

**TOWN OF CHARLOTTE COURT HOUSE
REGULAR COUNCIL MEETING MINUTES
Monday, September 15, 2025, 6:00 P.M.**

A joint meeting of the Charlotte Court House Town Council and Planning Commission was held on Monday, September 15th, 2025, at 6:00 pm. Mayor Watkins called the meeting to order. Council Members Michaelson, Arbogast, Andrews, Haskins, Braxton and Ramsey were present. No Council Member was absent.

Joint Public Hearing: Adoption of the Floodplain Ordinance Mayor Watkins called the public hearing to order. No citizens were present. Meeting was adjourned.

Recess Town Council meeting until after Planning Commission meeting.

Call Town Council Meeting back to Order Council Member Arbogast motioned to approve the agenda. The motion was seconded by Council Member Haskins and carried by voice vote: 6 ayes and 0 nays. Council Member Ramsey motioned to approve the August 18, 2025, Council meeting minutes as presented. The motion was seconded by Council Member Haskins and carried by voice vote: 6 ayes and 0 nays. Council Member Ramsey motioned to approve the August 2025 financial statements. The motion was seconded by Council Member Arbogast and carried by voice vote: 6 ayes and 0 nays.

Consideration of Recommendation from the Planning Commission: Floodplain Ordinance Council Member Arbogast made a motion to accept the Planning Commission's recommendation to approve the Floodplain Ordinance as presented. The motion was seconded by Council Member Michaelson and carried by voice vote: 6 ayes and 0 nays

Planning Commission Report-BZA Resolution Council Member Ramsey made a motion to approve resolution to reduce the membership on the Board of Zoning Appeals from five to three members.

WHEREAS, the Town of Charlotte Court House (Town) zoning ordinance in section 3-8-1. allows for either three, five, or seven members on the Board of Zoning Appeals (BZA).

WHEREAS, the Code of Virginia § 15.2-2308A permits towns with populations of 3,500 or less to have a BZA with three members.

WHEREAS, the current BZA has five members and the terms of two members have expired or will expire, one in September of 2024 and the other in September of 2025.

WHEREAS, Town Council wishes to reduce the number of members from five to three due to the difficulty of finding qualified citizens willing to serve.

NOW THEREFORE BE IT RESOLVED that the Town Council: (1) approves not recommending appointments to replace the members whose terms which will have expired by October 1, 2025; (2) approves reducing the number of BZA members from five to three effective October 1, 2025; and (3) directs the Town Manager to notify the Clerk of the Circuit Court of

Charlotte County of this decision, to send a letter thanking the two members whose terms have expired for their service, and to take other actions as necessary to effect this change.

The motion was seconded by Council Member Arbogast and carried by roll call vote: Arbogast aye; Braxton aye; Ramsey aye; Andrews aye; Michaelson aye; Haskins aye.

The Planning Commission scheduled for Monday, September 22, 2025, is cancelled.

Public Comments A thank you letter was provided the Town Council from Janet Early. Robert Hendrick, Zoning Administrator, was present. Robert stated event signs were not allowed in town limits. The zoning ordinance does not reference event signs. His suggestion was for the Planning Commission to make a recommendation to the Town Council to amend the ordinance to allow event signs.

Water Operations/ Town Maintenance Report Reported on the Town Manager Report.

Amend Agenda Council Member Ramsey made a motion to amend the agenda to add an item to discuss Clay Samples renting the wash bay area at the back of building.

Rent Wash Bay Clay Samples requested that Town Council allow him to rent the wash bay area at the back of the building for water operation supplies for \$150 a month and he would provide the outlets and lighting needed. Council Member Ramsey made a motion to approve Clay Samples' offer to rent the wash bay area for \$150 per month on a month-to-month basis. As part of the agreement, Clay will also install the necessary outlets and lighting. The motion was seconded by Council Member Andrews and carried by voice vote: 6 ayes and 0 nays

Refund Request- Flex Family Fitness Council Member Ramsey made a motion to approve a \$35.00 refund to Flex Family Fitness for a second sign permit fee submitted for the same sign and install. The motion was seconded by Council Member Braxton and carried by voice vote: 6 ayes and 0 nays

Farmers Market & Vendor Use, Policy Tabled for October meeting.

Playground Grand Opening/Ribbon Cutting Council agreed no grand opening/ribbon cutting and remove caution tape, announce opening and order rules sign.

CBDG Planning Grant A project team was created with Sara Crawford, Mayor Watkins, Lauren Pugh and Nemiah Braxton as members and ask citizens Holly Tuck, Angel Wilmouth and Ann White to serve as community members. A community meeting was scheduled for October 1, 2025.

Water Adjustments Town Council had discussion on water bill adjustment requests. All agreed no adjustments are to be made and the water policy offers a payment plan.

Recommendation of Town Office Renovation Table until October meeting.

Committee's Descriptions Draft Table until October meeting.

Charlotte Learning Center Tent Set Up Request Table until October meeting and invite Heather Montgomery from Charlotte Learning Center to meeting.

Code Enforcement Update Town Council discussed a property on Evergreen Rd and Carey Rd that needs enforcement attention. Council Member Braxton will speak to the Carey Rd property owners and Town Manager Crawford will address Evergreen Rd.

Christmas Parent Donation Request No action.

Note: Council Member Arbogast left the meeting.

Evergreen Rd Sidewalk Project Update-Gaines Property Town Attorney Gary Elder will be publishing an ad in the newspaper to close out the monies being held at the circuit court for the Gaines family. The ad is estimated to be \$1000.


Halloween-2nd Annual Golden Pumpkin Event will be held October 31, 2025, 6-8 p.m. and have 40 pumpkins.

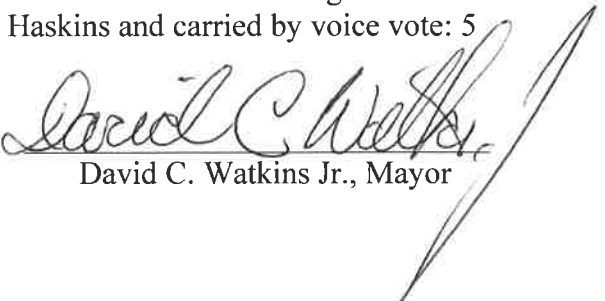
Committee Reports: None

Town Manager's Report A report was provided to each Council Members and reviewed.

Council Comment Period Council Member Haskins suggested to create an event like Earth Day in Spring 2026 and the Christmas Tree Lighting is December 7th, 2025 and Still Waters band will be asked to perform.

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

ATTEST: 
Sara E. Crawford, Town Manager


David C. Watkins Jr., Mayor