

Town of Charlotte Court House
PLANNING COMMISSION
Monday, November 28, 2022, at 6:00 p.m. at the Town Hall
MINUTES

Members Present: Andy Carwile (Chair) (Arrived after vote on minutes), Jim Watkins (Vice-chair), Bobby Howard, and Terry Ramsey

Members Absent: Dan Michaelson

Others Present: Robert Hendrick, Zoning Administrator, Karen Price, and Michelle Kole

Jim Watkins called the meeting to order, and Terry Ramsey provided the invocation.

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

Bobby Howard motioned with second by Terry Ramsey to approve the minutes for November 14, 2022. All members listed as present voted yes.

The Commission discussed the following items:

- Draft form to apply for zoning permit certificate of compliance and suggested minor changes to add a yes/no checkbox for Historical Overlay District and Primary or Accessory Building. Commission members suggested the Historic District Review Board consider developing an application form and process for when application is required for the Certificate of Appropriateness (reference Zoning Ordinance sections 4-4-14 and 4-4-16).
- Status of RiverStreet zoning application. Terry Ramsey reported the County Administrator's report for the regular November Board of Supervisors (BOS) meeting indicated RiverStreet agreed to a brick façade on the front of the cabinet. He also stated he spoke during the public comment period at that BOS meeting expressing appreciation for the brick front and requested the cabinet have no fence and utilities such as HVAC and generator be placed behind building.
- Jim Watkins provided an update on Historic District Review Board 11/17/2022 meeting.
- Zoning administrator is working with Verizon to obtain information needed for zoning permit to be issued including engineer's report on tower breaking points.

The Commission discussed the draft Comprehensive Plan update through page 26, Future Land Use Goal and updated the draft accordingly. The discussion included ways to eliminate traffic and pedestrian hazards at the intersection of Route 40 and 47 at the courthouse square.

The Commission agreed to cancel the meeting scheduled for December 12th and set the next meeting date for January 9, 2023, at 6 p.m.

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

Respectfully submitted,

Terry Ramsey, Secretary