

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13

**Town of Louisa  
Monthly Meeting  
February 20, 2024**

14  
15

**Present:** R. Garland Nuckols, Mayor; Jessi Lassiter, Vice-Mayor; Danny Carter, John J. Purcell IV, Sylvia Rigsby, Vicky Harte, Council members; Jeff Gore, Legal Counsel; Elizabeth T. Nelson, Town Manager; Jessica M. Ellis, Clerk/Treasurer; Craig Buckley, Chief of Police; Kellye Throckmorton, Administrative Assistant

16  
17  
18  
19  
20  
21

**Absent:**

22  
23  
24

**Also in Attendance:** Breese Glennon, town resident and property owner; Mike Kadilak, Developer/Project Manager in association with the Virginia United Methodist Housing Development Corporation

25  
26  
27

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

28  
29  
30

Mayor Nuckols called the Louisa Town Council meeting to order at 6:00 p.m.

31  
32  
33

**BUSINESS FROM THE FLOOR**

34  
35  
36

None.

37  
38  
39  
40

**CONSENT AGENDA**

Mayor Nuckols questioned if there were any changes or additions to the agenda. Mrs. Nelson reported that she did not have anything additional.

Council member Harte then stated that at the previous meeting she requested a change to the minutes and stated that the change did not entirely reflect what she requested. After a brief conversation

1 between Council and staff, Council member Harte stated that she  
2 wanted to listen to the recording before voting.

3  
4 Mayor Nuckols then called for a motion. Council member Carter  
5 made the motion to approve the agenda. Council member Lassiter  
6 seconded the motion. Council member Purcell requested a  
7 discussion and questioned what options Council has when in a  
8 situation where a Council member disagrees with the minutes and  
9 wants to listen to the recording. Mr. Gore informed him that they  
10 could defer the minutes to the next meeting, they could vote on them  
11 as usual tonight and Mrs. Harte can note her objection, or they could  
12 vote on them, and Mrs. Harte can listen to the recording and bring  
13 back a request for changes. Mayor Nuckols then called for the vote:  
14 Rigsby, for; Purcell, against; Lassiter, for; Carter, for; Harte, against  
15 (3-2 in favor).

16  
17 **PUBLIC HEARINGS**

18  
19 **1) SUP-2023-03: A Special Use Permit application submitted by**  
20 **the Virginia United Methodist Housing Development**  
21 **Corporation (Tax Map 40-28-2, Plat Book 8/2525: Parcel B,**  
22 **Described as C H & Westover, adjacent to Epworth Manor**  
23 **Phase I & II, 6.00 acres) located on Cammack Street, Louisa,**  
24 **Virginia, in the Residential General zoning district which**  
25 **allows various uses by special use permit. The application is**  
26 **to facilitate the use of the parcel to construct two multifamily**  
27 **buildings for Senior Living as outlined in Town Code 165-29;**  
28 **B(2).**

29  
30 Mrs. Nelson reported that the Virginia United Methodist Housing  
31 Development Corporation submitted an application for a Special Use  
32 Permit to facilitate the use of the parcel to construct two multifamily  
33 buildings for Senior Living. Mrs. Nelson stated that the construction  
34 plans and the Planning Commission's meeting minutes were included  
35 in the packet for Council's review. Mrs. Nelson reported that the  
36 Planning Commission voted on the request at their meeting  
37 recommending approval by Council. Mrs. Nelson stated that there  
38 was no one signed up to speak from the public.

39

1 Mayor Nuckols then opened the public hearing at 6:08 pm asking if  
2 there was anyone present that would like to speak for or against the  
3 the SUP. Hearing no response, he closed the public hearing at 6:08  
4 pm.

5  
6 **2) SUP-2024-01: A Special Use Permit application submitted by**  
7 **FLORIDA 7200, LLC (Tax Map 40A1-1-53, Plat Book 1899/177,**  
8 **Described as Main Street Duncan & Duggins, .984 acres)**  
9 **located at 300-304 West Main Street, Louisa, Virginia in the**  
10 **General Commercial zoning district, which allows various**  
11 **uses by special use permit. The application is to renovate the**  
12 **existing space to host four new apartments; phase one will**  
13 **consist of three apartments on the second level and phase**  
14 **two will consist of one on the entry level as outlined in Town**  
15 **Code 165-44; B(15).**

16  
17 Mayor Nuckols introduced the Special Use Permit, and Mrs. Nelson  
18 stated that there was no one signed up from the public to speak.

