

Town of Charlotte Court House
PLANNING COMMISSION
Monday, February 23, 2026, at 6:00 p.m. at the Town Hall
MINUTES

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

Bobby Howard called the meeting to order and provided the invocation.

Dan Michaelson motioned with a second by Terry Ramsey to approve the agenda. All members listed as present voted yes.

Dan Michaelson motioned with second by Terry Ramsey to approve the minutes for the last meeting which was held on November 24, 2025. All members listed as present voted yes.

Bobby Howard turned the meeting over to Robert Hendrick to chair for the election of officers for 2026. Robert Hendrick asked for nominations for chair. Dan Michaelson motioned with second by Bobby Howard to nominate Andy Carwile as chair. 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 Bobby Howard 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 Bobby Howard 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.

Dan Michaelson motioned with a second by Terry Ramsey 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.

Terry Ramsey motioned with second by Dan Michaelson to schedule the Commission meetings in 2026 for 6 p.m. on the fourth Monday of each month with the exceptions a regular meeting is not scheduled for July and December and If a Monday meeting falls on a holiday, the Commission will meet the following Tuesday. 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 other Sec. 6 Signs clarity changes and agreed on the following.

- 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 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."

There was no further discussion on the prior agreement to remove following Sec. 5-2-2 of the Town's zoning ordinance re refuse bins.

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

Dan Michaelson motioned with second by Terry Ramsey for the Planning Commission to hold a joint public hearing with Town Council on Monday, March 16, 2026, on the above changes to the Town's zoning ordinance and immediately after the public hearing to hold a meeting of the Planning Commission to consider making a recommendation to the Town Council to adopt the changes described above. All members listed as present voted yes.

The Commission agreed to table discussion of the Planning Commission annual report for 2025 until the Commission's next regular meeting.

At 6:45 p.m. Dan Michaelson motioned with second by Terry Ramsey to adjourn. All members listed as present voted yes.

Respectfully submitted,



Terry Ramsey, Secretary
