



Louisa Town Council – Regular Monthly Meeting
212 Fredericksburg Avenue
Louisa, Virginia 23093
Tuesday, August 19, 2025

6:00 pm - Convene Regular Session

Invocation
Pledge to the Flag

Business from the Floor:

This section of the Council meeting provides citizens the opportunity to discuss matters, which are not listed on the printed agenda. Any person wishing to bring a matter to the Council's attention under this section of the agenda should: (1) State their name and address; (2) State the matter that they wish to discuss and what action they would like the Council to take. When appropriate or if requested, we will respond to direct questions in writing. Please limit comments to 3 minutes or less.

Consent Agenda:

Meeting Agenda Approval
Consideration of Accounts and Appropriations
Approval of Minutes: March 18, 2025, April 15, 2025, July 15, 2025
Sale of Cemetery Lots

Public Hearing:

1. SUP 2025-01: A Special Use Permit (SUP) application, known as Jouett Square 2, submitted by Jouett Square Townhomes LLC, 9701 Gayton Road, 2nd Floor, Henrico, VA 23238, for property (Tax Map Parcel 40-142, zoned Residential General) located in Louisa, Virginia, and consists of 28.873 acres. The SUP is to allow 150 multifamily dwelling units ranging from one to four bedrooms. The conceptual plan depicts six garden style apartment buildings and one clubhouse with a pool. Additionally, the applicant plans to construct a road from Courthouse Road (Rt. 208) connecting to Lyde Avenue, as outlined in Town Code 165-44 (B).
2. SUP 2025-02: A Special Use Permit (SUP) application, submitted by Peter & Jennifer Kilel of 195 Jenkins Drive, Gordonsville, VA 22942, for property (Tax Map Parcel 40A1-1-47, zoned Residential General) located in Louisa, Virginia, and consists of 1.256 acres. The SUP is to allow the property to be utilized as an assisted living facility where personalized care and support for individuals with disabilities will reside. No physical exterior changes are planned for the property and all services will be self-contained to the property.

New Business:

1. Discussion/Action on SUP 2025-01
2. Discussion/Action on SUP 2025-02
3. Strategic Planning Retreat for Council
4. Chamber of Commerce updates
5. Discussion and appointment of Planning Commissioners
6. Strategic Planning Discussion
 - a. Annexation Discussion
 - b. Main St. Discussion

- c. Fireman Fairgrounds Discussion
- d. Scheduling Strategic Planning Meeting

Old Business:

- 1. Video Recordings
- 2. Discussion on lighting options for the Town's entry signs

Standing Committee Reports:

Legal Matters Committee
Personnel Committee

Reports from Staff:

Police Chief
Public Works Superintendent
Legal Counsel
Treasurer
Clerk
Manager

Closed Session:

Consider confidential matters of importance in closed session, in accordance with the Code of Virginia and the Freedom of Information Act.

Comments by Members of Town Council

Adjournment

TOWN OF LOUISA

Preliminary Bill List for Town Council Meeting - August 19, 2025

VENDOR NAME	GENERAL FUND	WATER FUND	SEWER FUND	HILLCREST FUND	TOTAL
Absolute Plumbing & Drain Cleaning			2,725.00		\$ 2,725.00
Advance Auto Parts	269.30				\$ 269.30
Automated Office Systems	198.00				\$ 198.00
Axon Enterprise, Inc.	11,210.30				\$ 11,210.30
Blue Ridge Bank	12,338.46	196.03	64.50		\$ 12,598.99
BMS Direct, Inc.		361.43	361.43		\$ 722.86
Central VA Contractors, Inc.		3,232.00			\$ 3,232.00
CHA Consulting, Inc.		101,139.00			\$ 101,139.00
Cintas	173.55	173.54	173.54		\$ 520.63
Cody Langridge/PWS Operations, LLC		603.00			\$ 603.00
County of Louisa, Landfill	1,037.52				\$ 1,037.52
County of Louisa	10,182.11				\$ 10,182.11
Diversified Mechanical Repair	1,066.00				\$ 1,066.00
Document Destruction of Virginia, LLC	40.00				\$ 40.00
EZ Performance Center, Inc.	902.48				\$ 902.48
Franchesca Mall-Pallida	6.21				\$ 6.21
General Code	1,195.00				\$ 1,195.00
Gladys M. Thomas (Focus Point)	1,425.00				\$ 1,425.00
Hefty, Wiley & Gore, P.C.	4,500.00				\$ 4,500.00
Hudson-Payne Electronics	411.00				\$ 411.00
Intrastate Pest	81.28				\$ 81.28
Kenneth D. Throckmorton	97.00				\$ 97.00
Kickin Grass Lawn & Landscaping, LLC	4,038.00			6,480.00	\$ 10,518.00
King & Queen County	141.41				\$ 141.41
Kone, Inc.	351.48				\$ 351.48
LKA signs & Designs, LLC	210.00				\$ 210.00
Louisa Art Center	9,000.00				\$ 9,000.00
Louisa Auto Parts, Inc.	547.49				\$ 547.49
Louisa County Water Authority		45,309.22	41,900.32		\$ 87,209.54
Louisa Hardware	40.67				\$ 40.67
Magna5 MS, LLC	2,875.15				\$ 2,875.15
Mansfield Oil Co.	1,218.90	195.32	104.39		\$ 1,518.61
MoJohns	95.00				\$ 95.00
Raco Manufacturing & Engineering, Co.		900.00			\$ 900.00
Ricoh USA, Inc.	644.67				\$ 644.67
ROCIC	300.00				\$ 300.00
Stafford Technologies	274.95				\$ 274.95
Stephanie Dorman	188.98				\$ 188.98
Tencarva		2,117.50	2,117.50		\$ 4,235.00
Tires Unlimited	830.00				\$ 830.00
UniFirst Corp.	283.48				\$ 283.48
Updike Industries, Inc.	6,387.60				\$ 6,387.60
Virginia Commonwealth University	1,390.00				\$ 1,390.00
Virginia Municipal League	1,556.00				\$ 1,556.00
Virginia Utility Protection Services		22.75			\$ 22.75
Virginia Wholesale Tire	125.00				\$ 125.00
TOTALS:	75,631.99	154,249.79	47,446.68	6,480.00	\$ 283,808.46

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Town of Louisa
Town Council Monthly Meeting
March 18, 2025

Present: Danny Carter, Interim Mayor; Danny Crawford, Vicky Harte, Roger Henry, Sylvia Rigsby, John J. Purcell IV
Council members;
Jeff Gore, Legal Counsel.
Craig Buckley, Interim Town Manager.

Also in Attendance: Kellye Throckmorton, Deputy Clerk/Treasurer;
Anthony Larry, Public Works Director
Martin Nachtman, Chief of Police.

**All copies, including reports, handouts, and documents
can be found following the minutes.**

Interim Mayor Carter called the Louisa Town Council meeting to order at 6:02 p.m.

23
24

BUSINESS FROM THE FLOOR:

25 Tammy Purcell, 3288 Waldrop Church Road, stood and addressed
26 the Council asking for video recordings to be posted online and
27 acknowledges that steps are being taken by the Town.
28

29
30

CONSENT AGENDA:

31 Interim Town Manager, Craig Buckley, asked that "Discussion of
32 video recording," be added to new business.
33

34 Motion made by Rigsby, Seconded by Purcell.
35 Voting For: Rigsby, Purcell, Crawford, Henry, Harte.
36

37

NEW BUSINESS:

1 **1. Community Presentations**

2
3 The Town of Louisa Police Department has been awarded with the
4 National Night Out national award. The award was presented to
5 Sargeant Fallon as he spearheaded the event.

6
7 Sargeant Fallon was also awarded the “Officer of the Year Award”
8 in recognition of his dedication, professionalism, and compassion
9 to citizens.

10
11 The Council congratulated Sargeant Fallon.

12
13 **2. Updates to Standing Committees.**

14
15 Council discussed the consolidation of committees and if the
16 consolidation is in line with the current Code. Ultimately, Council
17 decided to keep the committees separate but continue to have
18 joint meetings until the Charter and Code are updated.

19
20 **3. Closed Session**

21
22 Council convened in Closed Session to receive consultation from
23 the town attorneys on a matter related depending litigation or such
24 consultation or briefing and open meeting would adversely affect
25 the negotiating or litigating posture of the town, and permitted
26 under §2.2-3711(A)(7).

27
28 Motion made by Harte, Seconded by Henry.

29 Voting For: Rigsby, Purcell, Crawford, Henry, Harte.

30
31 Council went into Closed Session at 6:20 PM.

32
33 Motion to certify closed session and to come back into session.

34
35 Motion made by Harte, Seconded by Henry.

36 Voting For: Rigsby, Purcell, Crawford, Henry, Harte.

37 Council came back into session at 7:26 PM.

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4. Discussion of Video Recordings

Council member Henry received an email from Tammy Purcell regarding the video recordings of meetings. He supports video recordings as it will bring transparency and is an informational tool.

Council discussed the cost, where to post the video recordings, as well as which meetings would be recorded.

Motion to table this item until the next meeting.

Motion made by Crawford, Seconded by Purcell.
Voting For: Rigsby, Purcell, Crawford, Henry, Harte.

STANDING COMMITTEE REPORTS:

Police Matters:

The committee reported the police department would like in-car cameras. This information was forwarded to the Finance Committee for the upcoming budget season.

In order for the police department to have continuous coverage, they would need nine officers. One challenge is the salary discrepancy compared to the county. This has been forwarded to the Personnel Committee.

Personnel:

The committee reported there are 12 applicants for the Town Manager position. They are working on the timeline for interviews.

Legal:

1 The committee reported they are actively working on the Charter and
2 Code.

3
4 **Finance:**

5 The committee reported they are discussing Capital Improvement
6 needs, including: streets and sidewalks equipment, building
7 maintenance, fleet needs for public works.

8
9 At the next meeting, they will start working those into the budget
10 based on priority.

11
12 **STAFF REPORTS:**

13
14 **Police:**

15 Martin Nachtman, Chief of Police, provided the Police Report.

16
17 The department is working on security upgrades around the building
18 and are on track with those goals.

19
20 Efforts to prevent speeding on Main Street have increased. Several
21 summons have been issued. Citizens have noticed the efforts and
22

23 **Public Works:**

24
25 Anthony Larry, Public Works Director, provided the Public Works
26 Report.

27
28 The department was able to use new equipment during the inclement
29 weather. They were also able to fix the flooding issue at the police
30 department.

31
32 There is currently not a repair date for Cutler Ave.

33
34 **Counsel:**

35
36 Counsel reported that there are not any prepaid penalties on the

1 USDA contract.

2

3 **Manager:**

4

5 Craig Buckley, Interim Town Manager, provided the Town Manager
6 report.

7

8 The Town has been granted a .gov domain. The town will be shifting
9 to a new website management system and will be rolling out an app,
10 however, data infrastructure is an issue.

