

Town of Windsor

Memorandum

November 12, 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

November 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: October 2013 Planning and Zoning Report

Zoning Permits: There were four new Zoning Permits for the month of October. This is a marked decrease from the nine new permits in September and is also much less than the ten new permits last October. The permits were for a carport and a garage, a front porch stoop and a temporary sign.

Violations: Violations increased to ten new cases in October from the seven new cases in September. There were seven inoperative motor vehicles, two zoning violations and a tall grass case. Five cases were resolved in October. Two of these were for inoperative motor vehicles and three were for tall grass.

Planning Commission Activity: The Planning Commission held a work session on October 15, 2013 on the Future Land-Use Map for the 2013 Comprehensive Plan with the Isle of Wight Planning Department. The purpose was to coordinate the Town's map with the County's plans. However they could not hold their October regular meeting due to the lack of a quorum. An indefinite deferral was granted to Verizon Wireless in order for them to determine whether the Tidewater Communications tower could be upgraded to meet their needs. Also, Staff is working with the Hampton Roads Planning District Commission to have the Map be revised based on ideas from the aforementioned work-session. Because there are no active cases for the November agenda and the revisions to the Map cannot be made in time for that meeting, it appears that the November meeting will be cancelled. Because the Commission normally does not hold a meeting in December, it appears that the Commission may not have any more meetings this year. With the numerous work sessions this year and in recent years, it is a well-deserved rest. Next year, we will make up for lost time.

Other Matters: The Transportation Committee that Isle of Wight and the Town are forming to deal with the problems that were discussed with the now withdrawn rezoning request for the Phase 3 of the Shirley T. Holland Industrial Park (particularly U.S. Routes 460 and 258) will be meeting in the near future. Mr. Glyn Willis and I were appointed to

represent the Planning Commission and Mayor Carita J. Richardson and Town Manager Michael R. Stallings, Jr. were also tentatively chosen to represent the Town. Some tentative dates have been given to the County, but a firm date for the initial meeting has not been finalized.

Staff will be holding a training session with the Board of Zoning Appeals in the near future. A date has not been set as of this writing. This hopefully will be done sometime in the next two weeks.

**MONTHLY REPORT
PLANNING & ZONING
OCTOBER 2013**

	<u>October</u>	<u>FYTD</u>
Number of Zoning Permits Issued:	4*	18*
Residential New Construction:	0	4
Commercial New Construction:	0	0
Building Additions:	0	1
Accessory Buildings:	2	2
Signs:		
Temporary:	1	5
Permanent:	0	5
Fences:	0	0
Pools:	0	0
Decks:	0	0
Driveways:	0	0
Other:	1	1
Notices of Violation:	10*	31**
Inoperative vehicles:	7	20
Tall grass:	1	7
Signs:	0	1
Other:	2	3
Number of Violation Cases Resolved:	5	26**
Inoperative vehicles:	2	15
Tall grass:	3	8
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