



City Council Meeting Agenda
September 2, 2025
City Hall Council Chamber
605 E. Main St.
Charlottesville, VA 22902

Juandiego R. Wade, Mayor
Brian R. Pinkston, Vice Mayor
Natalie Oschrin
Michael K. Payne
J. Lloyd Snook, III
Kyna Thomas, Clerk

4:00 PM Opening Session

I. Call to Order/Roll Call

II. Agenda Approval

III. Reports

1. Report: Sister Cities Commission
2. Report: Blue Ridge Juvenile Detention Center
3. Report: Historic Resources Committee (2025-2026 Work Plan)

5:30 PM Closed Meeting (if called)

6:30 PM Business Session

IV. Moment of Silence

V. Announcements

VI. Recognitions/Proclamations

- Recognition: Charlottesville High School Boys Varsity Tennis State Champions (Second Straight Year)

VII. Community Matters Public comment for up to 16 speakers (limit 3 minutes per speaker). Preregistration available for first 8 spaces at <https://www.charlottesville.gov/692/Request-to-Speak>; speakers announced by Noon on meeting day (9:00 a.m. sign-up deadline). Additional public comment at end of meeting. Comments on Public Hearing items are heard during the public hearing only.

VIII. Consent Agenda* The consent agenda consists of routine, non-controversial items whereby all items are passed with a single motion and vote. Individuals speaking during Community Matters may address items on the Consent Agenda.

4. Minutes: July 7, July 21 and August 4 regular meetings; August 6 joint meeting with the Charlottesville Redevelopment and Housing Authority; August 15-16 Council retreat
5. Resolution: Resolution to Transfer Additional Funds for Electric School Buses in the amount of \$10,032 (2nd reading)
6. Resolution: Resolution Appropriating Opioid Abatement Authority Cooperative Partnership Grant for Fiscal Year 2026 to OAR (Offender Aid and Restoration) for Expanded Specialty Docket Services - \$13,504.43 (2nd reading)
7. Resolution: Resolution Appropriating Virginia Department of Social Services Temporary Aid to Needy Families Grant - \$69,312.67 (2nd reading)

8. Resolution: Resolution to appropriate funds from the Virginia Department of Housing and Community Development- Virginia Homeless Solutions Program in the amount of \$440,885 (2nd reading)
9. Resolution: Resolution for the Consolidated Annual Performance and Evaluation Report (CAPER) for the Program Year 2024-25 Community Development Block Grants and HOME Investment Partnerships Programs (2nd reading)
10. Resolution: Resolution to Appropriate Grant Funds from the Anne and Gene Worrell Foundation for the C.A.Y.I.P. (Community Attention Youth Internship Program) in the amount of \$42,480 (1 of 2 readings)
11. Resolution: Resolution to appropriate Virginia Juvenile Community Crime Control Act Grant (VJCCCA) - \$452,704 (1 of 2 readings)
12. Resolution: Resolution to appropriate Virginia State Police FY 26 HEAT Equipment Reimbursement Funding - \$10,000 (1 of 2 readings)
13. Resolution: Resolution to Appropriate \$25,680 from the Virginia Department of Criminal Justice Services 2026 JAG Law Enforcement Equipment Grant (1 of 2 readings)

IX. City Manager Report

- Report: City Manager Report
- Report: Human Services Update

X. Action Items

14. Appeal Resolution: Appeal of Board of Architectural Review (BAR) denial of a Certificate of Appropriateness for demolition of a Contributing Structure (BAR #HST 25-0068) at 1301 Wertland Street
15. By Motion: By Motion Support for the City of Charlottesville's Efforts in becoming a Bee City USA locality
16. Ordinance: Ordinance on Camping and Storage on City Property (1 of 2 readings)

XI. General Business

XII. Community Matters (2)

XIII. Adjournment

MEETING GUIDELINES

- This is an in-person meeting with an option for the public to participate electronically by registering in advance for the Zoom webinar at www.charlottesville.gov/zoom. The meeting may also be viewed on the City's streaming platforms and local government Channel 10. Individuals with disabilities who require assistance or special arrangements to participate in the public meeting may call (434) 987-1267 or submit a request via email to ada@charlottesville.gov. The City of Charlottesville requests that you provide 48 hours' notice so that proper arrangements may be made.
- The presiding officer shall ensure that individuals address their comments to City Council at appropriate times, in accordance with the meeting agenda and Council's Rules of Procedure.
- No person who is not a member of the city council shall orally address it until leave to do so has been granted by the city council or until invited to do so by the mayor. (City Code sec.2-71)
- Remarks and actions that disrupt the progress of the Council meeting, and remarks from persons other than councilors, the City Manager, the City Attorney, or a presenter for an Agenda Item are not permitted.
- The presiding officer shall call an individual to order, including a councilor, when that individual goes afoul of these rules. The following are examples of remarks and behavior that are not permitted:
 - i. Interrupting a speaker who is addressing Council at the speaker's microphone, or interrupting a speaker who has otherwise been invited to address Council during Community Matters or a Public Hearing
 - ii. Interrupting a councilor who is speaking
 - iii. Shouting, and talking (either individually or in concert with others) in a manner that prevents a speaker or a Councilor from being heard or that otherwise hinders the progress of the meeting
 - iv. Blocking paths for emergency exit from the meeting room; engaging in any conduct that prevents a member of the audience from seeing or hearing councilors during a meeting; standing on chairs or tables within the Council meeting room
 - v. Threats or incitement of violence toward councilors, City staff or members of the public
 - vi. Engaging in conduct that is a criminal offense under the City Code or the Virginia Code
 - vii. Campaigning for elected office
 - viii. Promotion of private business ventures
 - ix. Using profanity or vulgarity
 - x. Personal attacks against Councilors, City staff or members of the public
 - xi. Behavior which tends to intimidate others
- During a City Council meeting the presiding officer shall have control of the Council Chambers and the connecting halls and corridors within City Hall, and any other venue where a Council meeting is being held. In case of any conduct described above, the presiding officer may take measures deemed appropriate, including but not limited to suspending the meeting until order is restored, ordering areas to be cleared by the Sergeant at Arms, or requiring any individual to exit the meeting room and adjacent premises (connecting halls and corridors.)

Policy Briefing Summary

City Council



Regarding:	Sister Cities Commission
Staff Contact(s):	Maxicelia Robinson, Deputy Clerk of Council
Presenter:	Edward Herring
Date of Proposed Action:	September 2, 2025

Issue

N/A

Background / Rule

The Charlottesville Sister Cities Commission (CSCC) is a public body composed of community members appointed by City Council. The CSCC was officially established in June 2006 by a resolution approved by the Council. The Commission's mission is to promote understanding and foster relationships between citizens and organizations in the Charlottesville area and its sister cities through cultural, economic, educational, and humanitarian activities.

The City of Charlottesville is an active member of Sister Cities International, a nonprofit citizen diplomacy network that creates and strengthens partnerships between U.S. and international communities. This network aims to build global cooperation at the municipal level, promote cultural understanding, and stimulate economic development.

The City has generally allocated no less than \$15,000 annually to support Sister City initiatives, including project grants.

As stated in Article IX of the CSCC bylaws, the Commission is required to file an annual report on its activities and finances with the Clerk of Council at the conclusion of each fiscal year, which ends on June 30.

Analysis

The work of the Sister Cities Commission aligns with the City's strategic focus areas of Partnerships; Education; and Recreation, Arts, and Culture.

Financial Impact

This annual report contains no additional funding requests.

Recommendation

Acceptance of the annual report.

Recommended Motion (if Applicable)

Attachments

1. 2024-2025 CSCC Annual Report.v2



2024 - 2025 Annual Report to City Council

Programs and Activities of the Charlottesville Sister Cities Commission

Submitted July 2025



OUR SISTER CITIES:

- Poggio a Caino, Italy, Charlottesville's first sister city in 1976.
- Besançon, France, Sister Cities since 2006
- Winneba, Ghana, Sister cities since 2010
- Huehuetenango, Guatemala, Friendship city since 2021, in exploratory phase.

COMMISSIONERS:

Alicen Brown, K-12 Education

Kimberly Hayes, Winneba

S. Lisa Herndon, At-large

Edward Herring, At-large

John Mason, At-large

Stella Mattioli, Poggio a Caiano

Salvatore Moschella, Higher Education

Bonita Patton, At-large

Kristen Petros de Guex, Business

Elizabeth Smiley, Besançon

Cherry Stewart, At-large

Youth Commissioner - vacant

Maxicelia Robinson, Staff Liaison

BESANÇON, FRANCE:

The year began with Mayor Wade's visit to Besançon upon the invitation of the Mayor, Madame Anne Vignot, to join in the September 8th celebrations of the 80th anniversary of the liberation of Besançon by the American troops.