11

12 **ADJOURNMENT**

13

14 Motion made by Rigsby, Seconded by Purcell.

15 Voting For: Rigsby, Purcell, Crawford, Henry, Harte.

16

17 Council adjourned at 8:20 PM.

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21 _____
22 **Mayor**

Clerk

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Town of Louisa
Town Council Monthly Meeting
April 15, 2025

Present: Danny Carter, Interim Mayor;
Danny Crawford, Vicky Harte, Roger Henry,
Sylvia Rigsby, John J. Purcell IV
Council members;
Jeff Gore, Legal Counsel.

Also in Attendance: Kellye Throckmorton, Deputy Clerk/Treasurer;
Anthony Larry, Public Works Director
Matthew Fallon, Sargeant

Absent: Craig Buckley, Interim Town Manager
Martin Nachtman, Chief of Police

**All copies, including reports, handouts, and documents
can be found following the minutes.**

Interim Mayor Carter called the Louisa Town Council meeting to order at 6:00 p.m. He provided the invocation and led the pledge of allegiance.

Representative Chris Snyder and Senator Bryce Reeves delivered a resolution and plaque to Garland Knuckles for his years of service.

BUSINESS FROM THE FLOOR:

Danna Racette, town resident at 213 Cutler Avenue, stood and addressed the Council regarding communication from the Town during the water main break. She also voiced concerns about the water tower being empty.

CONSENT AGENDA:

Removed minutes from the agenda as they were not prepared.

1 Addition of “Application for Historical Society Heritage Day” to New
2 Business.

3
4 Motion made by Rigsby, Seconded by Purcell.
5 Voting For: Rigsby, Purcell, Crawford, Henry, Harte.
6

7 **NEW BUSINESS:**

8
9 **1. Appropriation of Funds for Water System**

10
11 Water and Sewer Committee are asking for additional funds for the
12 manhole project for a complete system mapping.

13
14 Motion to proceed with appropriating the additional \$12,600.00 to
15 CHA original scope of work include the additional approximately
16 40 manholes that were not included.
17

18 Motion made by Rigsby, Seconded by Harte.
19 Voting For: Rigsby, Purcell, Crawford, Henry, Harte.
20

21
22 **2. Application for Historical Society Event.**

23
24 The Historical Society submitted an event application for Heritage
25 Day on April 26, 2025, from 10am-4pm.
26

27 Motion to approve the Historical Society’s annual Heritage Day
28 special event application.
29

30 Motion made by Harte, Seconded by Purcell.
31 Voting For: Rigsby, Purcell, Crawford, Henry, Harte.
32

33 **STANDING COMMITTEE REPORTS:**

34
35 **Personnel:**

36
37 The committee reported they are working on a scoring sheet for

1 applicants and need to schedule interviews for the Town Manager
2 position. The interim Town Manager will continue on a monthly basis.
3 They are hoping to interview six candidates in May.
4

5 **Legal:**

6 The committee provided Council with a copy of the preliminary draft
7 of the Charter.
8

9 Changes of note include the Mayor regaining the right to vote, the
10 Town Manager will have authority over staff, and a storm water
11 management fee.
12

13 The Town's contract with LCWA is being reviewed for potential
14 updates. During conversations about the contract, matters such as
15 alternative water sources, response time, and representation on the
16 LCWA board were also discussed.
17

18 **Litter:**

19
20 The committee presented the idea of charging for more citizens who
21 have more than one trash can and a limit on brush.
22

23 The committee will schedule a day for Clean-Up Louisa.
24

25 A business on Main Street does not have a can and is dumping their
26 trash in the trash cans on the sidewalks, causing overflow. The
27 committee will attempt to have a conversation with the business
28 owner.
29

30 **Finance:**

31
32 The committee reported they are finalizing Capital Improvement
33 needs and will be scheduling a budget work session.
34

35 **Cemetery:**

36

1 The committee provided an operational cost overview, which they are
2 reviewing, and the need to up the fees at Hillcrest.

3
4 There was discussion regarding the ownership of Oakland Cemetery
5 because the committee was asked about the ability to fly the
6 confederate flag, the committee will be researching this topic.

7
8 The committee presented the idea of potentially designated scattering
9 grounds.

10
11 The committee is debating whether the lower portion of the cemetery
12 is a wetland or not and the potential of only allowing flat stones in that
13 area.

14

15

16 **STAFF REPORTS:**

17

18 **Police:**

19

20 Sgt. Matthew Fallon provided the Police Report.

21

22 The department is starting to prepare for National Night Out.

23

24 Four officers worked the "Hands Off" protest. There were no incidents
25 and the organizers cleaned up afterwards.

26

27 The department is increasing foot patrol on Main Street.

28

29 **Public Works:**

30

31 Anthony Larry, Public Works Director, provided the Public Works
32 Report.

33

34 The department has started clearing easements, railway
35 maintenance, and painting fire hydrants. In the upcoming months,
36 they will be painting and working on aesthetics.

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He is looking into training for his staff and how to put that into his budget.

Lastly, he discussed water and sewer applications and creating uniformity in that area.

Counsel:

Counsel was not present to provide a report.

Manager:

The Interim Town Manager was not present to provide a report.

Closed Session

Council convened in Closed Session to discuss the resignation of a town employee as permitted under §2.2-3711(A)(1).

Motion made by Crawford, Seconded by Henry.

Voting For: Purcell, Crawford, Harte.

Voting Against: Purcell, Rigsby

Council went into Closed Session at 7:26 PM.

Motion to certify closed session and to come back into session.

Motion made by Purcell, Seconded by Rigsby.

Voting For: Rigsby, Purcell, Crawford, Henry, Harte.

Council came back in session at 8:07 PM.

Comments from Council:

Council member Harte would like a forensic audit to be completed

1 in conjunction with the regular audit.

2

3 Motion for forensic audit.

4

5 Motion made by Harte, Seconded by Crawford.

6

7 Council member Purcell would like to wait until the Town Manager
8 returns.

9

10 Council member Rigsby would like to table until next month.

11

12 Council member Harte will rescind the motion if the forensic audit
13 is added to the agenda for May.

14

15 **ADJOURNMENT**

16

17 Motion made by Crawford, Seconded by Purcell.

18 Voting For: Rigsby, Purcell, Crawford, Henry, Harte.

19

20 Council adjourned at 8:18 PM.

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Mayor

25 _____
Clerk

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Town of Louisa
Town Council Monthly Meeting
July 15, 2025

Present: Vicky Harte, Acting-Mayor; Danny Crawford,
Roger Henry, Sylvia Rigsby,
John J. Purcell IV Council members;
Jeff Gore, Legal Counsel.
Craig Buckley, Interim Town Manager.

Also in Attendance: Stephanie Dorman, Clerk;
Twiglenda Harris, Deputy Clerk;
Anthony Larry, Public Works Director
Martin Nachtman, Chief of Police.

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**All copies, including reports, handouts, and documents
can be found following the minutes.**

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23

Acting- Mayor Harte called the Louisa Town Council Meeting to order at 6:04 PM. She provided the invocation and led the pledge of allegiance.

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BUSINESS FROM THE FLOOR:

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Danna Racette, town resident at 213 Cutler Avenue, stood and addressed the Council regarding the quality of the water. She would like people to be contacted on updates from the town, including hydrant flushing. She asked Council who is responsible for paying for the extra residential flushing that happens when the town is flushing hydrants. During her conclusion, she asked for statistics regarding the town Facebook and website views, as well as what the Town is doing to provide more information.

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Acting- Mayor Harte responded that the town is looking at new services with better communication systems.

1 Bethany Racette, town resident at 213 Cutler Avenue, stood and
2 addressed the Council and detailed the water issues she has
3 encountered since the age of eight. She urged the Council to work
4 against the data center.

5
6 **CONSENT AGENDA:**

7
8 Acting- Mayor Harte asked to add "Committee Amendment" to New
9 Business and move "Interim Mayor Candidates" to closed session.

10
11 Motion to adopt the amended consent agenda.

12
13 Motion made by Rigsby, Seconded by Henry.
14 Voting For: Rigsby, Purcell, Crawford, Henry.

15
16 **NEW BUSINESS:**

17 **1. Appointment of Town Treasurer and Town Clerk.**

18
19 The Town Manager introduced the new Town Treasurer,
20 Franchesca Mall-Padilla, and new Town Clerk, Stephanie Dorman.

21
22 Motion to appoint Franchesca Mall-Padilla as Town Treasurer.

23
24 Motion made by Purcell, Seconded by Henry.
25 Voting For: Rigsby, Purcell, Crawford, Henry.

26
27 Motion to appoint Stephanie Dorman as Town Clerk.

28
29 Motion made by Purcell, Seconded by Henry.
30 Voting For: Rigsby, Purcell, Crawford, Henry.

31
32 **2. Discussion of a Technology Overlay District.**

33
34 Acting- Mayor Harte presented for discussion the topic of a
35 Technology Overlay District and the potential impacts it could have
36 on the Town.
37

1 The potential overlay would be in the industrial airport.

2
3 Council member Henry agrees with the positioning of the overlay
4 and that taxes from a tech company could be a significant source
5 of revenue.

6
7 Council member Rigsby is open to receiving additional research
8 and discussing the future possibilities, adding that the town needs
9 to be cognizant of the existing infrastructure. She suggested a
10 sub-committee be formed to see if this is feasible.

11
12 Council member Crawford spoke about a business from his
13 hometown and urged the Council to be cautious, citing the existing
14 infrastructure.

15
16 Council member Purcell shares the same viewpoint as Council
17 member Rigsby and the potential impact on the water system and
18 public utilities.

19
20 Council member Henry wants to make sure it is written in a
21 manner that protects the town and is of value.

22
23 Acting- Mayor Harte established a sub-committee to conduct
24 research and limitations of a Technology Overlay District. This
25 sub-committee will be under the Legal Committee and should
26 include the Planning Commission.

27
28 **3. Discussion on lighting options for the Town's entry signs.**

29
30 Council member Henry has been working with Virginia Power for
31 lighting options for the Town's entry signs. He received a quote of
32 \$1,800 per sign. This quote includes the poles, digging, and
33 receptacles.

34
35 Council member Purcell would like a diagram.

36
37 Council member Rigsby had questions about the poles and the
38 right of way. Public Works Director, Anthony Larry, advised the
39 poles would not obstruct the sign and the poles would be in its

1 right-of-way. Council member Rigsby would like it to be aesthetic.

2
3 This item has been tabled until the August meeting.

4
5 **4. Citizen Committee Appointments**

6
7 Eddie Burks was appointed to the Streets and Sidewalks
8 Committee.

9
10 Scott Jordan was appointed to the Finance Committee.

11
12 **5. Review and Discussion of Interim Mayor Candidates**

13
14 Council convened in closed session pursuant to §2.2-3711 (A)(1)
15 for the discussion of candidates for appointment as interim mayor,
16 and §2.2-3711(A)(7) and (A)(8) for advice from the town attorney
17 regarding the process for such appointment and for discussion of
18 pending litigation.

19
20 Motion made by Crawford, Seconded by Rigsby.
21 Voting For: Rigsby, Crawford, Henry.
22 Voting Absentia: Purcell

23
24 Council went into Closed Session at 6:42 PM.

