

## Town of Windsor

### Memorandum

December 10, 2013

**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

December 2, 2013

Town Manager  
Michael R. Stallings, Jr.

Interim 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: November 2013 Planning and Zoning Report**

**Zoning Permits:** There were two new Zoning Permits for the month of November. This is a slight decrease from the four new permits in October and is also slightly less than the four new permits last November. The permits were for a fence and a utility shed. This represents the general decrease in activity as the year starts to wind down.

**Violations:** Violations decreased to three cases in November from the ten in the busy month of October. All three inoperative motor vehicle cases were repeat offenders.

**Planning Commission Activity:** The Planning Commission did not meet in November and will not meet in December. The next meeting will be on January 22, 2014.

Staff and Ms. Sarah Kidd and Ms. Jai McBride are completing the draft maps and narrative for the "Land-Use" section of the new Comprehensive Plan. The completion of this document will be the major work element for the next calendar year. The remaining elements will be the goals, objectives and strategies for the implementation of the land-use map. We are optimistic that by late spring this document can be moving forward towards adoption.

The proposed telecommunications tower on South Court Street is under indefinite deferral while the applicant and the owner of the existing 1,000+ ft. explore its feasibility for the new equipment. We will keep Council advised of this case's progress.

**Board of Zoning Appeals:** The training session that had been tentatively scheduled for November 19, 2013 was cancelled because two of the members could not attend. Staff is trying to reschedule the session for a date in December or January.

**Other Matters:** The Transportation Committee that Isle of Wight and the Town has been recently formed to deal with the problems that were discussed in conjunction with the Phase 3 of the Shirley T. Holland Industrial Park. It will not be meeting until next year. However, internally, Staff and the Town's representatives have been "brainstorming" various strategies to alleviate the Town's traffic problems that could be examined by the overall Committee. Looking ahead, 2014 appears to be a potentially very eventful year.

**MONTHLY REPORT  
PLANNING & ZONING  
NOVEMBER 2013**

	<u>November</u>	<u>FYTD</u>
<b>Number of Zoning Permits Issued:</b>	<b>2*</b>	<b>20*</b>
Residential New Construction:	0	4
Commercial New Construction:	0	0
Building Additions:	0	1
Accessory Buildings:	1	3
Signs:		
Temporary:	0	5
Permanent:	0	5
Fences:	1	1
Pools:	0	0
Decks:	0	0
Driveways:	0	0
Other:	0	1
<b>Notices of Violation:</b>	<b>3*</b>	<b>34**</b>
Inoperative vehicles:	3	23
Tall grass:	0	7
Signs:	0	1
Other:	0	3
<b>Number of Violation Cases Resolved:</b>	<b>8*</b>	<b>34**</b>
Inoperative vehicles:	6	21
Tall grass:	0	8
Other:	4	8

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