

Town of Windsor

Memorandum

September 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

September 4, 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: August 2013 Planning and Zoning Report

Zoning Permits: There were only two Zoning Permits for the month of August. This continues the relatively low number of permits that we had had in July (3) and is well below the five issued in August of 2012. The permits were for an addition to a home and a temporary sign.

Violations: Violations showed a large increase in August. There were twelve new violation cases- eight inoperative motor vehicles, two zoning violation and two tall grass cases. On a more positive note, nine cases were resolved in July. Seven were for inoperative motor vehicles in which five vehicles were removed or made operative. The other cases were for junk/trash (2), tall grass (2), signs (1) and zoning (2). Two of the case involved multiple violations.

Planning Commission Activity: The Planning Commission, at their August meeting, held a continued public hearing on the proposed telecommunications tower Conditional Use Permit on South Court Street. The applicant currently has their equipment on the tower owned by Tidewater Communications. That tower is not able to withstand the increased equipment necessary for Verizon's "3G" needs. However the applicant and Tidewater are investigating whether the tower can be strengthened to negate the need for a new tower. Because engineering cost studies had not been received, the applicants with the agreement of Tidewater Communications agreed to table a decision on this request until the October meeting.

There also was the continued public hearing for the +79 acre parcel proposed for the rezoning of the Phase III of the Shirley T. Holland Industrial Park. After the hearing, the Commission met with the applicant in executive session regarding confidential business information and because of the information why the applicant felt that new proffered conditions to deal with the concerns over transportation, sewer extension locations and emergency vehicles that had been previously been brought up, were not in order. After the executive session, the Commission tabled a decision on the request because the

pending proffered conditions that had been reviewed with revisions had not been completed and sent to the Mr. Mark Popovich, the County Attorney for his review.

Earlier in August, the Planning Commission held a work session to review the updated scenario for the Comprehensive Plan's Future Land Use Map from the Hampton Roads Planning District Commission. After a very productive meeting, it was agreed that with some minor changes, the draft Future Land-Use Map would be brought to the Commission in September and if there is agreement, a public hearing on that element of the Plan could be held in October and sent to Town Council thereafter. This would permit the Map to be approved prior to the remainder of the Plan so that Isle of Wight County can take our activities within the Town into account when they are making decisions on their U.S. Route 460 Corridor Plan.

Summary: Overall, August was a very busy month on several very different fronts for the Planning Department.

MONTHLY REPORT

PLANNING & ZONING

August 2013

	<u>August</u>	<u>FYTD</u>
Number of Zoning Permits Issued:	2*	5*
Residential New Construction:	0	1
Commercial New Construction:	0	0
Building Additions:	1	1
Accessory Buildings:	0	0
Signs:		
Temporary:	1	1
Permanent:	0	2
Fences:	0	0
Pools:	0	0
Decks:	0	0
Driveways:	0	0
Other:	0	0
Notices of Violation:	12*	14**
Inoperative vehicles:	8	9
Tall grass:	2	3
Signs:	0	1
Other:	2	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 violations