25
26 Motion to certify closed session and to come back into session.

27
28 Motion made by Rigsby, Seconded by Crawford.
29 Voting For: Rigsby, Crawford, Henry.
30 Voting Absentia: Purcell

31
32 Council was back in session at 7:27 PM.

33
34 Motion to appoint Matthew Kersey as the interim Town Mayor.

35
36 Motion made by Henry, Seconded by Crawford.

37
38 Acting- Mayor Harte advised on the election in November and the

1 Council decision is not a candidate endorsement.

2
3 Council member Rigsby thanked the candidates for applying.

4
5 Voting For: Rigsby, Crawford, Henry.
6 Voting Absentia: Purcell

7
8 **STANDING COMMITTEE REPORTS:**

9
10 **Legal:**

11
12 The Committee is working on the Code and Charter revisions. A copy
13 of the draft Charter has been submitted to the attorney for review.

14
15 **Personnel:**

16
17 The second ad for Town Manager has ran and there are several
18 applicants.

19
20 The Council discussed the scoring system for applicants and possibly
21 making amendments to the process, however, Council did not make
22 any changes at this time.

23
24 **STAFF REPORTS:**

25
26 **Police:**

27
28 Martin Nachtman, Chief of Police, provided the Police Report.

29
30 National Night Out is on August 5th from 5-8pm, rain or shine.

31
32 There is an application for a demonstration on July 18th from 6-8pm.
33 There will be roughly 150 participants. The Town has asked the
34 County for additional support.

35
36 Bud Delaney started today as a part-time administrative assistant.

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Public Works:

Anthony Larry, Public Works Director, provided the Public Works Report.

Public Works continues to provide routine maintenance, highlighting a key issue is the pump system.

Staff will be participating in confined space training with the County and the Water Authority.

AED's are being shipped.

Counsel:

Counsel is in receipt of the Charter and will have it to the Council by the next meeting.

Manager:

Craig Buckley, Interim Town Manager, provided the Town Manager report.

The Town Manager advised on the new additions to staff as well as training challenges with current software. Staff will be attending upcoming trainings for the software. He also provided a status update on the Town Manager ad.

ADJOURNMENT

Motion made by Crawford, Seconded by Purcell.

Voting For: Rigsby, Crawford, Henry, Purcell.

Council adjourned at 7:57 PM.

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Mayor

Clerk

DRAFT

The Town of Louisa, Virginia

Incorporated 1873

212 Fredericksburg Avenue
P.O. Box 531
Louisa, Virginia 23093



Phone: (540) 967-1400
Fax: (540) 967-9580
www.louisatown.org

Town Council
A. Daniel Carter, Interim Mayor
Vicky A. Harte, Vice Mayor
John J. Purcell, IV, Councilman
Sylvia L. Rigsby, Councilwoman
Daniel R. Crawford, Councilman
Roger W. Henry, Councilman

Planning Commission
A. Carter Cooke, Chairman
Maxine Butcher, Vice Chair
Veronica Saxton, Commission Member
E. Cochran Garnett, Commission Member
John J. Purcell, IV, Commission Member

February 27, 2025

Regarding: A Special Use Permit Application SUP-2025-01 and Required Notice for Public Hearing

To Whom it May Concern,

The Louisa Town Council will hold a Public Hearing at 6:00 PM on Tuesday, March 18, 2025, at 212 Fredericksburg Avenue, Louisa, Virginia to consider the following item:

SUP-2025-01: A Special Use Permit (SUP) application, known as Jouett Square 2, submitted by Jouett Square Townhomes LLC, 9701 Gayton Road, 2nd Floor, Henrico, VA 23238, for property (Tax Map Parcel 40-142, zoned Residential General) located in Louisa, Virginia, and consists of 28.873 acres. The SUP is to allow 150 multifamily dwelling units ranging from one to four bedrooms. The conceptual plan depicts six garden style apartment buildings and one clubhouse with a pool. Additionally, the applicant plans to construct a road from Courthouse Road (Rt. 208) connecting to Lyde Avenue, as outlined in Town Code 165-44 (B).

Your property is adjacent/across the street to the property being considered for this Special Use Permit within the Town of Louisa. This notification is in accordance with Section 15.2-2204 of the Code of Virginia. Your participation in the Public Hearing is not required.

Comments will be heard in person during the public hearing. Comments or questions can also be submitted prior to the meeting by calling our office at (540) 967-1400 (Monday-Friday 8:30am-5:00pm), email at info@louisatown.org, or mail to P.O. Box 531, Louisa, Virginia 23093. Complete copies of the Special Use Permit application are available at Louisa Town Hall. Requests for mailed or e-mailed copies will be honored. The Town of Louisa will place any written or oral comments received in the record of this permit. If special accommodation is needed to participate, please contact our office the day prior to the Public Hearing.

Regards,

Town of Louisa

TOWN OF LOUISA, VIRGINIA
P.O. Box 531; 212 Fredericksburg Avenue
Louisa, Virginia 23093

Application No. SUP-2025-01

APPLICATION FOR SPECIAL USE PERMIT

Applicant Name Jouett Square Townhomes LLC

Address 9701 Gayton Rd 2nd Floor, Henrico, VA 23238

Phone (804) 357-7041

Property Location 301 Lyde Avenue

Zoning Town

Are there any deed restrictions? []Yes [X]No If yes, attach copy of deed restrictions.

Date restrictions expire _____

NECESSITY OF REQUEST

The applicant requests a permit to allow the following use on the above-described property:
Multifamily housing with an additional 150 units on 28.873 acres.

Describe here what is intended to be done on or with the property. If a building is involved, a sketch or plan with photographic or other suitable description should accompany this application.

Additional 150 new townhome style units ranging from 1 to 4 bedrooms are proposed to be added on the northwest of Lyde Avenue.

IMPROVEMENTS PROPOSED

Describe briefly the improvements proposed. State whether new buildings are to be constructed, existing buildings are to be used and/or renovated or additions are to be made to existing buildings.

For 37 years, Jouett Square has been operating in the Town of Louisa. At this time, no changes are planned for the existing townhomes. New wood framed 3 story apartment style buildings are to be constructed along with an amenity clubhouse and swimming pool. Off street parking will be provided. Oversized stormwater management ponds will added to mitigate effects of the additional development.

PROTECTION TO ADJOINING PROPERTY

Describe the effects of the proposed use on adjacent property and the surrounding neighborhood. What protection will be offered adjoining property owners?

Protection to adjacent owners will be offered in multiple ways. First, during construction the adjacent properties will be protected from the construction activities with erosion and sediment control measures to protect them. From a stormwater management standpoint, the properties will be protected from additional runoff during rain events by the construction of a stormwater management facility that will collect water and release it at a slower rate or equal than previously. Lastly, the adjacent property will be visually screened slightly with the addition of Landscaping around the perimeter of the property, which currently there is none.

ENHANCEMENT OF TOWN

Why does the applicant believe that this requested change will be advantageous to the Town? (Please substantiate with facts.)

This project will benefit the community by addressing the critical need for family housing, offering units with up to four bedrooms. The high quality of this development is expected to enhance property values in the surrounding area. Additionally, the influx of new residents will help revitalize local retail and commercial businesses, further contributing to the area's economic growth and vitality. Also, an additional exit & entrance onto Rt 208 will help ease the traffic issue onto Main Street.

PLAN

Furnish plot plan showing boundaries and dimensions of property, width of abutting right-of-ways, location and size of buildings on site, roadways, walks, off-street parking, and loading space, landscaping, etc. Architect's sketches showing elevations of proposed buildings and complete plans are desirable and should be filed with the application.

ADDITIONAL INFORMATION/REMARKS

There is currently a S O P from 1990 That allows
Munti family Town homes on the land. We are
looking to Amend This for 3 story Buildings

Requirements and Instructions for Filing
Application for Special Use Permit

The following must be filled out completely and submitted by the applicant.

1. The Application Form must be filled out completely with full answers to every statement and question. Additional sheets may be attached, as necessary.
2. Furnish a Site Plan for any cases involving expansion of an existing structure or construction of a new building. The plan shall consist of the following:
 - a. Plot plan or survey plat showing the dimensions of the property drawn to an appropriate scale.
 - b. Location and dimensions of existing structures, right-of-ways, easements, boundaries, water courses, and bodies of water.
 - c. Location and dimensions of proposed development including structures, types of uses, access drives, setbacks, easements, etc.
 - d. In the case of commercial and industrial developments, sketches and plans for proposed off-street parking and loading areas, signage, outdoor lighting, buffers and screening.
3. The Application Fee is \$750.00. This fee must be paid at the time of the filing of the application. Make checks payable to "Town of Louisa."
4. Photographs of the property involved (not over 8½ X 11) to illustrate the conditions of the property under consideration are always helpful and are suggested as exhibits to accompany this application.

ADJACENT PROPERTY OWNER'S LIST

OWNER	ADDRESS
<u>Distillery Spring LLC</u>	<u>8714 Courthouse Rd</u>
<u>Agree IL & VA LLC</u>	<u>8986 Courthouse Rd</u>
<u>210 Elm Street</u>	<u>210 Elm Avenue</u>
<u>Kavanagh, Lawrence D JR & Judith M</u>	<u>225 Fairway Dr</u>



