

Town of Charlotte Court House  
PLANNING COMMISSION  
Monday, September 23, 2024 at 6:00 p.m. at the Town Hall  
MINUTES

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

Members Absent: Bobby Howard

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

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

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

Dan Michaelson motioned with second by Andy Carwile to approve the minutes for the last meeting which was held on August 26, 2024. All members listed as present voted yes.

Terry Ramsey motioned with second by Dan Michaelson to hold a joint public hearing with Town Council on Monday, October 21, 2024, at 6:30 p.m. on the updated Comprehensive Plan and to hold a Planning Commission meeting immediately after the public hearing to consider any comments and a recommendation to Town Council to adopt the updated Plan. All members present voted yes.

Terry Ramsey motioned with second by Jim Watkins to hold a joint public hearing with Town Council on Monday, October 21, 2024, at 6:30 p.m. on amending the 2022 Zoning Ordinance, as amended, to add the following section 3-2-7. Violations – Civil Penalties and renumber section 3-2-7. Remedies not exclusive as 3-2-8; and to hold a Planning Commission meeting immediately after the public hearing to consider any comments and a recommendation to Town Council to adopt the changes. All members present voted yes.

*3-2-7. Violations—Civil penalties*

- 3-2-7.1. In accordance with the Code of Virginia §15.2-2209, there is hereby established a uniform schedule of civil penalties for violations of the following specified provisions of this ordinance.
- 3-2-7.2. Any violation of any provision of this ordinance, excluding any zoning violation resulting in injury to any persons, shall be deemed an infraction and may be punishable by a civil penalty of one hundred dollars (\$100.00) for the initial summons and two hundred dollars (\$200.00) for each additional summons.
- 3-2-7.3. Each day during which any violation of the provisions scheduled above is found to have existed shall constitute a separate offense. However, in no event shall any such violation arising from the same set of operative facts be charged more frequently than once in any ten-day period, nor shall any such

violation arising from the same set of operative facts result in civil penalties which exceed a total of five thousand dollars (\$5,000.00).

- 3-2-7.4. The designation of a particular violation of this ordinance as an infraction under this section shall preclude the prosecution of such as a criminal misdemeanor, except for any violation resulting in injury to any person or persons, which may be so prosecuted.

The Commission discussed the current zoning ordinance permits the Board of Zoning Appeals to have either 3, 5, or 7 members and the Town Attorney's advice was that no change was needed to the zoning ordinance to change from 5 to 3 member. For example, if there were 2 vacancies (e.g., resignations or term expirations), then Town Council could choose not to request the circuit court to appoint replacements and the BZA would then be 3 members.

At 6:48 p.m. Terry Ramsey motioned with second by Dan Michaelson to adjourn. All members listed as present voted yes.

Respectfully submitted,

  
Terry Ramsey, Secretary