The highlight of the year was a trip by 30 Theater students of Charlottesville High School to Besançon this past April. The students performed the Broadway show "A Chorus Line" to packed audiences at two performances.

Spring 2025 was dedicated to planning for the visit of the United Gospel Choir of Besançon to make a return visit to Virginia in July. They will sing in several concerts with the University Baptist Church and the Mt. Zion First African Baptist Church.

Early discussions are starting between the commission and the International Affairs office in Besançon concerning the 20th anniversary of our becoming sister cities in September 2006.

POGGIO A CAIANO, ITALY:

Poggio representative Stella Mattioli is working with the current Mayor of Poggio to organize a visit by the Mayor and a delegation to Charlottesville in 2026. The last official visit by a delegation from Italy was in 2017.

After the Poggio elections on May 15, 2024, Ms. Mattioli worked to establish new contacts with the elected mayor and city to assure the continuance of a strong relationship between the cities.

WINNEBA, GHANA:

The Sister City relationship between Charlottesville and Winneba continued to grow and strengthen this fiscal year. In May of 2024, the Charlottesville-Winneba Foundation continued with its latest trip to Winneba, once again allowing Charlottesville-area residents to experience our sister city.

Mayor Wade, as a private citizen, joined in on this trip.

Our new Winneba representative, Kimberly Hayes is currently working with the Mayor of Winneba to plan the next official Commission visit.

HUEHUETENANGO, GUATEMALA:

The relationship between Charlottesville and Friendship City Huehuetenango continued to be in the exploratory phase.

There are two major developments in place with Huehue. Former Commissioner Sylvia New-Strawn spearheaded a book drive to collect 10 cartons of new and used books in both Spanish and English as a donation to a new library in Huehuetenango.

We are currently working with the American Embassy in Guatemala to facilitate the shipment. We expect that they will be delivered by early fall.

The second event under way is a visit to Huehuetenango by a delegation headed by Mayor Wade in October of this year. The GuateMaya (formerly Ixtatan) Foundation is assisting with the planning and travel organization.

Additional Activities:

In addition to activities and exchanges with our cities, the commission has worked with the local community during the year.

- Tom Tom Festival - As part of the 2024 Grants Program, the Commission sponsored a program with the Lewis and Clark Exploratory Center at Darden Park entitled “Mapping the World”. This program was a “hands on” activity where residents used their skills to create maps of the locations of our sister city. This was an outstanding success with more than 80 local participants.
- Jefferson Founders Day - For the second time, the commission was asked to join other area civic leaders and take part in the “Laying of the Wreaths” at Thomas Jefferson’s grave site on the anniversary of his birth.
- Monticello Naturalization Event - The Commission hosted an information table at the event along with 20 other community and civic organizations.
- IX Farmers Market - The Commission takes seriously its mission to bring the work and focus of Sister Cities to the area residents. We will host and staff a table at various times each year to

be available to answer questions from our citizens as well as give them opportunities to get involved.

- Virginia Festival of the Book - The Commission participated in PVCC's Literacy program "Voices of Adult Learners. Meaningful stories from adult learners of English as a second language about family and work. The Commission was able to have stories from English learners in our sister city of Besancon included in the event.
- Relaunching the Grants Program - The Commission's Grant Program was suspended during the first half of the Fiscal Year and relaunched earlier this year with the awarding of a Grant entitled "Disrupting the Single Story: African Stories as Mirrors, Windows, and Sliding Doors". This Grant project will work to strengthen the ties between Charlottesville and our sister city of Winneba in Ghana.



Policy Briefing Summary

City Council



Regarding:	Blue Ridge Juvenile Detention Center
Staff Contact(s):	Ashley Marshall, Deputy City Manager
Presenter:	Jay Boland
Date of Proposed Action:	September 2, 2025

Issue

A presentation given by the director of the Blue Ridge Juvenile Detention Center, which serves the City of Charlottesville.

Background / Rule

The Blue Ridge Juvenile Detention Center (BRJD) opened for operations in July of 2022. They serve juveniles aged 10-17 in five jurisdictions: City of Charlottesville, County of Albemarle, County of Culpeper, County of Fluvanna, and the County of Greene. Their website is: <https://brjd.org/>

Analysis

The mission of Blue Ridge Juvenile Detention is to provide residents with a safe, clean, healthy, and secure environment through a structured program. This includes assessment of residents' needs through the integration of Academic, Mental Health, Medical, Programs, and Security practices. BRJD works to encourage and foster interagency collaboration in support of transitioning residents to the community.

The Center serves up to 40 juveniles aged 10-17. Residents are provided access to their Academic Program, which is staffed by Albemarle County Schools and is a State-Operated program. Residents also have access to physical education, in-house programming such as gardening or beekeeping, connection with community services for education and other programming, and religious services if desired (not mandatory). The Center also has medical and mental health care access for the residents, including a full-time Region Ten Community Service Board Mental Health Case Manager/Clinician to support the residents.

Financial Impact

The City of Charlottesville supports the Blue Ridge Juvenile Detention Center as part of its annual budgeting process.

Recommendation

Report Only.

Recommended Motion (if Applicable)

Attachments

1. Blue Ridge Juvenile Detention Council Presentation

Facility overview:

- ▶ Opened in July of 2002
- ▶ 40-Bed Capacity
- ▶ Commission-governed by:
 - ▶ Albemarle
 - ▶ Charlottesville
 - ▶ Culpeper
 - ▶ Fluvanna
 - ▶ Greene

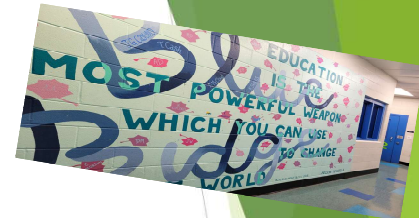


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EDUCATION

▶ Key Highlights of Our Education Program

- ▶ **Extended Instruction Time:**
Students receive **6 hours of instruction daily** - exceeding the **5.5-hour legal requirement**.
- ▶ **Year-Round Education:**
Students attend school for **11 months instead of 10**, helping to close educational gaps more quickly.
- ▶ **High Graduation Rate:**
Particularly strong outcomes for **CPP residents**; students can earn any diploma approved by the **state of Virginia**.
- ▶ **Comparable Education:**
Curriculum aligns with the **Code of Virginia** and offers a **comparable experience** to students' home schools.
- ▶ **Career and Technical Certifications:**
In addition to diplomas, students earn **industry-recognized certifications**.



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EDUCATION

- ▶ **Supportive Learning Environment:**
Many students thrive here due to **small class sizes** and **individualized attention**, especially those who struggled in traditional settings.
- ▶ **Post-Graduate Programming:**
Post-grads are still required to attend school and may **take college classes**, **earn certifications**, or engage in **vocational training**.
- ▶ **Literacy Challenges Addressed:**
Over **90% of students** read **two to three grade levels below** their current grade level; instruction is tailored to meet their needs.
- ▶ **Minimal Use of Online Learning:**
We prioritize **in-person instruction** due to students' learning needs and **security concerns** related to internet access.
- ▶ **Comprehensive Testing Services:**
We provide **SOL, GED, WorkKeys, and Special Education testing**, along with all assessments required by the **Virginia Department of Education**.
- ▶ **New Transition Specialist (2025):**
This year, we've added a **Transition Specialist** to support students as they prepare to **re-enter** school, work, or community life.

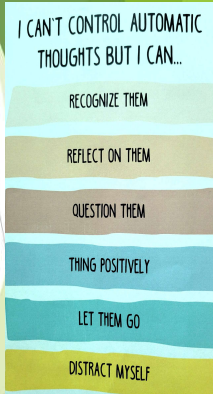
5



Mental Health Services

BRJD provides comprehensive mental health services through a dedicated team of professionals:

- ▶ **Full-Time BRJD Clinician:**
 - ▶ Serves as the primary therapist for the Community Placement Program (CPP).
 - ▶ Conducts assessments for residents experiencing crises.
 - ▶ Leads the BRJD Garden Program
- ▶ **Region Ten Mental Health Case Manager/Clinician:**
 - ▶ Permanently stationed at BRJD to provide consistent mental health support.
 - ▶ Acts as the primary therapist for the Post-Dispositional (Post-D) Program.
 - ▶ Offers case management and mental health services to Pre-Disposition residents as needed.
 - ▶ Conducts initial mental health screenings for new intakes.
 - ▶ Facilitates the intake process with Region Ten for residents requiring post-release mental health services.
- ▶ **Additional Support:**
 - ▶ A psychiatrist visits the facility weekly to provide medication management services



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Medical Services

► On-site Nursing Support

- The facility employs a **full-time licensed practical nurse (LPN)**.
- All new residents receive a **medical intake and physical examination** upon arrival.
- The LPN addresses **minor medical needs on-site** as required.