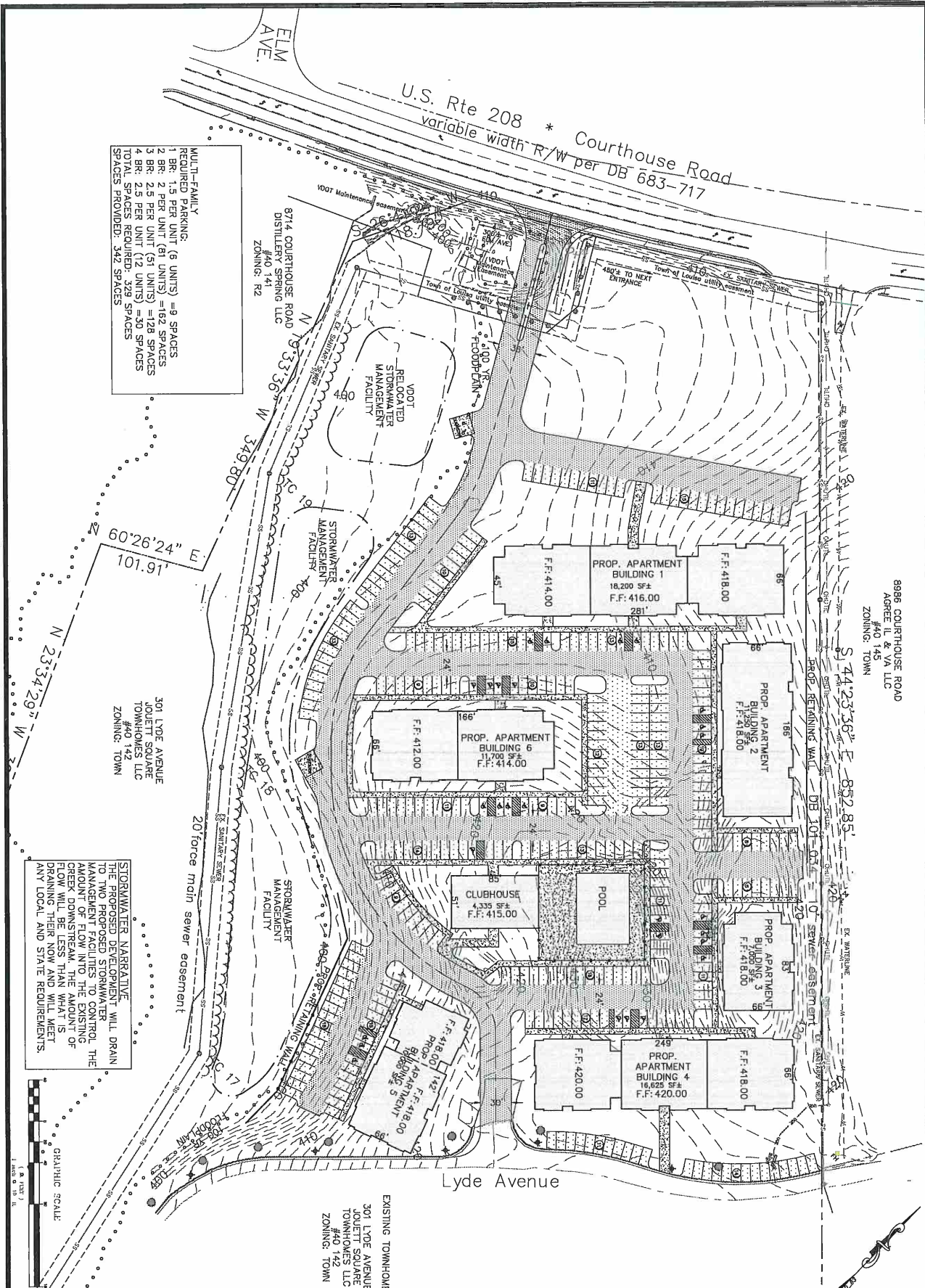
SITE DATA			
APARTMENTS	REQUIRED PARKING/UNIT	PARKING PROVIDED/UNIT	
1 BR	1.5	9 SPACES	
2 BR	2	162 SPACES	
3 BR	2.5	128 SPACES	
4 BR	2.5	30 SPACES	
TOTAL UNITS	150	329	
PARKING PROVIDED	342		

*Masterplan is for conceptual use only. Plans subject to change. Refer to work.

JOUETT SQUARE 2

LOUISA, VA

Conceptual Masterplan



MULTI-FAMILY
 REQUIRED PARKING:
 2 BR: 1 PER UNIT (6 UNITS) = 6 SPACES
 3 BR: 2 PER UNIT (51 UNITS) = 102 SPACES
 4 BR: 2.5 PER UNIT (12 UNITS) = 30 SPACES
 TOTAL SPACES REQUIRED: 329 SPACES
 SPACES PROVIDED: 342 SPACES

301 LYDE AVENUE
 JOUETT SQUARE
 TOWN #40 142
 ZONING: TOWN

STORMWATER NARRATIVE
 THE PROPOSED DEVELOPMENT WILL DRAIN TO AND PROPOSED STORMWATER CONTROL THE AMOUNT OF FLOW INTO THE EXISTING CREEK DOWNSTREAM. THE AMOUNT OF FLOW WILL BE LESS THAN WHAT IS DRAINING THEIR NOW AND WILL MEET ANY LOCAL AND STATE REQUIREMENTS.



JOB #240674
 SHEET
 1

REV.	DATE	DESCRIPTION
1	11/24	LAYOUT

EXISTING TOWNHOMES
 301 LYDE AVENUE
 JOUETT SQUARE
 TOWN #40 142
 ZONING: TOWN

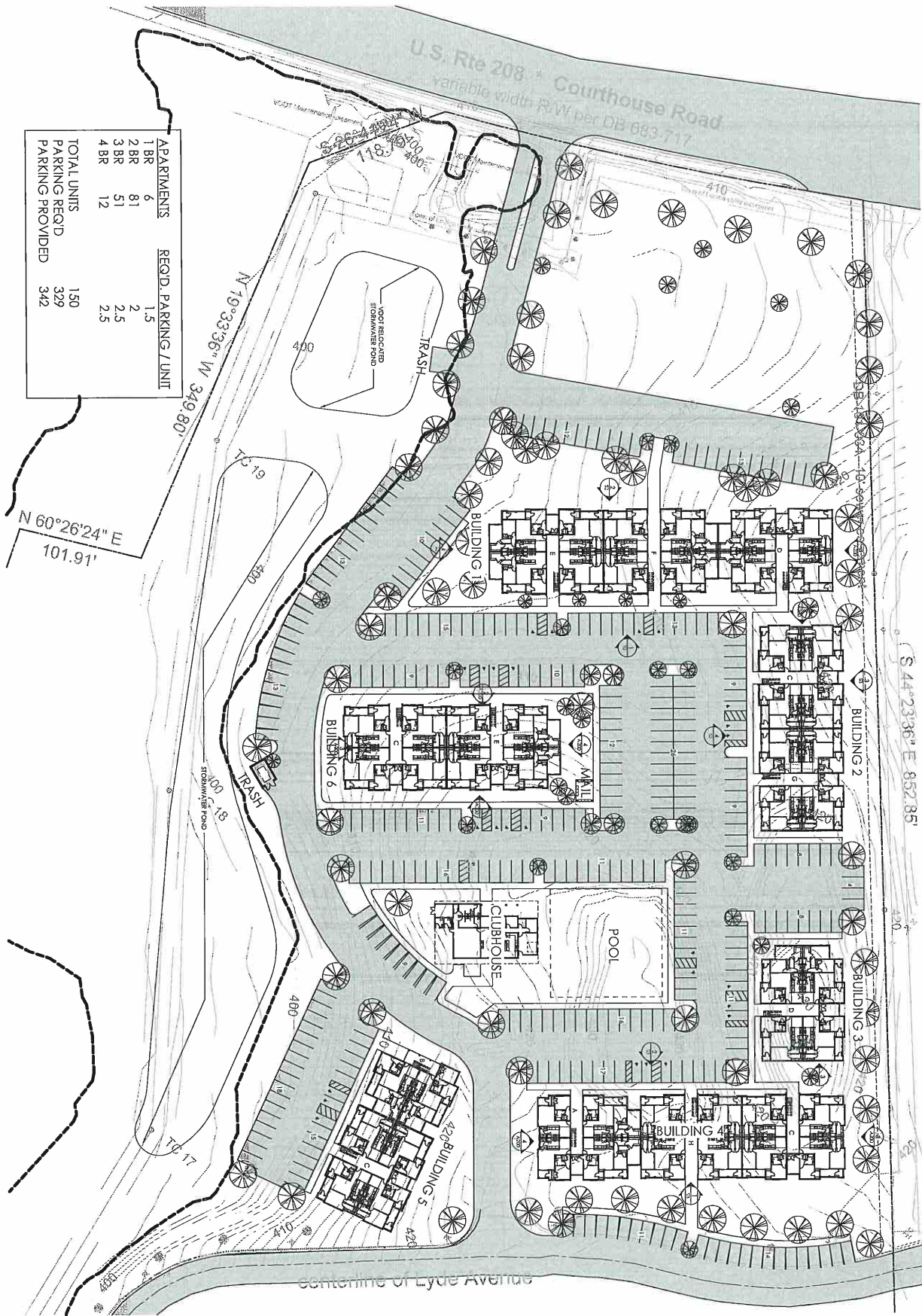
JOUETT SQUARE II
LAYOUT PLAN

TOWN OF LOUISA LOUISA COUNTY, VIRGINIA



7110 FOREST AVENUE - SUITE 204 RICHMOND, VA 23226 (804) 282-6900





APARTMENTS	REQ'D. PARKING / UNIT
1 BR	6
2 BR	81
3 BR	51
4 BR	12
TOTAL UNITS	150
PARKING REQ'D	329
PARKING PROVIDED	342



Notice of Public Hearing

THE TOWN OF LOUISA PLANNING COMMISSION WILL HOLD A PUBLIC HEARING AT 5:00 PM ON MONDAY, FEBRUARY 24, 2025, AT 212 FREDERICKSBURG AVENUE, LOUISA, VIRGINIA TO CONSIDER THE FOLLOWING ITEM:

SUP-2025-01: A Special Use Permit (SUP) application, known as Jouett Square 2, submitted by Jouett Square Townhomes LLC, 9701 Gayton Road, 2nd Floor, Henrico, VA 23238, for property (Tax Map Parcel 40-142, zoned Residential General) located in Louisa, Virginia, and consists of 28.873 acres. The SUP is to allow 150 multifamily dwelling units ranging from one to four bedrooms. The conceptual plan depicts six garden style apartment buildings and one clubhouse with a pool. Additionally, the applicant plans to construct a road from Courthouse Road (Rt. 208) connecting to Lyde Avenue, as outlined in Town Code 165-44 (B).

Comments will be heard in person during the public hearing. Comments or questions can also be submitted prior to the meeting by calling our office at (540) 967-1400 (Monday-Friday 8:30am-5:00pm), email at info@louisatown.org, or mail to P.O. Box 531, Louisa, Virginia 23093. Complete copies of the Special Use Permit application are available at Louisa Town Hall. Requests for mailed or e-mailed copies will be honored. The Town of Louisa will place any written or oral comments received in the record of this permit. If special accommodation is needed to participate, please contact our office the day prior to the Public Hearing.

