

Town of Windsor

Memorandum

August 13, 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

August 5, 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: July 2013 Planning and Zoning Report

Zoning Permits: There were three Zoning Permits for the month of July. This is a major decrease from the twelve permits in June. It is also less than the six permits that we had in July of 2012. The permits were for a new home and two sign permits.

Violations: There were two new violation cases in July- one for a zoning violation and one that included a tall grass and several sign infractions. There were six violation cases resolved in July. Five were for inoperative motor vehicles in which six vehicles were removed or made operative. The other case was for tall grass.

Planning Commission Activity: The Planning Commission, at their July meeting, held a 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. Therefore the public hearing was continued to the August meeting.

The public hearing for the +79 acre parcel proposed for the rezoning of the Phase III of the Shirley T. Holland Industrial Park has also continued until the August meeting. This would permit the applicant to consider how to deal with the concerns over transportation, sewer extension locations and emergency vehicles that were brought to light at the July meeting.

Mr. Wallace Brittle and I had a lengthy discussion regarding the Town's concerns with the rezoning request with Ms. Amy Ring and Ms. Lisa Perry, representing the applicants, Ms. Beverly Walkup of Isle of Wight Planning and Mr. Mark Popovich, the County Attorney on Thursday August 1, 2013. The meeting was regarding potential proffers. At that meeting some information was brought to light of a confidential nature and may lead

to other routes to assuage the Town's concerns. Thus on your agenda tonight is a request for a closed session on this matter with the applicant's representatives.

At their July meeting, the Isle of Wight Planning Commission recommended approval of the major portion of the industrial park project that is in the County. They also recommended the formation of a committee to resolve the traffic problems at the U.S. Route 460/258 and the "Six Way" intersection. Although the formal committee that was originally discussed is being adjusted, two representatives from the Planning Commission were by consensus to be on the committee. The Windsor Planning Commission selected Planning Commissioner Glyn Willis and I to represent the Town's Planning Commission if and when the County and Town can come to agreement on the committee's formation.

Summary: This has been an extremely busy filled month for the Planning Department.

MONTHLY REPORT

PLANNING & ZONING

July 2013

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

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