

Town of Charlotte Court House
PLANNING COMMISSION
Monday, February 27, 2023, at 6:00 p.m. at the Town Hall
MINUTES

Members Present: Andy Carwile (Chair), Jim Watkins (Vice-chair) (left after the HDRB report), 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 Bobby Howard provided the invocation.

Bobby Howard motioned with second by Jim Watkins to approve the agenda. All members listed as present voted yes.

Bobby Howard motioned with second by Jim Watkins to approve the minutes for January 23, 2023. All members listed as present voted yes.

The Commission reviewed the zoning application by Total Image Solutions for a new LED price sign at 147 Thomas Jefferson Highway (Red Barn) and that canopy signs had been install without application for a zoning permit. The Commission requested the Town Clerk to ask applicant to update the application to provide the following information:

- Add to application the new canopy signs and indicate whether they will be lighted (e.g., appears currently one is lighted and one is not).
- Indicate any signs that will be removed, e.g., the current sign on the pole and other signs to meet the business district maximum total area of all sign faces on a parcel of 160 square feet.
- A list of all signs on the parcel, including new signs and excluding signs being removed; with the square feet of each and total square feet of signage to remain on parcel at end of sign changes. (Note the zoning ordinance provides guidance on computing sign area.)
- Height of the building and height of any signs taller than the building.
- Site plan with lot lines and location of new LED price sign including distance from lot lines.

The Commission discussed the following informational items:

- Historic District Review Board (HDRB) met January 21st and Jim Watkins reported they had approved the application form and ready for public hearing and approval of the design guidelines. The Commission discussed the plan for the HDRB to hold a joint public hearing with Town Council before the April 17th Council meeting and the HDRB to meet after that meeting to consider recommendation to Council and that Council will have on their consideration of the design guidelines on their agenda that night. Town Clerk will advertise hearing per State code requirements and sent a letter first class mail to all property owners in the Historic District advising them of the public hearing and opportunity to comment. He also reported Rich Perez, member of the HDRB, attended the February County Board of Supervisors meeting and made contact with representative of RiverStreet.
- The recent issue where the County building inspector had issued an electrical permit for a sign without requiring the applicant to provide an approved Town zoning permit. Andy Carwile motioned with second by Bobby Howard for the Commission to request

the Town Council to obtain a written memorandum of understanding with the County re issuance of building permits. All members listed as present voted yes.

- Terry Ramsey stated he had discussed informally with a member of the Drakes Branch Planning Commission the Commissions of the four towns within the County getting together occasionally to share ideas and learn from each other. Commission members had no objections.

The Commission discussed the draft Comprehensive Plan, updated the draft accordingly, and will start next meeting at 3.0 Economic Development Strategies.

At 8:10 p.m. Bobby Howard motioned with second by Andy Carwile to adjourn. All members listed as present voted yes.

Respectfully submitted,

Terry Ramsey, Secretary