



Agenda  
Scheduled Meeting  
Louisa Town Council  
212 Fredericksburg Avenue  
Louisa, Virginia 23093  
Tuesday, January 21, 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: December 30, 2024

Sale of Cemetery Lots

Public Hearing:

1. SUP-2024-03 - A Special Use Permit application, submitted by R. T. Williams, III agent for the owners, RTW Construction Corp, Patrick & Judith Hanley and Curtis Moore, for the property located on Barnstormer Circle, specifically Lots 28 and 28A, identified as Louisa Tax Map parcels 41C-1-28 and 41C-1-28A, located in a Residential General District. The total acreage of the parcels consists of 0.756 acres. The application is to subdivide the two parcels to a total of 4 parcels and construct two (2) duplexes, for a total of four (4) dwelling units.

New Business:

1. SUP-2024-03 - A Special Use Permit application, submitted by R. T. Williams, III
2. Selection of Vice Mayor
3. Committee Appointments
4. Discuss salary increase for Town Council and Planning Commission
5. Discuss FY26 budget meeting schedule

Standing Committee Reports:

(No committee meetings to report on since our December 30, 2024, meeting)

Reports from Staff:

Police Chief

Public Works Superintendent

Legal Counsel

Clerk/Treasurer

Manager

Closed Session:

Consider in closed session, in accordance with the Virginia Code & Freedom of Information Act.

Comments by Members of Town Council

Adjournment

# Deposit Account Balances

As of December 31, 2024

Institution Name	Treasurer's Fund Account Number	Balance	Maturity Date (if applicable)	Date of Next Interest (if applicable)	Interest Rate (if applicable)
------------------	---------------------------------	---------	-------------------------------	---------------------------------------	-------------------------------

**Operating Account (All Funds - General 100, Police Asset Forfeiture 102, Water 501, Sewer 502 and Hillcrest 702)**

Blue Ridge Bank	999 103 0008	\$ 1,388,515.49	N/A	N/A	N/A
-----------------	--------------	-----------------	-----	-----	-----

**General Fund (100)**

LGIP	999 105 0001	\$ 373,874.44	N/A	Monthly	4.720%
LGIP (Oakland Cemetery)	999 105 0002	\$ 52,777.27	N/A	Monthly	4.720%
Blue Ridge Bank - Savings Account	999 103 0017	\$ 298,881.59	N/A	Quarterly	0.100%
Blue Ridge Bank - Money Market Account	999 103 0009	\$ 715,981.22	N/A	Monthly	0.500%
Blue Ridge Bank - PF ARPA Funds MM	999 103 0020	\$ 1,805,255.08	N/A	Monthly	0.150%
<b>General Fund - Total</b>		<b>\$ 3,246,769.60</b>			

**Water Fund (501)**

LGIP	999 105 0003	\$ 796,322.07	N/A	Monthly	4.720%
Blue Ridge Bank - Savings Account	999 103 0018	\$ 412,822.06	N/A	Monthly	0.500%
<b>Water Fund - Total</b>		<b>\$ 1,209,144.13</b>			

**Sewer Fund (502)**

LGIP	999 105 0005	\$ 365,976.26	N/A	Monthly	4.720%
United Bank - Checking Account	999 108 0006	\$ 1,426.26	N/A	N/A	N/A
<b>Sewer Fund - Total</b>		<b>\$ 367,402.52</b>			

**Hillcrest Cemetery Fund (702)**

LGIP	999 105 0004	\$ 525,137.43	N/A	Monthly	4.720%
<b>Hillcrest Fund - Total</b>		<b>\$ 525,137.43</b>			

Total Cash on Deposit (All Institutions)	\$ 6,736,969.17
--	-----------------

Total Cash on Deposit at Blue Ridge Bank	\$ 4,621,455.44
--	-----------------

Total Cash on Deposit at United Bank	\$ 1,426.26
--------------------------------------	-------------

Total Cash on Deposit at LGIP	\$ 2,114,087.47
-------------------------------	-----------------

# TOWN OF LOUISA

Preliminary Bill List for Town Council Meeting - January 21, 2025

VENDOR NAME	GENERAL FUND	WATER FUND	SEWER FUND	HILLCREST FUND	TOTAL
Advance Auto Parts	69.06				\$ 69.06
Blue Ridge Bank	4,251.16				\$ 4,251.16
BMS Direct, Inc.		180.57	180.57		\$ 361.14
Central Virginian	1,234.04				\$ 1,234.04
CHA Consulting, Inc.	6,000.00	38,206.00			\$ 44,206.00
Cintas	544.98	182.01	182.01		\$ 909.00
Cody Langridge/PWS Operations, LLC		603.00			\$ 603.00
County of Louisa, Landfill	1,565.28				\$ 1,565.28
Crystal Springs	91.90				\$ 91.90
Document Destruction of Virginia, LLC	40.00				\$ 40.00
Ferguson Waterworks		1,035.62			\$ 1,035.62
Gladys M. Thomas (Focus Point)	1,425.00				\$ 1,425.00
Hefty, Wiley & Gore, P.C.	4,500.00				\$ 4,500.00
Intrastate Pest	116.11				\$ 116.11
Lloyd's Heating & Cooling			129.00		\$ 129.00
Louisa Auto Parts, Inc.	135.22		202.99		\$ 338.21
Louisa County Water Authority		33,653.39	7,967.06		\$ 41,620.45
Louisa Family Practice	285.00				\$ 285.00
Louisa Hardware	49.79		35.96		\$ 85.75
Magna5 MS, LLC	2,601.70				\$ 2,601.70
Mansfield Oil Co.	1,224.80	98.64	30.00		\$ 1,353.44
Mechums River Security Solutions	3,600.00				\$ 3,600.00
MoJohns	95.00				\$ 95.00
Ricoh USA, Inc.	482.96				\$ 482.96
Robinson, Farmer, Cox	30,000.00				\$ 30,000.00
Superior Plus Propane	1,629.11				\$ 1,629.11
The Childress Agency, Inc.	274.95				\$ 274.95
UniFirst Corp.	335.40				\$ 335.40
Updike Industries, Inc.	6,350.00				\$ 6,350.00
Utility Service Co.		9,427.56			\$ 9,427.56
Virginia Utility Protection Services		29.90			\$ 29.90
Wayne's Heating & Cooling			99.00		\$ 99.00
Woodland Power Products	3,978.49				\$ 3,978.49
<b>TOTALS:</b>	<b>70,879.95</b>	<b>83,416.69</b>	<b>8,826.59</b>	<b>-</b>	<b>\$ 163,123.23</b>

**General Fund Revenue (Fund 100)**

Account Number	Description	Budget	Received	Balance
<b>Taxes (RE, PP, PS)</b>				
100-11010-0001	Real Estate Current Year Tax	\$ 325,000.00	\$ 128,252.45	\$ 196,747.55
100-11010-0002	Delinquent Real Estate Tax	\$ 3,500.00	\$ 583.80	\$ 2,916.20
100-11020-0001	Personal Property Current Year Tax	\$ 78,000.00	\$ 43,118.31	\$ 34,881.69
100-11020-0002	Delinquent Personal Property Tax	\$ 2,500.00	\$ 2,761.75	\$ (261.75)
100-11020-0003	VA Personal Property Relief Allowance	\$ 21,300.00	\$ 21,378.84	\$ (78.84)
100-11025-0001	Public Service Tax Current Year	\$ 7,000.00	\$ 4,734.91	\$ 2,265.09
100-11060-0001	Penalties - All Property Tax	\$ 2,000.00	\$ 482.46	\$ 1,517.54
100-11060-0002	Interest - All Property Tax	\$ 2,000.00	\$ 983.05	\$ 1,016.95
<b>Local Taxes</b>				
100-12010-0001	Local Sales Use and Tax	\$ 135,000.00	\$ 74,466.99	\$ 60,533.01
100-12020-0002	Consumption Tax	\$ 4,000.00	\$ 2,505.01	\$ 1,494.99
100-12030-0001	Business License Tax	\$ 250,000.00	\$ 40,135.68	\$ 209,864.32
100-12060-0001	Bank Stock Tax	\$ 200,000.00	\$ -	\$ 200,000.00
100-12100-0001	Transient Lodging Tax	\$ 2,000.00	\$ 1,299.05	\$ 700.95
100-12110-0001	Meals Tax	\$ 775,000.00	\$ 379,376.15	\$ 395,623.85
<b>Permits and Other Licenses</b>				
100-13030-0007	Zoning Permits	\$ 1,000.00	\$ 1,501.00	\$ (501.00)
100-13030-0100	Special Use Permits	\$ 2,000.00	\$ 750.00	\$ 1,250.00
<b>Fines and Forfeitures</b>				
100-14010-0001	Court Fines & Forfeitures	\$ 4,000.00	\$ 1,190.91	\$ 2,809.09
100-14010-0005	Parking Violation Fees	\$ 100.00	\$ -	\$ 100.00
100-24040-0015	PD Fines/Charges	\$ 500.00	\$ 302.00	\$ 198.00
<b>Other Revenue</b>				
100-15010-0001	Interest Earned	\$ 10,600.00	\$ 14,095.55	\$ (3,495.55)
100-15020-0005	Pettit Storage Rental	\$ 4,800.00	\$ 2,400.00	\$ 2,400.00
100-15020-0009	Parking Lot Building Rental	\$ 6,000.00	\$ 3,000.00	\$ 3,000.00
100-15020-0015	Arts Center Lease Rent	\$ 12,000.00	\$ -	\$ 12,000.00
100-16080-0001	Solid Waste Fees	\$ 7,500.00	\$ 3,658.75	\$ 3,841.25
100-18990-0001	Miscellaneous	\$ 500.00	\$ 2,162.11	\$ (1,662.11)
100-18990-0013	NSF Fees	\$ 100.00	\$ -	\$ 100.00
100-18990-0050	MLR Rebate	\$ 3,000.00	\$ 2,292.36	\$ 707.64
100-18990-0702	Lot Sales at Hillcrest Cemetery	\$ 5,000.00	\$ 6,233.34	\$ (733.34)
100-18990-2025	Swing Donations	\$ -	\$ 7,300.00	\$ (7,300.00)
<b>Due From Other Governments</b>				
100-22010-0005	Rolling Stock Tax	\$ 1,600.00	\$ 3.81	\$ 1,596.19
100-22010-0006	Communication Tax	\$ 3,000.00	\$ 1,574.86	\$ 1,425.14
100-23201-0003	Arts Center Grant	\$ 4,500.00	\$ 4,500.00	\$ -
100-24010-0005	TEA Grant Downtown	\$ 1,134,000.00	\$ -	\$ 1,134,000.00
100-24010-2025	Additional Grant for TA Project	\$ 720,000.00	\$ -	\$ 720,000.00
100-24040-0001	Law Enforcement - 599 Funds	\$ 45,000.00	\$ 23,424.00	\$ 21,576.00
100-24040-0006	DCJS Grants	\$ 100,000.00	\$ -	\$ 100,000.00
100-24040-0007	Anti-Litter Grant	\$ 1,500.00	\$ 1,931.00	\$ (431.00)
100-24040-0012	Fire Program Grant	\$ 15,000.00	\$ -	\$ 15,000.00
100-33201-2020	ARPA Grant	\$ -	\$ 3,471.32	\$ (3,471.32)
100-33201-3500	VRA LSL Principal Forgive Loan	\$ -	\$ -	\$ -
<b>Transfers from Reserves/Other Funds</b>				
100-41050-0006	Transfer from Reserves - TA Sidewalk	\$ 690,000.00	\$ -	\$ 690,000.00
100-41050-2020	Trans DR-ARPA to Water Infra Imp	\$ 650,000.00	\$ -	\$ 650,000.00
100-41050-2026	Trans DR-ARPA to Sewer Infra Imp	\$ 650,000.00	\$ -	\$ 650,000.00
<b>Total Revenue General Fund</b>		<b>\$ 5,879,000.00</b>	<b>\$ 779,869.46</b>	<b>\$ 5,099,130.54</b>

## General Fund Expenses (Fund100)

Account Number	Description	Budget	Spent	Balance
----------------	-------------	--------	-------	---------

### Town Administration/Town Hall

#### Administrative Salaries and Benefits

100-10000-1110	Salaries - Mayor	\$ 3,600.00	\$ 1,200.00	\$ 2,400.00
100-10000-1111	Salaries - Administration	\$ 157,000.00	\$ 69,487.80	\$ 87,512.20
100-10000-1115	Salaries - Planning Commission	\$ 4,500.00	\$ 2,250.00	\$ 2,250.00
100-10000-1116	Salaries - Grounds	\$ 24,000.00	\$ 10,844.38	\$ 13,155.62
100-10000-1175	Contractual Services		\$ -	\$ -
100-10000-1711	Salaries - Council	\$ 12,000.00	\$ 6,000.00	\$ 6,000.00
100-10000-2100	FICA	\$ 14,000.00	\$ 6,893.72	\$ 7,106.28
100-10000-2210	VRS	\$ 10,000.00	\$ 2,534.05	\$ 7,465.95
100-10000-2240	Group Life Insurance	\$ 2,300.00	\$ 926.72	\$ 1,373.28
100-10000-2300	Medical Insurance	\$ 48,300.00	\$ 12,992.69	\$ 35,307.31
100-10000-2310	Dental Insurance	\$ 2,300.00	\$ 760.39	\$ 1,539.61
100-10000-2700	Worker's Compensation	\$ 34,500.00	\$ 14,059.00	\$ 20,441.00

#### Operating Expenses

100-10000-3100	Custodial Services	\$ 18,000.00	\$ 7,050.00	\$ 10,950.00
100-10000-3101	Custodial Supplies	\$ 3,000.00	\$ 2,492.72	\$ 507.28
100-10000-3120	Audit Fees	\$ 30,000.00	\$ 100.00	\$ 29,900.00
100-10000-3150	Legal Fees	\$ 57,000.00	\$ 22,500.00	\$ 34,500.00
100-10000-3152	Election Fees	\$ 2,000.00	\$ 1,373.36	\$ 626.64
100-10000-3160	Website/Email Maintenance	\$ 4,000.00	\$ 1,649.70	\$ 2,350.30
100-10000-3180	Bank Fees	\$ 50.00	\$ -	\$ 50.00
100-10000-3190	Economic Development/Donations	\$ 3,000.00	\$ 1,393.63	\$ 1,606.37
100-10000-3330	Repairs & Maintenance Grounds	\$ 20,000.00	\$ 18,143.41	\$ 1,856.59
100-10000-3331	Playground Expenses	\$ -	\$ 5,850.00	\$ (5,850.00)
100-10000-3340	Building Contractual Services	\$ 10,000.00	\$ 1,220.97	\$ 8,779.03
100-10000-3350	Equipment Repairs/Supplies TH	\$ 5,000.00	\$ 2,261.15	\$ 2,738.85
100-10000-3600	Advertising	\$ 12,000.00	\$ 5,466.56	\$ 6,533.44
100-10000-5120	Electricity	\$ 15,000.00	\$ 10,737.22	\$ 4,262.78
100-10000-5130	Fuel Oil	\$ 3,000.00	\$ 1,098.54	\$ 1,901.46
100-10000-5210	Postage	\$ 3,500.00	\$ 2,053.10	\$ 1,446.90
100-10000-5215	Tax Preparation	\$ 2,000.00	\$ 2,071.23	\$ (71.23)
100-10000-5230	Telephone	\$ 6,800.00	\$ 3,543.30	\$ 3,256.70
100-10000-5235	Cell Phones	\$ 6,000.00	\$ 2,685.27	\$ 3,314.73
100-10000-5309	Insurance (VRSA)	\$ 26,500.00	\$ 18,612.00	\$ 7,888.00
100-10000-5410	Lease Equipment (Copier)	\$ 2,250.00	\$ 1,076.76	\$ 1,173.24
100-10000-5540	Conferences & Education	\$ 5,000.00	\$ 740.00	\$ 4,260.00
100-10000-5800	Miscellaneous	\$ 1,000.00	\$ 263.44	\$ 736.56
100-10000-5810	Code Updates	\$ 2,000.00	\$ 1,195.00	\$ 805.00
100-10000-6001	Office Supplies	\$ 16,226.00	\$ 3,083.01	\$ 13,142.99
100-10000-6002	Shenandoah Water	\$ 250.00	\$ 256.27	\$ (6.27)
100-10000-6003	Emergency Generator Maintenance	\$ 1,200.00	\$ 1,290.84	\$ (90.84)
100-10000-6004	Alarm Monitoring	\$ 800.00	\$ -	\$ 800.00
100-10000-6005	Elevator Maintenance & Inspection	\$ 2,000.00	\$ 611.28	\$ 1,388.72
100-10000-6006	Fire System Maintenance & Inspection	\$ 2,500.00	\$ -	\$ 2,500.00
100-10000-6007	Propane	\$ 5,500.00	\$ -	\$ 5,500.00
100-10000-6008	Road Fuel	\$ 3,000.00	\$ 115.53	\$ 2,884.47
100-10000-6010	HVAC Service Contract	\$ 1,800.00	\$ -	\$ 1,800.00
100-10000-6011	Fire Alarm Maintenance & Inspection	\$ 2,000.00	\$ 750.00	\$ 1,250.00

100-10000-6012	Dues & Subscriptions	\$ 3,000.00	\$ 2,568.02	\$ 431.98
100-10000-6021	Safety Equipment	\$ 3,000.00	\$ 1,456.66	\$ 1,543.34

Account Number	Description	Budget	Spent	Balance
Town Administration/Town Hall				
100-10000-8214	BAI Computer System	\$ 15,500.00	\$ 14,921.00	\$ 579.00
100-10000-8220	Computer Tech Support	\$ 25,000.00	\$ 11,028.35	\$ 13,971.65
100-10000-8222	Computer Equipment Upgrade	\$ 15,000.00	\$ 4,723.00	\$ 10,277.00

**Grants Awarded**

100-10000-7018	Commission for the Arts Grant Funding	\$ 9,000.00	\$ 9,000.00	\$ -
100-10000-7019	VRA LSL/ CHA Expenses	\$ -	\$ 30,000.00	\$ (30,000.00)

**Capital Improvements**

100-10000-8100	Capital Improvement	\$ 10,000.00	\$ -	\$ 10,000.00
----------------	---------------------	--------------	------	--------------

**Administrative Debt Service**

100-10000-9002	LAC Debt Service	\$ 72,204.00	\$ 36,102.00	\$ 36,102.00
100-10000-9230	Principal 2008 GO Bonds (R1 2 3)	\$ 117,660.00	\$ 58,830.00	\$ 58,830.00

**Transfers**

100-93100-0702	Transfer Hillcrest Cemetery	\$ 32,200.00	\$ -	\$ 32,200.00
100-93100-2020	Trans DR - ARPA to Water Infra Imp	\$ 650,000.00	\$ -	\$ 650,000.00
100-93100-2026	Trans DR - ARPA to Water Infra Imp	\$ 650,000.00	\$ -	\$ 650,000.00
Total Town Administration/Town Hall Expenses		\$ 2,187,440.00	\$ 416,262.07	\$ 1,771,177.93

**General Fund Expenses (Fund100)**

Account Number	Description	Budget	Spent	Balance
----------------	-------------	--------	-------	---------

**Police Department**

**Police Department Salaries and Benefits**

100-31000-1139	Salaries	\$ 372,000.00	\$ 143,524.79	\$ 228,475.21
100-31000-1140	Overtime	\$ 7,000.00	\$ 5,075.79	\$ 1,924.21
100-31000-1150	Holiday/Part Time Pay	\$ 3,400.00	\$ 924.60	\$ 2,475.40
100-31000-1175	Contractual Services		\$ -	\$ -
100-31000-2100	FICA	\$ 28,500.00	\$ 10,946.52	\$ 17,553.48
100-31000-2210	VRS	\$ 19,200.00	\$ 902.80	\$ 18,297.20
100-31000-2240	Group Life Insurance	\$ 4,200.00	\$ 1,005.06	\$ 3,194.94
100-31000-2300	Medical Insurance	\$ 65,500.00	\$ 20,013.40	\$ 45,486.60
100-31000-2310	Dental Insurance	\$ 2,850.00	\$ 940.50	\$ 1,909.50

