

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, JULY 20, 2026
6:00 p.m.

MINUTES

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

Members Absent: Bobby Howard, Dan Michaelson

Council Members Present: Mayor Watkins and Council Members, Braxton, Michaelson, and Ramsey

Council Members Absent: Andrews, Arbogast, and Haskins

Others Present: Robert Hendrick, Zoning Administrator; Tammy Wiley, Town Manager, and Citizen McKenzie Elgin

Mayor Watkins and Andy Carwile, called to order and closed the Joint Town Council and Planning Commission Public Hearing, respectively. The purpose of the hearing was to receive public comments regarding proposed amendments to the Town's Zoning Ordinance to: (1) replace section 5-5-7 Manufactured homes with section 5-5-7 Dwelling compatibility standards to bring Ordinance in compliance with State law; (2) make related changes to section 5-5-10.1b Temporary uses and Appendix A – Use Matrix; and (3) make clarity changes to the Article 2 definitions of "Dwelling, accessory unit" and "Dwelling, manufactured home." There were no public comments either oral or written. Both public hearings had been duly advertised in the July 1, 2026 and July 8, 2026, editions of the Charlotte Gazette.

Recess Town Council meeting until after Planning Commission meeting

Call Town Council Meeting back to Order

A regular meeting of the Charlotte Court House Town Council was held on Monday, July 20, 2026, at approximately 6:06 pm. Mayor Watkins called the meeting to order. Council Members Braxton, Michaelson, and Ramsey were present. Council Members Andrews, Arbogast and Haskins were absent. Council Member Michaelson motioned to approve the agenda. The motion was seconded by Council Member Braxton and carried by voice vote: 3 ayes and 0 nays. Council Member Ramsey motioned to approve the June 15, 2026 Town Council meeting minutes, June 17, 2026 Public Hearing Meeting Minutes and June 29, 2026 Called Meeting Minutes, as presented. The motion was seconded by Council Member Michaelson and carried by voice vote: 3 ayes and 0 nays. Council Member Ramsey made a request to table the approval of the June 2026 financial statements until the August 17, 2026 council meeting.

Consideration of the change to the Zoning Ordinance based on public hearing Council Member Ramsey made the following motion to amend the 2022 Zoning Ordinance as

recommended by the Planning Commission and duly advertised in the July 1st and July 8th editions of the Charlotte Gazette. The motion was seconded by Council Member Braxton and carried by roll call vote: Braxton aye; Michaelson aye; Ramsey aye.

Amend the 2022 Zoning Ordinance, as amended, as described below:

- **Definition of “Dwelling accessory unit.”** Replace current definition with the following:

Dwelling, accessory unit. A subordinate dwelling unit within or attached to a single-family dwelling unit or as a detached structure for use as a complete, independent living facility with provisions for living, sleeping, cooking, eating, and sanitation. Such a dwelling unit is an accessory use to the main dwelling

- **Definition of “Dwelling manufactured home.”** Delete following phrase from current definition;

“which in the traveling mode is eight feet or more in width and 40 feet or more in length,”

- **5-5-7 Delete current “Manufactured Homes” and replace with following “Dwelling compatibility standards”**

5-5-7. Dwelling compatibility standards

5.5.7.1 Purpose

- Preserve neighborhood character;
- Promote compatibility among residential structures;
- Protect the Town’s historic development pattern;
- Ensure high-quality residential construction;
- Protect property values;
- Promote public safety;
- Establish architectural and site development standards applicable to detached single-family dwellings.

5.5.7.2 Applicability

The standards of this section shall apply to all dwellings including:

- Newly constructed or installed detached single-family dwellings;
- Newly installed manufactured homes;
- Replacement dwellings; and
- Relocated detached dwellings

5.5.7.3 Permanent foundation required

- Be installed on a permanent masonry or concrete foundation system;
- Have all wheels, axles, towing apparatus, tongues, and transport equipment removed;
- Be installed in accordance with manufacturer specifications and applicable state and federal requirements;
- Be classified and taxed as real property and converted to real property in accordance with Section 46.2-653.1 of the Code of Virginia

5.5.7.4 Dwelling compatibility standards

- a. Minimum width of twenty-four (24) feet at the narrowest habitable portion of the structure;
- b. Minimum roof pitch of 5:12;
- c. Roof materials shall consist of architectural shingles, standing seam metal, slate, or similar residential-grade materials;
- d. Exterior siding shall consist of masonry, fiber cement, wood, engineered wood, vinyl clapboard, or equivalent residential-grade materials;
- e. Unpainted or reflective metal siding shall be prohibited;
- f. All exterior perimeter foundation materials shall be visually compatible with surrounding development and shall utilize brick veneer, masonry, stucco, stone veneer, or architecturally compatible materials;
- g. No exposed chassis, frame rails, hitch assemblies, wheels, axles, or transport components shall remain visible after installation;
- h. The principal entrance shall face the public street unless the zoning administrator determines that lot configuration makes compliance impracticable;
- i. Any eave overhang shall be no less than twelve (12) inches;
- j. All exterior mechanical equipment shall be screened from public streets to the maximum extent practicable;
- k. All dwellings shall comply with applicable setback, height, parking, lighting, drainage, landscaping, stormwater, and Historic District requirements.

- **Appendix A – Use Matrix**

- Change heading of “Residential and Related Uses:” to “Residential Dwelling and Related Uses.”
- Change “Manufactured Homes” to B for By-Right in the Rural Residential, General Residential, and Village Center Districts making it the same as Single Family.

Public Comments McKenzie Elgin requested an exception to the town ordinance requiring new homes to connect to the public water system due to her three-year-old daughter Dylan's unique medical circumstances.

Planning Commission Report The Commission's next meeting is set for Monday, August 24, 2026.

Committee Reports Personnel Committee Council Member Michaelson reported that a Town Manager performance survey has been created and requested that Council members complete it prior to the next Council meeting so the results can be presented.

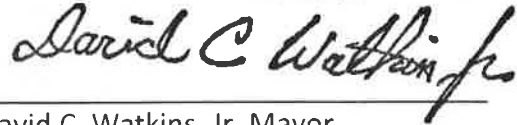
Town Manager Report Town Manager Wiley presented the Town Manager Report to Council.

Council Comment Period There was discussion pertaining to the Elgin Family's waiver request and that the Town needed to stand by the current ordinance. Council Member Ramsey reported on his telephone conversation earlier in the day with Mrs. Elgin and she stated she had received conflicting information regarding connecting to the Town water system. Council Member Ramsey recommended that the Town not make any additional recommendations

beyond what is already provided in the current ordinance. Council Member Michaelson expressed concern about ensuring that the Town responds to Mrs. Elgin in a timely manner.

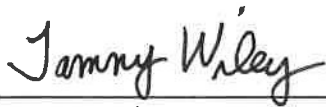
Adjournment With no further business Council Member Ramsey made a motion to adjourn the meeting which was seconded by Council Member Braxton and carried by voice vote: 3 ayes and 0 nays.

Respectfully submitted,

A handwritten signature in black ink, reading "David C. Watkins, Jr.", written over a horizontal line.

David C. Watkins, Jr. Mayor

ATTEST:

A handwritten signature in black ink, reading "Tammy Wiley", written over a horizontal line.

Tammy Wiley, Town Manager