19  
20 Mayor Nuckols then opened the public hearing at 6:09 pm asking if  
21 there was anyone present that would like to speak for or against the  
22 the SUP. Hearing no response, he closed the public hearing at 6:09  
23 pm.

## 24 25 **NEW BUSINESS**

### 26 27 **1) Action/Discussion: Consideration of SUP-2023-03 submitted by** 28 **the Virginia United Methodist Housing**

29  
30 Mike Kadilak stood and gave a brief presentation as outlined in the  
31 packet. Mr. Kadilak noted the following: there will be two buildings  
32 constructed; each will consist of three levels; the total proposed number  
33 of units is 54; the property will feature gardens, a gazebo, and firepit.

34  
35 Council member Harte questioned the FEMA flood map zoning status  
36 referenced in the drawings, noted that FEMA does not map Louisa as  
37 we are a nonparticipating community, and asked what additional  
38 evaluation was conducted on the property. Mr. Kadilak responded that  
39 they have not conducted a geotechnical evaluation of the property yet.

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39

Council member Harte then posed a question to Council asking if a permit can be approved without an evaluation being conducted. Mrs. Harte stated that she thought it was a code requirement. Council member Purcell responded that what they are considering this evening is supplemental use, not site plans, and stated that technically these plans are theoretical. Council member Harte responded stating that her question is whether the property owner needs to know what the status of the land is before an SUP is submitted. Council member Purcell then stated that because we are just considering a zoning change, and the plans are theoretical at this point, it should be fine. Mr. Gore also responded stating the property owner would bear the risk, and the site plan process would be where that would be addressed.

Council member Rigsby then questioned if any sort of traffic study had been conducted in regard to the additional traffic flow that will occur on Cammack St. Mr. Kadilak responded that they have not done any studies on Cammack, however they have researched the traffic in and out of the community. Mr. Kadilak stated that the elderly community has far less trips per day than a normal development, and noted that the development has more than adequate parking and there are many people living there that do not own vehicles. Council member Rigsby stated that she understood that the residents may not make many trips, but their visitors do, and noted that Cammack is residential, and several people park along the street. Ms. Rigsby stated that she was just concerned if there was any consideration for the additional traffic given number of proposed units. Mr. Kadilak responded that they have not done an official traffic study.

Mayor Nuckols then called for a motion on SUP 2023-03. Council member Rigsby requested further discussion to question whether a study could be included in the motion as a condition, to which Mr. Gore replied that it could. Council member Harte also posed a question asking if it would be possible to connect to Countryside as they have two entrances and exits. Mr. Kadilak stated that currently there is no ROW or access to Countryside. Council member Rigsby asked if there were any comments from the Planning Commission in regard to traffic, and Council member Purcell replied that they do not. Council member Rigsby then made the motion to approve SUP 2023-03 with the

1 condition of seeking information from VDOT in regard to traffic flow on  
2 Cammack St. and in the event that information is not obtained from  
3 VDOT that a traffic study be performed. Council member Purcell  
4 seconded the motion. The vote went as follows: 5-0 in favor.

5  
6 **2) Action/Discussion: Consideration of SUP-2024-01 submitted by**  
7 **FLORIDA 7200, LLC**

8  
9 Breese Glennon, town resident and property owner, stood and  
10 introduced herself as the Manager of FLORIDA 7200, LLC and briefly  
11 explained her project while providing some history of the building. Ms.  
12 Glennon stated that she would like to provide quality units at affordable  
13 prices.

14  
15 Council member Harte stated that she loved the idea, and asked if an  
16 elevator would be installed to allow handicap accessibility to the second  
17 floor. Ms. Glennon replied that the upstairs apartments  
18 would not have handicap accessibility, however the downstairs unit  
19 would be handicap accessible. Mrs. Harte also asked if the property,  
20 which abuts the park, would feature a park access. Ms. Glennon  
21 responded that she hopes to have walking access to the park from the  
22 project at some point, but for now, residents will need to walk around to  
23 the sidewalk to get there.

24  
25 Mayor Nuckols then called for a motion. Council member Carter made  
26 the motion to approve SUP2024-01. Council member Rigsby seconded  
27 the motion. The vote went as follows: 5-0 in favor.