**Police Department Operating Expenses**

100-31000-2350	Employee Hire Process	\$ 3,000.00	\$ 2,082.80	\$ 917.20
100-31000-3310	Equipment Replacement	\$ 20,000.00	\$ 13,210.96	\$ 6,789.04
100-31000-3330	Police Building Maintenance	\$ 5,000.00	\$ 4,206.54	\$ 793.46
100-31000-3710	Uniform Replacement	\$ 10,000.00	\$ 1,639.73	\$ 8,360.27
100-31000-5120	Electricity	\$ 2,500.00	\$ 1,197.23	\$ 1,302.77
100-31000-5215	Propane Generator	\$ 500.00	\$ -	\$ 500.00
100-31000-5230	Police Telephone	\$ 1,200.00	\$ 1,892.93	\$ (692.93)
100-31000-5235	Cell Phone	\$ 5,000.00	\$ 2,413.26	\$ 2,586.74
100-31000-5309	Line of Duty Benefit	\$ 9,250.00	\$ 2,808.00	\$ 6,442.00
100-31000-5410	Copier	\$ 2,500.00	\$ 594.00	\$ 1,906.00
100-31000-5450	State Police VCIN Terminal	\$ 250.00	\$ 198.00	\$ 52.00
100-31000-5540	Conferences/Education	\$ 5,000.00	\$ -	\$ 5,000.00
100-31000-5800	Miscellaneous	\$ 350.00	\$ 95.99	\$ 254.01
100-31000-5810	Dues, Subscriptions	\$ 6,000.00	\$ 4,948.00	\$ 1,052.00
100-31000-5820	Attorney Fees	\$ 500.00	\$ -	\$ 500.00
100-31000-5830	Police Public Relations	\$ 2,500.00	\$ 977.52	\$ 1,522.48
100-31000-5850	PD Health and Wellness Program	\$ 4,400.00	\$ 205.00	\$ 4,195.00
100-31000-6001	Office Supplies/Materials	\$ 2,500.00	\$ 664.82	\$ 1,835.18
100-31000-6008	Fuel	\$ 10,000.00	\$ 3,611.95	\$ 6,388.05
100-31000-6009	Repairs & Maintenance Vehicles	\$ 10,000.00	\$ 605.47	\$ 9,394.53
100-31000-6014	Police Radios	\$ 1,000.00	\$ -	\$ 1,000.00
100-31000-6050	Accreditation Assessment Fees	\$ 3,000.00	\$ -	\$ 3,000.00
100-31000-8103	Video Camera Vehicles	\$ 1,500.00	\$ -	\$ 1,500.00
100-31000-8104	CAD/RMS Upgrade	\$ 10,000.00	\$ 9,697.26	\$ 302.74

**Police Department Capital Improvements**

100-31000-8218	Server/Computers/Alarm	\$ 20,000.00	\$ 7,390.35	\$ 12,609.65
----------------	------------------------	--------------	-------------	--------------

**Police Department Grant Expenses**

100-31000-8225	DCJS/Other Grant	\$ 100,000.00	\$ 9,901.50	\$ 90,098.50
----------------	------------------	---------------	-------------	--------------

<b>Total Police Expenditures</b>		<b>\$ 738,600.00</b>	<b>\$ 251,674.77</b>	<b>\$ 486,925.23</b>
----------------------------------	--	----------------------	----------------------	----------------------

## General Fund Expenses (Fund100)

Account Number	Description	Budget	Spent	Balance
----------------	-------------	--------	-------	---------

### Fire and Rescue Departments

#### Contributions and Grants

100-32100-5640	Fire Dept. Contribution	\$ 6,000.00	\$ -	\$ 6,000.00
100-32100-5641	Fire Programs Grant	\$ 15,000.00	\$ -	\$ 15,000.00
100-32100-5740	Rescue Squad Contribution	\$ 6,000.00	\$ 6,000.00	\$ -
<b>Total Fire/Rescue Expense</b>		<b>\$ 27,000.00</b>	<b>\$ 6,000.00</b>	<b>\$ 21,000.00</b>

### Streets and Sidewalks Expenses

#### Streets and Sidewalks Salaries and Benefits

100-41000-1130	Salaries - Streets & Sidewalks	\$ 80,000.00	\$ 32,228.04	\$ 47,771.96
100-41000-1140	Overtime	\$ 4,000.00	\$ 2,665.66	\$ 1,334.34
100-41000-1150	Part Time	\$ 4,000.00	\$ -	\$ 4,000.00
100-41000-2100	FICA	\$ 10,000.00	\$ 2,681.85	\$ 7,318.15
100-41000-2210	VRS	\$ 3,900.00	\$ 549.95	\$ 3,350.05
100-41000-2240	Group Life Insurance	\$ 900.00	\$ 320.25	\$ 579.75
100-41000-2300	Medical Insurance	\$ 16,000.00	\$ 5,875.65	\$ 10,124.35
100-41000-2310	Dental Insurance	\$ 775.00	\$ 322.27	\$ 452.73

#### Streets and Sidewalks Operations

100-41000-3330	Repairs on Streets & Sidewalks	\$ 8,000.00	\$ 2,898.97	\$ 5,101.03
100-41000-3350	Main Street Parking	\$ 24,000.00	\$ 10,573.38	\$ 13,426.62
100-41000-5120	Electricity	\$ 21,500.00	\$ 10,717.36	\$ 10,782.64
100-41000-5800	Miscellaneous	\$ 100.00	\$ 82.38	\$ 17.62
100-41000-6003	Agricultural/Beautification	\$ 5,000.00	\$ 4,395.49	\$ 604.51
100-41000-6007	Repairs & Maintenance Supplies	\$ 15,000.00	\$ 337.21	\$ 14,662.79
100-41000-6008	Fuel	\$ 3,000.00	\$ 1,364.57	\$ 1,635.43
100-41000-6009	Vehicle Maintenance	\$ 10,000.00	\$ 4,944.28	\$ 5,055.72
100-41000-6011	Uniforms	\$ 4,000.00	\$ 1,459.09	\$ 2,540.91
100-41000-6023	Snow Removal Supplies	\$ 3,000.00	\$ 34.81	\$ 2,965.19

#### Streets and Sidewalks Shop

100-41000-7100	Shop Building Maintenance	\$ 3,000.00	\$ 1,639.95	\$ 1,360.05
100-41000-7200	Equipment Repairs	\$ 6,000.00	\$ 7,250.68	\$ (1,250.68)
100-41000-7300	Shop Supplies/Utilities	\$ 3,000.00	\$ 2,541.82	\$ 458.18
100-41000-8101	Equipment Replacement	\$ 52,500.00	\$ 25,900.89	\$ 26,599.11

#### Streets and Sidewalks Capital Improvements

100-41000-8102	Capital Improvements S/S	\$ 10,000.00	\$ -	\$ 10,000.00
100-41000-7250	Sidewalk Construction - VDOT	\$ 2,495,000.00	\$ -	\$ 2,495,000.00
<b>Total Streets/Sidewalk Expense</b>		<b>\$ 2,782,675.00</b>	<b>\$ 118,784.55</b>	<b>\$ 2,663,890.45</b>

### Trash and Recycle Expenses

#### Contract Fees

100-42300-3050	Fuel Surcharge	\$ 2,000.00	\$ -	\$ 2,000.00
100-42300-4000	Subcontract Work - Updike	\$ 66,200.00	\$ 33,102.00	\$ 33,098.00
100-42300-4001	Contract Contingency - Add Cans	\$ 4,000.00	\$ -	\$ 4,000.00
100-42350-3000	Tipping Fee - County of Louisa	\$ 21,000.00	\$ 8,098.30	\$ 12,901.70
100-42350-4000	Subcontract Work - Updike Recycle	\$ 10,000.00	\$ 4,998.00	\$ 5,002.00
<b>Total Trash Expense</b>		<b>\$ 103,200.00</b>	<b>\$ 46,198.30</b>	<b>\$ 57,001.70</b>



Account Number	Description	Budget	Spent	Balance
<b>Ball Park Expenses</b>				
<u>Maintenance Expenses</u>				
100-71300-5110	Electric	\$ 1,500.00	\$ 1,544.75	\$ (44.75)
100-71300-5200	Field Facility Improvements	\$ 3,000.00	\$ -	\$ 3,000.00
Total Ball Park Expense		\$ 4,500.00	\$ 1,544.75	\$ 2,955.25
<b>Oakland Cemetery</b>				
<u>Oakland Salaries and Benefits</u>				
100-71400-1130	Salaries - Oakland	\$ 12,750.00	\$ 5,723.74	\$ 7,026.26
100-71400-2100	FICA	\$ 980.00	\$ 436.43	\$ 543.57
100-71400-2210	VRS	\$ 800.00	\$ 137.39	\$ 662.61
100-71400-2240	Group Life Insurance	\$ 175.00	\$ 61.80	\$ 113.20
100-71400-2300	Medical Insurance	\$ 2,700.00	\$ 849.03	\$ 1,850.97
100-71400-2310	Dental Insurance	\$ 130.00	\$ 53.39	\$ 76.61
<u>Oakland Operations</u>				
100-71400-3310	Repairs and Maintenance	\$ 17,500.00	\$ 5,832.00	\$ 11,668.00
100-71400-6008	Fuel	\$ 50.00	\$ -	\$ 50.00
100-71400-6017	Lights and Flags	\$ 500.00	\$ 46.13	\$ 453.87
Total Oakland Cemetery		\$ 35,585.00	\$ 13,139.91	\$ 22,445.09
Total General Fund Expenses		\$ 5,879,000.00	\$ 853,604.35	\$ 5,025,395.65

### Water Fund Revenue (Fund 501)

Account Number	Description	Budget	Received	Balance
501-15010-0001	Interest Earned	\$ 31,600.00	\$ 21,170.51	\$ 10,429.49
501-16001-0001	Water Revenue	\$ 675,000.00	\$ 296,784.15	\$ 378,215.85
501-16001-0003	Water Connections	\$ 23,900.00	\$ -	\$ 23,900.00
501-16001-0007	Penalty Fees	\$ 7,500.00	\$ 2,950.00	\$ 4,550.00
501-41050-0002	Loan Proceeds	\$ 1,402,000.00	\$ -	\$ 1,402,000.00
501-41050-2020	ARPA Funding General Fund Transfer	\$ 650,000.00	\$ -	\$ 650,000.00
<b>Total Water Revenue</b>		<b>\$ 2,790,000.00</b>	<b>\$ 320,904.66</b>	<b>\$ 2,469,095.34</b>

### Water Fund Expenses (Fund 501)

Account Number	Description	Budget	Spent	Balance
----------------	-------------	--------	-------	---------

#### Water Salaries and Benefits

501-45000-1130	Salaries - Water	\$ 115,000.00	\$ 41,521.87	\$ 73,478.13
501-45000-1140	Overtime	\$ 5,000.00	\$ 775.21	\$ 4,224.79
501-45000-1150	Part time	\$ 2,000.00	\$ 168.65	\$ 1,831.35
501-45000-2100	FICA	\$ 9,500.00	\$ 3,171.09	\$ 6,328.91
501-45000-2210	VRS	\$ 6,200.00	\$ 913.11	\$ 5,286.89
501-45000-2240	Group Life Insurance	\$ 1,400.00	\$ 497.05	\$ 902.95
501-45000-2300	Medical Insurance	\$ 17,500.00	\$ 4,558.13	\$ 12,941.87
501-45000-2310	Dental Insurance	\$ 800.00	\$ 342.82	\$ 457.18

#### Operating Expenses

501-45000-3180	Water Tank Maintenance	\$ 20,000.00	\$ 9,427.56	\$ 10,572.44
501-45000-3185	Operator Contract Fees	\$ 8,500.00	\$ 3,618.00	\$ 4,882.00
501-45000-3310	Repairs & Maintenance Equipment	\$ 2,000.00	\$ -	\$ 2,000.00
501-45000-3600	Advertising	\$ 500.00	\$ -	\$ 500.00
501-45000-5130	Water Purchased	\$ 400,000.00	\$ 165,011.34	\$ 234,988.66
501-45000-5210	Postage/Billing Supplies	\$ 5,000.00	\$ 2,372.30	\$ 2,627.70
501-45000-5220	Water Testing Fees	\$ 500.00	\$ -	\$ 500.00
501-45000-5650	VDOT Fees	\$ 300.00	\$ -	\$ 300.00
501-45000-5660	Waterworks Operation Fund	\$ 2,500.00	\$ 1,308.00	\$ 1,192.00
501-45000-5670	Miss Utility	\$ 800.00	\$ 174.80	\$ 625.20
501-45000-5680	Road Repairs	\$ 7,500.00	\$ -	\$ 7,500.00
501-45000-5690	Electricity Tower Pumps	\$ 1,000.00	\$ 53.60	\$ 946.40
501-45000-5800	Miscellaneous	\$ 100.00	\$ 61.90	\$ 38.10
501-45000-5810	Dues/Subscriptions	\$ 500.00	\$ 400.00	\$ 100.00
501-45000-5840	CSX Right of Way	\$ 700.00	\$ 1,233.42	\$ (533.42)
501-45000-6001	Supplies	\$ 12,000.00	\$ 10,899.98	\$ 1,100.02
501-45000-6008	Fuel	\$ 1,500.00	\$ 763.93	\$ 736.07
501-45000-6010	Mapping	\$ 700.00	\$ 700.00	\$ -
501-45000-6011	Uniforms	\$ 1,500.00	\$ 1,055.27	\$ 444.73
501-45000-6510	Itron Software Handhelds	\$ 2,100.00	\$ 1,464.00	\$ 636.00
501-45000-6520	Itron Software Support	\$ 6,500.00	\$ -	\$ 6,500.00
501-45000-7000	Joint Operations LCWA Connect	\$ 10,000.00	\$ -	\$ 10,000.00

#### Capital Improvements

501-45000-8100	Capital Expenditures	\$ 15,000.00	\$ -	\$ 15,000.00
501-45000-8175	Contractual Services Water Operations	\$ 20,000.00	\$ 7,309.00	\$ 12,691.00
501-45000-9300	Water Contingency	\$ 15,000.00	\$ 2,052.80	\$ 12,947.20
501-45000-9305	Water Line Replacement Project	\$ 1,402,000.00	\$ 50,978.00	\$ 1,351,022.00
501-93100-2020	ARPA Funding Infrastructure Imp	\$ 650,000.00	\$ 62,358.26	\$ 587,641.74

#### Transfers

501-93100-0501	Water to Sewer for Transfer for Operations	\$ 46,400.00	\$ -	\$ 46,400.00
<b>Total Water Expenses</b>		<b>\$ 2,790,000.00</b>	<b>\$ 373,190.09</b>	<b>\$ 2,416,809.91</b>

### Sewer Fund Revenue (Fund 502)

Account Number	Description	Budget	Received	Balance
502-15010-0001	Interest Earned	\$ 15,000.00	\$ 9,253.43	\$ 5,746.57
502-16001-0002	Sewer Revenue	\$ 700,000.00	\$ 320,570.94	\$ 379,429.06
502-16001-0004	Sewer Connection	\$ 38,600.00	\$ -	\$ 38,600.00
502-41050-0502	Water to Sewer for Transfer for Operations	\$ 46,400.00	\$ -	\$ 46,400.00
502-41050-2026	ARPA Funding General Fund Transfer	\$ 650,000.00	\$ -	\$ 650,000.00
<b>Total Sewer Revenue</b>		<b>\$ 1,450,000.00</b>	<b>\$ 329,824.37</b>	<b>\$ 1,120,175.63</b>

### Sewer Fund Expenses (Fund 502)

Account Number	Description	Budget	Spent	Balance
----------------	-------------	--------	-------	---------

#### Sewer Salaries and Benefits

502-45500-1130	Salaries	\$ 122,000.00	\$ 44,598.08	\$ 77,401.92
502-45500-1145	Overtime	\$ 2,000.00	\$ 453.27	\$ 1,546.73
502-45500-1150	Part time	\$ 1,000.00	\$ 33.73	\$ 966.27
502-45500-2100	FICA	\$ 9,500.00	\$ 3,372.12	\$ 6,127.88
502-45500-2210	VRS	\$ 6,500.00	\$ 1,007.57	\$ 5,492.43
502-45500-2240	Group Life Insurance	\$ 1,500.00	\$ 535.06	\$ 964.94
502-45500-2300	Medical Insurance	\$ 17,800.00	\$ 5,438.02	\$ 12,361.98
502-45500-2310	Dental Insurance	\$ 850.00	\$ 384.81	\$ 465.19

#### Operating Expenses

502-45500-3310	Repairs/Maintenance Equipment	\$ 2,000.00	\$ 534.87	\$ 1,465.13
502-45500-3330	Repairs/Maintenance Buildings	\$ 1,000.00	\$ -	\$ 1,000.00
502-45500-3340	Contractual Services RSTP	\$ 400,000.00	\$ 150,093.32	\$ 249,906.68
502-45500-3345	RSTP Plant Improvements	\$ 15,000.00	\$ 2,548.50	\$ 12,451.50
502-45500-5120	Electricity	\$ 3,000.00	\$ 1,411.64	\$ 1,588.36
502-45500-5210	Postage/Billing Supplies	\$ 4,300.00	\$ 2,372.29	\$ 1,927.71
502-45500-5230	Telephone - Pump Station	\$ 600.00	\$ 340.42	\$ 259.58
502-45500-5680	Road Repairs	\$ 7,000.00	\$ -	\$ 7,000.00
502-45500-5800	Miscellaneous	\$ 110.00	\$ 12.99	\$ 97.01
502-45500-6001	Supplies	\$ 6,000.00	\$ 739.77	\$ 5,260.23
502-45500-6008	Fuel	\$ 900.00	\$ 522.37	\$ 377.63
502-45500-6011	Uniforms	\$ 1,500.00	\$ 983.27	\$ 516.73

#### Capital Improvements

502-45500-8175	Contractual Services Sewer Operations	\$ 20,000.00	\$ 4,012.00	\$ 15,988.00
502-45500-9300	Sewer Contingency	\$ 8,000.00	\$ -	\$ 8,000.00
502-93100-2026	ARPA Funding Infrastructure Imp	\$ 650,000.00	\$ -	\$ 650,000.00

#### Debt Service

502-45500-9210	Principal 2001 GO Bonds (RD)	\$ 66,492.00	\$ 31,446.88	\$ 35,045.12
502-45500-9230	Principal 2010 GO Bonds (WWTP)	\$ 94,068.00	\$ 46,328.96	\$ 47,739.04
502-45500-9250	Principal 2020 GO Bond (Reline)	\$ 8,880.00	\$ 4,214.33	\$ 4,665.67
<b>Total Sewer Expenses</b>		<b>\$ 1,450,000.00</b>	<b>\$ 301,384.27</b>	<b>\$ 1,148,615.73</b>

### Hillcrest Fund Revenue (Fund 702)

Account Number	Description	Budget	Received	Balance
702-13030-0026	Burial Permits	\$ 2,500.00	\$ 2,650.00	\$ (150.00)
702-13030-0031	Stone Permits	\$ 750.00	\$ 500.00	\$ 250.00
702-15010-0001	Interest Earned	\$ 18,000.00	\$ 13,277.71	\$ 4,722.29
702-18990-0001	Sales of Lots	\$ 10,000.00	\$ 12,466.66	\$ (2,466.66)
702-34105-0001	Transfer from Reserves	\$ 45,000.00	\$ -	\$ 45,000.00
702-41050-0100	Transfer from General Fund	\$ 32,200.00	\$ -	\$ 32,200.00
<b>Total Hillcrest Revenue</b>		<b>\$ 108,450.00</b>	<b>\$ 28,894.37</b>	<b>\$ 79,555.63</b>

### Hillcrest Fund Expenses (Fund 702)

Account Number	Description	Budget	Spent	Balance
----------------	-------------	--------	-------	---------

#### Hillcrest Salaries and Benefits

702-71400-1130	Salaries - Hillcrest	\$ 49,000.00	\$ 18,847.92	\$ 30,152.08
702-71400-1150	Part Time or Contract Work	\$ 40,000.00	\$ 22,050.00	\$ 17,950.00
702-71400-2100	FICA	\$ 3,750.00	\$ 1,416.06	\$ 2,333.94
702-71400-2210	VRS	\$ 3,000.00	\$ 448.62	\$ 2,551.38
702-71400-2240	Group Life Insurance	\$ 650.00	\$ 234.90	\$ 415.10
702-71400-2300	Medical Insurance	\$ 8,000.00	\$ 2,466.67	\$ 5,533.33
702-71400-2310	Dental Insurance	\$ 450.00	\$ 174.45	\$ 275.55

#### Hillcrest Operations

702-71400-3310	Repairs and Maintenance	\$ 2,000.00	\$ -	\$ 2,000.00
702-71400-5800	Miscellaneous	\$ 200.00	\$ -	\$ 200.00
702-71400-6001	Supplies	\$ 250.00	\$ -	\$ 250.00
702-71400-6017	Lights and Flags	\$ 150.00	\$ 46.13	\$ 103.87

#### Hillcrest Capital Improvements

702-71400-8100	Storage Building Maintenance	\$ 1,000.00	\$ -	\$ 1,000.00
<b>Total Hillcrest Expenses</b>		<b>\$ 108,450.00</b>	<b>\$ 45,684.75</b>	<b>\$ 62,765.25</b>

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  
40

**Town of Louisa  
Monthly Meeting  
December 30, 2024**

**Present:** Danny Carter, Interim Mayor; Jessi Lassiter, Vice-Mayor; John J. Purcell IV, Sylvia Rigsby, Vicky Harte, Council members; Craig Buckley, Interim Town Manager; Jessica M. Ellis, Clerk/Treasurer, Kellye Throckmorton, Deputy Clerk/Treasurer; Anthony Larry, Public Works Superintendent

**Absent:** Jeff Gore, Legal Counsel

**Also in Attendance:** Liz Nelson, previous Town Manager

*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.

