

## Town of Windsor

### Memorandum

March 11, 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-Vico Mayor  
Clint Bryant  
Durwood V. Scott  
Greg Willis  
N. Macon Edwards, III  
Patty Flemming



Established 1902

March 4, 2014

Town Manager  
Michael R. Stallings, Jr.

Town Clerk  
Terry Whitehead

Town Attorney  
Wallace W. Brittle, Jr.

## Memorandum

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

**From: Dennis Carney, Planning and Zoning Administrator**

**Subject: February 2014 Planning and Zoning Report**

**Zoning Permits:** There were seven new Zoning Permits for the month of February. This is a decrease from the twelve new permits in January. However, it is larger than the four new permits last February. This continues the recent trend of a slight increase over the last several months. As with January, if the bad weather in February is taken into account, these are positive signs. The permits were for a new home, a carport, the replacement of antennae at an existing telecommunications tower, a lean to, a permanent and a temporary sign, and paving of a gravel parking lot. We did not reach this number of new permits until April in 2013.

**Violations:** Unfortunately, violations resurged to twelve cases in February from the six new cases in January. This is also far more than the five new cases in February 2013. Whether this is a dubious sign that the economy is picking up is anyone's guess. Eleven of the cases involved inoperative motor vehicles and there was a zoning violation. Seven of the twelve involved repeat offenders.

On a positive note, six inoperative motor vehicle cases and a "junk and trash" case were resolved.

**Planning Commission Activity:** The Planning Commission finally was able to hold a meeting this calendar year. They will be holding a public hearing on the Future Land-Use Map and related narrative at their March 26<sup>th</sup> meeting. There also will be public hearing regarding a revised telecommunications tower for the South Court Street location. It will be shorter, only 199 feet tall. Staff is unaware as to whether the applicant and Tidewater Telecommunications, the owner of the 1000 + foot tower have come to any agreement as of this writing.

The Commission approved a method of implementing effective policies for the Comprehensive Plan through a series of broad goals, and more specific objectives and even more effective strategies. They will be holding their first work session on policy

areas on March 10, 2014. At the meeting the topic will be Community Appearance. There will be 2-3 other such meetings on other topics such as Economic Development and Transportation. Once these are complete, the Comprehensive may be ready to move forward with the other components being already completed in draft form.

**Joint Isle of Wight/Town of Windsor Transportation Committee:** Staff met with members of Isle of Wight County Staff and Supervisors Darden and Alphin in mid-February. It was explained when the meeting was being arranged that Mayor Richardson and Planning Commission member Glynn Willis would most likely not be able to attend and that it should be a "Staff only" event. This apparently was lost in the translation. However, at the meeting it was agreed that the Isle of Wight Engineering Department would prepare 1-2 potential scenarios for review by VDOT to be considered for the County's Six Year Plan if consensus can be built from the Town and County for that scenario.

**Summary:** February was a busy month. However, March appears to be an even more hectic one as several cases and issues move towards completion.

**MONTHLY REPORT  
PLANNING & ZONING  
FEBRUARY 2014**

	<u>February</u>	<u>FYTD</u>
<b>Number of Zoning Permits Issued:</b>	<b>19*</b>	<b>49*</b>
Residential New Construction:	1	10
Commercial New Construction:	0	0
Building Additions:	1	2
Accessory Buildings:	1	7
Signs:		
Temporary:	1	10
Permanent:	1	7
Fences:	0	1
Pools:	0	0
Decks:	0	0
Driveways:	0	0
Other:	2	12
<b>Notices of Violation:</b>	<b>12*</b>	<b>66**</b>
Inoperative vehicles:	11	49
Tall grass:	0	7
Signs:	0	1
Other:	1	9
<b>Number of Violation Cases Resolved:</b>	<b>7*</b>	<b>56**</b>
Inoperative vehicles:	6	39
Tall grass:	0	8
Other:	2	12

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