

Town of Charlotte Court House
PLANNING COMMISSION
Monday, November 24, 2025, 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

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

Terry Ramsey motioned with a 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 October 27, 2025. All members listed as present voted yes.

The Commission discussed changing Sec. 6-7. Temporary Signs of the zoning ordinance to allow temporary signs for special events and related clarity changes in Section 6. Signs. After discussion, there was a consensus around recommending the following changes with agreement to table action until the Commission's next meeting scheduled for January 26, 2026:

- 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 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. 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. 6-13(b) to replace “the sign area” with “each sign face.”

There was no further discussion on Sec. 5-2.2 of the Town’s zoning ordinance re refuse bins as there was consensus around recommending removing this section with agreement to table action until the Commission’s January meeting.

The Commission briefly discussed zoning on data centers with no action.

The Commission agreed their next meeting would be 6 p.m. on Monday, January 26, 2026.

At 7:50 p.m. Terry Ramsey motioned with second by Jim Watkins to adjourn. All members listed as present voted yes.

Respectfully submitted,



Terry Ramsey, Secretary