**BUSINESS FROM THE FLOOR**

None.

**CONSENT AGENDA**

Council member Harte made the motion to approve the consent agenda. Council member Rigsby seconded the motion. The vote went as follows: 4-0 in favor.

**NEW BUSINESS**

**1) Discussion/Action: Thrasher Engineering Contract**

Council member Purcell reported that Thrasher Engineering had completed the contract and cost as outlined in the RFP awarded to their firm as the town continues to utilize ARPA funds to improve

1 water and sewer infrastructure. The contract is for the demolition and  
2 decommission of the old sewer treatment facility located on the  
3 corner of Courthouse Road and Elm Avenue. The contract also  
4 includes funds to begin the construction and repurpose of the  
5 property after the preliminary engineering report and design are  
6 complete.

7  
8 Council member Rigsby made the motion to approve the Thrasher  
9 contract. Council member Lassiter seconded the motion. The vote  
10 went as follows: 4-0 in favor.

11  
12 **2) Discussion/Action: CHA Consulting Inc. – Work Order No.**  
13 **2024-4 and 2024-5**

14  
15 Council member Purcell explained that CHA Consulting, Inc. is  
16 finalizing the work outlined in the RFP as the town continues to utilize  
17 ARPA funds to improve the water and sewer infrastructure; and  
18 stated that the action needed from Council this evening is to approve  
19 Work Order No. 2024-4 and 2024-5.

20  
21 Council member Lassiter made the motion to approve Work Order  
22 No. 2024-4 and Work Order No. 2024-5. Council member Rigsby  
23 seconded the motion. The vote went as follows: 4-0 in favor.

24  
25 **3) Discussion/Action: ARPA Project Funds Appropriation**

26  
27 Council member Purcell explained that, included in the packet, is the  
28 allocation of ARPA funds as prepared by the town for the past few  
29 years. Contracts were awarded through the RFP process and the  
30 Commonwealth of Virginia's eVA website or through current  
31 cooperative contracts. All funds were allocated in the April 2024  
32 report, due annually to the State of Virginia, who oversees the  
33 Federal ARPA funds. It is a requirement that funds be committed and  
34 allocated by the end of December 2024 and all funds must be spent  
35 by December 2026. The town has committed to use the funding to  
36 improve the water and sewer infrastructure that we maintain – all of  
37 which is outlined on the allocation page and supports that goal.  
38

1 Mrs. Nelson, previous Town Manager, was in attendance and  
2 informed Council that the projected allocations needed approval by  
3 vote.  
4

5 Council member Purcell made the motion to approve the ARPA fund  
6 allocations. Council member Lassiter seconded the motion. The vote  
7 went as follows: 4-0 in favor.  
8

9 **4) Discussion/Action: 2025 Holiday Schedule**

10  
11 Council member Rigsby made the motion to approve the 2025  
12 Holiday Schedule. Council member Purcell seconded the motion. The  
13 vote went as follows: 4-0 in favor.  
14

15 **5) Discussion/Action: Town Manager Search**

16  
17 Council and staff held a lengthy discussion wherein it was decided  
18 that Mr. Buckley would work on a job description/advertisement and  
19 reach out to other entities about listing the position; and the  
20 Personnel Committee would take up the matter in February after  
21 committee assignments.  
22

23 **STANDING COMMITTEE REPORTS**

24  
25 No reports.  
26

27 **STAFF REPORTS**

28  
29 **Police:**

30  
31 In addition to the monthly report that was included in the packet,  
32 Chief Nachtman gave a brief employment update.  
33

34 **Project Manager:**

35  
36 No report.  
37

38 **Public Works:**

39

1 Mr. Larry spoke from his report that was included in the packet  
2 highlighting items of interest.

3  
4 Following his report, Council member Harte questioned if a solution to  
5 the poor lighting on the entryway sign on Courthouse Road had been  
6 resolved. Council member Purcell stated that he had been looking  
7 into the matter and was planning to try fabricating a solution himself,  
8 but has not had time to work on it yet. Mr. Larry stated that he felt the  
9 best solution would be to install ground lights that would project up on  
10 the sign and provide a continuous and more aesthetically pleasing  
11 illumination.

12  
13 Council member Harte also questioned if the town shop is outfitted  
14 with an AED to which Mr. Larry reported that they do not at this time,  
15 but he is working on getting one for them. He noted that there is one  
16 located in the Police Department next door.

17  
18 **Legal Counsel:**

19  
20 Mr. Buckley reported that he has spoken to Mr. Gore about offering  
21 training for new, and existing, Council members to bring them up to  
22 speed in their new positions.

23  
24 **Clerk/Treasurer:**

25  
26 No report.

27  
28 **Manager:**

29  
30 Mr. Buckley spoke briefly about the Christmas parade, stating that it  
31 was the smoothest run parade that we have had yet, and noted that  
32 the town staff that assisted with the event were great. He stated that  
33 the streets were littered with debris and trash following the event, and  
34 due to the condition of our street sweeper, we sought out assistance  
35 from the Town of Orange with cleaning our streets. Mr. Buckley also  
36 briefly made mention of a few VML events coming up over the next  
37 several months, and made mention of procurement changes that will  
38 take place January 1<sup>st</sup>, but reported that the town should already be  
39 in compliance.



1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18

**COMMUNICATIONS**

Council member Harte expressed that she had a couple of items that she would like added to the agenda for discussion at the next Council meeting such as: a forensic audit; she would like to be appointed as the liaison between the Town of Mineral and the Town of Louisa; and a pay increase for Council members.

**ADJOURNMENT**

Council member Purcell made the motion to adjourn the meeting at 6:54 p.m. Council member Rigsby seconded the motion.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



## Notice of Public Hearing

**THE LOUISA TOWN COUNCIL WILL HOLD A PUBLIC HEARING AT 6:00 PM ON TUESDAY, JANUARY 21, 2025, AT 212 FREDERICKSBURG AVENUE, LOUISA, VIRGINIA TO CONSIDER THE FOLLOWING ITEM:**

SUP-2024-03: A Special Use Permit application, submitted by R. T. Williams, III agent for the owners, RTW Construction Corp, Patrick & Judith Hanley and Curtis Moore, for the property located on Barnstormer Circle, specifically Lots 28 and 28A, identified as Louisa Tax Map parcels 41C-1-28 and 41C-1-28A, located in a Residential General District. The total acreage of the parcels consists of 0.756 acres. The application is to subdivide the two parcels to a total of 4 parcels and construct two (2) duplexes, for a total of four (4) dwelling units.

Comments will be heard in person during the public hearing. Comments can also be submitted prior to the meeting by calling our office at (540) 967-1400, email at [info@louisatown.org](mailto: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. Please contact the Town of Louisa for any questions. If special accommodation is needed to participate, please contact our office the day prior to the Public Hearing.

# 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  
Jessica J. Lassiter, Vice Mayor  
John J. Purcell, IV, Councilman  
Sylvia L. Rigsby, Councilwoman  
Vicky A. Harte, Councilwoman

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

November 26, 2024

# COPY

Regarding: A Special Use Permit Application SUP-2024-03 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, December 17, 2024, at 212 Fredericksburg Avenue, Louisa, Virginia to consider the following item:

SUP-2024-03: A Special Use Permit application, submitted by R. T. Williams, III agent for the owners, RTW Construction Corp, Patrick & Judith Hanley and Curtis Moore, for the property located on Barnstormer Circle, specifically Lots 28 and 28A, identified as Louisa Tax Map parcels 41C-1-28 and 41C-1-28A, located in a Residential General District. The total acreage of the parcels consists of 0.756 acres. The application is to subdivide the two parcels to a total of 4 parcels and construct two (2) duplexes, for a total of four (4) dwelling units.

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 can also be submitted prior to the meeting by calling our office at (540) 967-1400, email at [info@louisatown.org](mailto: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. Please contact the Town of Louisa for any questions. If special accommodation is needed to participate, please contact our office the day prior to the Public Hearing.

Respectfully,

Town of Louisa



**Planning Commission Meeting Minutes**  
**Town of Louisa Planning Commission's Regularly Scheduled Meeting**  
**Monday, November 25, 2024 at 5:00pm**

Commission Members in Attendance:

Chairman A. Carter Cooke; Maxine Ryan; Veronica Saxton; and John J. Purcell, IV

Commission Members Absent:

Cochran Garnett

Additional Attendees:

Liz Nelson, Town Manager; Paul Snyder, Project Manager/Zoning Administrator; R. T. "Torrey" Williams, Agent of SUP 2024-03; Larry Kavanagh, 225 Fairway Drive; Judy Kavanagh, 225 Fairway Drive; Rick Meyer, 114 Woodger Circle; Debbie Woodward, 115 Club Road; Vicky Harte, 311 Club Road; Via Artz, 109 Club Road

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

5:00 pm Convene Meeting

**Approval of Previous Meeting Minutes** – July 29, 2024

After review of the July 29, 2024 Planning Commission Meeting Minutes, a motion to approve was made by Mrs. Saxton and was seconded by Mr. Purcell. The motion carried by unanimous vote (4-0).

**Public Hearing**

SUP-2024-03: A Special Use Permit application, submitted by R. T. Williams, III agent for the owners, RTW Construction Corp, Patrick & Judith Hanley and Curtis Moore, for the property located on Barnstormer Circle, specifically Lots 28 and 28A, identified as Louisa Tax Map parcels 41C-1-28 and 41C-1-28A, located in the Residential General District. The total acreage of the parcels consists of 0.756 acres. The application is to subdivide the two parcels to a total of 4 parcels and construct two (2) duplexes, for a total of four (4) dwelling units.

A Public Hearing for SUP 2024-03 as outlined above was opened at 5:01 pm by the Chairman Cooke

Paul Snyder, Project Manager and Zoning Administrator, made corrections to an error in the public notice advertised in the newspaper and mailed to adjacent property owners. While all required information was included in the notice; time, date, tax map parcel numbers, and an outline of the request, the current zoning classification was noted as General Commercial. The correct classification is Residential General. Mr. Snyder stated that town legal counsel, Jeff Gore, had been advised of the error and stated that it did not impact the legality of the public hearing nor the advertising requirements.

**Presentation** - R. T. "Torrey" Williams,  
Owners Agent Tax Map parcels 41C-1-28 and 41C-1-28A

Mr. Williams presented an overview of the application to the Commission as outlined in the provided application and narrative. He stated that the project was not put together and immediately submitted. He held multiple meetings with the Tanyard Property Owners Association and the architectural review community members to receive feedback from the community. He listened to this feedback, noting reasonable concerns, and has presented the Commission with what he believes has addressed their concerns. Citing the substantial changes made from the original plan; including a one-story design, two vehicle parking per unit, buffering requirements for the neighbors, and a similar appearance to the duplexes that are currently located across the street.

Mr. Williams addressed the well on the property that was once owned by the Town as a water source. He referenced a deed of exchange from April 17, 1984, where the property and all rights, without restrictions were conveyed to Lawrence and Judith Kavanagh. He then referenced deeds of sale that brought the property to the current owners who hold a "fee simple" title to the property.

Mr. Williams then discussed his intention to hold the properties as rental units, and how this was another concern with the citizens in Tanyard Subdivision. He discussed that the actual use of the property is the matter the Commission is considering and not the manner in which the property is used. He cited case law from the Supreme Court of Virginia in 2007, *Scott v. Walker*, and provided the Commission with copies to review. He stated that the Supreme Court agreed that rental properties are still classified as residential use. He went on to explain that the units across the street that were originally sold were now held as rental properties.

Mr. Williams addressed the restrictive covenants for Tanyard and again provided copies for the Commission. He spoke about the items that the covenants did not cover. They don't say you cannot rent a property, and they don't ban any type of property types, including duplexes.

Mr. Williams encouraged the Commission to review the application as set forth by Virginia law and Section 165 of the Town code. He stated that a duplex is an acceptable use in the code, after going through the special use permit process. He specifically cited Town code section 165-68 "Special Use Permits" and addressed the conditions, how the application conforms, and efforts that have been made to ensure compliance and encouraged the Commission to add conditions as they see fit.

Mrs. Saxton wanted clarification on the case law and Mr. Williams pointed the Commission to the document he had presented and discussed the residential use of rental properties as determined by multiple cases by the Supreme Court.

**Public Comment**

Larry Kavanagh, 225 Fairway Drive commended the Town Manager for locating the deed of exchange that provided insight on the well located on the subject property. He discussed the written comments he had submitted and stated that he had no objection to the ownership of the well after reviewing the provided deed of exchange. He again referenced the well, and questioned whether or not it was a private or public well as it was used to supply Town citizens at one point. The use spanned many years and produced many gallons of water. This use was concerning, since it is unfiltered water, and the possibility of ground erosion could cause a sink hole on the property and construction could cause stress on the area. He referenced that the Town did not have a code to address this issue, but it was a matter of State law that the well site be addressed. Mr. Kavanagh then wanted to address the ethics of the project. He stated that as a homeowner, making a

large investment, the Town has stated that this area is residential, and the expectation is for it to maintain that character. A special use permit would only apply if there was a special need for things be done a different way. He stated that allowing zoning for an "apartment complex," explaining that a duplex and an apartment are not the same thing, there must be a special need, and this is not the case in the proposed project area. He referenced all of the approved developments in the Town over the past few years and stated that the permits for hundreds of apartments didn't warrant the need for two more. He stressed the need to consider the current property owners in Tanyard and that the lots would be better served with single family or spec homes. He said that the apartments were out of character for Tanyard, and the existing duplexes were built to be purchased as single family homes. Mr. Kavanagh urged the Commission to consider that there is no special need, therefore they should not issue a special use permit.

Judy Kavanagh, 225 Fairway Drive acknowledged Mr. Williams for his efforts to speak with the citizens in Tanyard. She stated that no home has ever been built in Tanyard with in intentions of being rented. It was always the understanding that the community was to remain residential in nature.

Rick Meyer, 114 Woodger Circle spoke to the fees that are charged to Tanyard homeowners. He stated that when the HOA was initiated the fees were twenty-five dollars and they recently increased these fees to fifty dollars. That being said, the homeowner's association does not have the money to fund revisions of the outdated covenants. It has always been the homeowner's responsibility to adhere to the guidelines. The Town has also recognized Tanyard as a residential development and encouraged the Commission to keep it that way. He commented on Mr. William's projects in the Town and the County and stated that they should be considered a commercial enterprise. He stated that the remaining twelve lots in Tanyard have one owner and that has always been the intent of the neighborhood. He commented on the rental units that Mr. Williams currently has in Town and spoke of the appeal not being what is expected in the Tanyard subdivision. He concluded by saying the HOA didn't have the means to fight this legally and hoped that the Commission would consider a "whole bunch of neighbors" and weigh the comments not to change the character of Tanyard. They community didn't know if Mr. Williams would be a good landlord, they didn't know who he would rent to, these were all concerns that the Commission should consider.

Debbie Woodward, 115 Club Road provided the Commission with pictures of the existing properties that Mr. Williams has in the Town and explained how the character was concerning to the residents of Tanyard. She stated that if the intention was to have multi-family units in the subdivisions it would have been zoned accordingly at the time of development and this application was making an exception to the zoning. She questioned why this exception should be made in a subdivision that has existed for over forty years. She thinks this will set a precedent for the undeveloped lots in the subdivision that is not the intention of the homeowners. She addressed the existing condominiums and the intention that each of them be sold and not rented. Mrs. Woodward asked that the application, at the very least, be tabled until the applicant addressed the existing well, formally owned by the Town. Stating no plans have been made to mitigate the well and it should go through all proper departments to ensure all provisions in the code are addressed as outlined in the deed of exchange dated April 17, 1984. She also commented on the roads that would be used to access the property, Club Road to Barnstormer Circle. The roads allow one way for ingress and egress, and it poses concerns for the residents. The use of essential services on Barnstormer was also a concern; such as school bus transportation, trash collection, emergency service vehicles, and postal service.

Vicky Harte, 311 Club Road stated that she was speaking as a resident of Tanyard and expressed concerns over some misconceptions. The existing townhomes were built to be purchased and actually lived in by the owners and not outside renters. One unit, in the existing townhomes is currently occupied by the property owner's family and that owner also resides in a single-family dwelling in Tanyard. She agreed with the fact that once this is allowed others will follow, and a precedent is set. She purchased her lot knowing the intent of the subdivision was for single family dwellings as Tanyard offered some of the only residential lots in the Town of Louisa at that time. The current townhomes were originally intended for the elderly who wanted smaller dwelling options within the subdivision. She asked that the Commission consider the larger tax base in Tanyard subdivision, and the impact rental units would have on property values.

Via Artz, 109 Club Road stated that her property adjoined the proposed project, and it creates a "gateway" for foot traffic to come onto her property. She requested a fence be installed to discourage the crossing of private property lines. She also stated that her property has a lot of water run off that goes to the applicant's property and can create issues near the well in large rain events.

Paul Snyder read comments that were received prior to the meeting from Joyce Briscoe, 130 Woodger Circle; Brian Ellis, 105 Club Road; Warren Gehle, 103 Barnstormer Circle; John and Virginia Carroll, 207 Fairway Drive. All written comments are attached to the application.

Mr. Williams was allowed a rebuttal period, addressing all of the public comment concerns and the Public Hearing was closed at 6:04 pm.

