

Town of Windsor

Memorandum

August 12, 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



Established 1902

August 5, 2014

Town Manager
Michael R. Stallings, Jr.

Town Clerk
Terry Whitehead

Town Attorney
Wallace W. Brittle, Jr.

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

From: Dennis Carney, Planning and Zoning Administrator

Subject: July 2014 Planning and Zoning Report

Zoning Permits: There were five Zoning Permits for the month of July. This is a major decrease from the twelve permits in June. However, it is almost double the three permits in July of 2013. The permits were for a new double wide mobile home, the recent telecommunications tower, the demolition of the Windsor Middle School, an inground pool, and a temporary sign permit.

Violations: There were nine new violation cases in July. This is less than the thirteen in June but substantially higher than the two in July 2013. The violations were for seven inoperative motor vehicles, four tall grass cases, and one zoning violation. On a positive note, there were sixteen violation cases resolved in July. Ten inoperative motor vehicles, five tall grass (one of which we had to have mowed by a private contractor), and a junk and trash case.

Planning Commission Activity: The Planning Commission reviewed the Draft 2014 Comprehensive Plan. The Planning Commission, Mayor Richardson, and others submitted their corrections to Staff. These corrections are then being transmitted to the Hampton Roads Planning District Commission which had assured the Commission that they would be easily corrected. The Commission felt that these corrections once completed were not substantive to the Plan and then voted to hold a public hearing on the Plan at the August 27, 2014 meeting.

The Planning Commission discussed at length the ten year restriction on manufactured homes. A separate report is included in this agenda packet regarding the meeting that occurred with representatives of the manufactured home parks and the recommendations that came out of the Planning Commission meeting.

Regarding Temporary Signs, the business community was invited to the meeting by the Commission to get their input on the issue of temporary signs. On this issue also, Staff is including a separate update in the packet to report to Town Council on the results of the discussion at the Planning Commission.

Summary: As you can see, this has been an extremely busy month for the Planning Department.

**MONTHLY REPORT
PLANNING & ZONING
July 2014**

	<u>July</u>	<u>FYTD</u>
Number of Zoning Permits Issued:	5*	5*
Residential New Construction:	1	1
Commercial New Construction:	0	0
Building Additions:	0	0
Accessory Buildings:	0	0
Signs:		
Temporary:	1	1
Permanent:	0	0
Fences:	0	0
Pools:	1	0
Decks:	0	0
Driveways:	0	0
Other:	2	2
Notices of Violation:	12*	12**
Inoperative vehicles:	7	7
Tall grass:	4	4
Signs:	1	1
Other:	1	1
Number of Violation Cases Resolved:	16*	16**
Inoperative vehicles:	10	10
Tall grass:	5	5
Other:	1	1

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