Jouett Square 2 Adjacent Properties

1. Jouett Square Townhomes LLC - Applicant

9701 Gayton Rd, 2nd Floor
Henrico, VA 23238

2. Agree IL & VA LLC

Tractor Supply Co Attn: Tax Team
5401 Virginia Way
Brentwood, TN 37027

3. Havens, Scott J

10009 Falcolnbridge Drive
Henrico, VA 23238

4. Kavanaugh, Lawrence Jr & Judith M

225 Fairway Drive
Louisa, VA 23093

5. Distillery Spring LLC

P.O. Box 400
Louisa, VA 23093

6. Louisa Real Estate LLC

845 Ellisville Drive
Louisa, VA 23093

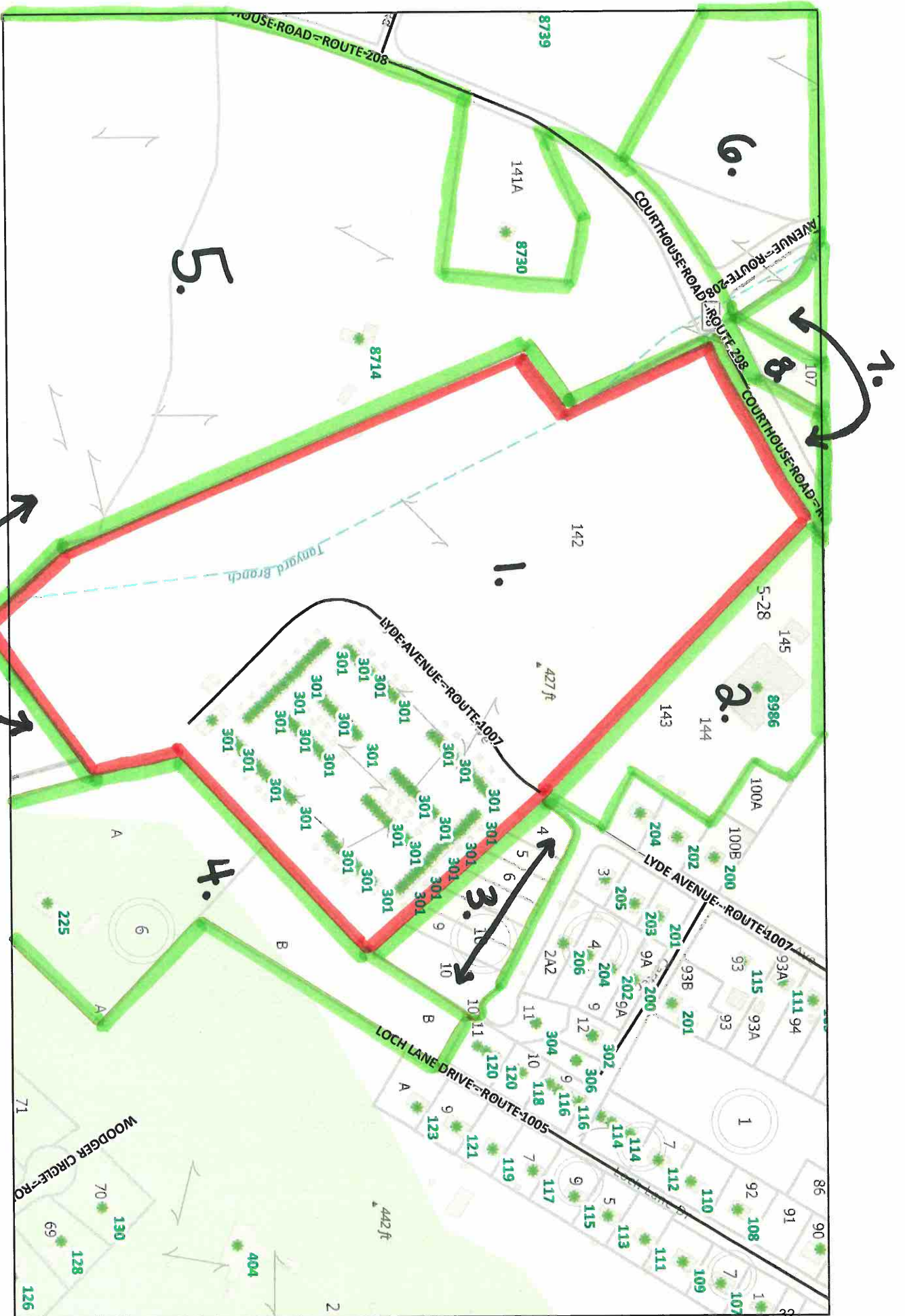
7. 210 Elm Street LLC

400 Blvd of the Americas, Suite 401
Lakewood, NJ 08701

8. Town of Louisa

P.O. Box 531
Louisa, VA 23093 (Old sewer plant)

January 31, 2025



Esri, Community Maps Contributors, WVU Facilities, VGIN, ©
OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph,



Louisa Town Planning Commission Meeting
212 Fredericksburg Avenue
Louisa, Virginia 23093
Monday, July 28, 2025

5:00 pm - Convene Meeting

Invocation

Pledge of Allegiance

Agenda & Minutes Approval

Meeting Minutes – April 28, 2025

New Business

SUP-2025-02: A Special Use Permit (SUP) application, submitted by Peter & Jennifer Kilel of 195 Jenkins Drive, Gordonsville, VA 22942, for property (Tax Map Parcel 40A1-1-47, zoned Residential General) located in Louisa, Virginia, and consists of 1.256 acres. The SUP is to allow the property to be utilized as an assisted living facility where personalized care and support for individuals with disabilities will reside. No physical exterior changes are planned for the property and all services will be self-contained to the property.

SUP-2025-03: A Special Use Permit (SUP) application, submitted by East Side Investors LLC c/o A. Pierce Stone, PO Box 100, Louisa, VA 23093, for property (Tax Map Parcel 41-56, zoned Planned Unit Development) located in Louisa, Virginia, and consists of 1.319 acres. The SUP is to allow the property to be utilized as a commercial property containing a drive-thru restaurant on vacant property located at Waverly Place Lane and East Main Street.

SUP-2025-01: Return of Jouett Square 2 applicant for final recommendation.

Adjournment



Louisa Town Planning Commission Meeting
212 Fredericksburg Avenue
Louisa, Virginia 23093
Monday, July 28, 2025

5:00 pm - Convene Meeting

Agenda & Minutes Approval

Meeting Minutes – April 28, 2025

Public Hearing:

SUP-2025-02: A Special Use Permit (SUP) application, submitted by Peter & Jennifer Kilel of 195 Jenkins Drive, Gordonsville, VA 22942, for property (Tax Map Parcel 40A1-1-47, zoned Residential General) located in Louisa, Virginia, and consists of 1.256 acres. The SUP is to allow the property to be utilized as an assisted living facility where personalized care and support for individuals with disabilities will reside. No physical exterior changes are planned for the property and all services will be self-contained to the property.

New Business

1. Discussion/Action: SUP-2025-02

Old Business

SUP-2025-01: Return of Jouett Square 2 applicant for final recommendation.

Adjournment



Louisa Town Planning Commission Meeting
212 Fredericksburg Avenue
Louisa, Virginia 23093
Monday, July 28, 2025

5:00 pm - Convene Meeting

Agenda & Minutes Approval

Meeting Minutes – April 28, 2025

Public Hearing:

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New Business

1. Discussion/Action: SUP-2025-02

Old Business

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Adjournment



Louisa Town Planning Commission Meeting
212 Fredericksburg Avenue
Louisa, Virginia 23093
Monday, July 28, 2025

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Agenda & Minutes Approval

Meeting Minutes – April 28, 2025

Public Hearing:

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New Business

1. Discussion/Action: SUP-2025-02

Old Business

SUP-2025-01: Return of Jouett Square 2 applicant for final recommendation.

Adjournment



Planning Commission Meeting Minutes
Town of Louisa Planning Commission's Regularly Scheduled Meeting
Monday, April 28, 2025, at 5:00pm

Commission Members in Attendance:

Chairperson A. Carter Cooke, Maxine Butcher, Veronica Saxton, and John J. Purcell, IV

Commission Members Absent:

Cochran Garnett

Additional Attendees:

None

All copies, including reports, handouts and documents can be found following the minutes.

5:04 pm Convene Meeting

Approval of Previous Meeting Minutes – February 24, 2025

After review of the February 24, 2025, Planning Commission Meeting minutes, a motion to approve was made by Veronica Saxton and was seconded by Maxine Butcher. The motion carried by unanimous vote (4-0).

Old Business

1. SUP 2025-01 – A Special Use Permit application for a project known as Jouett Square 2.

Applicant – Jouett Square Townhomes LLC – Mr. Scott Havens, the owner of Jouett Square Townhomes LLC, previously provided his plan for development of a current undeveloped field adjacent to his current townhome rental community as described in the application description.

Mr. Purcell raised concerns about the Town's main sewer line capacity and the potential need for improvements to support the increased flow into it from the development. This concern was a carryover from the February 24, 2025, meeting. Mr. Purcell further described the current sewer assessment project and the need to get accurate flow data on the impacted sewer line. A recent update from the Town's contractor indicated the project would be completed in June. Mr. Purcell made a motion to defer the decision to a meeting time beyond June. After some discussion among the members, it was decided that unless the Town received other applications requiring Planning Commission review, a meeting would be held on August 4, 2025. Mr. Purcell made the motion, Ms. Saxton seconded the motion, and the motion was approved by a unanimous vote (4-0).

New Business

None

A motion to adjourn was made by Ms. Butcher and seconded by Ms. Saxton. The meeting adjourned at 5:25 pm.



Louisa Town Planning Commission Meeting
212 Fredericksburg Avenue
Louisa, Virginia 23093
Monday, July 28, 2025

5:00 pm - Convene Meeting

Invocation

Pledge of Allegiance

Agenda & Minutes Approval

Meeting Minutes – April 28, 2025

New Business

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SUP-2025-01: Return of Jouett Square 2 applicant for final recommendation.

Adjournment

THE TOWN OF LOUISA

Incorporated 1873

P.O. Box 531
212 Fredericksburg Ave.
Louisa, Virginia 23093



Phone: (540) 967-1400
Fax: (540) 967-9580
www.louisatown.org

Application No. SUP-2005-02

APPLICATION FOR SPECIAL USE PERMIT

Applicant Name Peter Kilel and Jennifer Kilel

Address 195 Jenkins Drive, Gordonsville, VA 22942

Phone 434. 270. 6851

Property Location 202 Cutler Ave, Louisa VA 23093 (TM: 4041147)

Zoning town

Are there any deed restrictions? [] Yes [X] No If yes, attach copy of deed restrictions.

Date restrictions expire _____

NECESSITY OF REQUEST

The applicant requests a permit to allow the following use on the above-described property:

Assisted Family Home

Describe here what is intended to be done on or with the property. If a building is involved, a sketch or plan with photographic or other suitable description should accompany this application.

Personalized home care and support for individuals with disabilities, including rooming, therapy, meals, hygiene, and coordinating medical appointments.

IMPROVEMENTS PROPOSED

Describe briefly the improvements proposed. State whether new buildings are to be constructed, existing buildings are to be used and/or renovated or additions are to be made to existing buildings.

No physical changes planned for property.

PROTECTION TO ADJOINING PROPERTY

Describe the effects of the proposed use on adjacent property and the surrounding neighborhood. What protection will be offered adjoining property owners?

No adverse change on adjacent properties is anticipated: no additional traffic; no additional noise. Services will be self-contained to property. There is already sufficient parking spaces on property.

ENHANCEMENT OF TOWN

Why does the applicant believe that this requested change will be advantageous to the Town? (Please substantiate with facts.)

To applicant's knowledge, Louisa does not currently have a location for adult assistant services. This location would exist to serve Louisa.

PLAN

Furnish plot plan showing boundaries and dimensions of property, width of abutting right-of-ways, location and size of buildings on site, roadways, walks, off-street parking, and loading space, landscaping, etc. Architect's sketches showing elevations of proposed buildings and complete plans are desirable and should be filed with the application.

ADDITIONAL INFORMATION/REMARKS

Combined decades of nursing and medical experience.

Applicant has lived in Louisa for 20 years.

Requirements and Instructions for Filing
Application for Special Use Permit

The following must be filled out completely and submitted by the applicant.