► Specialty Medical Care

- Cases that require **specialist attention**—such as dental work, physical therapy, or other medically necessary services—are managed via **transport to external specialist facilities**.

► Advanced Clinical Oversight

- A **part-time family nurse practitioner (FNP)** is contracted to:
- Conduct **comprehensive physical assessments**,
- Address **medical issues beyond the scope of the LPN's practice**.

► Staff Training & Certification

- All direct care staff are **certified in CPR and First Aid**.
- A **majority** are also **certified to administer medications**.



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Post-Dispositional Programs (Post-D)

► Program Purpose

- A local, structured alternative to juvenile commitment, designed for youth referred from participating localities.
- Two options based on commitment eligibility:
 - **90-Day Program** for youth **not eligible for commitment**, who require interim behavioral stabilization while other supports are arranged.
 - **180-Day Program** for **14-17-year-olds** who are **commitment eligible**
 - **Program Components** are tailored based on need and may include the following:



► Conflict Resolution	► Anger Control
► Criminal and Addictive Thinking	► Victim Empathy
► Problem Solving	► Character Education
► Life Skills	► Gang Prevention



► Therapeutic Support:

- Individual and/or family counseling services.
- Group psycho-educational sessions led by facility staff and external community providers.

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Community Placement Program (CPP)

Program Purpose

- A structured, residential alternative for youth committed (DJJ).

Designed for:

- Males aged 16-20
- May be from BRJD locality or any other locality in Virginia.

Focus Areas:

• Social Learning and Change	• Employment Readiness
• Self-Control	• Decision Making
• Substance Abuse Education	• Anger Control
• Decision Making	• Life Skills

Fosters positive peer culture through a **cognitive and social learning community model**, emphasizing peer support as the primary agent of behavioral change and includes:

- *Individual Counseling * Group Counseling *Dialectical Behavior Therapy



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Central Admissions and Placement (CAP)

► Purpose & Process

- Conducts the **diagnostic intake and placement coordination** for youth in DJJ custody.
- Oversees a **3-week comprehensive evaluation** covering:
 - Medical
 - Behavioral
 - Educational/vocational
 - Psychological
 - Sociological needs

► Interdisciplinary Team Review

- Post-evaluation, an interdisciplinary committee convenes to determine:
 - Appropriate **placement recommendation** (e.g., referral to Community Placement Program)
 - **Length of stay** (determined by DJJ Matrix)
 - **Treatment requirements**
 - **Release and parole planning**
- BRJD provides case management services to CAP youth while they remain at BRJD

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Community Partners Supporting Youth at BRJD

- BRJD maintains an active volunteer roster community members offer educational, therapeutic, and career-focused programs.

2025 Summer Programming

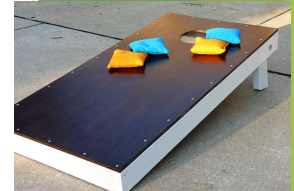
- Healthy Relationships & Reproductive Health - *Planned Parenthood*
- Job Skills & Work Readiness - *UVA Pipelines & Pathways Program*
- Entrepreneurship Series - *Home to Hope & Central Virginia Small Business Development Center*
- Transformative Futures (A collaborative Program designed to promote community involvement and self-advocacy) - *Legal Aid Justice Center's Youth Justice Program, The Uhuru Foundation, Nolef Turns, Not Me - I Believe*
- Guest Speaker Series (Features Local Leaders mentoring and inspiring youth - *The Second Chancer Foundation*

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BRJD Family & Community Day

- BRJD and The Second Chancer Foundation hosted a Family & Community Day on July 30th
- The event brought together Residents, their families, BRJD staff, and community partners.
- Attendees enjoyed a day filled with food, games, music, and positive engagement.
- The event fostered community connections and encouraged support for youth development.
- It also provided opportunities for networking and reinforcing pro-social relationships.



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Guiding the Future: Community Engagement

Below is a sample of community members who empower youth at BRJD

- ▶ Katrina Callsen, *Delegate for the 54th District*
- ▶ Zyahna Bryant, *Activist*
- ▶ Jetson Leder-Luis, *Professor at Boston University's Questrom School of Business*
- ▶ Fallon Speaker, *Legal Director, Legal Aid Justice*
- ▶ Syleethia Carr, *Not Me - I Believe*
- ▶ Robert Gray, *The UHURU Foundation*
- ▶ Sheba Williams, *Nolef Turns*
- ▶ Natalie Burgwin and Larry Scott, *Habitat for Humanity*
- ▶ Martize Tolbert, *The Fountain Fund*
- ▶ Sincere Allah, *The Reform Alliance*
- ▶ Quinton Harrell, *Minority Business Alliance*
- ▶ Jesse Crosson, *Second Chancer Foundation*
- ▶ Antwon Brinson, *Culinary Concepts AB*
- ▶ Whitmore Merrick, *Home for Hope and local Entrepreneur*
- ▶ Ariel Vaughan, *Central Virginia Small Business Development Center*

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Demographics & Numbers

Opened: July 15, 2002

Demographics:

- **Service Area** – City of Charlottesville and the Counties of Albemarle, Culpeper, Fluvanna, and Greene. Additional localities by request.
- **Capacity** – 40
- **Gender** – Male and Female
- **Age Range** – 10 through 17 for pre and post dispositional residents; up to age 20 for Department of Juvenile Justice residents.
- **Average Length of Stay**

FY19 – 18 days FY20 – 26 days FY21 – 42 days FY22 – 39 days FY23 – 42 days FY24 – 32 days	• Admissions FY19 = 118* (25) FY20 = 116* (31) FY21 = 91* (25) FY22 = 94* (33) FY23 = 117* (37) FY24 = 112* (31) FY25 = 89* (18)
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*(does not incl. DJJ admissions)

14

14



Policy Briefing Summary

City Council



Regarding:	Historic Resources Committee (2025-2026 Work Plan)
Staff Contact(s):	Jeffrey Werner, Historic Preservation and Design Planner
Presenter:	Julie Basic, Historic Resources Committee chair, Jeffrey Werner, Historic Preservation and Design Planner
Date of Proposed Action:	September 2, 2025

Issue

The Historic Resources Committee Chair and Staff will summarize the Committee's recent accomplishments and present City Council its 2025-2026 Work Plan.

Background / Rule

In 1998, City Council established the Historic Resources Task Force to promote the City's historic resources and provide an educational component to the City's historic preservation program. In 2006, it was renamed the Historic Resources Committee ("HRC"). The HRC consists of twelve (12) members, appointed by City Council to terms of three (3) years. The HRC serves primarily as an advisory body and has no statutory authority. The HRC is also not a Board or Commission required by the City Code or the Code of Virginia.

Since its creation, the HRC has, on behalf of the City, completed or sponsored numerous projects that present and celebrate the City's history, while also acknowledging and interpreting its controversial past. Among the committee's past accomplishments:

- Publication of the *Historic Charlottesville Tour Book* (in partnership with the Albemarle Charlottesville Historical Society);
- Publication of a *Downtown Walking Tour Map*;
- Audio tour of ten (10) significant places in the City using local residents as narrators;
- Maplewood Cemetery Documentation Workshop;
- Installation of narrative markers at Oakwood, Maplewood, and Daughters of Zion Cemeteries;
- Where I Live: Stories from Yesterday and Today Series at C'ville Coffee. Monthly presentations about sixteen (16) historic neighborhoods;
- Fairfax Taylor headstone repair and Gravesite Rededication Ceremony;
- Facilitation of the Daughters of Zion Cemetery Initiative.
- Vinegar Hill informational posters on CODE Building Construction fence;
- Supported/sponsored state and federal historic designation for:
 - Daughters of Zion Cemetery
 - Jackson P. Burley High School
 - Carr-Greer Farmstead (Ivy Creek Natural Area).
 - Downtown Mall; and
- Advised City Council on proposed Honorary Street names.

