

Town of Windsor

Memorandum

October 8, 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

October 1, 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: September 2013 Planning and Zoning Report

Zoning Permits: There were nine new Zoning Permits for the month of September. This is a sizable increase from the two permits in August and is also larger than the four permits last September. The permits were for three new homes, three temporary signs and three permanent signs (the Town's entrance signs). For the fiscal year to date, we have fourteen zoning permits and are only one behind FY2012-2013 which had fifteen at this point last year.

Violations: Violations decreased to seven new cases in September which is down from the twelve new cases in August. There were four inoperative motor vehicles and three tall grass cases. On a more positive note, ten cases were resolved in September. Seven were for inoperative motor vehicles and three were for tall grass.

Planning Commission Activity: The Planning Commission, at their September meeting, granted a request from Isle of Wight Industrial Development Authority to continue their request and give them a greater opportunity to review the prospective proffers that Staff and the Planning Commission had suggested to deal with the traffic and infrastructure questions. As of this writing a response has not been received. Hopefully, a decision on this request can be made at the October meeting

The Commission also reviewed the Future Land-Use Map. There was a short discussion on the creation of delineated growth areas or village centers rather than a continuous commercial strip. There also was discussed the need to protect the distinctive nature of the older neighborhoods in the Town. They also felt a need to coordinate with the County with their Plans. At the Commission's request, Staff is attempting to set up a work-session with the relevant members of the Isle of Wight Planning Department that worked on their potential Corridor Plan. Staff will keep the Council posted on the progress of the Map and the overall Comprehensive Plan.

At its October 23, 2013 meeting in addition to the aforementioned items, the Commission will also be dealing with the Verizon Cell Tower request on South Court Street. To date nothing definitive has come from the engineering study on the existing +1,000 foot Tidewater Communications Tower that could make this application unnecessary.

Summary: Overall, September was quite a hectic month for the Planning Department. The next regular meeting is October 23, 2013.

**MONTHLY REPORT
PLANNING & ZONING
SEPTEMBER 2013**

	<u>September</u>	<u>FYTD</u>
Number of Zoning Permits Issued:	9*	14*
Residential New Construction:	3	4
Commercial New Construction:	0	0
Building Additions:	0	1
Accessory Buildings:	0	0
Signs:		
Temporary:	3	4
Permanent:	3	5
Fences:	0	0
Pools:	0	0
Decks:	0	0
Driveways:	0	0
Other:	0	0
Notices of Violation:	7*	21**
Inoperative vehicles:	4	13
Tall grass:	3	6
Signs:	0	1
Other:	0	2
Number of Violation Cases Resolved:	10	21**
Inoperative vehicles:	7	13
Tall grass:	3	5
Other:	0	4

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