### Commission's Comments and Recommendation

After the public hearings, the following discussion and actions were taken;

#### 1. SUP-2024-03

A lengthy discussion was held about the application and the public hearing comments by the Commission. Mr. Purcell asked about the enforcement of the two-vehicle parking and was informed that will be the landowners' responsibility to comply as a condition outlined in the application. Mr. Purcell also read from the architectural review committee's requirements and stated the guidelines are for the homeowners to enforce and the design/covenants were a discussion/approval independent of the Town zoning application. Paul Snyder reiterated the fact that the Commission is reviewing the application as it pertains to Town code and State law and further defined the role of zoning approval as it differs from homeowner's association approval. He also stated that this public hearing and application review was for the recommendation to the Town Council, who will have the authority to approve or deny the application. The Commission entertained questions from the public as to the zoning action and permit conditions. After discussion, a motion to recommend approval to the Town Council of SUP-2024-03: A Special Use Permit application, submitted by R. T. Williams, III agent for the owners, RTW Construction Corp, Patrick & Judith Hanley and Curtis Moore, with conditions set forth by the applicant, to exclude condition #4 (The units constructed in the subject lot will be designed and constructed in a similar style and color as the duplex units located across the street at 201, 203, 205, 207 Barnstormer Circle to promote visual cohesion and appealing the status of the neighborhood), was made by

Mr. Purcell and was seconded by Mrs. Butcher. The motion carried by the following vote: Saxton – for, Cooke – for, Butcher – for, Purcell – for (4-0).

There were no additional discussion items by the Commission.

A motion to adjourn was made by Mrs. Saxton and seconded by Mr. Purcell. The meeting adjourned at 6:58 pm.



Joyce Briscoe  
130 Woodger Circle  
Louisa, VA 23093

Received 11/22/24

November 17, 2024

To the Planning Commission of the Town of Louisa:

Dear Members of the Planning Commission,

My name is Joyce Briscoe, and I am a proud homeowner at 130 Woodger Circle in the Tanyard subdivision of Louisa, Virginia, where I have lived for the past three years. I am writing to express my strong opposition to the special use permits requested for Lots 28 and 28A on Barnstormer Circle, which would allow the construction of two apartments within our neighborhood.

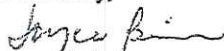
When I moved from beautiful Charleston, South Carolina, to Louisa, it was to be closer to my children and grandchildren. The charm, cohesion, and high standards of the Tanyard community played a significant role in my decision to settle here. It is a neighborhood defined by a strong sense of community, excellence, and pride among its residents—qualities I deeply value and wish to see preserved.

The introduction of multifamily dwellings such as apartments into our neighborhood poses risks to the character and balance that attracted so many of us here. I am concerned about the potential impact on property values, neighborhood harmony, and the infrastructure that supports our community. These changes could significantly alter the unique environment that has made Tanyard such a special place to call home.

While I am unable to join my neighbors in person during discussions regarding this matter, I stand in full support of their collective efforts to preserve the integrity and vision of our community. I urge you, as elected and appointed officials, to listen to the voices of current homeowners and taxpayers who are invested in maintaining the quality of life that defines our neighborhood.

Thank you for your time, consideration, and service to the Town of Louisa.

Sincerely,

  
Joyce Briscoe

## Kellye Throckmorton

---

**From:** Brian Ellis <gilbug01@yahoo.com>  
**Sent:** Sunday, November 24, 2024 12:51 PM  
**To:** Info  
**Subject:** Special Use Permit Application SUP-2024-03

Mr. Williams has stated he would build Villas there just the same as the ones that are there now across from these lots. He can do with them what he wants with the lots and the residents should no resist. A decision was made long ago to let the multi-family Villas to be built there in the circle. As far as I understand it, the lots on the end of the circle are already approved for multi-family dwellings. My property (105 Club Rd.) in that area, stands to be impacted the most from this request. I assure you I am not loosing any sleep over what could or may happen. I fully support his effort and hope that his request is approved. I am sending this because I will be unable to attend the meeting. As far as what keeps coming up around the intent of the covenant, the community moved that aside long ago to allow someone the go-ahead to build the Villas that are there now. At one point the community must have decided that it was okay to allow that happen. I am not sure how it actually happened, but it did. As Mr. Williams reminded all of us at the meeting, the other lots on the end of Barnstormer have permits already in place and could be built upon at anytime. They are approved for multi-family use.

Regards,  
Brian S Ellis

## Development of Tanyard

My name is Warren Gehle. My wife and I have lived at 103 Barnstormer Cir in Tanyard Subdivision since 2001. My lot is #22. Lot 22 is adjacent to Lot 23, one of the Residential General lots on Barnstormer Cir owned by Mr. Butch Duke at that time.

When we moved into our home, Mr. Duke explained the vision he had for developing his properties. He wanted to preserve the value of the homes built on half-acre and acre lots that were adjacent to the Residential General lots on Barnstormer Cir. He proposed do this by building Carriage Homes adjacent to the larger lots, followed by duplexes as he built closer to the cul-de-sac

A Carriage Home is a single family home built on a very small lot. He would build several of these homes followed by duplexes. In this way there would be a "step-down" from homes on large lots to homes on small lots, to multi-family homes. I really liked his idea, and was happy to hear that he had obtained an SUP to do such.

Unfortunately Mr. Duke changed his mind in 2002 and requested an SUP to eliminate the Carriage Homes.

Mr. Jerome Gilbeau, the owner of the home at 100 Barnstormer Cir (lot 29)\* and I attended the Planning Commission Meeting and opposed the new SUP. The Planning Commission agreed with us and recommended that the Town Council reject the new SUP. Furthermore the Planning Commission recommended that each home was to be built with an attached garage. The Town Council accepted the recommendations of the Planning Commission.

In doing so, a precedent was set for the development of Residential General lots on Barnstormer Cir.

To that end a Carriage Home was built by Mr. Duke adjacent to my property and has an attached 2-car garage, and his duplexes on the circle have attached single-car garages for each home.

Mr. Duke's homes are well designed and constructed. They are an asset to Tanyard. And for that I thank Mr. Duke.

I'm here/writing to ask this (Planning Commission/Town Council) to continue the precedents set by the Town Council in 2002:

- 1) the precedent of Carriage Homes built adjacent to the properties of half an acre or more; and
- 2) the precedent of a garage attached to each home

in the Residential General areas.

This will preserve home values and the character of Tanyard.



\*The current owner is Carolyn Oliver.

\* Comments received prior to 11/22/24 \*

## Development of Tanyard

My name is Warren Gehle. My wife and I have lived at 103 Barnstormer Circle since 2001. We live on a one acre lot adjacent to Lot 23, one of the Residential General lots on Barnstormer Circle. Lot 23 was owned by Mr. Butch Duke at that time.

When we moved into our home, Mr. Duke explained the vision he had for developing his properties. He wanted to preserve the value of the homes built on the half-acre or larger lots adjacent to the Residential General lots on Barnstormer Circle. He proposed to do this by building "carriage" homes (a single family home built on a small lot) adjacent to the larger lots. These homes would be followed by duplexes around the cul-de-sac.

In this way there would be a "step-down" of lot size from homes on large lots to homes on small lots, to multi-family homes. I really liked his idea, and was happy to hear that he had an SUP or was about to obtain an SUP to do so.

Unfortunately Mr. Duke changed his mind in late 2002 and requested an SUP to eliminate the carriage homes.

Mr. Jerome Gilbeau, the owner of the home at 100 Barnstormer Circle\*, and I attended the Planning Commission Meeting and opposed the new SUP. The Planning Commission agreed with us and recommended that the Town Council reject the new SUP. Furthermore the Planning Commission recommended that each home be built with an attached garage.

The Town Council accepted the recommendations of the Planning Commission. In doing so, a precedent was set for the development of Residential General lots on Barnstormer Circle.

Mr. Duke took his plans to the Tanyard ARB. (Per Pam Stone, an ARB member at that time.)

After approval by the ARB, two single story duplex buildings, each with two attached garages were built on the circle by Mr. Duke. Later he built a single story carriage home with an attached 2-car garage adjacent to my property.

Mr. Duke's homes are well designed and constructed. They are an asset to Tanyard. And for that I thank Mr. Duke.

I'm asking this Planning Commission and Town Council to continue the precedents set by the Town Council and the builder in 2002:

- 1) the precedent of building carriage homes adjacent to the properties of half an acre or more;
- 2) the precedent of single story buildings with an attached garage for each home; and
- 3) the precedent of approval of the plans by the Tanyard ARB.

This will preserve home values and the character of the Tanyard Subdivision.

\_\_\_\_\_  
Warren D. Gehle

11/12/24

\_\_\_\_\_  
Date

Revised  
11/25/24

\*The current owner is Carolyn Oliver.

Town of Louisa  
Planning Commission  
P.O. Box 531  
Louisa, Virginia 23093

November 14, 2024

Dear Planning Commission Members:

We are long term residents of the Town of Louisa and the Tanyard Community. We think Louisa is a great place to live and enjoy all of the aspects of our small town in Central Virginia.

We understand the owners of Parcels 41C-1-28 and 41C-1-28A have applied for a Special Use Permit for their lots on Barnstormer Circle. We also understand the units constructed will be rental units which are totally out of character for our residential community. Recent developments have been approved by your Commission and Council with mixed residential and rental housing, but to our knowledge this is the first attempt to mix residential and rental properties in an established community.

There is nothing wrong with rental housing and Town leadership has recently approved several projects to bolster housing opportunities for rental cliental. It was even stated that Louisa needs more affordable housing for younger residents. I think we can all agree that Louisa has taken several steps to address this need.

There are other issues that also need to be addressed, such as senior housing, retirement communities, opportunities for current homeowners to scale back their housing. We find ourselves in that category. The duplexes being proposed on Barnstormer would be well suited for resident owned housing. The units that are already in place on Barnstormer have served that need for several years. Currently, with the death of a few of owners, family members have chosen to rent some of these homes while in transition until finite plans can be made. What is currently being proposed by the applicants for this Special Use Permit appears not to be in keeping with the resident owner character of Tanyard.

We ask that you not approve this Special Use Permit because it will have an adverse impact on the Tanyard Residential Community.

Respectfully,

John and Virginia "Burchie" Chisholm Carroll  
207 Fairway Drive  
Louisa, Virginia 23093

225 Fairway Drive  
Louisa, VA 23093  
October 21, 2024

Louisa Town Acting Mayor, Jessica J. Lassiter  
Louisa Town Council, Daniel Carter, Vicky Harte, Sylvia Rigsby, and John Purcell IV  
Louisa Town Manager, Liz Nelson

Dear Acting Mayor Lassiter, Members of the Town Council, Town Manager, and any other persons involved with approving building permits in the Town of Louisa:

I learned moments ago that Torrey Williams is applying for a special use permit to build two duplex apartments on Lots 28 and 28A of the Tanyard subdivision. Although this is now shown as two separate lots, this property was originally designated a single lot (Lot 28) when I laid out the original Tanyard Subdivision, and it was a single lot when I sold the golf course and other properties to the Tanyard Country Club.

After the series of informal meetings that Mr. Williams had last year with Tanyard residents, members of the Tanyard Architectural Review Committee, and others, I had thought that the prospect of two duplex apartment buildings on those lots was a "dead issue," and had not thought much more about it until being surprised today by Mr. Williams's application. In view of that, I must tell you something more about lots 28 and 28A.

Lot 28 was always known as the "Well Lot." On this lot there was (and still is) a deep well that was dug sometime perhaps in the 1950's or 60's as a water well to serve the needs of the Town of Louisa. I think it was the Town that had this well drilled, on property which had been donated by Andy Richardson. The well served the water needs of the Town of Louisa for many years. When the Town developed other sources for their water needs, they returned the Well Lot to Richardson, and my wife and I later acquired it when we bought the property that I developed as the country club, golf course, and Tanyard development.

When I built the golf course, I used this well as the ONLY source of water for all the greens and tees of all 18 holes on the course. For our irrigation needs, I was pulling approximately 25,000 gallons per day, almost every day, for about a ten year period. I was told that 25,000 gallons per day was about the same as the Town had drawn from it in the decades they were operating it as a source of water for the Town. By way of reference, that is at least ten to twenty times as much water as is pulled from a normal home well for a large family.

Naturally, with every gallon of water that is pulled from a well, a little bit of silt accompanies it. Over the course of thirty years or more of heavy commercial pulling, that amounts to an enormous amount of mud removed from a hole underneath the ground. So much so that a person might rightfully be concerned about a sink hole developing below any building erected just above that well.

I did not sell Lot 28 for home development. When I sold the property to Tanyard CC, it was designated as the Well Lot. Although Tanyard CC later did extensive improvements on the irrigation system and no longer required this well for irrigation, the well is still there.

I think that anyone considering building duplex apartments on lots 28 and 28A should be very wary about getting insurance against the real possibility of a sink hole, and anyone asked to give a building permit there should be considerate of the safety risk. Putting buildings on top of heavily-used wells is not normally a recommended practice!

Sincerely,

Larry Kavanagh,

Developer of the Tanyard Golf Course and Tanyard Subdivision  
telephone 967-1797  
email [louisakid@hotmail.com](mailto:louisakid@hotmail.com)

From: Larry Kavanagh <[louisakid@hotmail.com](mailto:louisakid@hotmail.com)>  
Sent: Sunday, November 10, 2024 5:11 PM  
To: Liz Nelson <[lnelson@louisatown.org](mailto:lnelson@louisatown.org)>  
Subject: Special Use Permit for lots 28 and 28A, Tanyard

To: Liz Nelson, Town Manager, Town of Louisa ([lnelson@louisatown.org](mailto:lnelson@louisatown.org))  
Re: Special Use Permit Request by Torrey Williams et al, Public Hearing November 25

Hello Liz,

When I sent you a letter two weeks ago recalling my memories about the Well Lot at Tanyard (i.e., Lot 28 as laid out by me, but now subdivided into the two lots designated 28 and 28A, on which Torrey Williams is proposing to build two duplex apartment buildings), I was working with a memory of events more than forty years old, and perhaps it is time now to dig a little bit deeper into actual court records. I have done some reviewing in the last few days of old records at the Court House and into the title search that was conducted by Jeff Garnett when I purchased the Glen Marye Farm from Andrew Richardson in 1980 which later became Tanyard. Some surprising things revealed themselves, some of which I should have been aware of but was not. I will try to summarize these in this email, and give you some references, and I trust you will believe that this would be worth sharing with the Planning Commission, the Town Council, and perhaps the Town Attorney. (But please remember, I am not an attorney, just a person who happened to be the developer of Tanyard Subdivision and the Louisa Country Club Golf Course.)

To get to the chase, here are some noteworthy things:

- In the middle of lots 28 and 28A, there is a circle of land 100 feet in diameter, "surrounding the well", and I believe that this land is actually owned, even now, by the Town of Louisa.
- The well in question was not drilled by the Town of Louisa, but was drilled by the Louisa Chamber of Commerce. It is not clear, then, who actually owns the well.
- Beyond this 100 foot diameter circle of land, all the land in a 50 feet wide ring surrounding the circle carries a restriction running with the land so that no structures or sewage disposal facilities of any kind may be placed, and this restriction extends to the landowners and their "successors, heirs, devisees, or personal representatives."
- If the well itself is to be declared "abandoned," then it may fall under some specific requirements spelled out in Virginia Admin. Code 12-5-590-475 ("Removal of Wells from Service")

All of the above, of course, suggests that Torrey's request for a special use permit may be an impossible request or at least ought to be delayed until it can be determined whether he actually has the right to build any buildings on the land he proposes.

Here are the references, which I hope you pass along:

- Deed Book 82, Pages 217-221 (pdf copy attached): Louisa Town Council purchases a circle of land 100 ft in diameter



“surrounding” the well drilled by the Louisa Chamber of Commerce. Examined and recorded July 13, 1951. Price of the land \$1,500 paid to A.J. Richardson, Jr. et ux. The deed also describes the area 50 feet beyond the circle as being excluded from any construction. The restricted land appears to encompass virtually all of lots 28 and 28A.

- Plat Book 7, page 247 (pdf attached): First plat on record of Tanyard, Section 1. Recorded 1983 (approx.) Shows 100 foot restricted circle and 50 foot beyond on Lot 28.
- Plat Book 7, Page 350 (pdf attached): Revised plat of Tanyard, Section 1. Recorded 1985 (approx.) Shows relocation of boundary between lots 28 and 29.
- A segment of an engineering drawing from Bernard C. Proctor, Professional Engineer, showing layout of sewer lines in the vicinity of Lot 28, dated 1991. Added because of its clarity to the location of the Well Lot property owned by the Town of Louisa, and showing the restricted area.
- Survey of lots 28 and 28A, dated 30 October 2006, performed by Joseph DiMeglio, and recorded DB 1037 p. 510 showing the subdivision of Lot 28 into 28 and 28A. This survey fails to show the location of the 100 foot circle around the well lot, but shows the location of the well house. (Perhaps the title research was incomplete!)
- Pdf copy of Virginia Admin. Code #5-590-475 (“Removal of Wells from Service”)

For your information, I have found nothing in the records which deletes or retracts the deed of 1951 wherein the Town of Louisa purchased the 100 foot diameter circle of land from Andrew Richardson, nor of the restrictions placed on the 50 foot boundary outside this circle. The deed which I received from Andrew Richardson in 1980 specifically excludes this 100 foot circle from the land which I acquired when I purchased Glen Marye Farm. I have done as much due diligence as I am capable of performing. Perhaps the Town Attorney can do better. However, I am at this moment of the belief that the ownership of part of the land in question resides with the Town of Louisa, and that the remainder of the land is restricted, and that Torrey Williams does not have the legal right to build the apartment buildings which he is proposing.

If by any chance the Town Council is inclined to sell or give away their ownership of the 100 foot diameter parcel of land surrounding the well, then I would suggest that this is a valuable piece of property, especially in a year when Louisa County has suffered a drought. I would also wonder if the Louisa Chamber of Commerce would claim any equity in the well itself, in view of the fact that it was they who drilled the well. I would also assume that if the intent is to permanently remove this well from service, then the requirements of the Virginia code would need to be followed.

For your further information, I will add that I sold every other single lot in Tanyard for home development, but I did not sell Lot 28 for that purpose. I always considered it as part of the golf course, and it was still being used as a source of water on the golf course by Tanyard Country Club Inc. after they bought it from me and my wife.

Larry Kavanagh

*"You will never remember this particular day of your life unless you attempt the spectacular and celebrate the effort" -- Christopher Walsh*

*"A thick skin is a gift from God" -- Konrad Adenauer*

*"I will either find a way or make one" -- Hannibal*

*"I think a lot of people believe I'm going to fall flat on my face, and they're still waiting for it to happen.*

*I hope they wait forever, and I hope they keep coming to watch me" --Christine*

*Wren*

A. J. Richardson, Jr. et als

#431

To

Town of Louisa

Conveys 0.2996 acres



THIS DEED, Made and entered into this 11th day of July, 1951, by and between A. J. Richardson, Jr. and Maxwell Q. Richardson, his wife, and Richardson and Co. Inc., parties of the first part and the Town of Louisa, a municipal corporation, party of the second part.

AUG. 8 1957

Delivered to H. M. Woodward for Town of Louisa

WITNESSETH:

That for and in consideration of the sum of ONE THOUSAND FIVE HUNDRED (\$1,500.00) DOLLARS, which is cash in hand paid by the party of the second part to the parties of the first part, at and before the signing and delivery of this deed, and the receipt whereof is hereby acknowledged, the said parties of the first part have bargained and sold, and by these presents do hereby grant and convey unto the said party of the second part, with General Warranty of Title the following described real estate, to-wit:

All of a certain lot or parcel of land located in Louisa District of Louisa County, Virginia, being a circle 100 feet in diameter, located surrounding a certain well drilled upon the land of A. J. Richardson, Jr. by the Louisa Chamber of Commerce and being so located as to place said well in the exact center of said lot, as shown by a certain plat or survey made by Kenneth Hart, Engineer, on the 10th day of July, 1951, and recorded along with this deed, the land hereby conveyed being a portion of a certain tract of land containing 38.56 acres conveyed to A. J. Richardson, Jr. by deed from Hattie Wright, dated December 19, 1946, and recorded in the Clerk's Office of Louisa County in D. B. 70, page 336, and also including a portion of a certain tract of land conveyed by A. J. Richardson, Jr. and Maxwell Q. Richardson, his wife, to Richardson and Co.