Recent accomplishments will be summarized in the HRC's Presentation, including:

- Sponsored and funded installation of state historical markers:
 - *Slave sales in Court Square*.

- *The Carver Inn, Green Book site;*
- Publication of an updated *Downtown Walking Tour Map*;
- Contributed to the archaeological investigations at the Swan Tavern site and at the McKee Block site;
- Continued support for Albemarle Charlottesville Historical Society's research of descendants of persons enslaved at Pen Park; and
- Funded installation of a replacement marker celebrating the 1962 integration of Johnson Elementary School.

The goals of HRC's Presentation are:

- Reacquaint City Council with the HRC's mission and past accomplishments;
- Summarize recent activities and projects;
- Present the HRC's 2025-2026 Work Plan, identifying how those activities support the goals of the City's Comprehensive Plan; and
- Answer questions and engage in a discussion about the HRC's work on behalf of the City, including the use of allocated resources.

Analysis

Information provided as an update to City Council. No action by City Council required.

Financial Impact

No impact.

Recommendation

Not applicable.

Recommended Motion (if Applicable)

Not applicable.

Attachments

1. 2025_08-01_HRC Council Update (J Basic)

THE CITY OF CHARLOTTESVILLE'S HISTORIC RESOURCES COMMITTEE

The committee's MISSION:

To **advocate** for historic preservation; to **promote** an appreciation of local historic resources, both tangible and intangible; and to **encourage and coordinate**, with appropriate municipal agencies, civic organizations, institutions and individual scholars, the documentation and interpretation of local history.

The committee's GOALS:

- **Advocacy** - we advocate for preservation of local resources
- **Promotion** - we promote an appreciation of those resources
- **Encouragement** - we encourage others to appreciate and respect historic resources
- **Coordination** - we coordinate with interested parties and organizations
- **Documentation** - we support documentation of historic resources
- **Interpretation** - we support interpretation of historic resources



Navigate to the
HRC's page via
*Historic Preservation
& Design.*

HISTORIC RESOURCES COMMITTEE

TIMELINE

- 1959: Charlottesville enacts an *Architectural Design Control Ordinance* and created a *Board of Architectural Review* to review the appropriateness of exterior changes to buildings in the district
- 1973: *Historic Landmarks Commission* created by City Council. The Commission published the *Charlottesville Landmarks Study in 1976*, which initiated an on-going program for surveying significant structures in the City
- 1976: *Historic Preservation Ordinance* enacted, creating an expanded Architectural Design Control (ADC) District and increasing the responsibilities of the Board of Architectural Review (BAR). Ordinance established Individually Protected Properties (IPP), protecting historic resources not located within a district
- 1980: City publishes the *Historic Preservation Guide* to encourage historic and architectural preservation
- 1989: Chapter on historic preservation added to Comprehensive Plan
- 1993: City adopts the *Historic Preservation Plan* to protect important historic resources and guide preservation activities
- 1998: City Council appointed the **Historic Resources Task Force** to promote the City's historic resources and provide an educational component to the City's historic preservation program.
- 2002: *Historic Charlottesville Tour Book* published by the Historic Resources Task Force
- 2006: Historic Resources Task Force made permanent and renamed the Historic Resources Committee (HRC)
- 2007: Charlottesville's *Historic Preservation Plan*, created in 1993, added to the Comprehensive Plan
- 2016: City Council accepts the recommendation of the *Blue Ribbon Commission on Race, Memorials, and Public Spaces*.
- 2021: Updated Comprehensive Plan includes Vision Statement that recognizes importance of Historic Preservation

Over 60 years of historic preservation work by the City

HISTORIC RESOURCES COMMITTEE

PLANNING & CODE PRECEDENT

Comprehensive Plan:

- The **Community Vision Statement** recognizes the importance of historic preservation and efforts to celebrate the City's *unique cultural and historical identity*.
- Eight of the 11 goals refer to City's historical and cultural fabric:
 - Goal 3: Protect and enhance the existing distinct identities of the city's neighborhoods and places while promoting and prioritizing infill development, housing options, a mix of uses, and sustainable reuse in our community.
 - Goal 5: ... support regional land use, preservation, and urban form, as well as environmental and transportation goals.
 - Goal 6: Continue Charlottesville's history of architectural and design excellence by maintaining traditional urban design features and valuing historic resources ...
 - Goal 7: Ensure that the quality of development [in Entrance Corridors] is compatible [with] the adjacent neighborhood's historic, architectural, and cultural resources
 - Goal 8: Identify ways to expand the understanding, presentation, and interpretation of the varied histories, cultures, and experiences of the city's residents and neighborhoods.
 - Goal 9: Systematically inventory and evaluate all historic, cultural, and natural resources, landscapes, and open spaces as critical elements that make Charlottesville special.
 - Goal 10: Educate current and potential property owners of historic resources, as well as the community in general, about the significance of historic properties.
 - Goal 11: Provide effective protection of Charlottesville's historic resources, including through recognition and incentives.

HISTORIC RESOURCES COMMITTEE

THE IMPORTANCE OF HRC

- Citizen-led group appointed by City Council to share insight, input, and concerns regarding historic resources.
- Diverse group with individual expertise; unique experiences and careers; and variety of qualifications
- Serves as sounding board for Preservation Staff
- Assists Preservation and Design Staff with projects and tasks
- Assist other City departments with historic resource concerns
- Available to receive public comments about preservation issues
- Informs and educates the community about the City's history and its historic and cultural and resources.
- On behalf of the City, collaborates with other historical-minded organizations

*Our existence signals the **City's commitment to preserving historic resources** that make our community unique, tell the full story of Charlottesville's evolution, and help drive tourism and economic development*

HISTORIC RESOURCES COMMITTEE

PAST PROJECTS & ACTIVITIES



- Supported Work at Daughters of Zion Cemetery
- Commented on Honorary Street Names
- Endorsed Historic Designations
- Support Work of The Memory Project led by HRC member Jalane Schmidt



- Funded Burley High School Plaques
- ***Limited activities due to COVID*



- Co-sponsored Bailey Lecture "The Weeping Time"
- Researched updates for the Downtown Walking Tour map



- Contributed funding for Swan Tavern artifact analysis
- Contributed funding for GPR examinations of McKee Block
- Contributed funding for research of enslaved individuals at Pen Park



- Funded Court Square & Carver Inn Markers
- Released Downtown Walking Tour Map
- Upgraded Johnson Elementary Marker
- Co-Sponsored lecture "The Past & Future of Court Square"

HISTORIC RESOURCES COMMITTEE

BLUE RIBBON COMMISSION

HRC and Preservation Staff Responded to the 2016

Blue Ribbon Commission on Race, Memorials, and Public Spaces by:

- **Court Square Slave Auction Block:** Installed a proper, visible historic marker to replace the current illegible marker State Historical Marker
- **Daughters of Zion Cemetery:** Installed an updated plaque
- **Vinegar Hill Community:** Placed interpretive banners about the former community at CODE Building
- **Highlighting and Linking Historic Places:** Contributed funding for 10th & Page Neighborhood Survey
- **Place Names:** Advised City Council on proposed Honorary Street Name
- **New Memorials:** Funded and Installed State Historical Marker Carver Inn site
- **Other Opportunities: (Research, education, outreach):** Walking Tour Map, Anne Bailey lecture

HISTORIC RESOURCES COMMITTEE

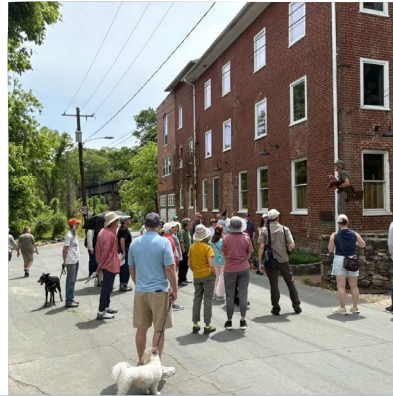
CURRENT PROJECTS



50TH
ANNIVERSARY OF
THE DOWNTOWN
MALL, JULY 2026



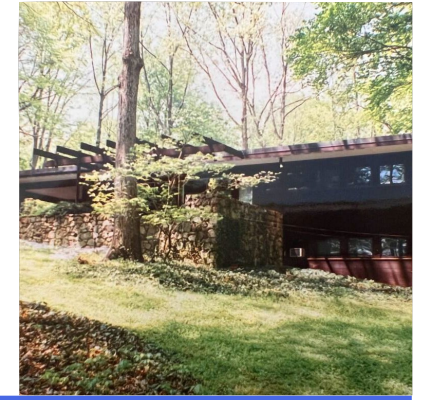
CITY SCHOOLS
COLLABORATION:
PROMOTE THE
CITY "AS A
CLASSROOM"



BPAC
NEIGHBORHOOD
WALK
HISTORICAL
FLYERS



SHARING THE
CITY'S STORY:
UPDATES TO
WALKING TOUR
MAP



SUPPORTING
HISTORIC
DESIGNATIONS;
SPONSORING
SPEAKERS; &
PROVIDING
FEEDBACK ON
DESIGN DOCUMENTS

HISTORIC RESOURCES COMMITTEE

MOVING FORWARD

What does HRC need to accomplish the City's Preservation goals?

