

Town of Charlotte Court House  
PLANNING COMMISSION  
Monday, January 09, 2023, at 6:00 p.m. at the Town Hall  
MINUTES

Members Present: Andy Carwile (Chair), Jim Watkins (Vice-chair), Bobby Howard, Dan Michaelson, and Terry Ramsey

Members Absent: None

Others Present: Robert Hendrick, Zoning Administrator, and Karen Price, Town Clerk

Andy Carwile called the meeting to order and provided the invocation.

Andy Carwile motioned with second by Jim Watkins to approve the agenda with addition of discussion of Verizon application for a cell tower. All members listed as present voted yes.

Andy Carwile turned the meeting over to Karen Price for election of officers for 2023.

Karen Price asked for nominations for chair. Dan Michaelson motioned with second by Terry Ramsey to nominate Andy Carwile for chair. There being no further nominations Karen Price called for a vote and all members listed as present voted to elect Andy Carwile as chair.

Bobby Howard motioned with second by Andy Carwile for Jim Watkins to be chair and Terry Ramsey to be secretary. All members listed as present voted yes to elect Jim Watkins as vice-chair and Terry Ramsey as secretary.

Karen Price turned the meeting over to Andy Carwile.

Terry Ramsey motioned with second by Jim Watkins to adopt Robert's Rules of Order for Small Boards with the exception that a second is required on all motions. All members listed as present voted yes.

The Commission discussed meeting dates for 2023. Terry Ramsey motioned with second by Dan Michaelson to schedule 2023 meetings for the second and fourth Monday each month through March; and for April to end of 2023 the first Monday of each month with the exception no meetings would be held in July and due to Columbus & Yorktown Victory Day the October meeting would be held Tuesday, October 10. All members listed as present voted yes.

Bobby Howard motioned with second by Dan Michaelson to approve the minutes for November 28, 2022. All members listed as present voted yes.

The Commission discussed the following items:

- Karen Price provided the members and zoning administrator tabbed notebooks with copies of zoning and subdivision ordinances, comprehensive plan, and zoning applications. Members were asked to bring their notebooks to each meeting.
- Status of RiverStreet zoning application.
- Need for Historic District Review Board to develop application form for certificate of appropriateness for Historic District (zoning ordinance section 4-4-17).
- Robert Hendrick and Karen Price reported the zoning permit had been issued and there was no update on when construction would start.

The Commission discussed the draft Comprehensive Plan, updated the draft accordingly, and will start next meeting with section 2.5 Water & Sewer.

At 8:00 p.m. Bobby Howard motioned with second by Dan Michaelson to adjourn. All members listed as present voted yes.

Respectfully submitted,

---

Terry Ramsey, Secretary