Inc., dated April 5, 1946, and recorded in said Clerk's Office in D. B. 74, page 19, as shown by said plat recorded herewith, the said real estate being conveyed together with the rights, easements, reservations and restrictions hereinafter enumerated.

The said parties of the first part covenant to and with the party of the second part that no structures or sewage disposal facilities of any kind will be placed within 50 feet of the boundaries of the aforesaid circular, ~~surrounding~~ <sup>at</sup> surrounding said well; this covenant to run with the land and the said parties of the first part agree for themselves and their successors, heirs, devisees, or personal representatives, that the said restricted area surrounding said well shall be conveyed only by Deed of Indenture, which shall contain the provision of this paragraph and which shall be signed by the grantees in acknowledgment of said restrictions.

The said parties of the first part further grant and convey unto the said party of the second part free right of ingress and egress over and upon the lands of the parties of the first part for the purposes of laying and maintaining all necessary water lines or mains leading from said well to the water mains of the party of the second part and for the purposes of visiting or servicing any pump or pipe line installation placed upon said property by the party of the second part. It is expressly provided, however, that the water mains of the party of the second part shall be laid and maintained upon a strip of ground not exceeding 15 feet in width leading from said well in a Westerly direction to the property line of the Louisa Flying Service, Inc., it being understood by the parties hereto that the party of the second part now holds easements permitting the construction and maintenance of water mains across said property of Louisa Flying Service, Inc., said water mains to be laid and maintained not less than 3 feet under the surface of the ground and the parties of the first part to have free enjoyment of the use of the ground subject to the rights of the parties of the second part. It is further provided that the right of ingress and egress for the purpose of visiting said well shall, in addition to the rights granted in connection with the water mains, be upon a strip of ground not exceeding 15 feet in width and running easterly from the land conveyed herein to the existing road running from the property of the parties of the first part in a northerly and westerly direction to the property of Louisa Flying Service, Inc., and thence in a northerly direction to U. S. Route #33, it being understood that the parties of the first part grant only such rights as they have over such portion of said road way as may lie upon the property of Louisa Flying Service, Inc. Provided further that should the parties of the first part, or their successors in title desire to change the course of, or to relocate said road way, they may do so at their own expense and upon completion of any substitute road, the party of the second part shall have the right to the use of same and the outlet herein granted shall become null and void. All rights of ingress and egress herein granted are to be enjoyed equally by the parties hereto.

It is further understood and agreed between the parties hereto that whereas by a certain agreement, dated September 3, 1947, the said A. J. Richardson, Jr. and Maxwell Q. Richardson agreed to convey to the Louisa Chamber of Commerce or its assigns, a certain tract of 68/100 of an acre, being a portion of the same real estate described above as conveyed to said A. J. Richardson, Jr., by Mrs. Hattie Wright, for the purpose of building a public swimming pool, said agreement being recorded in said Clerk's Office in D. B. 74, page 76, and, whereas, the said Louisa Chamber of Commerce has assigned all of its right, title and interest in said

agreement to the party of the second part by a certain assignment dated July 10, 1951, and whereas, the said A. J. Richardson, Jr. has certain claims against said Louisa Chamber of Commerce for the work done in connection with said swimming pool, the said party of the second part, assignee of said Louisa Chamber of Commerce, does hereby release unto the said A. J. Richardson, Jr. all claims which it may have by virtue of said agreement dated September 3, 1947, and all right, title and interest which it may own in said swimming pool lot of 68/100 of an acre, as described by the plat recorded with said agreement of September 3, 1947, referred to above, and the said A. J. Richardson, Jr., hereby releases unto the party of the second part, assignee of the Louisa Chamber of Commerce, all claims which he may have against said Louisa Chamber of Commerce for work done in connection with the construction of said swimming pool or for any and all damages resulting to the said A. J. Richardson, Jr. from the partial construction of said swimming pool, it being the intention of the parties to release each other from all claims and of any nature, whether in law or in equity and from the beginning of the world to the date of this deed.

It is further understood and agreed between the parties hereto that as part of the consideration for this deed the party of the second part agrees to fill in the excavation made for the aforesaid swimming pool by the Louisa Chamber of Commerce to the normal level of the ground in its area within three months from the execution of this deed.

The parties of the first part covenant to and with the party of the second part that they have the right to convey said real estate; that they have done no act to encumber the same; that the party of the second part shall have quiet possession of the real estate hereby conveyed and the rights hereby granted, free from all encumbrances; and that they, said parties of the first part, will execute such further assurances of title as may be requisite.

In testimony whereof the said A. J. Richardson, Jr. and Maxwell Q. Richardson have hereunto set their hands and seals and the said Richardson and Co., Inc., has caused its corporate name to be signed hereto by its President and its official seal to be hereunto affixed by its Secretary, and the said Town of Louisa has caused its corporate name to be signed hereto by its Mayor and its official seal to be hereunto affixed by the Clerk of its council, the day and year first above written.

A. J. Richardson, Jr. (SEAL)

Maxwell Q. Richardson (SEAL)

RICHARDSON AND COMPANY, INC.

(CORPORATE SEAL)

By A. J. Richardson  
President

Attest:

Maxwell Q. Richardson  
Secretary

(CORPORATE SEAL)

THE TOWN OF LOUISA

By J. N. Porter  
Mayor

Attest:

Mary W. Mills  
Clerk of the Council of the Town  
of Louisa.

State of Virginia )  
County of Louisa ) To-wit:

I, Sadie D. Smith, a Notary Public of and for the County of Louisa, in the State of Virginia, do hereby certify that Maxwell Q. Richardson and A. J.

Richardson, Jr. as individuals, and A. J. Richardson, Jr. and Maxwell Q. Richardson who served as President and Secretary, respectively, of Richardson and Co., Inc., are signed to the foregoing deed dated July 11, 1951, have personally appeared before me in my County aforesaid, and acknowledged the same.

My commission expires on the 17 day of July, 1951.  
*Given under my hand this 11 day of July, 1951*  
 Sadie B. Smith  
 Notary Public.

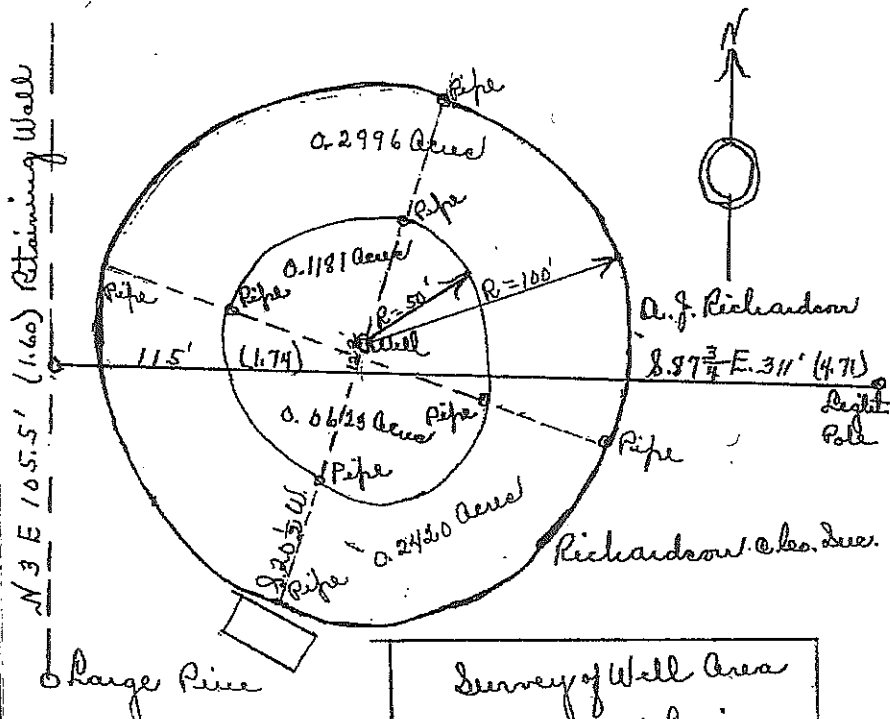
State of Virginia )  
 ) To-wit:  
 County of Louisa )

I, Martha L. Dobbins, a Notary Public of and for the County of Louisa, in the State of Virginia, do hereby certify that Joseph N. Porter, whose name as Mayor of Louisa, and Mrs. Mary E. Mills, whose name as Clerk of the Council of the Town of Louisa, are signed to the foregoing deed, dated July 11, 1951, have this day personally appeared before me in my County aforesaid and acknowledged the same.

My commission expires on the 28th day of June, 1953.

Given under my hand this 11th day of July, 1951.

Martha A. Dobbins  
 Notary Public



Survey of Wall Area  
 For Town of Louisa  
 3/4 Mile SE of Town  
 Scale: 1 in = 40 ft.  
 Date: 10 July 1951  
 By: Kenneth Hart

In the Clerk's Office of the Circuit Court of the County of Louisa, Va.: July 11,  
1951.

DB 82, page 221

The foregoing Deed was this day received in said office and admitted to  
record at 4:42 P. M. together with certificates thereon written and Revenue Stamps  
for \$1.65 thereon cancelled and Plat thereto attached.

Teste: - Kate B. Hatch Deputy Clerk

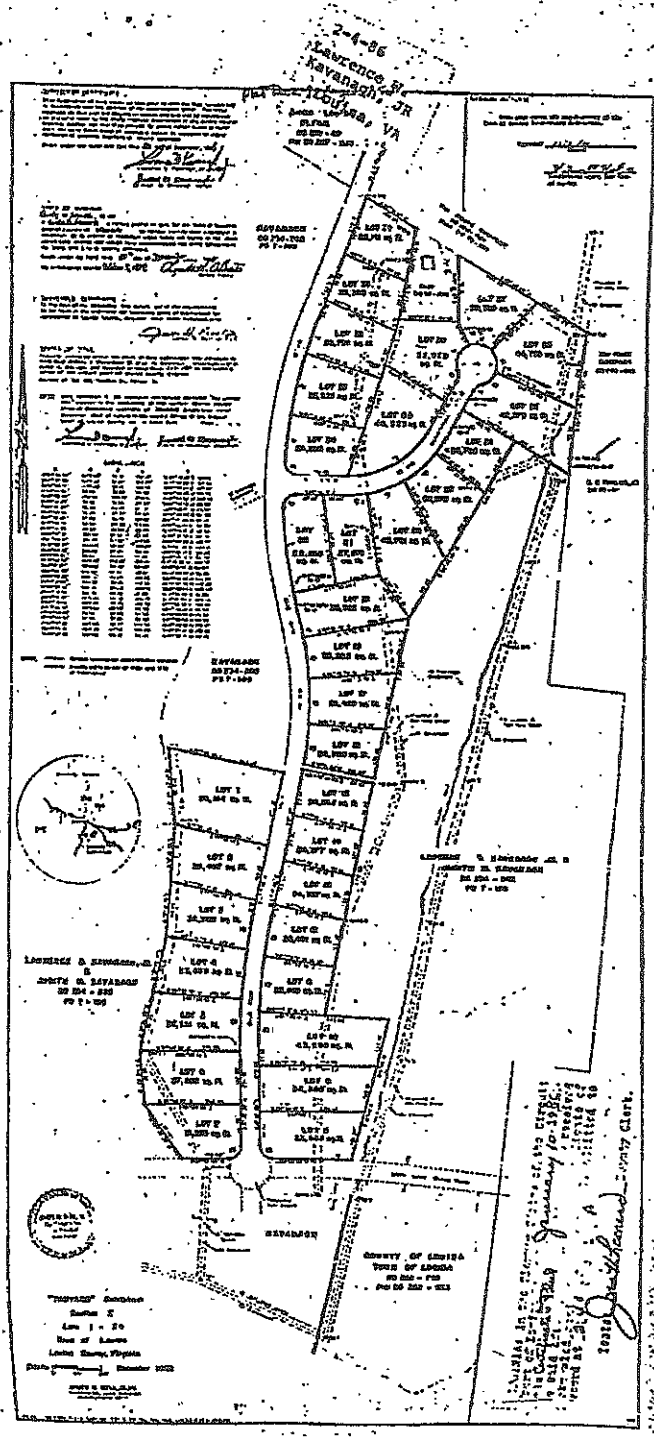
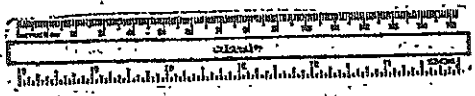
350

#64

CERTIFICATE OF SALE & OWNERSHIP

By Lawrence B. Kavanagh, Jr. of Louisiana  
 Va., County of Louisiana, do hereby certify the following to be the  
 correct survey of 229.942 acres of land in Louisiana district,  
 to-wit: Lot 1 through Lot 15 from Adesso J. & Mary W. Ransom  
Ransom and recorded MAY 16, 1920, Louisiana Circuit Court  
 Clerk's Office in book 9, 231 Top 288, and other tract of land  
 according to survey made by James H. Bell, Jr. Certified  
 Land Surveyor (s) dated MAY 15, 1920 was consist of 229.942 acres  
 according to survey.  
 Given under my hand (s) this 6 day of January, 1928  
Lawrence B. Kavanagh, Jr.  
 CLERK (S)  
James H. Bell, Jr.  
 CLERK (S)  
 \_\_\_\_\_  
 CLERK (S)  
 \_\_\_\_\_  
 CLERK (S)

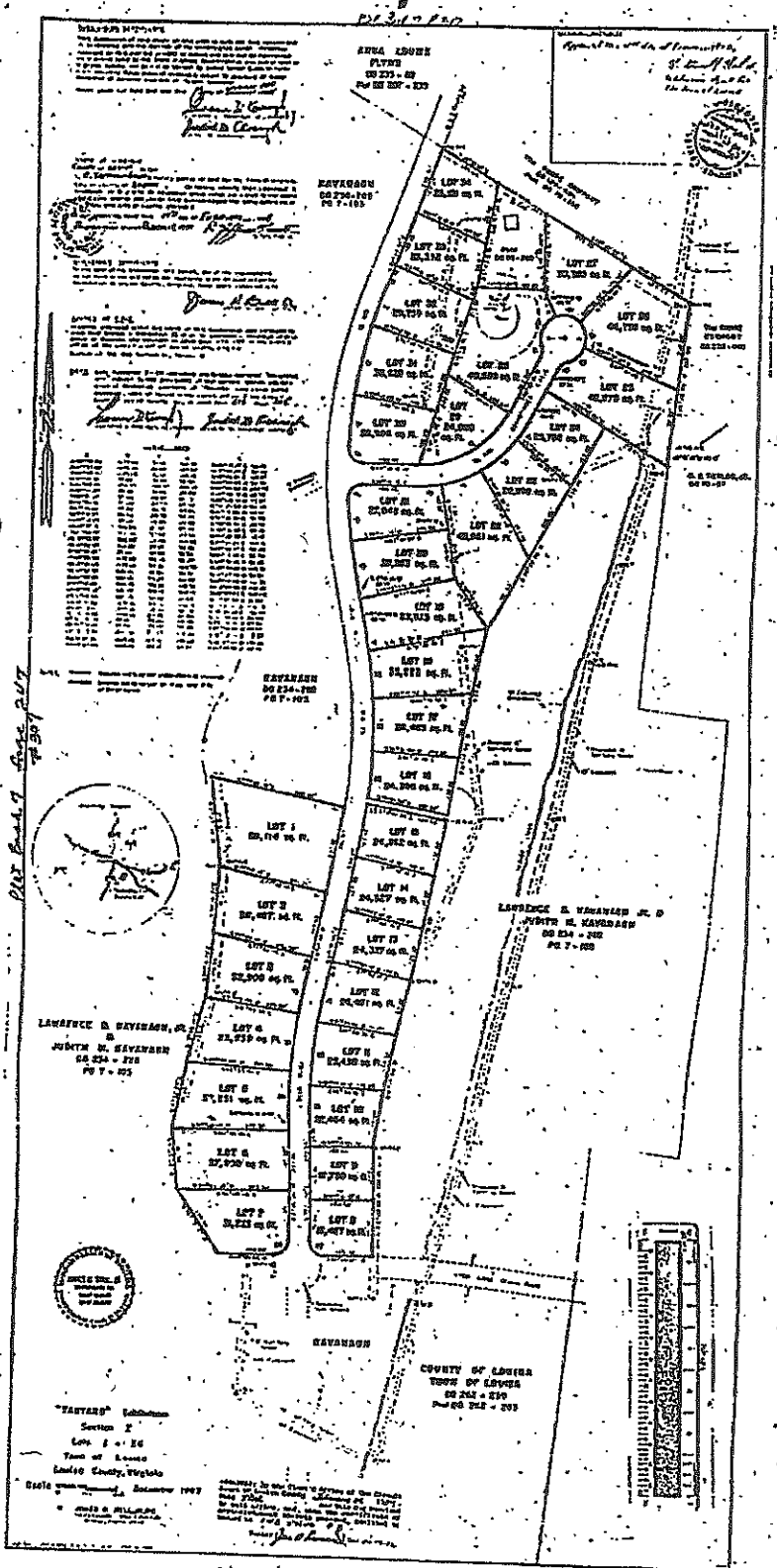
STATE OF VIRGINIA  
 COUNTY OF LOUISIANA  
 I, R. JEFFERSON CARNETT, a notary public, in and for the county and  
 state aforesaid do hereby certify that LAWRENCE B. KAVANAGH, JR. AND  
JAMES H. BELL, JR. whose names are set  
 above have (s) actually signed to the foregoing Certificate bearing date January 15,  
1928, has acknowledged the same before me in my presence this  
16th day of January, 1928  
 My Commission expires February 15, 1927  
R. Jefferson Carnett  
 NOTARY PUBLIC