- Support and Buy-in for HRC Projects
- Support and Buy-In for Preservation Staff Efforts
- Continued Inclusion in City-led Documents (Comp Plan, Visioning, Small Area Plans, Goals & Objectives)
- Continued Funding For HRC and Preservation Initiatives
- Clear Direction and Specific Requests

*"Safeguarding the heritage of the City promotes **pleasure, education, and sense of well-being** among its citizens. Protecting the City's unique resources **also fosters civic pride, contributes to an understanding of the city's past**, and serves as a guide for future development. The **economic value of preservation** can be realized both in the stabilization of property values and the stimulation of business."* 1993 Charlottesville Historic Preservation Plan



CHARLOTTESVILLE CITY COUNCIL MEETING MINUTES
July 7, 2025 at 4:00 PM
Council Chamber

The Charlottesville City Council held a regular meeting on Monday, July 7, 2025. Vice Mayor Brian Pinkston called the meeting to order, and Clerk of Council Kyna Thomas called the roll, noting the following councilors present: Vice Mayor Brian Pinkston and Councilors Natalie Oschrein, Michael Payne and Lloyd Snook. Mayor Juandiego Wade gave prior notice of his absence.

On motion by Snook, seconded by Payne, Council unanimously adopted the meeting agenda.

REPORTS

1. REPORT: FY25 Climate Program Update

Kristel Riddervold, Director of Sustainability, and Emily Irvine, Climate Program Manager, presented an update on the City's Climate Program progress over fiscal year 2025. The presentation included an annual report, an updated Greenhouse Gas inventory, and the fiscal year 2026 Climate Workplan. The report recognized the importance of celebrating successes from the past year and the need to consider the growing gap in federal leadership on climate, while maintaining a commitment to reach the city's climate goals.

CLOSED MEETING

On motion by Pinkston, seconded by Payne, Council voted unanimously to convene in a closed meeting as authorized by the Virginia Freedom of Information Act, as follows:

1. Under Virginia Code Section 2.2-3711(A)(1) for discussion and consideration of prospective candidates to be appointed to the following boards and/or committees:
 - a. Charlottesville Redevelopment and Housing Authority (CRHA); and
2. Pursuant to Virginia Code Section 2.2-3711(A)(7) for consultation with legal counsel pertaining to actual litigation where such consultation would adversely affect the negotiating or litigating posture of the public body, specifically *White v. City of Charlottesville*; and
3. Pursuant to Virginia Code Section 2.2-3711(A)(8) for consultation with legal counsel for specific legal advice pertaining to matters involving the City's zoning ordinances and Virginia's Freedom of Information Act.

On motion by Snook, seconded by Oschrein, Council voted 4-0 to certify the closed meeting (Ayes: Oschrein, Payne, Pinkston, Snook; Noes: none; Absent: Wade).

BUSINESS SESSION

The business session of the meeting began with a moment of silence.

ANNOUNCEMENTS

Councilor Oschrein announced an eBike demonstration at Tonsler Park on July 12th.

Councilor Payne announced the 17th Annual Summer Think Shop by Alex-Zan on July 17th, and the current openings for city boards and commissions with application deadline August 1st.

RECOGNITION/PROCLAMATIONS

Councilor Snook read a Proclamation of Recognition for Joe Mooney, former School Board member who recently passed away.

COMMUNITY MATTERS

Vice Mayor Pinkston opened the floor for comments from the public.

1. Scott Collins, city resident, spoke about issues with the City Zoning Ordinance in light of a recent court ruling. He spoke of other issues of an impending law suit coming next year. He suggested two options involving re-enacting the old Zoning Code or meeting requirements under the new Code.
2. Downing Smith, city resident, spoke about the Rivanna Water and Sewer Authority water supply plan. He stated that the city has outgrown its watershed and questioned whether the pipeline should be built.
3. Michael Crenshaw spoke on behalf of Livable Cville in support of reinstating the City's new Zoning Ordinance.
4. Emily Little, city resident, spoke in support of city council and staff protecting vulnerable citizens in light of recent events and increased funding to ICE. She commended the city for continuing to do climate action work. She commended Chris Gensic, Parks and Recreation, for work done to make the city a more pleasantly walkable city.
5. Alicia Lenahan, county resident, raised concerns about risks posed to the community by the United States Supreme Court decision regarding birth right citizenship, which will be effective July 28.
6. Susan McCulley, county resident, spoke about limiting impending harm due to increased ICE enforcement budgets. She requested that Council pass a resolution to require federal agents to be unmasked and identifiable.
7. Ronald Ignatz, county resident working in the city, spoke to raise awareness about the threat to naturalized citizens and others, given recent decisions at the federal level cutting Medicaid and SNAP benefits.
8. Sage Bradburn, county resident, spoke about the pressure the federal government is applying to local governments and law enforcement, as outlined in a letter titled "Civil Division Enforcement Priorities".
9. Mary Stuart, county resident and property owner in the city, spoke about the Department of Justice threats to naturalized American citizens.
10. Chris Meyer, city resident, expressed concern about the City's third-party lawyers not meeting their deadlines regarding the City Zoning Code. He requested prompt review of next steps and he asked about accountability for Gentry Locke.
11. Tom Dale, county resident, requested that City Council take heed to conversation about pressures from the federal administration for immigration enforcement, and the spike in ICE arrests in Virginia.
12. Amanda Burns, city resident, expressed concern about the July 4th shooting on Orangedale Avenue, specifically about the easy access to weapons, the disregard for life, and the lack of accountability. She requested extended hours for community centers, investment in mentoring programs by professionals, mental health programs, expanding summer school, and several other options.
13. Don Gathers, city resident, asked why Council gave funding to the regional jail after public comments were against it and he suggested other uses for the funding. He requested that the police chief hold community forums.

CONSENT AGENDA

Clerk Thomas read the following Consent Agenda items into the record, and on motion by Snook, seconded by Oschrein, Council voted 4-0 to adopt the Consent Agenda (Ayes: Oschrein, Payne, Pinkston,

Snook; Noes: none; Absent: Wade).

2. MINUTES: June 2, 2025 regular meeting
3. RESOLUTION to allocate Housing Operations and Support ("HOPS") FY 26 Grant Funding for Affordable Housing and Homelessness Support Programs in the Amount of \$460,574 (2nd reading)

RESOLUTION

Allocating Housing Operations and Support (HOPS) FY26 Grant Funding for Affordable Housing and Homeless Support Programs in the amount of \$460,574

WHEREAS, the City of Charlottesville, Virginia, having established the Housing Operations & Program Support (HOPS) program to provide financial support for community agency programs aiding in affordable housing and homelessness relief, hereby allocates \$460,574 from the Charlottesville Affordable Housing Fund (CAHF) under Fund 426 Project: CP-084, as per the Capital Improvement Program budget for FY2026.

NOW, THEREFORE, BE IT RESOLVED that the City Council, having received and reviewed recommendations from the CAHF Committee on the expenditure of CAHF funds for the HOPS program, resolves to allocate the amount to the following HOPS applicants:

Fund	Project	GL Account	Applicant	Program /Initiative	Award
426	CP-084	530670	Albemarle Housing Improvement Program (AHIP)	System of Care	\$22,500
426	CP-084	530670	Community Services Housing, Inc. (CSH)	Housing Development Support	\$43,424
426	CP-084	530670	Georgia's Friends	Georgia's Friends Recovery Residence & Support Programs for Women	\$10,000
426	CP-084	530670	Habitat for Humanity of Greater Charlottesville	Homeownership Program	\$52,500
426	CP-084	530670	People and Congregations Engaged in Ministry (PACEM)	Case Management Program	\$50,000
426	CP-084	530670	Piedmont Housing Alliance	Charlottesville Affordable Housing Program	\$92,500
426	CP-084	530670	The Haven at First & Market Inc	Day Shelter Program	\$80,825
426	CP-084	530670	The Haven at First & Market Inc	Vital Housing Services Program	\$108,825

BE IT FURTHER RESOLVED that all funding awards within this resolution shall be provided as grants to the entities listed under the "Applicant" column above to be used solely for the purposes outlined in their respective grant applications and any subsequent grant agreement. The City Manager

is authorized to negotiate and execute funding grant agreements with each recipient to ensure proper utilization of funds.

