

**TOWN OF CHARLOTTE COURT HOUSE, VIRGINIA
JOINT PUBLIC HEARING OF THE CHARLOTTE COURT HOUSE TOWN COUNCIL
AND PLANNING COMMISSION
AND
REGULAR TOWN COUNCIL MEETING
MONDAY, MARCH 23, 2026
6:00 pm**

A public hearing of the Charlotte Court House Town Council and the Charlotte Court House Planning Commission was held on Monday, March 23, 2026, at 6:00 pm. The purpose of the joint public hearing is to solicit input and receive comments concerning proposed amendments to the 2022 Zoning Ordinance, as amended, as described below:

- **Proposed changes to 6-7. Temporary Signs of the zoning ordinance to allow temporary signs for special events and a Sec. 6 Signs. clarity change.**

- Delete “/banners” in Sec. 6-6.(b) to read “or signs across.”
- Delete current following Sec. 6-7-1(c) and replace with section 6-7-2(a) and to renumber current section (d) as (c):

(c) Banners when used in conjunction with the opening of a new business in the business district. The duration of such permit use shall not exceed thirty (30) days from the date of business opening and the banner shall not exceed thirty-two (32) square feet; and

- Add following Sec. 6-7-2 for new business and public event signs:

6-7-2 The following temporary signs are permitted subject to the approval of the zoning administrator. These signs shall be no higher than eight (8) feet above the average finished grade and shall not be counted in the aggregate area limitations in Sec 6-9:

(a) Signs used in conjunction with the opening of a new business in the Business District and Village Center District. The duration of such permitted use shall not exceed a total of sixty (60) days and the total area of all sign faces shall not exceed sixty-four (64) square feet.

(b) Signs advertising a public event may be installed in the Business District and Village Center District for no more than thirty (30) days prior to the event and must be removed within five (5) days after the event and the total area of all sign faces shall not exceed sixty-four (64) square feet.

- Revise Sec. 6-8(i)b. to delete “Signs converted to A or” and read “i. T-frame signs.”
- Revise Sec. 6-8(i)c. to add “or A frame” and read “Sandwich board or A-frame signs.”
- Revise Sec. 6-13(b) to replace “the sign area” with “each sign face.”

Remove following Sec. 5-2-2 of the Town's zoning ordinance re: refuse bins to allow it to be a non-conformance.

5-2-2. Refuse bins shall not be considered a nonconformity under Article 8, Non-Conformities and must comply with this section.

Mayor Watkins, Council Members, Arbogast, Ramsey, Michaelson were present. Council Members Andrews, Haskins and Braxton were absent.

Others Present: Robert Hendrick, Andy Carwile, Dan Michealson, Jim Watkins, Tammy Wiley

Joint Public Hearing: Proposed Amendments to the 2022 Zoning Ordinance Mayor Watkins and Andy Carwile, called to order and closed the joint Town Council and Planning Commission public hearing, respectively. Terry Ramsey explained the changes. There were no public comments either oral or written. Both public hearings had been duly advertised in the March 4, 2026 and March 11, 2026, editions of the Charlotte Gazette. Note the public hearing, Council Meeting, and Planning Commission meetings were originally scheduled for March 16, 2026 but moved to March 23, 2026 due to high-risk weather conditions and power outages on March 16.

Recess Town Council meeting until after Planning Commission meeting.

Call Town Council Meeting back to Order

Mayor Watkins called the regular scheduled Town Council meeting to order. Council Member Arbogast motioned to approve the agenda and seconded by Council Member Michaelson at which time, Council Member Ramsey motioned to amend the agenda to add the Charlotte County Christmas Parents' MOU. The motion to amend the agenda was seconded by Council Member Arbogast. Mayor Watkins then called for a motion on the amended agenda, at which time, Council Member Arbogast motioned to approve the agenda as amended and seconded by Council Member Michaelson and carried by voice vote: 3 ayes and 0 nays. Council Member Arbogast motioned to approve January 20, 2026, Council amended meeting minutes as presented. The motion was seconded by Council Member Michaelson and carried by voice vote: 3 ayes and 0 nays. Council Member Michaelson motioned to approve February 17, 2026, Council meeting minutes as presented and seconded by Council Member Arbogast and carried by voice vote: 3 ayes and 0 nays.

Public Comments Heather Montgomery spoke on behalf of the Charlotte Learning Center requesting the Town Council consider a sponsorship contribution.

Charlotte County Christmas Parents' MOU There was some discussion relating to the revised MOU and to set date of expiration to February 1, 2027. Council Member Arbogast motioned to approve the Charlotte County Christmas Parents' MOU as presented with an expiration date of February 1, 2026. Council Member Michaelson seconded and motion carried by voice vote: 2 ayes and 1 nay by Council Member Ramsey.

Consideration of Recommendation from the Planning Commission: Amendments to 2022 Zoning Ordinance Planning Commission Council Member Ramsey motioned to amend the

2022 Zoning Ordinance after having a Joint Public Hearing and as advertised in both the March 4th and 11th editions of the Charlotte Gazette. The motion was seconded by Council Member Arbogast and carried by roll call vote: Arbogast aye; Ramsey aye; Michaelson aye.

Water Committee Report Council Member Arbogast motioned to participate in the PFAS sampling program with sampling performed by TruePani at no cost to the Town. Motion seconded by Council Member Ramsey and carried by voice vote: 3 ayes and 0 nays.


Zoning Discussion Council discussed the requirements for a business license for a handyman service, with concerns about the need for a contractor's license. A motion was made by Council Member Ramsey, seconded by Council Member Arbogast, and carried by voice vote (3 ayes, 0 nays) to request the Town Attorney to review the Town's Business Ordinance and provide advice on:


1. Whether the Town must require professional or contractor licensing prior to issuing a business license;
2. Any updates needed to comply with the Code of Virginia and any related suggestion;
3. Whether contractors conducting business within the Town, but without a physical place of business in the Town, are required to obtain a business license.

Town Hall Committee Report: Mayor Watkins provided an update relating to the building committee's activities, including the completion of various tasks by contractor Dexter Andrews. Mayor Watkins brought up the disconnect for the generator in the building, suggesting it could be a budgetary item. Councilman Ramsey proposed looking into the cost of a generator and including it in the budget. Council Member Arbogast mentioned the availability of gas and propane for the generator. Town Manager Wiley is to obtain quotes on a generator system for the Town Office with a 3-year maintenance contract. Councilman Ramsey mentioned the upcoming BOOMS (Business Opportunities on Main Street) and that Commonwealth Regional Council had obtained grant funds so there would be no cost to the Town. Mayor Watkins and others discussed the storage and disposal of old unused copy machine and other small items of little or no value. All agreed with donating these to charity and Council Member Michaelson offered to assist.

Town Manager Report: A report was provided to each Council Members and reviewed.

With no further business, Council Member Arbogast made a motion that the meeting be adjourned. The motion was seconded by Council Member Michaelson and carried by voice vote: 3 ayes and 0 nays.


David C. Watkins Jr., Mayor

ATTEST:

Tammy L. Wiley, Town Manager