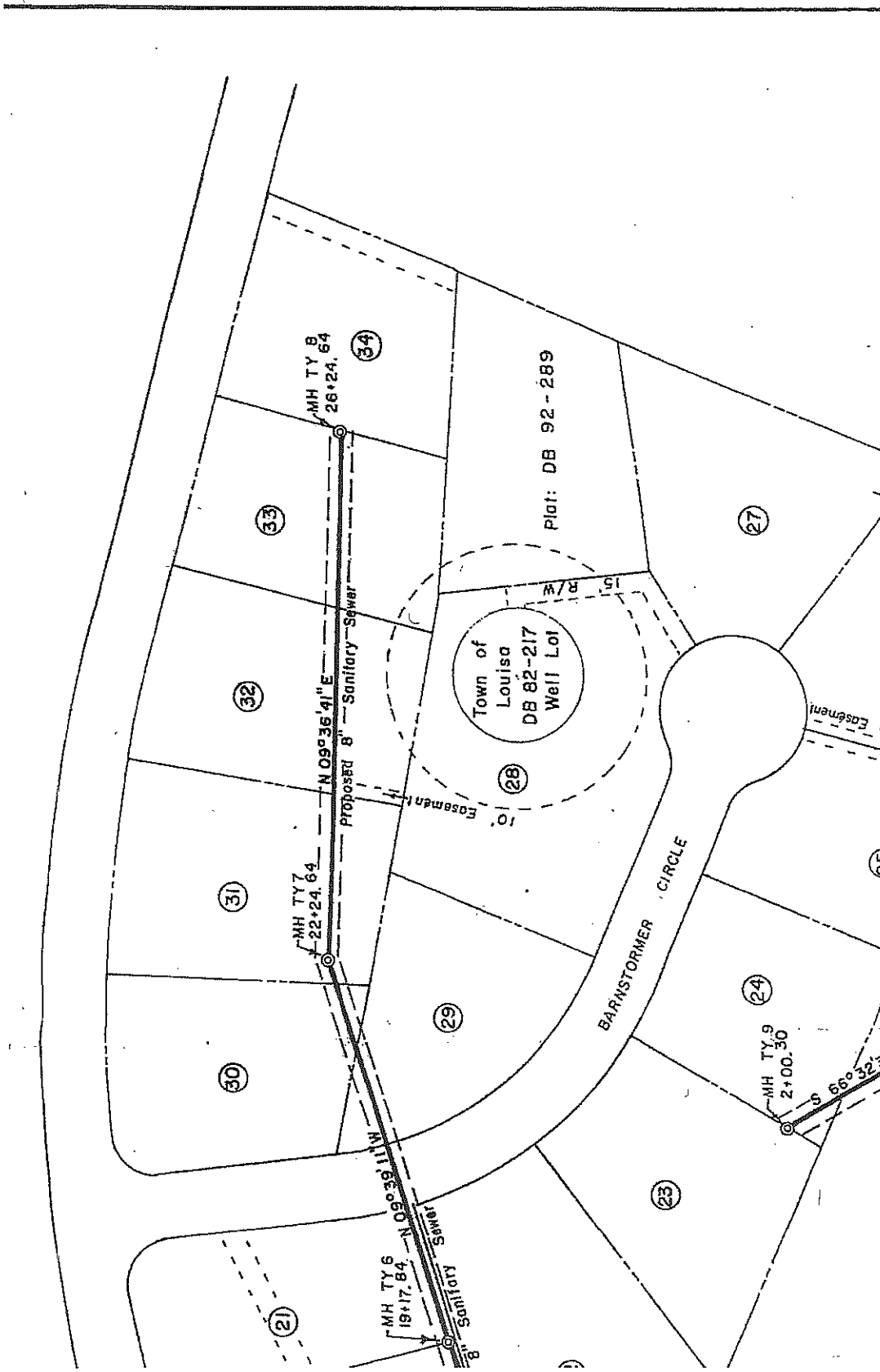
NOTICE: In the absence of the original survey map, the following is a true and correct copy of the same as filed in the office of the Clerk of the District Court of Louisiana, Parish of Louisiana, on the 15th day of January, 1928.  
James H. Bell, Jr.  
 CLERK OF DISTRICT COURT



6-6-24  
 047  
 Filed to  
 Garnett A.  
 Garnett, Atty.  
 Louisa, Va. 23093



Subdivision of the land of Lawrence B. Severson, Jr. & Justin H. Severson, as shown on the plat of the same, filed for record in the office of the Clerk of the Circuit Court of Louisa County, Virginia, on the 14th day of June, 1927, and approved by the Board of Supervisors of Louisa County, Virginia, on the 14th day of June, 1927.



Field Book: 959

Approving Authority  
Virginia Department of Transportation

This plat meets requirements of the Town of Louisa  
Virginia Department of Transportation

Source of This Certificate  
This subdivision of land shown on this plat is with  
the free consent and in accordance with the desires  
of the undersigned owner, and shall be a part of  
the records of the Clerk of the Circuit Court of  
Louisa County, Virginia.

This Certificate  
This subdivision of land shown on this plat is with  
the free consent and in accordance with the desires  
of the undersigned owner, and shall be a part of  
the records of the Clerk of the Circuit Court of  
Louisa County, Virginia.

Doc ID: 002056880004 Type: DEE  
Book 1037 Page 510 of 510

RECORDED IN THE CLERK'S OFFICE OF  
LOUISA COUNTY ON  
NOVEMBER 7, 2006 AT 03:04PM  
SUSAN R. HOPKINS, CLERK

Curve, Ticks	Radius	Chord	Chord Bearing
1	67.17	56.43	S 32°42'56" W
2	33.00	17.17	S 08°52'37" E
3	33.00	17.17	S 08°52'37" E
4	33.00	17.17	S 08°52'37" E
5	33.00	17.17	S 08°52'37" E

Course Table  
L1 N 81°54' 00" W 12.67'

THS 41-110  
Anno T. Richardson  
WB 38-38

THS 41C(1)-33  
James S. Artz  
Vizanoh, S. Artz  
DB 384-423

Lot 33

THS 41C(1)-32  
Doug C. Smith  
Jill M. Smith  
DB 783-602

Lot 32

THS 41C(1)-28  
Tanyard Country Club, Inc  
DB 517-569  
PB 8-821

Lot 28A  
16,483.9 sq. ft.  
0.378 Acre

Lot 28  
16,483.9 sq. ft.  
0.378 Acre

Lot 28B  
16,483.9 sq. ft.  
0.378 Acre

Lot 28C  
16,483.9 sq. ft.  
0.378 Acre

Lot 28D  
16,483.9 sq. ft.  
0.378 Acre

Lot 28E  
16,483.9 sq. ft.  
0.378 Acre

Lot 28F  
16,483.9 sq. ft.  
0.378 Acre

Lot 28G  
16,483.9 sq. ft.  
0.378 Acre

Lot 28H  
16,483.9 sq. ft.  
0.378 Acre

Lot 28I  
16,483.9 sq. ft.  
0.378 Acre

Lot 28J  
16,483.9 sq. ft.  
0.378 Acre

Lot 28K  
16,483.9 sq. ft.  
0.378 Acre

Lot 28L  
16,483.9 sq. ft.  
0.378 Acre

Lot 28M  
16,483.9 sq. ft.  
0.378 Acre

Lot 28N  
16,483.9 sq. ft.  
0.378 Acre

Lot 28O  
16,483.9 sq. ft.  
0.378 Acre

Lot 28P  
16,483.9 sq. ft.  
0.378 Acre

Lot 28Q  
16,483.9 sq. ft.  
0.378 Acre

Lot 28R  
16,483.9 sq. ft.  
0.378 Acre

Lot 28S  
16,483.9 sq. ft.  
0.378 Acre

Lot 28T  
16,483.9 sq. ft.  
0.378 Acre

Lot 28U  
16,483.9 sq. ft.  
0.378 Acre

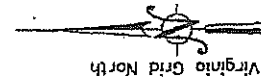
Lot 28V  
16,483.9 sq. ft.  
0.378 Acre

Lot 28W  
16,483.9 sq. ft.  
0.378 Acre

Lot 28X  
16,483.9 sq. ft.  
0.378 Acre

Lot 28Y  
16,483.9 sq. ft.  
0.378 Acre

Lot 28Z  
16,483.9 sq. ft.  
0.378 Acre



Book 1037 Page 510

THS 41C(1)-31  
H. Manning Woodward, III  
Deborah W. Woodward  
DB 773-007

Lot 31

THS 41C(1)-29  
Jerome D. Guilheau  
DB 643-720  
PB 7-350

Lot 29

THS 41C(1)-28  
Tanyard Country Club, Inc  
DB 517-569  
PB 8-821

Lot 28

Lot 28A

Lot 28B

Lot 28C

Lot 28D

Lot 28E

Lot 28F

Lot 28G

Lot 28H

Lot 28I

Lot 28J

Lot 28K

Lot 28L

Lot 28M

Lot 28N

Lot 28O

Lot 28P

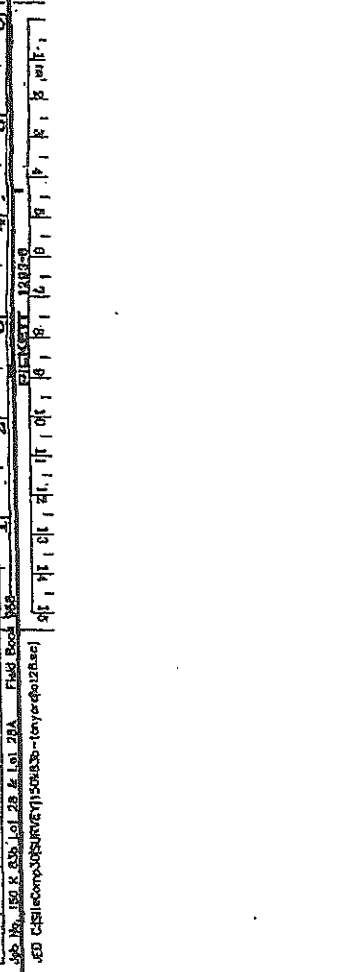
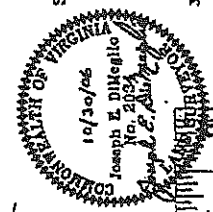
Lot 28Q

# Resubdivision of Lot 28 "Tanyard" Subdivision Standing in the name of Tanyard Country Club, Inc

Town of Louisa • Louisa County  
Virginia

Scale: 1" = 50' 20 October 2006

Red Surveys, Inc.  
Professional Land Surveyor  
Land Planning & Site Design  
30 Industrial Blvd., Suite 10 • Louisa, Virginia 23093  
Phone (804) 987-1514 • Fax (804) 987-1581



Distance (feet)	Lot	Area (sq. ft.)	Area (Acres)
0			
25			
50			
100			
150			

Page 1 of 1

12 Va. Admin. Code § 5-590-475 - Removal of wells from service

- [State Regulations](#)
- [Compare](#)

A. Temporary inactivation.

1. A water well temporarily inactivated shall be sealed with a watertight cap or wellhead seal.

2. The well shall be maintained so that it will not be a source or channel for contamination during temporary inactivation.

3. The wellhead shall be visually inspected and observations documented to verify adequate sanitary integrity on a quarterly basis.

4. The well lot shall be maintained.

B. Permanent abandonment.

1. Well abandonment shall be supervised by a certified water well systems provider.

2. All well abandonments shall be documented on a Uniform Water Well Completion Report, Form GW-2, and submitted to the department within 30 days of completing the physical abandonment.

3. Groundwater wells that are abandoned shall be sealed by methods that will restore to the fullest extent possible the controlling geological conditions that existed before the wells were constructed.

4. Casing and screen materials may be salvaged.

5. The well shall be checked from land surface to the entire depth of the well before it is sealed to ascertain freedom from obstructions that may interfere with sealing operations. Effort shall be made to remove or clear any obstacles that may prohibit sealing by grouting the complete well depth.

6. The well shall be thoroughly chlorinated before sealing.

7. Bored wells and uncased wells shall be backfilled with clean fill to the water level. A two-foot-thick bentonite grout plug shall be placed immediately above the water level. Clean fill shall be placed on top of the bentonite grout plug and brought up to at least five feet from the ground surface. The top five feet of the well casing, if present, shall be removed from the bore hole. If an open annular space is present around the well casing, then the annular space shall be filled with bentonite grout to the maximum depth possible, but less than or equal to 20 feet. A one-foot-thick cement or bentonite grout plug that completely fills the bore void space shall be placed a minimum of five feet from the ground surface. As an alternative, bored wells and

uncased wells may be completely filled with concrete, sand-cement, bentonite-cement, or neat cement grout to within a minimum of five feet from the ground surface by introduction through a pipe initially extending to the bottom of the well. The pipe shall be raised but remain submerged in grout or concrete as the well is filled. The remaining space shall be filled with clean fill that is mounded a minimum of one foot above the surrounding ground surface.

8. Non-bored wells constructed in unconsolidated formations shall be completely filled with concrete, sand-cement, bentonite-cement, or neat cement grout to within a minimum of five feet from the ground surface by introduction through a pipe initially extending to the bottom of the well. The pipe shall be raised but remain submerged in grout or concrete as the well is filled. The remaining space shall be filled with clean fill that is mounded a minimum of one foot above the surrounding ground surface.

9. Wells constructed in consolidated rock formations or that penetrate zones of consolidated rock may be filled with sand or gravel opposite the zones of consolidated rock. The top of the sand or gravel fill shall be at least five feet below the top of the consolidated rock and at least 20 feet below land surface. The remainder of the well shall be filled with concrete, sand-cement, bentonite-cement, or neat cement grout to within a minimum of five feet from the ground surface by introduction through a pipe initially extending to the bottom of the well. The pipe shall be raised but remain submerged in grout or concrete as the well is filled. The remaining space shall be filled with clean fill that is mounded a minimum of one foot above the surrounding ground surface.

10. The location of the well shall be permanently documented for future reference.

#### Notes

12 Va. Admin. Code § 5-590-475

Amended, Virginia Register Volume 37, Issue 20, eff. 6/23/2021.

Statutory Authority: §§ 32.1-12 and 32.1-170 of the Code of Virginia.

From: Larry Kavanagh <[louisakid@hotmail.com](mailto:louisakid@hotmail.com)>

Sent: Monday, November 11, 2024 11:58 AM

To: Liz Nelson <[lnelson@louisatown.org](mailto:lnelson@louisatown.org)>

Subject: ADDENDUM AND POSSIBLE CORRECTIONS TO EMAIL FROM YESTERDAY RE SPECIAL USE PERMIT FROM TORREY WILLIAMS

To: Liz Nelson, Town Manager, Town of Louisa ([lnelson@louisatown.org](mailto:lnelson@louisatown.org))

Re: **ADDENDUM TO EMAIL OF YESTERDAY ABOUT Special Use Permit Request by Torrey Williams et al, Public Hearing November 25**

Hello again Liz,

Please consider this email as an addendum to the email I sent you yesterday. There are some parts of yesterday's email that may be incorrect and if so I apologize. There are definitely some things that need to be clarified. Mainly, this concerns the question of who actually owns the land that is described as 100 feet in diameter surrounding the well on Tanyard Lot 28, and what restrictions are in place. I can see the possibility that the Town of Louisa may have abandoned their ownership of a piece of land when they *de facto* abandoned the well, although certain restrictions run with the land. Here is a more detailed timeline of certain relevant events:

- On May 16, 1980 my wife and I acquired two tracts of land from A.J. Richardson et ux, totalling approximately 236 acres, more or less (Deed Book 234, pages 288-297.) This piece of land contained a 100 foot diameter parcel, designated as "Parcel F" on the plat that was filed with the sale, and also described in the legal description in the deed (Tract I, paragraph B, also designated as "Parcel F".) The plat indicated that the size of Parcel F was 0.30 acre, although the Deed description said it was 0.18 acre. The deed description specifically excluded this parcel from the land that was being conveyed to us, stating that it had been conveyed to the Town of Louisa in Deed Book 82, page 217. The parcel was also described in our Deed as the "well lot."
- On April 22, 1983 my wife and I donated a plot of land to the Town of Louisa, totalling approximately 4.6 acres. (Deed of Gift, recorded in Deed Book 262, page 259.) This land was to be used by the Town and County to build the sewage treatment plant which is being used today and serves a broad area.
- On June 6, 1984, after receiving approval of the Town of Louisa (and signed off for the Town by Town manager H. Garrett Hart), we filed a plat for the first section of Tanyard Subdivision. The plat is on record in Plat Book 7, page 247. The plat shows Lots #1-34 (including Lot 28.) It also shows numerous sewer line and water line plans as well as plans for possible future streets. In particular, this plat also clearly shows the 100-foot diameter circle on Lot 28, as well as an extension of 50 feet beyond and all around the circle. The circle is referenced on the plat by the same deed book reference (DB82-217) as above.

- On January 10, 1986, we filed a second, revised plat of the first section of Tanyard (also signed off by Town Manager Hart). In this plat, the noteworthy changes were: 1) Enlargement of Lots 8, 9, and 10; 2) Boundary adjustment between Lots 28 and 29, making Lot 29 larger and Lot 28 smaller; and 3) The plat does not show the circles around the well on Lot 28 but instead identifies the well itself.
- I do not know exactly why the revised plat did not show the circles. Possibly (?) the Town had acknowledged that it had abandoned any use of the well and was also abandoning any claim to ownership of land surrounding it. This was about the time that I was beginning to build the first nine holes of the new golf course, and possibly (?) this was also an incentive to complete the golf course as an asset to the Town. It is quite unusual that Bell surveys would have left out something that had appeared on the original survey.
- On July 31, 1996, my wife and I deeded the Louisa Country Club Golf course and clubhouse buildings to Tanyard Country Club, Inc. (Deed recorded in Deed Book 517 page 649, plat recorded in Plat Book 8, pages 921-922). On the plat, the golf course was shown as a shaded area, and lot 28 was included as part of the golf course.
- The deed from the Kavanaghs to Tanyard Country Club was prepared by R. Jefferson Garnett, who had also years before prepared the deed from the Richardsons to us. The title description in the deed to Tanyard CC contained the phrase "Being a portion of the same land conveyed to Lawrence D. Kavanagh, Jr. and Judith M. Kavanagh, husband and wife, by three deeds, to wit....." (reciting the same instruments by which we had purchased the property from Richardsons). In short, whatever it was that we owned, we sold.
- On October 20, 2006, surveyor Joseph E. DiMeglio presented a plat showing the subdivision of Lot 28 into Lots 28 and 28A (recorded in DB 1037, page 510), and this plat was used in the sale of those two lots from Tanyard CC to Blue Chip Investment LLC, Curtis Moore, et al. on July 6, 2007 (DB 1082 page 337.) The plat by DiMeglio carried the specific disclaimers: 1) No current title report has been provided; 2) Underground utilities and subsurface facilities have not been located; 3) Other easements, restrictions and property rights may exist that are not shown on this plan.
- DiMeglio's plat did show clearly the location of the well house near the middle of these two lots. Surely (!) the existence of a well house implies the existence of a well, and the existence of a well implies certain restrictions may be in place.

Again, my further apologies that I am not a lawyer and may not have stated all this in proper legalese. However, whether or not Torrey's group actually owns all the land in Lots 28

and 28A, I cannot help but suggest from DB 82 p 217 that the restrictions against building any structures there still do apply.

On one other topic, I think I should add that if I suggested in my earlier email that the Louisa Chamber of Commerce may also have an interest here, I have no documentation to back that up, and it may not be relevant.

Thank you for all you do.

Larry Kavanagh

*"You will never remember this particular day of your life unless you attempt the spectacular and celebrate the effort" -- Christopher Walsh*

*"A thick skin is a gift from God" -- Konrad Adenauer*

*"I will either find a way or make one" -- Hannibal*

*"I think a lot of people believe I'm going to fall flat on my face, and they're still waiting for it to happen.*

*I hope they wait forever, and I hope they keep coming to watch me" --Christine*

*Wren*



# THE TOWN OF LOUISA

Incorporated 1873

P.O. Box 581  
212 Fredericksburg Ave.  
Louisa, Virginia 23093



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

Application No. SUP-2024-03

## APPLICATION FOR SPECIAL USE PERMIT

Applicant Name R. T. Williams, III as Agent for Owners of Tax Map Parcels 41C-1-28 & 28A

Address P.O. Box 1787, 202 W. Main St., Louisa, Va 23093

Phone 540-894-3504

Property Location Barnstormer Circle

Zoning Residential General

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:  
The construction of a single story duplex on each of the above described parcels:

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.

Applicant proposes to construct a duplex on each of the above described lots in a similar Manner to what is constructed directly across Barnstormer Circle at 201, 203, 205, and 207 Barnstormer Circle. A preliminary layout and photographs are attached to this application.

---

---

---

165-29  
10

## 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.

Applicant proposes to construct a duplex on each of the above described lots in a similar Manner to what is constructed directly across Barnstormer Circle at 201, 203, 205, and 207 Barnstormer Circle. A preliminary layout and photographs are attached to this application.

---

---

---

## 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?

Prior to application submittal, Applicant met with the Tanyard Property Owners Association Board to review applicants plans, receive feedback, and make edits to applicants plans.

Applicant then attended a Tanyard Property Owners Association General Membership Meeting that was hosted in President of the POA's yard. Applicant listened to comments and made further edits and changes to the plan, including the drafting of proffers to ensure that the concerns are addressed. A copy of the proffers are attached hereto.