4. RESOLUTION to appropriate additional funds for the Virginia Department of Transportation ("VDOT") City of Charlottesville, Virginia ("City") Project Portfolio (\$23,317,263) (2nd reading)

RESOLUTION

Appropriating \$23,317,263 for the Virginia Department of Transportation (VDOT) City of Charlottesville Project Portfolio

WHEREAS the City of Charlottesville has been awarded state and federal funds through the VDOT to locally administer various state funded transportation projects; and

WHEREAS the Council of the City of Charlottesville previously authorized the City Manager to revise and reallocate funding within the City's VDOT portfolio;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that the sum of \$23,317,263 is hereby appropriated as follows:

Project: Barracks Rd @ Emmet St Intersection

UPC #: 111796

Revenues

\$495,738 Fund: 426 WBS Element: P-00972 GL Code: 430120 (Smart Scale)

Expenditure

\$495,738 Fund: 426 WBS Element: P-00972 GL Code: 599999

Project: Emmet Street Corridor Streetscape & Intersections

UPC #: 109551

Revenues

\$5,257,378 Fund: 426 WBS Element: P-00932 GL Code: 430120 (Smart Scale)

Expenditure

\$5,257,378 Fund: 426 WBS Element: P-00932 GL Code: 599999

Project: Dairy Road Bridge

UPC #: 118295

Revenues

\$5,409,161 Fund: 426 WBS Element: P-01068 GL Code: 430120 (Smart Scale)

Expenditure

\$5,409,161 Fund: 426 WBS Element: P-01068 GL Code: 599999

Project: East High Street

UPC #: 109480

Revenues

\$500,000 Fund: 426 WBS Element: P-00931 GL Code: 430117 (Revenue Share)

\$7,806,836 Fund: 426 WBS Element: P-00931 GL Code: 430120 (Smart Scale)

Transfers from City Undergrounding Utility Project Account (for City Match)

\$3,090,985 Fund: 426 WBS Element: P-00127 GL Code: 599999

Expenditure

\$11,397,821 Fund: 426 WBS Element: P-00931 GL Code: 599999

Project: Pedestrian Improvements at Preston Ave/Harris Street

UPC #: 113918

Revenues

\$410,801 Fund: 426 WBS Element: P-01069 GL Code: 430120 (HSIP)

Expenditure

\$410,801 Fund: 426 WBS Element: P-01069 GL Code: 599999

Project: 10th and Grady

UPC #: 113916

Revenues

\$327,129 Fund: 426 WBS Element: P-01092 GL Code: 430120 (HSIP)

Expenditure

\$327,129 Fund: 426 WBS Element: P-01092 GL Code: 599999

Project: Bike/Ped Washington Park

UPC #: 113861

Revenues

\$13,274 Fund: 426 WBS Element: P-01052 GL Code: 430120 (HSIP)

Transfers from Parks and Rec Trails Project Account (for City Match)

\$5,961 Fund: 426 WBS Element: PR-001 GL Code: 599999

Expenditure

\$19,235 Fund: 426 WBS Element: P-01052 GL Code: 599999

5. RESOLUTION to amend the City of Charlottesville, Virginia ("City"), CDBG and HOME Funding Awards for Program Year 2025-26, a Minor Amendment to the City's 1-Year Annual Action Plan, in the amounts of \$6,835.00 (CDBG) and \$2,859.47 (HOME) (2nd reading)
- a. Resolution appropriating Community Development Block Grant ("CDBG") funds anticipated from the U.S. Department of Housing and Urban Development for Program Year 2025-26, in the approximate amount \$445,452, amended

RESOLUTION

Appropriating Community Development Block Grant ("CDBG") Funds Anticipated from the U.S. Department of Housing and Urban Development for Program Year 2025-26, in the Approximate Amount \$445,452, Amended

WHEREAS the City has been advised by the U.S. Department of Housing and Urban Development ("HUD") that it is eligible to receive an anticipated Community Development Block Grant ("CDBG") allocation for the 2025-26 program year, in the approximate amount of \$445,452; and

WHEREAS City Council previously approved the CDBG program funding recommendations of the City's CDBG/HOME Taskforce at a public hearing held on May 5, 2025 (#R-25-039);

NOW, THEREFORE, BE IT RESOLVED by the City Council of Charlottesville, Virginia, that upon receipt of anticipated CDBG funding from the U.S. Department of Housing and Urban Development, said funds are hereby amended and appropriated to the following individual expenditure accounts in the Community Development Block Grant Fund in accordance with the respective purposes set forth; provided, however, that the City Manager is hereby authorized to transfer funds between and among such individual accounts as circumstances may require, to the extent permitted by applicable federal grant regulations, as set forth below:

Economic Development Activities

<i>Fund</i>	<i>SAP Order #</i>	<i>Funding Recommendation</i>	<i>Award</i>
218	1900593	CIC Entrepreneur Programs	\$25,000.00
218	1900594	LVCA Beginning Workforce Development	\$50,000.00

Subtotal, Economic Development: \$75,000.00

Public Facilities & Infrastructure Enhancements

<i>Fund</i>	<i>SAP Order #</i>	<i>Funding Recommendation</i>	<i>Award</i>
218	1900595	Arc of the Piedmont Shower Replacement at Shamrock Group Home	\$20,500.00

Subtotal, Public Facilities & Infrastructure: \$20,500.00

Affordable Housing Activities

<i>Fund</i>	<i>SAP Order #</i>	<i>Funding Recommendation</i>	<i>Award</i>
218	1900592	AHIP Charlottesville Critical Home Rehabs	\$140,000.00

Subtotal, Affordable Housing: \$140,000.00

Public Services Activities

<i>Fund</i>	<i>SAP Order #</i>	<i>Funding Recommendation</i>	<i>Revised Award</i>
218	1900596	PHA Financial Opportunity Center (FOC) Credit Club	\$21,683.75
218	1900597	PHAR Resident-Involved Redevelopment	\$22,960.30
218	1900598	The Haven Coordination of Community Service Providers	\$22,173.75

Subtotal, Public Services: \$ 66,817.80

Programmatic Funds

<i>Fund</i>	<i>SAP Cost Center</i>	<i>Funding Recommendation</i>	<i>Revised Appropriation</i>
218	3914001000	CDBG Planning & Admin	\$89,090.40
218	3914001000	Council Strategic Development Fund	\$54,043.80

Subtotal, Programmatic: \$ 143,134.20

Total PY25 Funding Recommendations: \$445,452.00

In the event that funding received from the U.S. Department of Housing and Urban Development differs from the amounts referenced above, all appropriated amounts may be administratively increased/reduced at the same prorated percentage of change to actual funding received. No subrecipient's grant may be increased above their initial funding request without further consideration by Council.

BE IT FURTHER RESOLVED that this appropriation is conditioned upon the receipt of not less than \$445,452.00 in CDBG funds from the U.S. Department of Housing and Urban Development for program year 2025-26, and all subrecipient awards are also conditioned upon receipt of such funds.

BE IT FURTHER RESOLVED that any unspent funds available after the approved activity is completed and closed out with HUD will hereby be returned to the unallocated lump sum account within Fund 218 to be reallocated to suitable new activities by Council at a later date.

