

Town of Charlotte Court House  
PLANNING COMMISSION  
Monday August 21, 2017, 6:00 p.m.

MINUTES

Members Present: Terry Ramsey, Bobby Howard, Claudia Koch, Andrew Carwile, David Watkins  
Others Present: Shelby Walker, Karen Price

Chairman Terry Ramsey called the meeting to order and declared that a quorum was present. The agenda was approved by consensus. David Watkins motioned to approve the June 12 meeting minutes. The motion was seconded by Claudia Koch and approved by voice vote: 5 ayes, 0 nays.

Terry Ramsey stated the need to regulate participation in meetings of those in attendance who are not members of the Planning Commission (PC). Andy Carwile motioned to schedule a public comment period at the beginning of the Planning Commission meeting that will not exceed fifteen (15) minutes and allow any member of the public the opportunity to speak for up to five (5) minutes, provided that notice is given to the chair or secretary prior to the start of the meeting; and in the event that more than three persons desire to speak, the individual comment time allowed will be decreased per person to stay within the fifteen minute total time permitted. The motion was seconded by David Watkins and carried by voice vote: 4 ayes, 1 nay.

Terry Ramsey stated that he spoke with the Town Zoning Administrator, Robert Hendrick, who has agreed to attend the October, and possibly the November PC meetings. Terry distributed a proposed outline giving a general sequence for working on the zoning ordinance. Following review and discussion of the proposed outline, Andy Carwile motioned to use the outline as the order in which to proceed for rewriting the Town zoning ordinance. The motion was seconded by Bobby Howard and carried by voice vote: 5 ayes, 0 nays. There was consensus to limit the length of work sessions to two (2) hours, and to have the secretary or other designee impose light time constraints to prevent dwelling on any one topic for too long. Andy suggested that PC members obtain copies of zoning ordinances from other small towns. With regard to the Historic District, Terry suggested that the overlay be condensed to encompass less territory than is currently included.

The meeting was recessed at 7:00pm to convene a public hearing regarding the proposed Comprehensive Plan for the Town of Charlotte Court House.

Terry Ramsey called the public hearing to order. There being no comments or questions regarding the proposed Comprehensive Plan, the public hearing was closed.

The meeting reconvened. Andy Carwile motioned to recommend that the Charlotte Court House Town Council approve the Comprehensive Plan. The motion was seconded by Claudia Koch and carried by voice vote: 5 ayes, 0 nays.

There was consensus to use the districts as described in Section 3.1 "Intent of Districts" of the zoning ordinance draft, with the exception that the word "limited" be changed to "encourage" in section 3-2-2 General Residential (GR).

PLANNING COMMISSION MINUTES (continued)

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Andy Carwile requested that PC members view the maps on the County website, stating that they are inaccurate as delineated. He stated that nothing is binding except "meets and bounds," meaning rods and pins in the ground.

With no further business, a motion was made by Bobby Howard to adjourn the meeting. The motion was seconded and carried by voice vote: 5 ayes, 0 nays.

Respectfully submitted,

Karen K. Price  
Secretary