1. The Application Form must be filled out completely with full answers to every statement and question. Additional sheets may be attached, as necessary.
2. Furnish a Site Plan for any cases involving expansion of an existing structure or construction of a new building. The plan shall consist of the following:
 - a. Plot plan or survey plat showing the dimensions of the property drawn to an appropriate scale.
 - b. Location and dimensions of existing structures, right-of-ways, easements, boundaries, water courses, and bodies of water.
 - c. Location and dimensions of proposed development including structures, types of uses, access drives, setbacks, easements, etc.
 - d. In the case of commercial and industrial developments, sketches and plans for proposed off-street parking and loading areas, signage, outdoor lighting, buffers and screening.
3. The Application Fee is \$750.00. This fee must be paid at the time of the filing of the application. Make checks payable to "Town of Louisa."
4. Photographs of the property involved (not over 8½ X 11) to illustrate the conditions of the property under consideration are always helpful and are suggested as exhibits to accompany this application.

ADJACENT PROPERTY OWNER'S LIST

PC letters mailed 7/7/25

OWNER

ADDRESS

Leake, Edward & Relinda	200 Cutler Ave., Louisa, VA
Cleary, Judith Kelly	204 Cutler Ave., Louisa, VA
Carter, Anthony & Crystal	207 Cutler Ave., Louisa, VA
Brockman, Adria	211 Cutler Ave., Louisa, VA
Boxley Place LLC	103 Ellisville Dr, Louisa, VA



TOWN OF LOUISA, VIRGINIA

OFFICE OF THE ZONING ADMINISTRATOR

Permit No. _____

District _____

APPLICATION FOR ZONING & BUILDING PERMIT

Name of Owner Peter Kilel and Jennifer Kilel

Address 202 Cutler Ave., Louisa, VA Phone 434.270.6851

Name of Contractor _____

Address _____ Phone _____

Property Location - - Street Address 202 Cutler Ave., Louisa, VA

Lot No. _____ Block _____ Section _____ Subdivision _____ Land Map No. 40A1147

Lot Size _____ Frontage _____ Depth _____ Corner _____ or, Inside _____

Zoning Classification town Classification of Adj. Land _____

BUILDING DATA:

Type of Structure dwelling Proposed Use Assisted Family Home

New Building N/A Addition _____ Other _____

Exterior Wall Construction _____ Roof Type & Covering _____

Stories _____ Height _____ Rooms _____ Baths _____ Basement _____ Heat _____

Size _____ x _____ Total Area _____ Sq. Feet

Carport Attached _____ Detached _____ Size _____ x _____ Area _____

Garage Attached _____ Detached _____ Size _____ x _____ Area _____

Are There Any Other Buildings on the Property? _____

HIGHWAY DATA, SETBACK, YARDS, PARKING:

Width of Frontage Road 100 feet (R/W to R/W), Side Road _____ (If Any) Building Setback _____ Ft.

Side Yard _____ Feet from (Adj. Owner) _____ Side Yard _____ Feet from (Adj. Owner) _____

Rear Yard _____ Feet from (Adj. Owner) _____

Off Street Parking 6 (No. of Cars) Type of Surface _____

UTILITIES:

Domestic Water: Individual _____ Public X Sewerage: Individual _____ Public X

Health Permit: Dated _____ Presented _____

Estimated Cost \$ _____ Work to Begin _____ To Be Completed _____

I hereby certify that I have the authority to make the foregoing application; that the information given is correct; and the use and construction shall conform to the County Health Regulations, the zoning ordinance and private deed restrictions, if any, which are imposed on the above property. I further agree to restore any and all damage which may result from this work.

X Owner or Agent John S. Rabitan Date 6.3.2025

APPROVED BY ZONING ADMINISTRATOR _____ Date _____

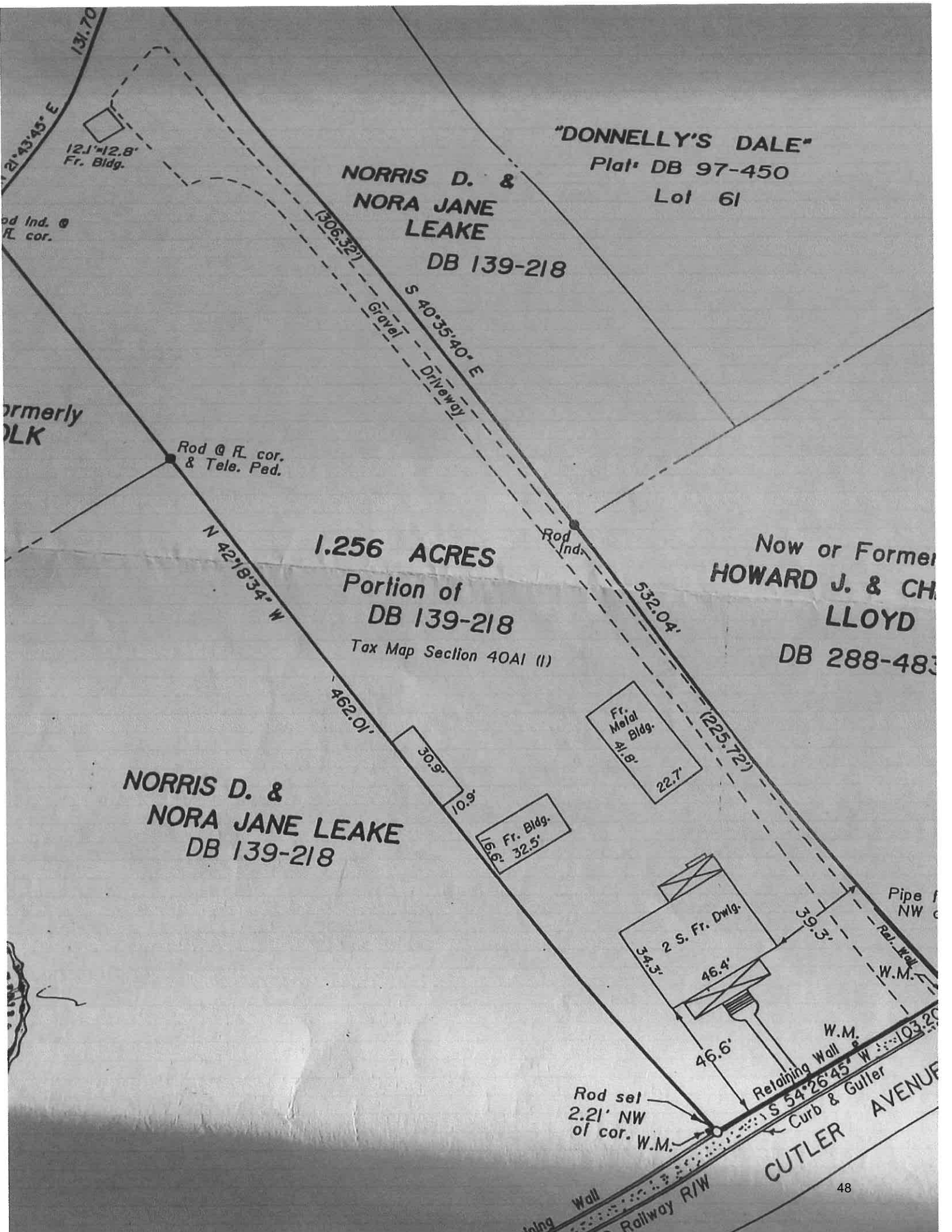
NOTE: Submit application to the zoning administrator with scaled plot plan showing the lot dimensions, building location on the lot and building dimensions.











"DONNELLY'S DALE"
Plat DB 97-450
Lot 61

**NORRIS D. &
NORA JANE
LEAKE**
DB 139-218

1.256 ACRES
Portion of
DB 139-218
Tax Map Section 40A1 (1)

Now or Former
**HOWARD J. & CH
LLOYD**
DB 288-483

**NORRIS D. &
NORA JANE LEAKE**
DB 139-218

131.70'
21°43'45" E
12.1' x 12.8'
Fr. Bldg.

Rod Ind. @
R.L. cor.

Formerly
DLK

Rod @ R.L. cor.
& Tele. Ped.

N 42°18'34" W

1306.32'
Gravel
S 40°35'40" E
Driveway

Rod Ind.

532.04'

Fr. Metal
Bldg.
41.8'
22.7'

462.01'

30.9'
10.9'

Fr. Bldg.
16.9'
32.5'

2 S. Fr. Dwlg.
34.3'
46.4'
46.6'

Pipe f
NW c
Ret. Wall
W.M.

Rod sel
2.21' NW
of cor. W.M.

Retaining Wall
S 54°26'45" W
Curb & Gutter
103.20'
CUTLER AVENUE

Retaining Wall
Railway R/W

Notice of Public Hearing for SUP2025-02

Notice of Public Hearing

**THE TOWN OF LOUISA PLANNING
COMMISSION WILL HOLD A PUBLIC
HEARING AT 5:00 PM ON MONDAY, July
28, 2025, AT 212 FREDERICKSBURG AVE-
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THE FOLLOWING ITEM:**

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THE TOWN OF LOUISA

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Phone: (540) 967-1400
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Phone 434. 270. 6851

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Zoning town

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Application for Special Use Permit

The following must be filled out completely and submitted by the applicant.

1. The Application Form must be filled out completely with full answers to every statement and question. Additional sheets may be attached, as necessary.
2. Furnish a Site Plan for any cases involving expansion of an existing structure or construction of a new building. The plan shall consist of the following:
 - a. Plot plan or survey plat showing the dimensions of the property drawn to an appropriate scale.
 - b. Location and dimensions of existing structures, right-of-ways, easements, boundaries, water courses, and bodies of water.
 - c. Location and dimensions of proposed development including structures, types of uses, access drives, setbacks, easements, etc.
 - d. In the case of commercial and industrial developments, sketches and plans for proposed off-street parking and loading areas, signage, outdoor lighting, buffers and screening.
3. The Application Fee is \$750.00. This fee must be paid at the time of the filing of the application. Make checks payable to "Town of Louisa."
4. Photographs of the property involved (not over 8½ X 11) to illustrate the conditions of the property under consideration are always helpful and are suggested as exhibits to accompany this application.

ADJACENT PROPERTY OWNER'S LIST

OWNER

ADDRESS

Leake, Edward & Relinda	200 Cutler Ave., Louisa, VA
Cleary, Judith Kelly	204 Cutler Ave., Louisa, VA
Carter, Anthony & Crystal	207 Cutler Ave., Louisa, VA
Brockman, Adria	211 Cutler Ave., Louisa, VA



Permit No. _____

District _____

TOWN OF LOUISA, VIRGINIA

OFFICE OF THE ZONING ADMINISTRATOR

APPLICATION FOR ZONING & BUILDING PERMIT

Name of Owner Peter Kilel and Jennifer Kilel

Address 202 Cutler Ave., Louisa, VA Phone 434.270.6851

Name of Contractor _____

Address _____ Phone _____

Property Location -- Street Address 202 Cutler Ave., Louisa, VA

Lot No. _____ Block _____ Section _____ Subdivision _____ Land Map No. 40A1147

Lot Size _____ Frontage _____ Depth _____ Corner _____ or, Inside _____

Zoning Classification town Classification of of Adj. Land _____

BUILDING DATA:

Type of Structure dwelling Proposed Use Assisted Family Home

New Building N/A Addition _____ Other _____

Exterior Wall Construction _____ Roof Type & Covering _____

Stories _____ Height _____ Rooms _____ Baths _____ Basement _____ Heat _____

Size _____ x _____ Total Area _____ Sq. Feet

Carport _____ Attached _____ Detached _____ Size _____ x _____ Area _____

Garage _____ Attached _____ Detached _____ Size _____ x _____ Area _____

Are There Any Other Buildings on the Property? _____

HIGHWAY DATA, SETBACK, YARDS, PARKING:

Width of Frontage Road 100 feet (R/W to R/W), Side Road _____ (If Any) Building Setback _____ Ft.