FINALLY, BE IT FURTHER RESOLVED that the funding award appropriated within this resolution will be provided as a grant to a private non-profit, charitable organization (“subrecipient”) and shall be utilized by the subrecipient solely for the purpose(s) stated within their approved Scope of Work. The City Manager is hereby authorized to enter into a funding agreement with the subrecipient named herein as deemed advisable to ensure that all grant funds are expended for their intended purposes and in accordance with applicable federal and state laws and regulations.

b. Resolution approving HOME Investment Partnership Program activity with funds anticipated from the U.S. Department of Housing and Urban Development for Program Year 2025-26, in the approximate amount of \$85,876.13, Amended

RESOLUTION

Approving HOME Investment Partnership Program Activity with Funds Anticipated from the U.S. Department of Housing and Urban Development for Program Year 2025-26, in the Approximate Amount of \$85,876.13, Amended

WHEREAS the City of Charlottesville (“City”) has been advised by the U.S. Department of Housing and Urban Development (“HUD”) that the region served by the Thomas Jefferson HOME Consortium (“TJHC”) is eligible to receive a HOME Investment Partnerships program (“HOME”) allocation for the 2025-26 program year, in the approximate amount of \$687,009.06 , of which the City anticipates receipt of approximately \$85,876.13 to support local affordable housing (“AH”) initiatives; and

WHEREAS City Council previously approved the HOME program funding recommendations of the City’s CDBG/HOME Taskforce at a public hearing held on May 5, 2025 (#R-25-040); and

WHEREAS the City of Charlottesville had in prior years appropriated local funds from the CAHF to meet HUD’s 25% local match funds requirement on behalf of the members of the Thomas Jefferson HOME Consortium, the City will now certify with HUD certain CAHF- funded projects in the current program year to meet the local match funds requirement, as established through the 2025 Cooperation Agreement established between Charlottesville & Thomas Jefferson Planning District Commission (“TJPDC”), thereby significantly reducing the administrative burden on staff from both parties;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Charlottesville, Virginia, that upon receipt of this anticipated HOME funding from the U.S. Department of Housing and Urban Development, that the following HOME-funded affordable housing activity is approved:

<i>PY</i>	<i>Subrecipient</i>	<i>Funded Activity</i>	<i>Revised Award</i>
PY25	Piedmont Housing Alliance	905 Rives St. Townhomes AH	\$85,876.13

BE IT FURTHER RESOLVED that this appropriation of subrecipient award funds is conditioned upon the receipt by the City of not less than \$85,876.13 in HOME funds as the city’s local share of HOME funds received by the Thomas Jefferson Area HOME Consortium from the U.S. Department of Housing and Urban Development for Program Year 2025-26.

If funding received from the U.S. Department of Housing and Urban Development for Program Year 2025-26 differs from the amounts referenced above, all appropriated amounts may be administratively

increased/reduced at the same prorated percentage of change to actual funding received. No subrecipient's funding award may be increased above their initial funding request without further consideration by Council.

FINALLY, BE IT FURTHER RESOLVED that the funding award appropriated within this resolution will be provided as a grant to a private non-profit, charitable organization ("subrecipient") and shall be utilized by the subrecipient solely for the purpose(s) stated within their approved agreement, as approved by TJPDC staff in accordance with the 2024 Charlottesville/TJPDC Cooperation Agreement. The City Manager is hereby authorized to enter into a funding agreement with the subrecipient named herein as deemed advisable to ensure that all grant funds are expended for their intended purposes and in accordance with applicable federal and state laws and regulations.

6. RESOLUTION to amend and Reallocate Tax and Rent Relief Budgets (2nd reading)

RESOLUTION

Resolution to Amend and Reallocate FY 2025 Budget for Tax and Relief Accounts

WHEREAS the City of Charlottesville through the FY 2024 Budget process allocated a total of \$2,718,000 to be used for the tax, homeownership, and rent relief programs;

WHEREAS, the amounts originally budgeted for tax and rent relief were based on projections and do not align with the actual awards for each program;

WHEREAS, the amounts of real estate tax revenue to be collected in FY 2025 will be in excess of the amount budgeted by an amount sufficient to cover this amendment;

THEREFORE, BE IT RESOLVED by the Council of the City of Charlottesville, Virginia that the tax, homeownership and rent relief budgets be amended in the following manner:

Budget Increases

\$ 38,615.09	Fund: 105	Cost Center: 1813003000	G/L Code: 540061
\$230,000.00	Fund: 105	Cost Center: 3343019000	G/L Code: 540065
\$317,610.97	Fund: 105	Cost Center: 9900000000	G/L Code: 400010

Budget Decreases

\$ 28,354.86	Fund: 105	Cost Center: 1813004000	G/L Code: 540062
\$ 63,330.50	Fund: 105	Cost Center: 1813005000	G/L Code: 540064
\$483,213.19	Fund: 105	Cost Center: 1813006000	G/L Code: 540064
\$ 11,327.51	Fund: 105	Cost Center: 1813007000	G/L Code: 540065

Account Code	Relief Type	Original Budget	Adjustments	Revised Budget	Actual
1813003000-540061	Rent Relief for Disabled	\$ 118,000.00	\$ (38,615.09)	\$ 79,384.91	\$ 79,384.91
1813004000-540062	Rent Relief for Elderly	38,000.00	28,354.86	66,354.86	66,354.86
1813005000-540063	Tax Relief for Disabled	231,000.00	63,330.50	294,330.50	294,330.50
1813006000-540064	Tax Relief for Elderly	1,016,000.00	483,213.19	1,499,213.19	1,499,213.19
1813007000-540065	Stormwater Assistance	20,000.00	11,327.51	31,327.51	31,327.51
3343019000-540065	CHAP	1,295,000.00	(230,000.00)	1,065,000.00	1,065,000.00
		\$ 2,718,000.00	\$ 317,610.97	\$ 3,035,610.97	\$ 3,035,610.97

BE IT FURTHER RESOLVED by the Council of the City of Charlottesville, Virginia that should other budget adjustments to these accounts be necessary, the City Manager is authorized to do so in accordance with the reasoning set forth in this resolution.

7. LLC/Entity Creation Authorization Resolutions: Westhaven Phase One and Sixth Street Phase Two Redevelopment Projects (2nd reading)
 - a. Resolution authorizing entity formation for Sixth Street Redevelopment Phase Two

**RESOLUTION RATIFYING OR APPROVING THE FORMATION BY
CHARLOTTESVILLE REDEVELOPMENT AND HOUSING AUTHORITY OF CERTAIN
ENTITIES TO FACILITATE THE RENOVATION OF THE SECOND PHASE OF SIXTH
STREET APARTMENTS**

WHEREAS, the Charlottesville Redevelopment and Housing Authority (“CRHA”) was created pursuant to the Virginia Housing Authorities Law (“Act”), found in Chapter 1, Title 36, Code of Virginia of 1950, as amended, and is now existing and operating as a public body corporate and politic, and the Act empowers CRHA to form corporations, partnerships, joint ventures, trusts, or any other legal entity or combination thereof, on its behalf or with any person or public or private entity; and

WHEREAS, CHRA’s Board of Commissioners has determined that it is appropriate to renovate its public housing community known as the Sixth Street Phase Two Apartments, located in the City of Charlottesville, Virginia (“City”), and to convert them from public housing to Project Based Voucher Housing (“Project”), in accordance with the Section 18 Demolition/Disposition Program of the U.S. Department of Housing and Urban Development; and

WHEREAS, the City’s Capital Improvement Plan 5-year program (FY25-FY29) is inclusive of a funding commitment in the not-to-exceed amount of \$3,000,000 for CRHA’s Sixth Street Phase 2 redevelopment project; and

WHEREAS CRHA intends to use a variety of funding sources, including, but not limited to, low-income housing tax credits (“LIHTC”), to finance the Project; and

WHEREAS, CRHA, through various entities, will apply to the Virginia Housing Development Authority, d/b/a Virginia Housing, for LIHTC, in part to provide financing for the Project, funding of debt service and other reserve funds, and the payment of other transaction costs related to the award of LIHTCs to the Project; and

WHEREAS, to secure funding, including but not limited to, LIHTC and/or VHDA funding for the Project, CRHA must create certain entities to undertake the development and redevelopment of the Project; and

WHEREAS § 36-19(12), Code of Virginia, 1950, as amended, requires, among other things, the approval by the local governing body of the formation by the CRHA of corporations, partnerships, joint ventures, trusts, or any other legal entity; and

WHEREAS, on September 23, 2024, the CHRA’s Board of Commissions adopted a Resolution authorizing the formation of such limited partnerships, limited liability companies (“LLCs”), and other entities as may be necessary to facilitate the participation of CHRA in

developing and financing the Project, subject to the approval of the City Council of the City of Charlottesville, Virginia (“City Council”).