---

## ENHANCEMENT OF TOWN

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

These lots are located on a culdesac of Barnstormer Circle where all other properties on Culdesac are approved for Duplex and multifamily housing with two duplexes already being Constructed across the street. construction of these lots will provide for increased tax revenue increase water and sewer revenue, and more customers for economic vitality of commercial proprietors in the Town of 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

---

---

---

---

---

### 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.

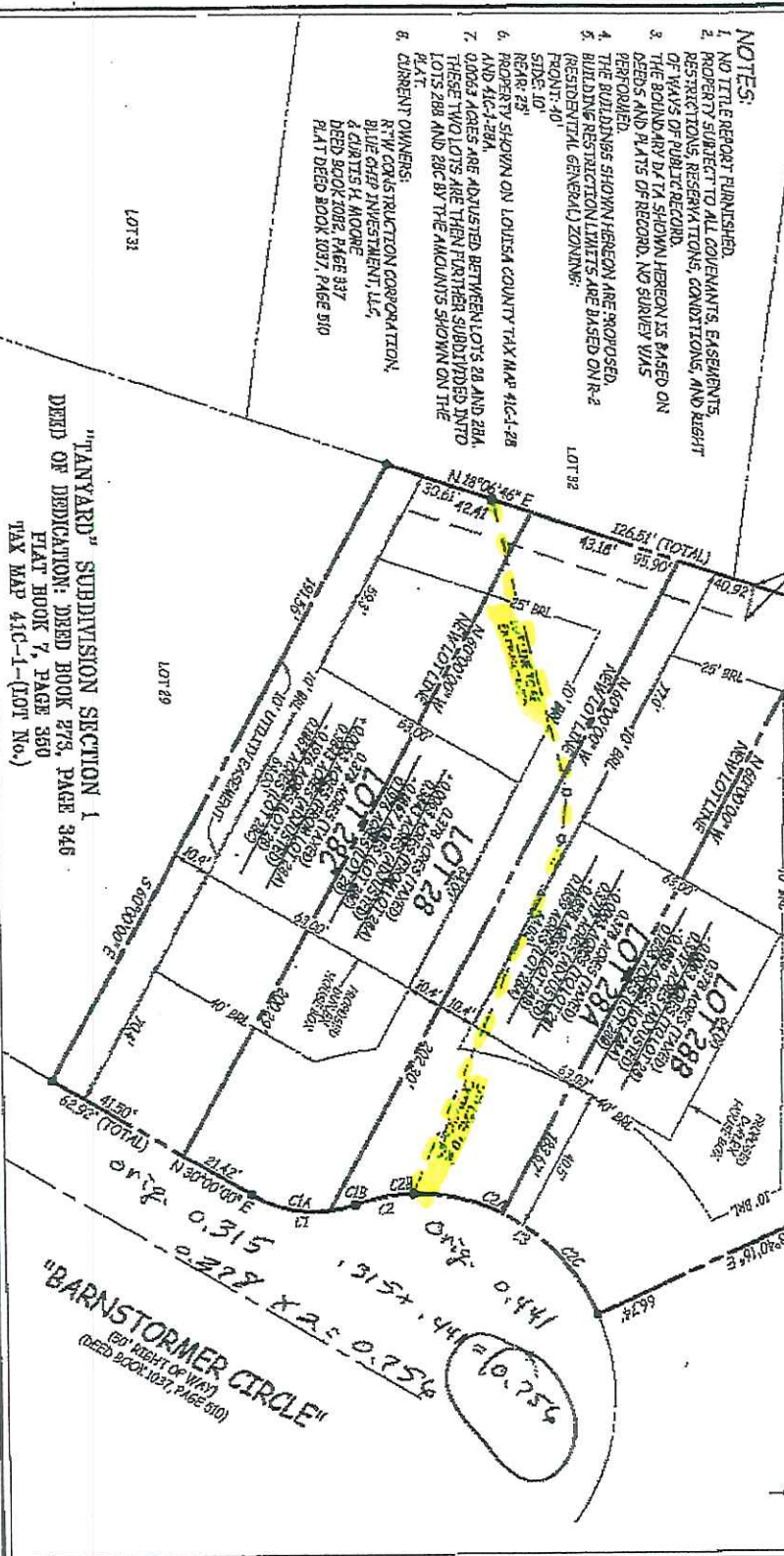


CURVE	RADIUS	ARC LENGTH	TANGENT	DELTA ANGLE	CHORD BEARING	LENGTH
C1	35.00'	29.44'	16.65'	49°11'38"	S 10°58'11" E	20.88'
C1A	30.00'	22.32'	11.65'	36°32'00"	S 11°43'56" W	21.94'
C1B	35.00'	7.12'	4.10'	11°39'30"	S 67°21'53" E	6.64'
C2	55.00'	16.60'	8.36'	17°17'34"	S 09°32'51" E	16.54'
C2A	55.00'	81.13'	49.99'	84°32'20"	S 22°04'28" W	77.43'
C2B	55.00'	48.27'	22.24'	44°01'47"	S 03°49'19" W	41.23'
C2C	55.00'	38.86'	27.75'	40°24'39"	S 48°09'29" W	36.20'
C3	55.00'	64.83'	33.55'	67°13'25"	S 32°42'33" W	60.89'

LINE	BEARING	DISTANCE
L1	S 81°54'04" E	12.67'
L2	S 88°27'07" E	4.64'

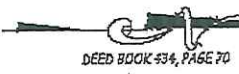
- NOTES:**
1. NO LITTLE REPORT FURNISHED.
  2. PROPERTY SUBJECT TO ALL CONVEYANTS, EASEMENTS, RESTRICTIONS, RESERVATIONS, CONDITIONS, AND BURDEN OF RECORD.
  3. THE BOUNDARY DATA SHOWN HEREON IS BASED ON DEEDS AND PLATS OF RECORD. NO SURVEY WAS PERFORMED.
  4. THE BUILDINGS SHOWN HEREON ARE PROPOSED.
  5. BUILDING RESTRICTION LIMITS ARE BASED ON R-2 RESIDENTIAL GENERAL ZONING.
  6. FRONT: 40'
  7. REAR: 25'
  8. PROPERTY SHOWN ON LOUISIANA COUNTY TAX MAP 41C-28 AND 41C-28A.
  9. 0.065 ACRES ARE ADJUSTED BETWEEN LOTS 28 AND 28A. THESE TWO LOTS ARE THEN FURTHER SUBDIVIDED INTO LOTS 28B AND 28C BY THE AMOUNTS SHOWN ON THE PLAT.

**CURRENT OWNERS:**  
 RTW CONSTRUCTION CORPORATION,  
 BLUE CHIP INVESTMENT, LLC,  
 & CURTIS H. ACOBE  
 DEED BOOK 2082, PAGE 337  
 PLAT DEED BOOK 1037, PAGE 510



**PRELIMINARY NOT TO BE RECORDED**

BRUN & ELLIS  
 SURVEYORS  
 TAX MAP No. 4131  
 DEED BOOK 1033, PAGE 792



PLAT SHOWING ANNUAL DIVISION  
**LOTS 28 & 28A**  
 & BOUNDARY LINE ADJUSTMENT BETWEEN  
**LOTS 28 & 28A**  
 "TANYARD" SUBDIVISION  
 TOWN OF LOUISA  
 LOUISIANA COUNTY, VIRGINIA

**AXIS**  
 LAND SURVEY, INC.  
 3753 COURTHOUSE ROAD  
 SPOTSYLVANIA, VA 22551  
 (540) 865-5011  
 OFFICE@ASIXLS.NET

PAGE 1 OF 1	REVISIONS
DATE: 6-3-2024	REVISED DATE:
DRAWN BY: PTR	REVISED DATE:
CHECKED BY: ADW	REVISED DATE:
JOB No: 23-112	REVISED DATE:

"TANYARD" SUBDIVISION SECTION 1  
 DEED OF MEDICATION: DEED BOOK 273, PAGE 346  
 PLAT BOOK 7, PAGE 360  
 TAX MAP 41C-1-(LOT No.)

**PROFFER STATEMENT**

Town of Louisa – Barnstormer Lots Tax Map Parcels 41C-1-28 & 28A

Date of Proffer: October 21, 2024  
Project Name: Barnstormer Lots 41C-1-28 & 28A  
Owners: RTW Construction Corp, Patrick & Judith Hanley, & Curtis Moore  
Existing Zoning: RG (Residential General)  
Zoning Requested: RG (Residential General) with Special Use Permit for construction two duplexes  
Acreage of Parcel(s): 41C-1-28 – 0.378 acres & 41C-1-28A – 0.378 acres  
Tax Map #(s): 41C-1-28 & 41C-1-28A  
Exhibit(s)/References: Concept Site Layout

---

The Term "Owner" as referenced within this document shall include within its meaning the owner, or owners, of record of the Property, or properties, and their successors in interest.

The Owner hereby voluntarily proffers the conditions listed herein which shall be applied to the above-referenced property owned by RTW Construction Corp, Patrick & Judith Hanley, & Curtis Moore, provided that the Louisa Town Council accepts these proffers and approves the rezoning of the land to RG (Residential General) with Special Use Permit.

- 1) Motor vehicles owned by occupants will be limited to two vehicles per residential unit.
- 2) The units will be limited to one-story with a customary roof line above the natural grade of the lots.
- 3) *that* In the event that natural vegetation is disturbed, A double staggered row of evergreen trees will be planted along the common boundary lines of the subject parcels and Tax Map Parcels 41C-1-32 & 41C-1-33 on ten foot spacing.
- 4) The units constructed on the subject lots will be designed and constructed in a similar style and color as the duplex units located across the street at 201, 203, 205, and 207 Barnstormer Circle to promote visual cohesion and appealing aesthetics of the neighborhood.
- 5) The units constructed will utilize trash service provided through the Town of Louisa so long as it is provided. All trash cans shall be stored out of sight from Barnstormer Circle when not set upon the street for trash pickup.
- 6) The Special Use Permit shall be limited to the construction of duplex for

each subject lot.

The undersigned Owner hereby proffers that the use and development of the Property shall be in conformance with the proffers and conditions herein above. This document shall supersede all other agreements, proffers or conditions that may be found to be in conflict. The Owner agrees that all proffers shall be binding to the property, which means the proffers shall be transferred to all future property successors of the land.

\_\_\_\_\_  
Owner: RTW Construction Corp  
By: Rea T. Williams, Jr.  
Its: President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Patrick Hanely

\_\_\_\_\_  
Date

\_\_\_\_\_  
Judith Hanely

\_\_\_\_\_  
Date

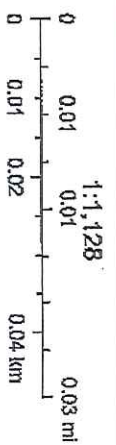
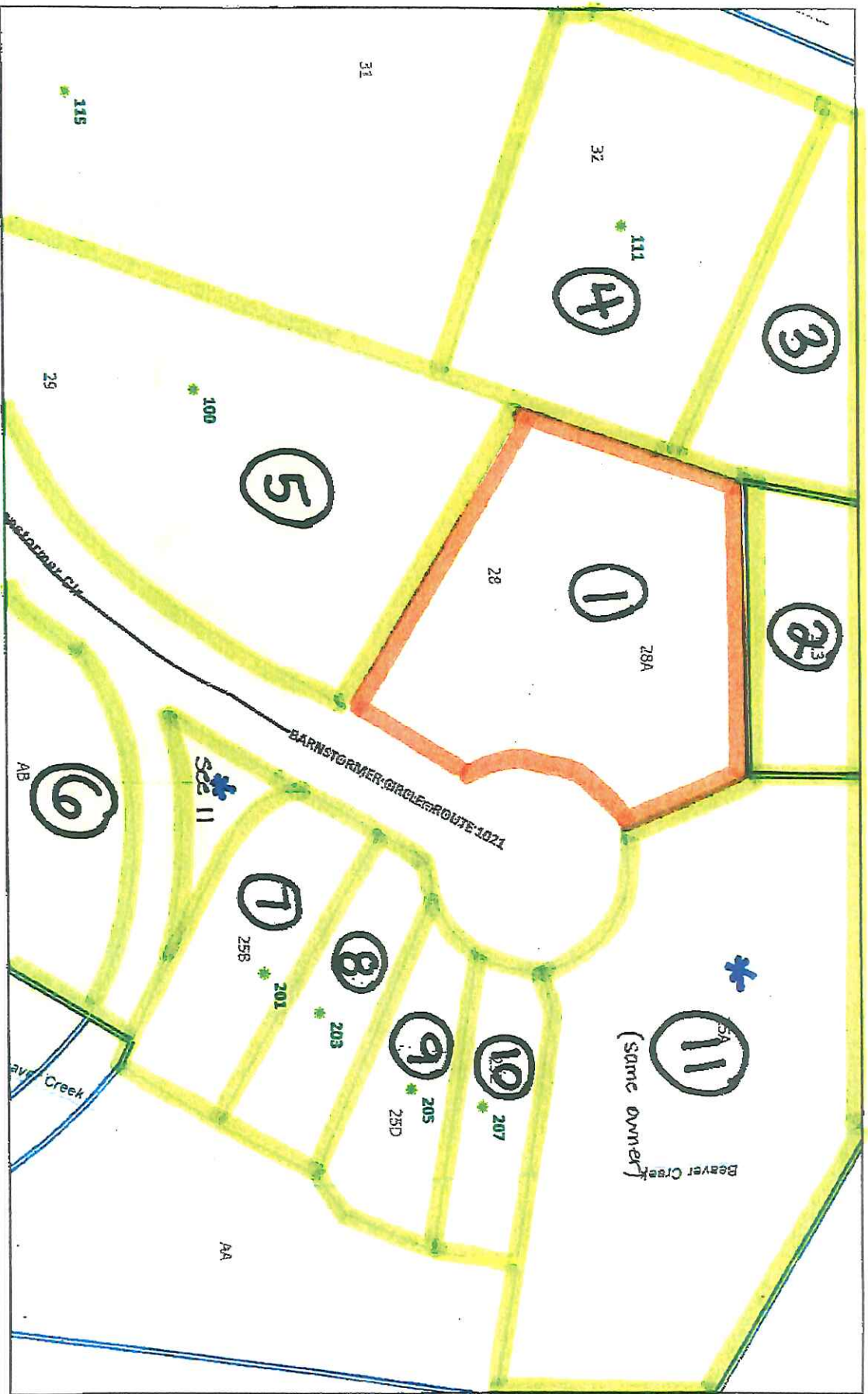
\_\_\_\_\_  
Curtis Moore

\_\_\_\_\_  
Date

Agreed and Accepted: Town of Louisa, Virginia:

By \_\_\_\_\_, Mayor

October 30, 2024



Earl Community Maps Contributors: WVU Facilities, VGIN, West Virginia GIS, OpenStreetMap, Microsoft, Esri, Terram, Garmin, Satgraph.



# 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  
Jessica Lassiter, Acting Mayor  
A. Daniel Carter, Councilman  
John J. Purcell, IV, Councilman  
Sylvia L. Rigsby, Councilwoman  
Vicky A. Harte, Councilwoman

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

November 1, 2024

Sample  
letter

Regarding: A Special Use Permit Application SUP-2024-03 and Required Notice for Public Hearing

To Whom it May Concern,

The Town of Louisa **Planning Commission** will hold a Public Hearing at 5:00 PM on Monday, November 25, 2024, at 212 Fredericksburg Avenue, Louisa, Virginia to consider the following item:

SUP-2024-03: A Special Use Permit application, submitted by R. T. Williams, III agent for the owners, RTW Construction Corp, Patrick & Judith Hanley and Curtis Moore, for the property located on Barnstormer Circle, specifically Lots 28 and 28A, identified as Louisa Tax Map parcels 41C-1-28 and 41C-1-28A, located in a General Commercial District. The total acreage of the parcels consists of 0.756 acres. The application is to subdivide the two parcels to a total of 4 parcels and construct two (2) duplexes, for a total of four (4) dwelling units.

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 can also be submitted prior to the meeting by calling our office at (540) 967-1400, email at [info@louisatown.org](mailto: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. Questions should be directed to Liz Nelson, Town Manager – Monday through Friday, or Paul Snyder, Zoning Administrator – Tuesday through Thursday at (540) 967-1400 between the hours of 8:30am and 5:00pm. If special accommodation is needed to participate, please contact our office the day prior to the Public Hearing.

Respectfully submitted,

Paul R. Snyder, Zoning Administrator

A handwritten signature in black ink, appearing to read "Paul R. Snyder", is written over a horizontal line.

BOOK 277 PAGE 431

THIS DEED OF EXCHANGE, made and entered into this 17th day of April, 1984, by and between the Town of Louisa, a municipal corporation, party of the first part, whose address is P. O. Box 531, Louisa, Virginia, 23093, and Lawrence D. Kavanagh, Jr. and Judith M. Kavanagh, husband and wife, parties of the second part, whose address is Route 1, Box 451, Louisa, Virginia, 23093.

WITNESSETH:

WHEREAS, the Town of Louisa, Virginia, (Town) has entered into an agreement with the County of Louisa, Virginia, for the joint construction, operation and maintenance of a sewage treatment plant located in the said Town to be known as the Louisa Regional Sewerage Facilities Project; and

WHEREAS, the plant site is required to have a buffer zone which adjoins the plant site on the east side on land belonging to Lawrence D. Kavanagh, Jr. and Judith M. Kavanagh (Kavanagh); and

WHEREAS, the lot on which the buffer zone is to be located will greatly diminish the value of the remainder of the lot, and limit its future use by Kavanagh; and

WHEREAS, the Town owns a certain circular parcel of land in the Tanyard Subdivision with a well located on it, and a right-of-way for access to the well and lot, which subdivision is owned by Kavanagh; and

WHEREAS, the well on said lot does not produce a sufficient flow of water to economically justify its maintenance and upkeep as a public water system by the Town; and

WHEREAS, the Town has offered to exchange the well and lot located in said subdivision to Kavanagh for the property on which the buffer zone for the sewage treatment plant will be located with each party conveying to the other all rights and appurtenances thereunto belonging to the respective properties.

# \* Town Well Property Exchange

BOOK 277 PAGE 432

NOW, THEREFORE, for and in consideration of the sum of \$10.00, cash in hand paid, receipt whereof all is hereby acknowledged, and in further consideration of the parties exchanging the hereinafter described property, the Town of Louisa hereby bargains, sells, grants and conveys, with General Warranty and with English Covenants of Title, unto Lawrence D. Kavanagh, Jr. and Judith M. Kavanagh, as Tenants by the Entirety with the Common Law Right of Survivorship, the following described real estate, together with all rights and appurtenances thereunto belonging or in anywise appertaining, to-wit:

ALL that certain lot or parcel of land, lying and being in the Town of Louisa, County of Louisa, Virginia, being a circle 100 feet in diameter, as shown and described on a certain plat of survey made by Kenneth Hart, Certified Land Surveyor, dated July 10, 1951, and recorded in the Clerk's Office of Louisa County in Deed Book 82, Page 220, together with the right-of-way to said land as described in the hereinafter mentioned deed and as further shown on a certain plat of survey of Section I of Tanyard Subdivision made by James H. Bell, Jr., P.C., dated December, 1983, which subdivision plat is recorded in said Clerk's Office in Plat Book 7, Page 272, whereon said right-of-way is shown as 15 feet in width, and being the same land and well conveyed to the Town of Louisa by deed dated July 11, 1951, from A. J. Richardson, Jr., et al, of record in said Clerk's Office in Deed Book 82, Page 217.

