

Town of Charlotte Court House
PLANNING COMMISSION
Wednesday, January 23, 2019, at 6:00 p.m. in the Town Hall
MINUTES

Members Present: Andy Carwile (Chair), Bobby Howard (Vice-Chair), Randy Andrews, Claudia Koch, Terry Ramsey, and Jim Watkins

Members Absent: None

Others Present: Stephanie Atwood, Town Clerk, and Robert Hendrick, Zoning Administrator

Stephanie Atwood called the meeting to order.

Bobby Howard gave the invocation.

Stephanie Atwood opened the floor for nominations for Commission Chair. Bobby Howard motioned with second by Claudia Koch for Andy Carwile to be Chair. There being no other nominations, Stephanie Atwood called for the vote and all members listed as present voted to elect Andy Carwile as chair.

Andy Carwile opened the floor for nominations for Commission Vice-Chair. Claudia Koch motioned with second by Randy Andrews for Bobby Howard to be Vice-Chair. There being no other nominations, Andy Carwile called for the vote and all members listed as present voted to elect Bobby Howard as chair.

Randy Andrews motioned with second by Bobby Howard to approve the agenda as presented. All members listed as present voted yes.

Bobby Howard motioned with second by Claudia Koch to adopt Robert's Rules of Order. All members listed as present voted yes.

Claudia Koch motioned with second by Bobby Howard to establish a Zoning Update Working Group composed of all Commission members to complete the current project of a full update of the Town's zoning with the expectation that this working group's meetings will be held in conjunction with regular Commission meetings. All members listed as present voted yes.

Randy Andrews motioned with second by Jim Watkins to elect Terry Ramsey as Chair of the Zoning Update Working Group. All members listed as present voted yes.

Bobby Howard motioned with second by Claudia Koch to approve the November 26, 2018, meeting minutes as presented. All members listed as present voted yes.

Terry Ramsey motioned with second by Bobby Howard that during 2019 the Commission would meet the second and fourth Monday of each month at 6 p.m. in the Town Hall with the exceptions that: (1) when such date falls on a holiday when the Town Office was closed, the meeting would be the immediately following Tuesday; (2) in July the Commission would only meet on the fourth Monday; and (3) in December the Commission would only meet on the first Monday. The motion

also included that the second meeting of the month would be devoted to activities of the Zoning Update Working Group. All members listed as present voted yes.

Terry Ramsey motioned with second by Claudia Koch to adopt the following public comment policy. All members listed as present voted yes.

Any member of the public who wishes to address the Planning Commission must make a request to the Town Clerk or the Commission chair prior to the start of the meeting. Up to fifteen (15) minutes will be allotted to public comments at the beginning of each meeting. Each speaker will be allowed three (3) minutes to speak on issues pertaining to the work of the Commission.

Terry Ramsey provided a handout on the Virginia Freedom of Information Act (FOIA). The Commission as a public body is subject to FOIA requirements. Key points discussed were that 3 members together discussing Commission business was a meeting and Commission member emails from their personal accounts related to Commission business were subject to public disclosure under FOIA. Commission members were advised to copy the Town Office on all emails related to Commission business. This procedure will ensure the Commission meets the FOIA record retention requirements as well as providing a means for the Town Office to comply with any requests as a copy of all emails concerning Commission business will reside in the Town's official email account.

Members discussed Commission member contact information included on the Town's website and all agreed for their name and email to be listed and that no phone numbers would be listed.

The meeting transitioned to the Zoning Update Working Group part of the agenda. The Working Group discussed Article 6, Signs, and made changes and edits to the current draft through Section 6-8, Prohibited signs and also discussed Section 6-13 – Unsafe, abandoned, and non-conforming signs. The next Working Group meeting will begin with Section 6-9, Maximum Sign Area.

At 8:00 p.m. by unanimous consent the Zoning Update Working Group and the Commission adjourned

Respectfully submitted,

Terry Ramsey