28  
29 **3) Action/Discussion: Deed of Dedication – Henson Avenue**

30  
31 Mrs. Nelson reported that a recent inquiry to build on Lot D led to the  
32 Deed of Dedication for Henson Avenue as it created an issue in  
33 obtaining easements for water and sewer connections from the town.  
34 Mrs. Nelson stated that it is assumed that Henson Avenue has been  
35 maintained by the town since the completion of the Loving Subdivision  
36 and only a portion of Loving Street, as proposed by the plat, was  
37 adopted into the State highway system as route 1006. Mrs. Nelson also  
38 stated that it is assumed the town took ownership of the remaining  
39 portion of Loving Street, renaming it Henson Avenue, which includes

1 parcel J, but was never accurately conveyed or recorded. Mrs. Nelson  
2 reported that no construction has taken place on Henson since the  
3 1970s, therefore, there have been no requests to connect to the town's  
4 water/sewer system. Mrs. Nelson noted that during this time frame a  
5 boundary line adjustment was made. Mrs. Nelson also reported that the  
6 buyer of Lot D retained Torrey Williams to complete title and record  
7 searches to assist in resolving the issue. Mrs. Nelson stated that no  
8 recorded dedication, road maintenance agreements, or ingress/egress  
9 easements found so Mr. Williams contacted the heirs of the property,  
10 Henry G. Hart and Emma K. Hart Talley, who are willing to execute the  
11 Deed of Dedication to the town. Mrs. Nelson stated that the dedication to  
12 the town will clean up the situation and make it easier for those who  
13 want to build on the undeveloped parcels. Mrs. Nelson noted that Mr.  
14 Gore has reviewed the document.

15  
16 Council member Harte questioned if the town would then be responsible  
17 for the road if we accept the deed of dedication. Mr. Gore responded  
18 that a deed of dedication, by state law, does not create a legal obligation  
19 for the locality to construct any improvements. Mrs. Nelson also  
20 responded to Mrs. Harte stating that the town has been minimally  
21 maintaining the existing road, as we have for a few other streets in town,  
22 for many years.

23  
24 Council member Harte made the motion to approve the Deed of  
25 Dedication. Council member Carter seconded the motion. The vote  
26 went as follows: 5-0 in favor.

27  
28 **4) Action/Discussion: Appointment of Zoning Administrator**

29  
30 Mrs. Nelson reported that Paul Synder came on with the town as the  
31 part-time Project Manager on January 29<sup>th</sup> and has been doing a  
32 wonderful job and is very helpful in the office. Mrs. Nelson stated that  
33 Paul, in the scope of his employment, will enforce zoning regulations,  
34 and per town code needs to be appointed as the Town's Zoning  
35 Administrator by vote of Council.

36  
37 Council member Harte asked if Mrs. Nelson could provide some  
38 information on Paul for those who do not know him. Mrs. Nelson took a  
39 moment to inform them that Paul used to work for the County of Louisa

1 as the Building Official for many years (approximately 22-25) and retired  
2 to go into private construction for a period of time before contacting her  
3 about looking for part-time work in a relative field.  
4

5 Council member Purcell made the motion to approve the appointment of  
6 Paul Snyder as the Zoning Administrator for the town. Council member  
7 Lassiter seconded the motion. The vote went as follows: 5-0 in favor.  
8

### 9 **STANDING COMMITTEE REPORTS**

#### 10 11 **Streets and Sidewalks Committee & Water and Sewer** 12 **Committee:** 13

14 Council member Rigsby reported that the Streets & Sidewalks and  
15 Water & Sewer committees have both met and had one joint meeting  
16 wherein the following was discussed:  
17

- 18 • Eric Sherrard, with Thrasher, was here and gave an update on the  
19 sidewalk project.
- 20 • Reviewed a VDOT project from 2019 – will need an additional  
21 meeting soon to review further – waiting to hear from VDOT.
- 22 • One streetlight, located in the Courthouse Square area next to the  
23 Methodist Church, has been replaced with a led bulb and is on the  
24 middle setting. Council directed Mrs. Nelson to move forward with  
25 replacement project.
- 26 • Water & Sewer billing options are being discussed with BMS.
- 27 • We're working on the Water and Sewer Utility Standards Proposal  
28 in cooperation with the Water Authority – roughly a \$16,000  
29 project – will have to do a budget amendment for this.
- 30 • ARPA Funding – drafting RFP for engineering services to improve  
31 the W/S infrastructure.
- 32 • Potholes in the area behind Blue Ridge Bank in the shopping  
33 center are located on private property and not a town matter. Stop  
34 sign was installed by property owners.  
35

#### 36 **Cemetery Committee:** 37

- 38 • A meeting is scheduled for February 15<sup>th</sup>.