The Town of Louisa hereby abandons the water lines extending from said well which are located under the property hereby conveyed and under any other property owned by Lawrence D. Kavanagh, Jr. and Judith M. Kavanagh, and by this deed terminates the well as a public water system as mentioned in the Louisa Town Code and as defined by the State Department of Health of the Commonwealth of Virginia. By their execution and recordation of this deed, the parties hereto covenant and agree that this well shall, from the moment the Town disconnects the same from the Town's water supply, be considered an existing private well and subject to the provisions of the Louisa Town Code. Possession of said land and well shall be given to Lawrence D. Kavanagh, Jr.

and Judith M. Kavanagh at such time as the Town disconnects the well from the Town's water supply system and reconnects its customers whose service may be affected thereby, which time period shall not exceed ninety (90) days.

And, WHEREAS, the aforesaid deed dated July 11, 1951, of record in Deed Book 82 at page 217, placed a certain covenant and restriction prohibiting structures or sewage disposal facilities of any kind within fifty feet (50') of the above conveyed circular lot; and

WHEREAS, the Town of Louisa is the sole beneficiary of said covenant and restriction, the purpose for which no longer exists.

NOW, THEREFORE, for the consideration aforesaid, the Town of Louisa does hereby release, abandon and forever terminate the aforesaid covenant and restriction placed on the above described area of land surrounding said circular lot.

And in consideration of the sum of \$10.00, cash in hand paid, receipt whereof all is hereby acknowledged, and in further consideration of the Town of Louisa conveying the above described property to the parties of the second part, the said Lawrence D. Kavanagh, Jr. and Judith M. Kavanagh hereby bargain, sell, grant and convey with General Warranty and with English Covenants of Title, unto the Town of Louisa, the following described real estate, together with all rights and appurtenances thereunto belonging or in anywise appertaining, subject however, to the reservations herein set forth, to-wit:

ALL that certain lot or parcel of land, lying and being in the Town of Louisa, County of Louisa, Virginia, containing 2.77 acres, more or less, and designated as Lot 9 on a certain plat of survey made by Hart and Bell, Certified Land Surveyors, dated May 1, 1975, and recorded in said Clerk's Office in Plat Book 6, Page 210, together with a non-exclusive fifty (50') foot right-of-way to be used in common with others for access to and from U.S. Route 33 as the location of said fifty (50') foot right-of-way is shown on the aforementioned plat of survey, and being one of the lots conveyed to Kavanagh by deed dated April 16, 1982, from James Allen Poore, et ux, of record in said Clerk's Office in Deed Book 251, Page 286. The said 2.77 acre parcel of land is the remainder of Lot 9, a parcel of 0.23 acre having been

conveyed to the Town by deed dated November 18, 1977,  
from James Allen Poore, et ux, of record in Deed  
Book 211, Page 165.

Lawrence D. Kavanagh, Jr. and Judith M. Kavanagh hereby  
reserve from this conveyance, for themselves and their successors  
and assigns, a non-exclusive right-of-way and easement over,  
under and along the aforesaid fifty foot (50') wide right-of-  
way to be used for all reasonable purposes, including but not  
limited to vehicular traffic and utilities' services and access  
to and from U.S. Route 33 and property now or in the future owned  
by Lawrence D. Kavanagh, Jr. and Judith M. Kavanagh as said  
property may be presently used and as said property may in the  
future be subdivided or otherwise developed.

As set forth in said Poore deed, Lawrence D. Kavanagh, Jr.  
and Judith M. Kavanagh hereby release and quitclaim to the Town  
of Louisa the waiver of hook-up fees for residences on Lots 8  
and 9 as set forth in said deed.

Reference is hereby made to said plats and to said deeds  
and the deeds therein referred for a more complete description  
of said parcels of land and the chains of title thereto.

The covenants contained in this deed shall be binding upon  
the Town of Louisa, Virginia, Lawrence D. Kavanagh, Jr. and  
Judith M. Kavanagh, and their successors and assigns.

IN WITNESS WHEREOF, the Town of Louisa has caused its signa-  
ture and seal to be placed hereon pursuant to a duly adopted  
resolution of its governing body, a copy of which resolution  
is attached hereto.

WITNESS the following signatures and seals.

THE TOWN OF LOUISA

By: J. Dale Hopkins (SEAL)  
J. Dale Hopkins, Mayor

Ruth V. Boxley  
Ruth V. Boxley, Clerk

Lawrence D. Kavanagh, Jr. (SEAL)  
Lawrence D. Kavanagh, Jr.

Judith M. Kavanagh (SEAL)  
Judith M. Kavanagh

STATE OF VIRGINIA,  
COUNTY OF LOUISA, to-wit:

I, the undersigned, a Notary Public in and for the jurisdiction aforesaid, do hereby certify that J. Dale Hopkins and Ruth V. Boxley, Mayor and Clerk, respectively, of the Town of Louisa, whose names are signed to the foregoing Deed of Exchange bearing date of April 17, 1984, have each acknowledged the same before me in my jurisdiction aforesaid, this 15<sup>th</sup> day of May, 1984.

My Commission expires:

OCTOBER 12, 1987

[Signature]  
Notary Public

STATE OF VIRGINIA,  
COUNTY OF LOUISA, to-wit:

I, the undersigned, a Notary Public in and for the jurisdiction aforesaid, do hereby certify that Lawrence D. Kavanagh and Judith M. Kavanagh, husband and wife, whose names are signed to the foregoing Deed of Exchange bearing date of April 17, 1984, have each acknowledged the same before me in my jurisdiction aforesaid, this 1<sup>st</sup> day of June, 1984.

My Commission expires:

MAY 13, 1986

[Signature]  
Notary Public

RESOLUTION AUTHORIZING THE EXECUTION OF A DEED OF EXCHANGE BETWEEN THE TOWN OF LOUISA AND LAWRENCE D. KAVANAGH, JR. AND JUDITH M. KAVANAGH

BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF LOUISA, VIRGINIA:

1. After mature consideration of the need to establish a buffer zone on the east side of the regional sewage treatment plant on property owned by Lawrence D. Kavanagh, Jr. and Judith M. Kavanagh, and after a review of the performance of the town's well located on a circular lot in the Tanyard Subdivision, which review disclosed that said well did not produce a sufficient flow of water to economically justify its maintenance and upkeep as a public water system, it is hereby determined that it is in the best interest of the town to execute and enter into a certain Deed of Exchange dated April 17, 1984, with Lawrence D. Kavanagh, Jr. and Judith M. Kavanagh, to exchange their respective properties upon the terms and conditions set forth in said Deed.

2. The Mayor and Clerk are hereby authorized and directed to execute on behalf of the Town of Louisa the said Deed of Exchange dated April 17, 1984, at such time as the original document is presented to the town for execution.

3. This Resolution shall take effect immediately.

4. This Resolution along with a copy of the Deed of Exchange dated April 17, 1984, is hereby entered into the permanent minutes of the meetings of the Town Council.

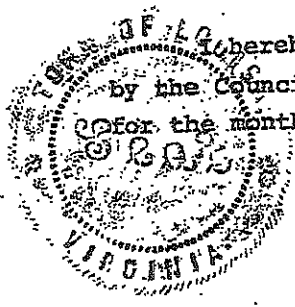
Adopted April 17, 1984.

J. Dale Hopkins, Mayor  
Town of Louisa, Virginia

CERTIFICATION

whereby certify that the above resolution was duly adopted by the Council of the Town of Louisa, Virginia, at its regular meeting for the month of April held on the 17th day of April, 1984

Ruth V. Boxley, Clerk  
Town of Louisa, Virginia



VIRGINIA: In the Clerk's Office of the Circuit Court of Louisa County, June 12, 1984 This deed Exchange was this day received in said office, and, upon the certificate of acknowledgment thereto annexed, admitted to record, at 2:45 o'clock P.M., after payment of \$ 3.00 tax imposed by sec. 58-541. Deputy

**Memo to Council:** 25-001

**Committee:** All

**Re:** Committee Assignments

Streets & Sidewalks: John J. Purcell IV\*, Sylvia Rigsby

Police Matters: Sylvia Rigsby\*, Vicky Harte

Water & Sewer: John J. Purcell IV\*, Sylvia Rigsby

Cemeteries: Vicky Harte\*, Daniel Crawford

Finance: Sylvia Rigsby\*, John J. Purcell IV

Personnel: John J. Purcell IV\*, Vicky Harte

Refuse Collection & Litter Control: Roger Henry\*, Daniel Crawford

Legal Matters: Vicky Harte\*, Roger Henry

( \* ) Denotes Committee Chair



**Memo to Council:** 25-004

**Committee:** Finance

**Re:** Request for increase of Council and Planning Commission member salaries

Councilmember Harte has requested discussion to begin on budgeting for salary increases specific to the Town Council and the Planning Commission members. She is proposing to set Councilmember salaries at \$4,000/year with annual inflation adjustments. In order to enact these changes, Councilmember Harte is requesting an update to Louisa Town Charter section 3.12 – *Council to Fix Salaries*.

Attachments:

- A. Code of Virginia 15.2-1414.7 – Salaries of Town Council Members and Mayors
- B. Code of Virginia 15.2-1414.6 – Permitted Salaries; Salary Increases; Reimbursements for Expenses
- C. Louisa Town Charter 3.12 – Council to Fix Salaries
- D. Louisa Town Code section 3-4 – Salaries and Compensation

Code of Virginia  
Title 15.2. Counties, Cities and Towns  
Chapter 14. Governing Bodies of Localities

**§ 15.2-1414.7. Salaries of town council members and mayors.**

Notwithstanding any provision of a charter of a town or any other law, a town council may establish the compensation to be paid to council members and the mayor. No increase in salary of a council member or mayor shall take effect during the incumbent council member's or mayor's term in office; however, this restriction shall not apply to councils or mayors when the council members are elected for staggered terms. In addition to salary, each member of the council and the mayor of any town may be compensated with such benefits as are provided town employees by the town.

1975, c. 253, § 15.1-827.1; 1985, c. 63; 1997, c. 587, § 14.1-47.3; 1998, c. 872; 2001, cc. 9, 254.

A

Code of Virginia  
 Title 15.2. Counties, Cities and Towns  
 Chapter 14. Governing Bodies of Localities

**§ 15.2-1414.6. Permitted salaries; salary increases; reimbursement for expenses.**

A. Subject to the exception provided for in § 15.2-1414.5, the annual salary of each member of the council of any city shall be set by its members by ordinance after a public hearing pursuant to notice in the manner and form provided in §§ 15.2-1426 and 15.2-1427, notwithstanding any contrary provision of law, general or special. The setting of such salaries by members of a council shall include the salary of the mayor or president of the council whether such official is a member of the council or not.

B. Cities within the following population brackets shall be allowed to set salaries for mayors, which include presidents of council, and council members not to exceed the following:

Population	Annual Salary
260,000 and over	
Mayor	\$56,000
Council	\$52,000
175,000 to 259,999	
Mayor	\$51,000
Council	\$47,000
75,000 to 174,999	
Mayor	\$47,000
Council	\$43,000
35,000 to 74,999	
Mayor	\$37,000
Council	\$34,000
20,000 to 34,999	
Mayor	\$24,000
Council	\$22,000
15,000 to 19,999	
Mayor	\$22,000
Council	\$21,000
14,999 and under	
Mayor	\$21,000
Council	\$20,000

C. The maximum annual salaries provided in subsection B may be adjusted in any year or years, by ordinance as provided in subsection A, by an inflation factor not to exceed five percent.

D. No increase in the salary of a member of a council shall take effect until July 1 after the next regularly scheduled general election of council members.

E. Every proposed increase in the salary of a member of a council shall be adopted at least four months prior to the date of the next municipal election except in the case of a newly created consolidated city when the proposed increase shall be adopted at least two months prior to the date of its first municipal election.

F. Any member of a council shall be eligible to be reimbursed for any personal expenses incurred by him for official business. However, all claims for reimbursement shall be for reasonable expenses to the extent permitted by law incurred in the conduct of official city business and shall be itemized and documented by stamped paid receipts to the extent feasible.

G. In addition to a salary, each member of the council of any city may be compensated with such benefits as are provided city employees by the city.

1981, c. 358, § 14.1-47.2; 1982, c. 125; 1985, c. 111; 1986, cc. 111, 312; 1988, c. 213; 1996, c. 263; 1997, c. 592; 1998, c. 872; 2024, c. 608.

**B**

## Chapter C. Charter

### Chapter 3. Mayor and Council

#### § 3.12. Council to fix salaries.

The Town Council is hereby authorized to fix the salaries of each of the members of the Town Council, members of board or commissions and all appointed officers and all employees of the Town, at a sum not to exceed any limitations placed by the laws and Constitution of the Commonwealth of Virginia. The salaries of the members of the Town Council shall not exceed one thousand two hundred dollars per year. (1972, c. 68)

C

## Chapter 3. Administration of Government

### Article I. General Provisions

#### § 3-4. Salaries and compensation.

Subject to the provisions of the Charter and other state law, the Mayor, Council members and other officers and employees of the Town shall receive such salaries or other compensation for their services as shall be fixed by the Town Council. All salaries shall be paid at such times as shall be fixed by the Council. Annually, at the first regular meeting in July or thereafter, the compensation of the Mayor, Council members and other officers and employees of the Town, for the current year, shall be fixed by order or resolution of the Council. Additional compensation shall be allowed any officer for special services performed not within the scope of his employment.

D

# Town of Louisa Police Department

## MONTHLY CRIME REPORT

December

Reported Crime Month of December 2024

Group A Offenses	2024	2024	2023	Year End	Year End	+/- Change	
	Month	Y-T-D	Y-T-D	Projected		Total 2023	#
	December	December	December	Projected			
Crimes Against Persons	2024	2024	2023	End of yr			
Kidnapping/Abduction	0	0	0	0	0	0.00	n/a
Forcible Fondling/ Sex Offense	0	1	5	1	0	1.00	n/a
Aggravated Assault	0	5	5	5	4	1.00	25%
Simple Assault	2	14	4	14	22	(8.00)	-36%
Intimidation	1	4	0	4	1	3.00	300%
<b>Crimes Against Property</b>							
Counterfeiting/Forgery	0	4	8	4	3	1.00	33%
Destruction/Damagc/Vandalism of Property	1	14	22	14	14	0.00	0%
Burglary/ B&E	0	4	2	4	0	4.00	n/a
False Pretenses/Swindle/Blackmail	1	2	7	2	2	0.00	0%
Credit Card/Automatic Teller Fraud	0	3	3	3	2	1.00	50%
Impersonation	0	1	1	1	2	(1.00)	-50%
Wire Fraud	1	3	3	3	0	3.00	n/a
Petit Larceny	3	21	15	18	11	7.00	64%
Shoplifting	4	14	15	14	6	8.00	133%
Theft from Building	0	4	1	4	3	1.00	33%
Theft from Motor Vehicle	1	0	2	0	2	(2.00)	-100%
Theft from Motor Vehicle Parts/Accessories	0	2	0	2	0	2.00	n/a
All Other Larceny	0	8	4	8	7	1.00	14%
Motor Vehicle Theft	0	2	0	2	1	1.00	100%
Stolen Property Offenses	0	0	1	0	1	(1.00)	-100%
<b>Crimes Against Society</b>							
Drug/Narcotic Violations	0	3	3	3	1	2.00	200%
Drug Equipment Violations	0	0	0	0	2	(2.00)	-100%
Weapon Law Violations	0	0	3	0	1	(1.00)	-100%
<b>Total</b>	<b>14</b>	<b>107</b>	<b>104</b>	<b>106</b>	<b>85</b>	<b>21.00</b>	<b>25%</b>

Group B Arrests	2024	2024	2023	Year End	Year End	+/- Change	
	Month	Y-T-D	Y-T-D	Projected		Total 2023	#
Offense	Dec	Dec	Dec	Projected			
	2024	2024	2023	End of yr			
Driving Under the Influence	0	2	6	2	1	1.0	100%
Public Intoxication	0	2	1	2	0	2.0	n/a
Trespass	0	0	1	0	0	0.0	n/a
All Other Offenses	1	16	22	16	15	1.0	7%
<b>TOTAL</b>	<b>1</b>	<b>20</b>	<b>30</b>	<b>20</b>	<b>16</b>	<b>4.0</b>	<b>25%</b>

# Town of Louisa Police Department

Traffic and Activity Report of December 2024

**December**

Accidents	2024 Month	2024 Y-T-D	2023 Y-T-D	Year End	Year End	+/- Change	
Description	Dec 2024	Dec 2024	Dec 2023	Project E-O-Y		Total 2023	#
Ejection	0	0	0	0	0	0.00	n/a
Entrapment	0	1	1	4	0	4.00	n/a
Injury	1	6	7	6	3	3.00	100%
No Injuries	5	63	57	63	59	4.00	7%
Unknown Injury	0	7	6	8	6	2.00	33%
Pedestrian	0	0	0	0	0	0.00	n/a
Alcohol Related	0	3	5	2	0	2.00	n/a

Citations	2024 Month	2024 Y-T-D	2023 Y-T-D	Year End	Year End	+/- Change	
	Dec 2024	Dec 2024	Dec 2023	Project E-O-Y		Total 2023	#
Total Citations	4	131	141	155	152	3.00	2%
Total Warnings	5	56	70	60	257	(197.00)	-77%
Total Parking	0	2	0	2	0	2.00	n/a

Calls for Service	2024 Month	2024 Y-T-D	2023 Y-T-D	Year End	Year End	+/- Change	
	Dec 2024	Dec 2024	Dec 2023	Project E-O-Y		Total 2023	#
<b>TOTAL</b>	132	1370	1564	1330	1763	(433.00)	-25%

Traffic Stops & Reports/No Reports	2024 Month	2024 Y-T-D	2023 Y-T-D	Year End	Year End	+/- Change	
	Dec 2024	Dec 2024	Dec 2023	Project E-O-Y		Total 2023	#
Traffic Stops	19	154	206	154	234	(80.00)	-34%
Case Reports	13	147	119	147	159	(12.00)	-8%
Incident Reports	10	117	163	119	196	(77.00)	-39%



## December 2024

### Public Works

The following routine operations were performed Miss Utility tickets, locate tickets, installation and repair of meters, record management.

Continued addressing all new issue meters as the spring up.

Assisted with Xmas parade as well as clean up.

Town of Orange assisted with road sweeping.

Removed Stockpiled fake flowers from Hillcrest Cemetery Building.

Identified and plan for Repair of failing sewer line on Cutler Avenue.

### Facilities

Replacement of defective heater motor at Ellisville Pump Station. Worked on Sewer and water Repair inventory. As well as receiving Quotes on storage are installation within shop.

Personnel- Employees attended the following Trainings.

CPR and AED training instructed by Louisa County EMS.

Finalized orientation training for all employees. As well as holding a small-scale snow school training.

Administration- Superintendent worked on the following administrative areas needing to be addressed.

- Completion of Osha 30 Certification class
- Evaluation of Town Public Works Safety Procedures and SOP's
- Setting up Training courses for employees to meet OSHA training requirements.
- Continued research into grants for Public Works.
- Received Quotes for Missing AED device for PW shop.
- Received quotes for possible Street Sweepers.

**Memo to Council:** 25-002

**Committee:** Personnel

**Re:** Update to Position Description

Currently, we have an unfilled part-time Administrative Assistant position. This position was approved by a previous Council to serve at Town Hall but has never been filled. I intend to update the position description for this unfilled position to reflect duties focused on economic development. Specifically, the duties will include providing support to our Main Street Initiative Program, event planning, social media management, and liaison to our business community.

The update of this position description will not require any budget modifications.

**Memo to Council:** 25-003

**Committee:** Finance

**Re:** Increase to Required Budget Item (Annual Audit)

We are utilizing more than one million dollars of federal funding to perform work related to water and sewer projects. As a condition of these funds, the Town must undergo a more comprehensive audit in FY26. The expense for the FY25 audit was \$30,000 and the estimated cost for the FY26 audit is \$32,000.