

Town of Charlotte Court House  
PLANNING COMMISSION  
Monday, November 27, 2023, at 6:00 p.m. at the Town Hall  
MINUTES

Members Present: Andy Carwile (Chair), Jim Watkins (Vice-chair), Bobby Howard, and Terry Ramsey

Members Absent: Dan Michaelson

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

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

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

Terry Ramsey motioned with second by Bobby Howard to approve the minutes for the last meeting which was held on September 25, 2023. All members listed as present voted yes.

Robert Hendrick, Sara Crawford, and Terry Ramsey provided Commission members information from the October and November Town Council meetings:

- Council had approved hiring an attorney who specializes in land use matters to assist the zoning administrator
- The Town manager will work with VDOT to resolve the issue with lottery sign on the sidewalk in front of the Red Barn.

The Commission was provided information on land that was being subdivided on Route 40 at the eastern edge of Town. No issues were seen, and the town manager agreed to inform the developers they need to apply for a zoning permit and the zoning administrator will need to sign approval of the plat.

The Commission discussed an inquiry re a group home in the Village Center District. Group homes that are licensed by the State are covered by State law and treated as residential occupancy (reference zoning ordinance definition of group home and Code of Virginia § 15.2-2291). Otherwise, per the use matrix, group homes are only allowed in the Rural Residential District with a conditional use permit.

The Commission discussed the draft Comprehensive Plan and updated the draft including:

- Reviewed revisions to section 5.0 General Background and Survey Information.
- Under “Housing Characteristics revised draft to address manufactured housing as required by Code of Virginia § 15.2-2223.5.
- Agreed to use the term “future land use map” rather than “vision map” and Andy Carwile took notes and agreed to prepare a revised future land use and transportation maps for the Commission’s review at their January meeting. The revision will include recognizing town green space such as Courthouse Square, Moses Hall area changes, and a potential infill area between Route 40 and Statesmen Drive.

The Commission agreed to hold the next meeting on Monday, January 22, 2024, at 6 p.m. and to set the meeting schedule for 2024 at that time.

At 7:25 p.m. Terry Ramsey motioned with second by Bobby Howard to adjourn. All members listed as present voted yes.

Respectfully submitted,

A handwritten signature in cursive script that reads "Terry Ramsey". The signature is written in dark ink and is positioned above a horizontal line.

Terry Ramsey, Secretary