

Town of Charlotte Court House  
PLANNING COMMISSION  
Monday, April 9, 2018, 6:00 p.m. in the Town Hall

MINUTES

Members Present: Terry Ramsey, Bobby Howard, Nemiah Braxton, Claudia Koch, and David Watkins

Members Absent: Andy Carwile

Others Present: Robert Hendrick, Town Zoning Administrator

Chairman Terry Ramsey called the meeting to order and declared that a quorum was present.

David Watkins motioned with second by Nemiah Braxton to approve the agenda as presented. All members listed as present voted yes.

Bobby Howard motioned with second by David Watkins to approve the March 26, 2018, meeting minutes as presented. All members listed as present voted yes.

The Commission discussed:

- David Watkins agreed to follow-up with Town Attorney on provisions for legal review of final draft ordinances.
- The draft subdivision ordinance. Discussion items included:
  - Agreement to follow the Cape Charles, Virginia model rather than the draft prepared by Placeworks.
  - Developers should be responsible for ensuring roads will meet VDOT specifications.
  - For family subdivisions: (1) immediate family would be grandparent, parent, child, husband and wife, and brother and sister; and (2) provision that such subdivided property cannot be resold within 12 months of division.
  - Definition of minor subdivision is less than 5 lots which could be approved by the Town Zoning Administrator and would not require a preliminary plat or engineering report.
- Dimensional use matrix and made changes to the draft. Nemiah Braxton reported meeting with the County Health Department on lot sizes generally needed in the Town for a septic permit and based upon discussion recommended a minimum lot size in general residential of three-fourths acre where public sewer is not available.

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

Respectfully submitted,

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Terry Ramsey, Chair