:	5**	27**
Inoperative vehicles:	5	23
Tall grass:	0	1
Signs:	0	1
Other:	0	2
Number of Violation Cases Resolved:	7*	44**
Inoperative vehicles:	7	41
Tall grass:	0	4
Sign	0	2
Other:	0	2

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 classes of violations