- 1 • Abbi Powell gave her presentation for her Eagle Scout project in  
2 Hillcrest Cemetery.
- 3 • The committee is in discussion on quotes to do repair work on the  
4 fence surrounding Oakland Cemetery as well as repairs to stones  
5 that have been vandalized. Additional options are being sought out  
6 for comparison as the quotes we received are quite a bit higher  
7 than expected, and the committee is looking into cameras to  
8 hopefully help deter vandals.

## 9 10 **STAFF REPORTS**

### 11 **Police:**

12 Chief Buckley reported:

- 13
- 14
- 15
- 16 • The three days of training held in the theater of the Arts Center  
17 was very well attended and he received a lot of pf positive  
18 feedback. Another 2-day training in the theater is planned for May.
- 19 • He's working through two full-time police department applicants.
- 20 • The department's new Administrative Assistant starts on Monday  
21 the 26<sup>th</sup>.
- 22 • He's working on three grant applications. The smaller grant - just  
23 under \$1200 will be used to fund National Night Out program. The  
24 other two combined, if approved, will total \$275,000 which will fund  
25 additional equipment, etc. All three grants are non-matching funds.

26  
27 Council member Harte asked a question about the police report. She  
28 questioned if "destruction/damage/vandalism of property" on the  
29 police report included attempted break ins. Chief Buckley responded  
30 that because it was an attempted break in, and not an actual break in,  
31 it would be classified in the same category.

### 32 33 **Project Manager:**

34 Mrs. Nelson reported on the following for Mr. Synder:

- 35
- 36
- 37 • Mr. Snyder provided a brief report in the packet.



- 1 • Paul has been working closely with Region Ten, and they had their
- 2 groundbreaking ceremony this week.
- 3 • There is a meeting scheduled for Wednesday the 21<sup>st</sup> with Eric
- 4 Sherrard of Thrasher to bring Paul up to speed on the projects.
- 5 • Paul has been performing code enforcement and gave his first
- 6 notice of violation to 114 Jefferson Hwy.

7

8 **Legal Counsel:**

9

10 No report.

11

12 **Clerk/Treasurer:**

13

14 No report.

15

16 **Manager:**

17

18 Mrs. Nelson reported:

- 19
- 20 • The Louisa Forward Foundation nominated the town for a grant
  - 21 through Lowe's for improvements to our playground in regard to
  - 22 playground equipment.
  - 23 • There is a grant opportunity for the way finding signs in
  - 24 cooperation with the Downtown Main Street Project and the Louisa
  - 25 Forward Foundation. The grant writer cost will be split 50/50 with
  - 26 the Louisa Forward Foundation which we already have in the
  - 27 budget under Economic Development. The grant would be
  - 28 \$50,000.
  - 29 • REC replied to our inquest about the EV charging stations during
  - 30 cold weather situations stating that they will have no backup
  - 31 source for vehicles that are not equipped/supported.

32

33 **COMMUNICATIONS**

34

35 Mayor Nuckols reported that Bud Dulaney called him about

36 recognizing the oldest businesses in town. Mrs. Nelson stated that

37 Kellye had started working on gathering information. She stated that

1 the EDA had previously wanted to recognize businesses at the town's  
2 150<sup>th</sup> celebration, but there was not enough time.

3  
4 Council member Harte questioned if there were any changes made to  
5 the town's web page as she could not find the Council member listing  
6 on the website. She also noted that Chris Watkins, County Registrar,  
7 had informed her that there are three open positions on Council this  
8 election year, but could not find any information about Council and  
9 their terms.

10  
11 **ADJOURNMENT**

12  
13 Council member Lassiter made the motion to adjourn the meeting at  
14 7:23 p.m. Council member Purcell seconded the motion.

15  
16 \_\_\_\_\_  
17 Mayor Clerk

18  
19