

Town of Charlotte Court House
PLANNING COMMISSION
Monday, January 22, 2024, at 6:00 p.m. at the Town Hall
MINUTES

Members Present: Andy Carwile (Chair), Dan Michaelson, and Terry Ramsey
Members Absent: Jim Watkins (Vice-chair) and Bobby Howard,
Others Present: Robert Hendrick, Zoning Administrator; and Sara Crawford, Town Manager

Andy Carwile called the meeting to order, and Terry Ramsey provided the invocation.

Dan Michaelson motioned with second by Terry Ramsey 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 2024. Robert Hendrick asked for nominations for chair. Terry Ramsey nominated Andy Carwile with second by Dan Michaelson. 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. Dan Michaelson motioned with second by Terry Ramsey 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. Dan Michaelson motioned with second by Andy Carwile 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.

Terry Ramsey 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.

Dan Michaelson motioned with second by Terry Ramsey to schedule the Commission meetings in 2024 at 6 p.m. on the fourth Monday of each month with the exceptions the May meeting will be on the fourth Tuesday (May 28th) and the Commission will not meet in December. All members listed as present voted yes.

Terry Ramsey motioned with second by Dan Michaelson to approve the minutes for the last meeting which was held on November 27, 2023. All members listed as present voted yes.

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

- Agreed on a draft of a combined map for the future land use map and transportation plan. Andy Carwile agreed to finalize graphics and Terry Ramsey agreed to draft wording changes in the Plan for the combined map.
- Sara Crawford agreed to reach out to the County for wording to update section 2.8 Emergency Services.
- Terry Ramsey agreed to contact VDOT on where to send draft Plan as required by § 15.2-2222.1. Coordination of state and local transportation planning.

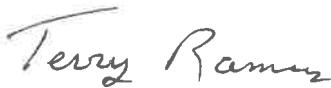
The Commission discussed the attached 2023 annual report from the Commission to the Town Council. Andy Carwile motioned with second by Dan Micaelson to approve the submission of the report to Town Council. All members listed as present voted yes.

The Commission members discussed the following:

- Consideration of “freedom of speech” rights in enforcement of zoning ordinances related to signs.
- Documenting in writing with the County the current process that for properties located within the Town limits the County will not issue a building, electrical, or similar permits until the Town has issued a zoning permit. Sara Crawford agreed to follow-up.
- Electronic message signs and frequency of message change.

At 7:40 p.m. Terry Ramsey motioned with second by Dan Michaelson to adjourn. All members listed as present voted yes.

Respectfully submitted,

A handwritten signature in cursive script that reads "Terry Ramsey".

Terry Ramsey, Secretary

Town of Charlotte Court House Planning Commission 2023 Annual Report

Overview

The Town of Charlotte Court House (Town) Planning Commission serves as an advisory board to the Town Council, working to promote orderly development within the Town. This annual report is provided in accordance with Code of Virginia § 15.2-2221. Duties of Planning Commissions, for the purpose of communicating the activities of the Commission and the status of planning within the Town to the governing body and citizens of Charlotte Court House.

Primary Activities

During 2023 the Commission held 13 meetings. The Commission's primary activities for 2023 included continued work on updating the comprehensive plan, recommending to Town Council zoning ordinance update to Historic District West Boundary relative to Randolph-Henry High School, worked with clerk to post approved changes zoning changes to Town website, approved permit for a large sign, and in coordination with zoning administrator and town administration responded to zoning inquiries.

Members

The members of the Commission with dates term expires were:

Andy Carwile, Chair (January 2025)
Jim Watkins, Vice Chair (November 2026)
Terry Ramsey, Secretary (December 2026)
Bobby Howard (May 2025)
Dan Michaelson (November 2026)

Code of Virginia § 15.2-2221. Qualifications, appointment, removal, terms, and compensation of members of local planning commissions, requires a local planning commission to consist of not less than five nor more than fifteen members.