Side Yard _____ Feet from (Adj. Owner) _____ Side Yard _____ Feet from (Adj. Owner) _____

Rear Yard _____ Feet from (Adj. Owner) _____

Off Street Parking 6 (No. of Cars) Type of Surface _____

UTILITIES: LD preexisting

Domestic Water: Individual _____ Public Sewerage: Individual _____ Public

Health Permit: Dated _____ Presented _____

Estimated Cost \$ _____ Work to Begin _____ To Be Completed _____

I hereby certify that I have the authority to make the foregoing application; that the information given is correct; and the use and construction shall conform to the County Health Regulations, the zoning ordinance and private deed restrictions, if any, which are imposed on the above property. I further agree to restore any and all damage which may result from this work.

Owner or Agent John S. Rakiten Date 6.3.2025

APPROVED BY ZONING ADMINISTRATOR _____ Date _____

NOTE: Submit application to the zoning administrator with scaled plot plan showing the lot dimensions, building location on the lot and building dimensions.

E. Randall Ralston, P.C.

Attorney at Law
943 Glenwood Station Lane, Suite 101
Charlottesville, Virginia 22901
Phone: (434) 817-1040

E. Randall Ralston
John S. Ralston
Erin E. Ralston, of counsel

Facsimile: (434) 220-4894
email: john@ralstonpc.com

June 3, 2025

Town of Louisa
P.O. Box 531
212 Fredericksburg Ave.
Louisa, VA 23093

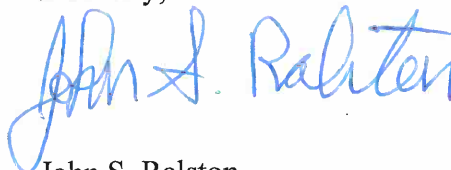
RE: Application for Special Use Permit
Subject Property: 202 Cutler Avenue, Louisa VA 23093
Applicants: Peter Kilel and Jennifer Kilel

Ladies and gentlemen:

Our firm is assisting the applicants, Peter Kilel and Jennifer Kilel, with the application for a special use permit for property situated in the Town of Louisa, known as 202 Cutler Avenue (TM:40A1-1-47). Please find enclosed the Application for Special Use Permit and Application for Zoning & Building Permit.

Should you have any questions or concerns, please feel free to contact our firm at 434.817.1040 or john@ralstonpc.com.

Sincerely,



John S. Ralston

Public Demonstration: On July 17, 2025, a rally was held in front of the Circuit Courthouse and on courthouse grounds. Attendance was low, likely due to the high temperatures that day. The event proceeded without incident, and no disturbances were spotted while officers monitored the crowd.

Community Engagement: On August 5, 2025, the department successfully hosted its annual *National Night Out* event. The gathering featured participation from local, state, and federal law enforcement agencies, the Louisa Fire Department, and several nonprofit and community organizations. The event was well attended by residents from both the Town of Louisa and Louisa County, reflecting strong community support and engagement.

Special Events: The *Louisa Truck Show* took place without any reported complaints or issues.

Technology Implementation: Planning is underway for the installation of Axon in-car camera systems. Coordination is ongoing between Axon representatives and our IT vendor, Magna 5, to ensure a smooth implementation process.

Staffing Updates: We have filled the part-time Administrative Specialist position with Mr. Bud Dulaney, who is currently working to address tasks that were temporarily delayed during the vacancy.

Personnel Status: The department currently has two vacant police officer positions.

Public Works

- Responded to Miss Utility tickets, completed work orders, installed and repaired meters, and managed records. Meter readings and re-reads were also performed.
- Continued maintenance of sewer backups at various locations on East Main Street.
- Hosted fire hydrant repair training at Public Works Shop, instructed by Mueller Rep.
- Conducted regularly scheduled weekly safety meetings.

Administration

- Provided ongoing support to departments and citizens.
- Continued working on various projects to enhance services and community engagement.
- Responded to inquiries and coordinated with contractors and partners as needed.
- Performed plan reviews for new projects and developments.
- Developed a maintenance plan outlining weekly and monthly maintenance activities for the Ellisville Road Pump Station.

The Town of Louisa, Virginia

Incorporated 1873

P.O. Box 531
212 Fredericksburg Avenue
Louisa, Virginia 23093



Phone: (540) 967-1400
Fax: (540) 967-9580
www.louisatown.org

To: Mayor Kersey and Town Council Members
From: Stephanie Dorman, Clerk
Date: August 8, 2025
Re: Staff Report

FOIA:

1. Registered as the Town's FOIA and Records Retention Officer.
2. I received one FOIA request this month which was denied under Va. Code §2.2-3704(A)
3. Deputy Clerk will be taking on-demand FOIA training.
4. Created standard response template.

Cemetery:

1. Two plots have been sold and deeds will be filed with the Court upon Council approval.

Council:

1. Completed past minutes.
2. Installed camera and speaker. Working with IT to update laptop for meeting recordings.

Planning Commission:

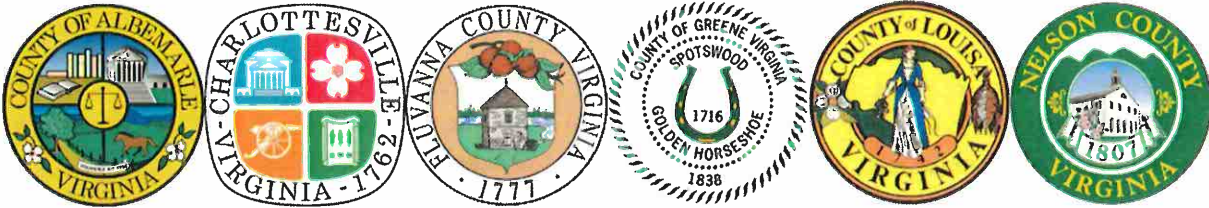
1. Staff attended the Planning Commission meeting. The Deputy Clerk will now be working those meetings.

Administration:

1. Attempting to gain access to the benefits accounts; Anthem, Delta, VRS, etc.
2. Clerk and Deputy Clerk enrolled in Virginia Municipal Clerk Association.
3. I have reached out to the VMCA regarding training scholarships – I am waiting to hear back.
4. Attended a training in Mecklenburg.

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

Quarterly Update on Projects and Activities April through June 2025



Environmental

Watershed Implementation Plan (WIP): The TJPDC, pursuant to a contract with the Virginia Department of Environmental Quality (DEQ), collaborates with DEQ and other partners to provide educational resources and technical assistance related to the WIP to the local governments of Albemarle, Charlottesville, Fluvanna, Greene, Louisa and Nelson and regional stakeholders, in an effort to reduce loads of nitrogen, phosphorus, and sediment for the Chesapeake Bay TMDL.

- The TJPDC partnered with the Thomas Jefferson Soil and Water Conservation District, the City of Charlottesville, and the James River Association to host rain barrel workshops in Nelson County, Albemarle County and the City of Charlottesville this Spring. Forty rain barrels were distributed and the workshops provided participants with kits to install the barrels at home.
- TJPDC's second Regional Environmental Coordination meeting in May fostered shared knowledge and partnerships among local staff. Highlights included a presentation on data centers and their impacts by the Piedmont Environmental Council, as well as a roundtable discussion.
- Staff continues to share information via the “Words from Your Watershed” newsletter and TJPDC website, as well as on the Rivanna River Basin Commission Facebook page, about funding opportunities, best management practices, and upcoming events to support local water quality.

Rivanna River Basin Commission (RRBC): The RRBC, formed in 2007 utilizing state enabling legislation and whose members are Albemarle, Fluvanna and Greene Counties and the City of Charlottesville, recommends programs for the enhancement of the water and natural resources of the Rivanna River and its watershed.

- The TJPDC and the University of Virginia’s Batten School are partnering on a summer internship to support planning the Rivanna River Basin Commission Conference this Fall.
- The first Commission Board meeting of the year was held April 10 and included discussion of Watershed Implementation Plan updates and the Fall conference.
- The RRBC Executive Committee met to determine details for the Fall conference. The conference will focus on water supply planning, especially as it relates to data center development and efforts to increase drought resilience in the region.

Regional Water Supply Planning: In October 2024, in response to legislation approved by the General Assembly, new state regulations took effect to require a regional approach to water supply planning. TJPDC is coordinating this effort for the Middle James 1 watershed, which includes the City of Charlottesville and the Counties of Albemarle, Buckingham, Fluvanna, Greene, and Louisa.

- The TJPDC was awarded \$8,884 by the Virginia Department of Environmental Quality for the Middle James 1 Regional Planning Unit (RPU) to begin the planning process for the region.
- The Middle James 1 RPU convened for a kickoff meeting on June 26. The meeting consisted primarily of a summary of the *Code of Virginia* requirements and a timeline for the planning process.
- The TJPDC has organized a resource sharing site and a public facing website for the planning process and is beginning its stakeholder engagement process.

Housing

PDC Housing Development Program: In 2021, the TJPDC was awarded \$2 million from Virginia Housing to work with community partners to develop 20 new housing units in the TJPDC region. This was part of \$40 million committed to the 21 Virginia PDCs for new housing initiatives.

- The TJPDC is administering funding for affordable housing development in all member localities with Habitats for Humanity of Greater Charlottesville, Fluvanna, and Piedmont, as well as with Virginia Supportive Housing. In total, \$1.8 million is being leveraged to develop new affordable housing units. TJPDC is closing in on having nearly 40 units being completed across Albemarle, Charlottesville, Fluvanna, Louisa, and Nelson.
- About \$660,000 of PDC Housing Development Program funds have recently been awarded to Habitat for Humanity for Humanity of Greater Charlottesville, Fluvanna Louisa Housing Foundation, and Nelson County Community Development Foundation for additional work to build affordable housing in the region. The funds were split evenly between the subgrantees.
- The grant period for all projects was scheduled to conclude in June, though the TJPDC’s contract with Virginia Housing has been extended to allow for units to be completed by the end of 2025. The TJPDC anticipated that the entirety of the \$1.8 million in programmatic funds would be drawn down by the close of FY25. To date, about \$1,376,728 has been spent on units in our region.

Central Virginia Regional Housing Partnership (CVRHP): The TJPDC has been partnering in recent years with all the region’s localities, as well as the private and nonprofit sectors, as part of the CVRHP. It serves as an official advisory board to the TJPDC charged with enhancing regional coordination and effectiveness in addressing the unmet housing needs in the region.

