

**TOWN OF CHARLOTTE COURT HOUSE
REGULAR COUNCIL MEETING MINUTES
Monday October 21, 2024 7:00pm**

A regular meeting of the Charlotte Court House Town Council was held on Monday, October 21, 2024, at 7:00 pm. Mayor Watkins called the meeting to order. Council Members Braxton, Andrews, Michaelson, Haskins and Ramsey were present. Council Member Arbogast was absent. Council Member Andrews motioned to approve the agenda. The motion was seconded by Council Member Michaelson and carried by voice vote: 5 ayes and 0 nays. Council Member Ramsey motioned to approve the September 2024 and October 9, 2024, meeting minutes as presented. The motion was seconded by Council Member Andrews and carried by voice vote: 5 ayes and 0 nays. Council Member Ramsey motioned to approve the September 2024 and Y/E June 2024 financial statements. The motion was seconded by Council Member Haskins and carried by voice vote: 5 ayes and 0 nays.

Citizen Comments none

Water Operations/ Town Maintenance Report Samples Monitoring Services had no information to report. Council Members had discussion/agreement that the Water Committee to be notified on major issues with the water system.

Adoption of Revised Comprehensive Plan Council Member Ramsey made a motion to accept the Planning Commission recommendation to adopt the revised comprehensive plan. The motion was seconded by Council Member Michealson and carried by voice vote: 5 ayes and 0 nays.

Adoption of Civil Penalties in Zoning Ordinance Council Member Ramsey made a motion to accept the Planning Commission recommendation to amend 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.
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 motion was seconded by Council Member Michealson and carried by roll call vote: Ramsey aye; Andrews aye; Michaelson aye; Haskins aye; Braxton aye.

Board of Zoning Appeals Membership Reduction 5 to 3 Tabled until November Council meeting.

Records Management Council Member Ramsey suggested the Town Manager start to process for record retention according to the Library of Virginia. He also suggests working a box or two a month until complete.

Cigarette Stamp Tax Ordinance Amendment A representative of the Virginia Wholesalers and Distributors Association notified the Town that the adopted Cigarette Tax Ordinance did not comply with Code of Virginia § 58.1-3832. Specifically, the law requires tax stamps to be refunded at full purchase cost without penalty and the Ordinance only provided for the Town to refund 90% of the purchase cost. The Town Attorney reviewed this and agreed under State law the Town must redeem stamps at full value. The Town Attorney advised no public notice is required for a correction because the change conveys a greater benefit to the distributor by providing 100% rather than 90% refund. The revised Ordinance also includes a few non-substantive technical changes which were discovered during this review. Also, based on discussions with distributors and store owners, the Town learned an implementation grace period was desirable to provide stores an opportunity to sell existing inventory. Council Member Ramsey made a motion for the Town to adopt the revised Cigarette Tax Ordinance for the Town of Charlotte Court House to replace the June 24, 2024, adopted version to be effective November 1, 2024, and provide for a grace period ending January 31, 2025, for local stores (agents) to sell all unstamped inventory. The motion was seconded by Council Member Braxton and carried by roll call vote: Ramsey aye; Andrews aye; Michaelson aye; Haskins aye; Braxton aye.

Nuisance Ordinance Revision Review Council Members reviewed and discussed draft of nuisance ordinance from Gary Elder, Town Attorney. Council Member Braxton suggests editing the grass section to provide details on properties vacant/occupied with a structure and properties with no structures. The properties vacant/occupied with a structure shall maintain the grass, weeds, etc. at the height of not greater than twelve (12) inches from the ground. Properties with no structures shall maintain the grass, weeds, etc. at a height of not greater than twelve (12) inches from the ground and maintain cutting 25 feet from the edge of the street. The Town Manager will bring the new revision to the November council meeting for review.

Office Telephone Quotes/Approval All Council Members agree to purchase and switch to Kinex for telephone service.

Lead Service Line Inventory Update LSL contract has been approved. The inventory was submitted October 16, 2024, by Clay Samples.

Planning Commission Report Items Adoption of Revised Comprehensive Plan. and Adoption of Civil Penalties in Zoning Ordinance of agenda address the report.

Committee Reports

Buildings and Grounds: none.

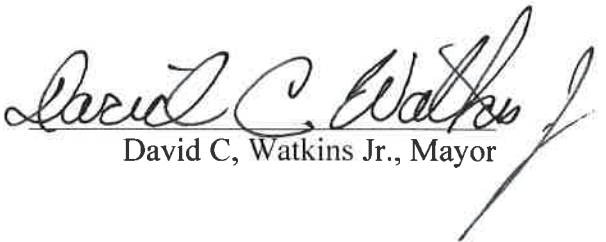
Code Enforcement: none

Water Committee: none


Town Manager's Report A report was provided to each Council Member and reviewed by the Town Manager.

Council Comment Period none

With no further business, Council Member Andrews motioned that the meeting be adjourned. The motion was seconded by Council Member Braxton and carried by voice vote: 5 ayes and 0 nays.


David C, Watkins Jr., Mayor

ATTEST:



Sara E. Crawford, Town Manager