

Town of Charlotte Court House  
PLANNING COMMISSION  
Joint Public Hearing on the Proposed Change to the Zoning Ordinance  
Monday, March 23, 2026, 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

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

Council Members Absent: Council Members Andrews, Braxton, and Haskins

Others Present: Robert Hendrick, Zoning Administrator; and Tammy Wiley, Town manager

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.

The joint Town Council and Planning Commission public hearing was closed.

Andy Carwile called the Planning Commission meeting to order.

The agenda was approved.

Dan Michaelson motioned with second by Jim Watkins to approve the minutes for the last meeting held on February 23, 2026. All members listed as present voted yes.

Terry Ramsey motioned with second by Dan Michaelson to recommend Town Council approve the following changes to the Town's zoning ordinance. All members listed as present voted yes.

Amend 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.

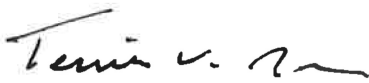
- Revise Sec. 6-8(i)b. to delete "Signs converted to A or" and read "i. T-frame signs."
- Revise Sec. 6-8(i)c. to add "or A frame" and read "Sandwich board or A-frame signs."
- Revise Sec. 6-13(b) to replace "the sign area" with "each sign face."

**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.

At 6:20 p.m. Jim Watkins motioned with second by Dan Michaelson. All members listed as present voted yes.

Respectfully submitted,



Terry Ramsey, Secretary

ATTEST:



Tammy Wiley, Town Manager