- The CVRHP has restarted its Speaker Series to bring together thought leaders, policy experts, and practitioners to share insights on housing trends, projections, and funding opportunities. At the June RHP meeting, Hamilton Lombard from the UVA Weldon Cooper Center for Public Service gave an excellent presentation on the demographics related to housing development in our region.
- The CVRHP’s Central Housing Hub is now live and ready for engagement. This SharePoint site is designed to be our primary platform for sharing information, collecting insights, and promoting collaboration across the region. Click [here](#) to request access.
- The Regional Housing Study is now underway. A kick-off was held on June 11 and listening sessions have begun with each locality.

Thomas Jefferson HOME Consortium: TJPDC is the administrator for the first regional HOME Investment Partnership Consortium in Virginia. This program provides annual entitlement funding through the Department of Housing and Urban Development (HUD) for housing rehabilitation, down-payment assistance, or new construction for qualifying households in all localities in the region.

- The HOME Consortium has been awarded a total of \$687,009 for the region for the Program Year that began on July 1, 2025. These funds will be used to repair low-income owner homes, develop low-income rental housing, and provide direct assistance.
- Our region has been approved by HUD to move forward with HOME-ARP funding on three rental unit projects, one each in Louisa, Fluvanna, and Nelson.

Housing Preservation Grant (HPG): TJPDC annually receives these funds that are an important supplement to the HOME program, providing additional dollars for rehabilitation projects in the counties of Albemarle (eligible rural areas), Fluvanna, Greene, Louisa, and Nelson.

- The TJPDC is leveraging more than \$111,000 through the United States Department of Agriculture (USDA) Rural Development for FFY24. With the funding, TJPDC has committed to fund about 27 low-income homeowners in need of home rehabilitation across rural Albemarle, Fluvanna, Greene, Louisa, and Nelson counties. Currently, 27 projects are underway using FFY24 HPG funds, totaling \$107,812 in committed funds.

Legislative Services

Legislative Services Program: This long-standing program represents the interests and positions of the region's localities with state policymakers, producing a regional legislative program and advocating for locally requested bills and budget amendments during the annual General Assembly session.

- The Director of Legislative Services monitored the General Assembly's April reconvened session.
- The General Assembly Final Report highlighting action taken on legislation at the 2025 legislative session was completed. This document highlights various items of interest to local governments by bill topic area. The report was distributed by e-mail and posted on the TJPDC website.
- Staff also attended or monitored various meetings related to particular legislative and budget/finance discussions, began working with one of the region's counties on legislative priorities for the coming year, and staffed the quarterly meeting of the Mayor & Chairs/CAOs in April. He also continues to serve as part-time Executive Director of the Virginia Association of Planning District Commissions.

Local/Regional Support

The TJPDC supports its member localities by leading or managing various programs that benefit an individual locality or several/all localities in the region. This work currently includes the following:

Virginia Telecommunication Initiative (VATI): TJPDC is the grant administrator for the \$287 million VATI (2022) broadband project, in cooperation with partner Firefly Fiber Broadband, which includes rural internet expansion in all TJPDC counties and eight additional counties in central Virginia. On July 24, 2024, TJPDC and Firefly were awarded a \$12.2 million VATI 2024 grant to expand upon this work.

- As of the June, 2025, VATI 2022 progress report, the project had achieved about 1,600 miles of field data collection; 3,836 miles of fiber design; 2,018 miles of make ready construction; nine communications huts set; 1,575 miles of aerial fiber placement; 691 miles of underground fiber placement; 1,918 miles of splicing, and 21,559 passings.
- During the last quarter, TJPDC staff conducted two site visits: one in Nelson County (toured Saunders Brothers Nursery and Farm Market, supported by the VATI project and connected to Firefly); and one in Louisa County (visited, with DHCD staff, the completed Cuckoo Fiber Hut in Mineral, as well as nearby Fifty-Third Winery and Vineyard, which has had recent internal and external fiber connections made by Firefly).
- In early June, TJPDC partnered with Firefly to facilitate the 11th quarterly stakeholders meeting to provide VATI project updates for the 13 county partners.

The VATI 2024 project will provide broadband access to 5,825 additional unserved locations in 10 counties. As of the June, 2025, VATI 2024 progress report, field data collection, fiber design and drops from aerial construction are underway, and the project has completed 18,600 linear feet of fiber and 126 passings.

Blue Ridge Cigarette Tax Board (BRCTB): TJPDC provides administrative support to the Board, which includes four PDC localities (Albemarle, Charlottesville, Fluvanna, and Greene) and six jurisdictions outside our region.

- At its April meeting, the BRCTB approved a budget for FY26 to be recommended to the TJPDC for inclusion in its agency budget. The BRCTB budget anticipates about \$3.25 million in pass-through revenues to the member localities.
- The Board also approved a request from Rappahannock County to join the Board, contingent on the County adopting the necessary ordinances and the BRCTB agreement. Rappahannock will be the 11th jurisdiction to be a member of the Board.
- The BRCTB's compliance agent continues on-site visits to retail establishments in the Board's footprint that sell cigarettes to seek compliance with local cigarette tax ordinances.

Comprehensive Economic Development Strategy (CEDS): TJPDC received a US EDA Economic Adjustment Assistance grant to develop a regional CEDS to benefit all TJPDC localities.

- An annual meeting to review progress and metrics will be scheduled for this summer.

Transportation

Charlottesville-Albemarle MPO (CA-MPO): This federally required entity is responsible for conducting ongoing, cooperative, and comprehensive transportation planning and programming in Charlottesville and the urbanized area of Albemarle County. The MPO considers long-range regional projects and combines public input, technical data, and agency collaboration to develop forward-thinking solutions.

- In April, the CA-MPO Policy Board approved the FY26 Unified Planning Work Program (UPWP), which outlines the transportation planning activities that CA-MPO staff will perform during the fiscal year.
- CA-MPO staff presented a draft scope of work to the CA-MPO Technical Committee and Policy Board for a Transportation Demand Management study to be conducted this fiscal year.
- In June, the CA-MPO Policy Board adopted an amendment to the FY24 - FY27 Transportation Improvement Program (TIP) document, which includes a new financial block supporting the PATH program that is specifically focused on volunteer driver programs which will increase transportation services for older adults, as well as mileage reimbursement and background checks.

Regional Transit Partnership (RTP): The RTP serves as an official advisory board, created by Charlottesville, Albemarle, UVA, and JAUNT, to provide recommendations to decision-makers on transit-related matters.

- TJPDC staff is supporting the newly enacted Charlottesville-Albemarle Regional Transit Authority (CARTA) by staffing CARTA Board meetings. On behalf of CARTA, TJPDC was awarded a technical assistance grant from the Virginia Department of Rail and Public Transportation (DRPT) to develop an implementation plan that prioritizes the services outlined in the Regional Transit Vision Plan.
- The RTP continues to hold regular meetings to receive updates from transit providers and subject matter experts and to discuss transit-related matters.

PATH (Partnership for Accessible Transportation Help): PATH is a regional mobility management program, funded by the Department of Rail and Public Transportation and administered by TJPDC, that builds partnerships and assists transportation providers with improving and increasing transportation options for non-drivers. PATH has a website and toll-free number to assist older adults and people who cannot drive to find rides.

- During this quarter, PATH staff attended meetings and events targeted at older adults and people with disabilities to share information about the program and its services.

- PATH continued support for volunteer driver programs (Cville Village, Here to Stay in Wintergreen) providing staff time, answering calls, consulting and worked on Memorandums of Understanding with both partnering organizations.
- PATH staff continued answering calls through PATH Helpline and assisted older adults and people with disabilities with finding transportation services; the main requests have been for rides to medical appointments.
- PATH staff held workshops at JABA Senior Community Centers in Stanardsville, Esmont, and Lovingston, as well as at the Crozet Library and Louisa County Library. PATH also conducted two travel training sessions for seniors at The Center at Belvedere in Charlottesville and delivered presentations for case managers and social workers at Sentara Martha Jefferson Hospital. PATH staff visited the Fluvanna Rotary Club in Palmyra, and participated in the Louisa County Public Schools Expo and the 2025 How-To Festival at the Jefferson-Madison Regional Library in Charlottesville.
- PATH staff introduced a new section to the program’s website, launched a newsletter, began digital marketing outreach campaigns, continued distributing printed and digital promotional materials, and met with potential partner organizations.
- Together with AARP, CAA and MPact, PATH launched “Listening & Storytelling for Inclusive Transit: Understanding Older Adults’ Transportation Needs in Region 10” project. The goal of the project is to collect and elevate the voices of older adults and people with disabilities in Region 10 to better understand their experiences, challenges, and needs related to local transportation.
- PATH continued operating the Transportation Assistance Fund, supported by a \$5,000 grant from the Twice is Nice Foundation, to assist individuals facing urgent transportation needs who cannot afford the cost. Three new recipients have already received assistance through the program. PATH is actively pursuing additional funding opportunities to expand the Fund’s budget and make the program accessible to a broader audience.

Safe Streets and Roads for All: The region’s six member localities supported and pledged local funds toward a required match for the TJPDC’s submittal of a multi-jurisdictional application through the federal Safe Streets and Roads for All (SS4A) Discretionary Grant Program. TJPDC is implementing the \$857,600 grant award for developing a Comprehensive Safety Action Plan for each locality in the region. The overall project is named “Move Safely Blue Ridge.”

- Throughout April, May, and June, staff attended multiple Board of Supervisors meetings across the region to present the finalized *Move Safely Blue Ridge Comprehensive Safety Action Plan*, answer questions, and support local adoption.
- By the end of June, all six participating jurisdictions formally adopted the final plan through their respective governing bodies.
- The Federal Highway Administration has notified TJPDC that the final Action Plan meets all federal requirements under Article 6 of the grant agreement, officially approving the plan.

Rural Transportation Program: This program started in 1993 as a cooperative forum for transportation planning in the counties of Albemarle (rural areas), Fluvanna, Greene, Louisa, and Nelson. The program provides local planning assistance to the rural governments, maintains the Rural Long-Range Transportation Program, and assists the localities with other transportation needs.

- The Rural Transportation Advisory Committee (RTAC) held its regular meetings in April and June.
- TJPDC staff presented a scope of work to RTAC members for a rural transportation planning needs assessment that will be conducted in FY26.
- Staff attended VDOT Locality Day in Nelson County.
- Staff participated in the VDOT Park and Ride Lot annual inventory update for rural locations.

RideShare: RideShare is a TJPDC program working to reduce traffic congestion and increase mobility throughout the region by providing free carpool matching and vanpool coordination and operating a Guaranteed Ride Home Program to provide free rides home in an emergency. RideShare's "Rides and Rewards" app can also be used for transit trip planning and has incentives for commuters to share the ride.

- Staff completed the quarterly Park and Ride Inventory.
- RideShare celebrated National Bike Month this May with our second annual Bike Month Business Challenge. Participants completed 1,013 bike trips and reduced greenhouse gas emissions by 1.2 tons during the challenge.
- Staff also participated in Bike Month events hosted by UVA and PEC to celebrate Bike to Work Week.
- Staff attended the Virginia Transit Association Conference in May.