

Town of Windsor

Memorandum

January 14, 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



Town Manager
Michael R. Stallings, Jr.

Town Clerk
Terry Whitehead

Town Attorney
Wallace W. Brittle, Jr.

Established 1902

January 6, 2014

Memorandum

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

From: Dennis Carney, Planning and Zoning Administrator

Subject: December 2013 Planning and Zoning Report

Zoning Permits: There were eight new Zoning Permits for the month of December. This is a large increase over the two new permits in November and is also sizably larger than the four new permits last December. The permits were for replacement of three manufactured/mobile homes (two of the new ones are double-wides) in a mobile home park, a garage, a temporary and a permanent sign permit, a zoning permit for a new business (photography studio) and a zoning permit for the use of temporary cargo containers.

Violations: Violations increased by ten new cases in December from the three in November. This is also larger than the three cases in December 2012. Nine of the cases involved inoperative motor vehicles two of which had companion "junk" cases and there was a zoning violation. Eight of the ten involved repeat offenders.

On a positive note, eight cases were resolved- six inoperative motor vehicles and two "Other" cases (a zoning and a junk case).

Planning Commission Activity: The Planning Commission did not meet in December. The next meeting on January 22, 2014 should be very important to complete the work on the Future Land-Use Map and begin the process for the completion of the Comprehensive Plan.

Board of Zoning Appeals: Staff is setting up a training session for this month with a date that has yet to be determined at this writing.

Other Matters: Staff from the Town and County will have met on January 7, 2014 to discuss Staff's role with the Transportation Committee that Isle of Wight and the Town had formed to deal with certain intersections. A meeting date for the Transportation Committee has not been set as of this writing. By the Town Council meeting date, the results of the meeting of the Staffs and a potential meeting date can hopefully be given.

**MONTHLY REPORT
PLANNING & ZONING
DECEMBER 2013**

	<u>December</u>	<u>FYTD</u>
Number of Zoning Permits Issued:	8*	28*
Residential New Construction:	3	7
Commercial New Construction:	0	0
Building Additions:	0	1
Accessory Buildings:	1	4
Signs:		
Temporary:	1	6
Permanent:	1	6
Fences:	0	1
Pools:	0	0
Decks:	0	0
Driveways:	0	0
Other:	2	3
Notices of Violation:	10*	44**
Inoperative vehicles:	8	31
Tall grass:	0	7
Signs:	0	1
Other:	3	6
Number of Violation Cases Resolved:	8*	42**
Inoperative vehicles:	6	27
Tall grass:	0	8
Other:	2	10

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