

Town of Charlotte Court House
PLANNING COMMISSION
Monday, February 24, 2025, at 6:00 p.m. at the Town Hall
MINUTES

Members Present: Andy Carwile (Chair), Bobby Howard, Dan Michaelson, and Terry Ramsey

Members Absent: Jim Watkins (Vice-chair)

Others Present: Robert Hendrick, Zoning Administrator; and Sara Crawford, Town Manager

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

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

Andy Carwile turned the meeting over to Robert Hendrick to chair for the election of officers for 2025. Robert Hendrick asked for nominations for chair. Bobby Howard motioned with second by Dan Michaelson to nominate Andy Carwile as chair. There being no further nominations Robert Hendrick called for a vote and all members listed as present voted to elect Andy Carwile as chair.

Robert Hendrick asked for nominations for vice-chair. Bobby Howard motioned with second by Andy Carwile to nominate Jim Watkins as vice-chair. There being no further nominations Robert Hendrick called for a vote and all members listed as present voted to elect Jim Watkins as vice-chair.

Robert Hendrick asked for nominations for secretary. Andy Carwile motioned with second by Dan Michaelson to nominate Terry Ramsey as secretary. There being no further nominations Robert Hendrick called for a vote and all members listed as present voted to elect Terry Ramsey as secretary. Robert Hendrick then turned the meeting over to Andy Carwile.

Bobby Howard motioned with a second by Dan Michaelson 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.

Bobby Howard motioned with second by Dan Michaelson to approve the minutes for the last two meetings which were held on October 24, 2024 and November 18, 2024, respectively. All members listed as present voted yes.

Terry Ramsey motioned with second by Dan Michaelson to schedule the Commission meetings in 2025 for 6 p.m. on the fourth Monday of each month with the exceptions a regular meeting is not scheduled for July and December. If a Monday meeting falls on a holiday, the Commission will meet the following Tuesday. All members listed as present voted yes.

The Commission discussed the attached 2024 annual report from the Commission to the Town Council. Dan Michaelson motioned with second by Bobby Howard to approve the submission of the report to Town Council. All members listed as present voted yes.

The Commission discussed adopting bylaws and Sara Crawford and Robert Hendrick agreed to do research on prior bylaws.

The Commission was provided an update that the Town Office had been contacted regarding whether Diamond Hill would need a new conditional use permit to operate a bed and breakfast. The consensus was a new permit would be needed because Diamond Hill did not meet the continuity of operation requirements in either the prior conditional use or Section 8-2 Nonconforming uses of the zoning ordinance.

At 6:35 p.m. Bobby Howard motioned with second by Terry Ramsey to adjourn. All members listed as present voted yes.

Respectfully submitted,


Terry Ramsey, Secretary

