

Town of Charlotte Court House  
PLANNING COMMISSION  
Monday, September 27, 2021, 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

Andy Carwile called the meeting to order and declared a quorum present. Terry Ramsey provided the invocation.

Terry Ramsey motioned with second by Jim Watkins to approve the agenda with addition of election of vice-chair. All members listed as present voted yes.

Bobby Howard motioned with second by Jim Watkins to approve the September 13, 2021, meeting minutes. All members listed as present voted yes.

Andy Carwile asked for nominations for vice-chair. Bobby Howard nominated Jim Watkins. There being no further nominations Andy Carwile motioned and Bobby Howard seconded that the nominations be closed, and Jim Watkins be elected vice-chair. All members listed as present voted yes.

The Commission discussed the need to hold a public hearing on a conditional use permit application for a manufactured home on Gold Leaf Drive. Terry Ramsey motioned with second by Andy Carwile to hold a joint public hearing with Town Council at 6 p.m. on Monday, October 18, 2021, and to hold a special called meeting of the Planning Commission immediately following the public hearing for purpose of making recommendation to Town Council. All members listed as present voted yes.

The meeting transitioned to the Zoning Update Working Group part of the agenda. Andy Carwile led discussion of zoning maps to be included as Appendix D of draft zoning ordinance. showing visuals of all districts. There was agreement to revise solar facility in draft of Appendix A Use Matrix to: (1) roof mounted by-right in all districts except conditional use in Village Center; and (2) other mountings conditional use in all districts. The Commission agreed to send the draft zoning ordinance for legal review and to highlight to attorney solar mounting, how zoning districts were defined and map presentation, and the membership composition of the Historic District Review Board including non-residents of the Town. The Commission also discussed scheduling a public information meeting prior to public hearing on the new zoning ordinance and the need to revise zoning fees.

Jim Watkins motioned with second by Andy Carwile to suspend regular Planning Commission meetings until receive Town Attorney feedback on legal review of draft zoning ordinance. All members listed as present voted yes.

The Commission discussed the required 5-year review of the Comprehensive Plan is due in 2022 and agreed to begin this work after the revised zoning ordinance is adopted.

At 7:45 p.m. Bobby Howard motioned with second by Dan Michaelson to adjourn. All members listed as present voted yes.

Respectfully submitted,

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Terry Ramsey, Secretary