NOW, THEREFORE, BE IT RESOLVED that City Council hereby ratifies the creation of the following LLCs, already created by, or to be created by CRHA, to enable CRHA to secure funding for the Project:

- Sixth Street Phase Two, LLC; and
- Sixth Street Redevelopment Management Phase Two, LLC; and

FURTHER, BE IT RESOLVED by City Council that CRHA is authorized to create the following LLCs, to enable CRHA to secure funding for the Project:

- Sixth Street Phase Two, LLC (or similar name); and
- Sixth Street Redevelopment Management Phase Two, LLC (or similar name).

b. Resolution authorizing entity formation for Westhaven Redevelopment Phase One

**RESOLUTION RATIFYING OR APPROVING THE FORMATION BY THE
CHARLOTTESVILLE REDEVELOPMENT AND HOUSING AUTHORITY OF CERTAIN
ENTITIES TO FACILITATE THE RENOVATION OF THE FIRST PHASE OF
WESTHAVEN APARTMENTS**

WHEREAS, the Charlottesville Redevelopment and Housing Authority (“CRHA”) was created pursuant to the Virginia Housing Authorities Law (“Act”) found in Chapter 1, Title 36, Code of Virginia, 1950, as amended, and is now existing and operating as a public body corporate and politic, and the Act empowers CRHA to form corporations, partnerships, joint ventures, trusts, or any other legal entity or combination thereof, on its own behalf, or with any person or public or private entity; and

WHEREAS, the CRHA’s Board of Commissioners has determined that it is appropriate to renovate its public housing community, known as the Westhaven Phase One Apartments, located in the City of Charlottesville, Virginia, and to convert them from public housing to Project Based Voucher housing in accordance with the Section 18 Demolition/Disposition Program of the U.S. Department of Housing and Urban Development (“Project”); and

WHEREAS, the City’s Capital Improvement Plan 5-year program (FY26-FY30) is inclusive of a funding commitment in the not-to-exceed amount of \$5,000,000 for CRHA’s Westhaven Phase 1 redevelopment project; and

WHEREAS, CRHA intends to use a variety of funding sources, including, but not limited to, low-income housing tax credits (“LIHTC”), to finance the Project; and

WHEREAS, CRHA, through various entities, will apply to the Virginia Housing Development Authority, d/b/a Virginia Housing for LIHTC, in part to provide financing for the Project, funding of debt service and other reserve funds, and the payment of other transaction costs related to the award of LIHTCs to the Project; and

WHEREAS, to secure funding, including, but not limited to, LIHTC and/or VHDA funding for the Project, CRHA must create certain entities to undertake the development and redevelopment of the Project; and

WHEREAS, § 36-19(12), Code of Virginia, 1950, as amended, requires, among other things, the approval by the local governing body of the formation by the CRHA of corporations, partnerships, joint ventures, trusts, or any other legal entity; and

WHEREAS, on June 13, 2024, the CRHA's Board of Commissioners adopted a Resolution authorizing the formation of such limited partnerships, limited liability companies ("LLCs"), and other entities as may be necessary to facilitate the participation of CRHA in developing and financing the Project, subject to the approval of the City Council of the City of Charlottesville, Virginia ("City Council").

NOW, THEREFORE, BE IT RESOLVED that City Council, hereby ratifies the creation of the following LLCs, already created by, or to be created by CRHA, to enable CRHA to secure funding for the Project:

- Westhaven Phase One, LLC; and/or
- Westhaven Redevelopment Management Phase One, LLC.

FURTHER, BE IT RESOLVED by City Council that CRHA is authorized to create the following LLCs, to enable CRHA to secure funding for affordable housing development/redevelopment projects at Westhaven:

- Westhaven Phase One, LLC (or similar name); and/or
- Westhaven Redevelopment Management Phase One, LCC (or similar name).

8. RESOLUTION to Appropriate Virginia Department of Criminal Justice Services - Victims of Crime Act Grant in the amount of \$123,600 (layover)

CITY MANAGER REPORT

Misty Graves, Director of Human Services, and the ANCHOR (Assisting with Navigation, Crisis Help, and Outreach Resources) Co-Response Team presented the ANCHOR Team's Year One Review. Norman Dorise, Mental Health Navigator, shared a story about support and resources provided by the ANCHOR Team to a family with an individual experiencing a mental health emergency.

City Manager Sanders addressed comments made during Community Matters about the recent violent incident on Orangedale Avenue, and matters related to the Zoning Ordinance/Development Code. He presented his quarterly FY25 Work Plan update, which addressed progress in each of the City's Strategic Outcome Areas.

ACTION ITEMS

9. Public Hearing and Ordinance for Partial Vacation of Stormwater Easements (501 Cherry Avenue)

Lauren Hildebrand, Director of Utilities, presented the request.

Vice Mayor Pinkston opened the public hearing. With no speakers, he closed the public hearing.

On motion by Payne, seconded by Oschrin, Council voted 4-0 to adopt the **ORDINANCE VACATING PORTIONS OF A STORM SEWER EASEMENT AND CONSTRUCTION EASEMENT LOCATED AT TMP 29-178 IN THE CITY OF CHARLOTTESVILLE, VIRGINIA**, waiving the second reading. (Ayes: Oschrin, Payne, Pinkston, Snook; Noes: none; Absent: Wade)

10. PUBLIC HEARING and ORDINANCE for Partial Vacation of Natural Gas Easement (Kenridge Lot 60)

Lauren Hildebrand, Director of Utilities, presented the request.

After clarifying questions from Councilor Oschrin, Vice Mayor Pinkston opened the public hearing. With no speakers, the public hearing was closed.

On motion by Payne, seconded by Snook, Council voted 4-0 to adopt the **ORDINANCE VACATING PORTION OF PUBLIC GAS EASEMENT LOCATED IN ALBEMARLE COUNTY, VIRGINIA (TMP: 060K0-00-05900 and 060K0-00-0-06000)**, waiving the second reading. (Ayes: Oschrin, Payne, Pinkston, Snook; Noes: none; Absent: Wade)

11. Public Hearing and Ordinance for Vacation of Stormwater Easement (100 Stadium Road)

Lauren Hildebrand, Director of Utilities, presented the request.

After clarifying questions from Councilor Oschrin, Vice Mayor Pinkston opened the public hearing. With no speakers, the public hearing was closed.

On motion by Payne, seconded by Snook, Council voted 4-0 to adopt the **ORDINANCE VACATING STORM EASEMENT LOCATED ON 100 STADIUM ROAD (TMP # 16-4)**. (Ayes: Oschrin, Payne, Pinkston, Snook; Noes: none; Absent: Wade)

12. Public Hearing and Ordinance Regarding an Easement to Dominion Energy for Undergrounding of Electrical Equipment at Pen Park and Quarry Road (layover)

Chris Gensic, Park and Trail Planner, presented the request.

Vice Mayor Pinkston opened the public hearing. With no speakers, the public hearing was closed.

On motion by Payne, seconded by Oschrin, Council voted unanimously to carry the ordinance to the July 21, 2025, meeting for second reading and vote on the Consent Agenda.

13. Public Hearing and Resolution for Dogwood Vietnam Memorial Foundation Lease at McIntire Park

Riaan Anthony, Director of Parks and Recreation, summarized the action and requirement for public hearing.

After clarifying questions from councilors, Vice Mayor Pinkston opened the public hearing. With no speakers, the public hearing was closed.

On motion by Payne, seconded by Snook, Council voted 3-1 (Ayes: Payne, Pinkston, Snook;

Noes: Oschrin; Absent: Wade) to adopt the resolution. Councilor Oschrin opposed, questioning the previous Memorandum of Understanding.

**RESOLUTION
APPROVING LEASE AGREEMENT BETWEEN THE DOGWOOD VIETNAM MEMORIAL
FOUNDATION AND THE CITY OF CHARLOTTESVILLE FOR USE OF A PORTION OF
CITY PROPERTY AT MCINTIRE PARK**

WHEREAS the Dogwood Vietnam Memorial Foundation (DVMF) has operated a memorial site at McIntire Park for decades under an MOU with the City; and

WHEREAS the City is now creating more formal lease agreements with partner groups such as DVMF; and

WHEREAS the DVMF and the City Department of Parks and Recreation have agreed to the language of the “Long Term Lease Between the City of Charlottesville and the Dogwood Vietnam Memorial Foundation, Inc.”; and

WHEREAS City Council must approve of all lease agreements on City owned lands;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Charlottesville that following the public hearing on July 7, 2025, Resolution #R-25-047 is repealed and the lease agreement between the City and the DVMF for use of property at McIntire Park is approved.

GENERAL BUSINESS

14. BY MOTION: Offer in Compromise for Taxes Due (1603 6th Street SE)

Jason Vandever, City Treasurer, presented the request for an Offer in Compromise for taxes due at 1603 6th Street SE. A confidentiality waiver was signed by the applicant. Mr. Vandever explained unique circumstances leading to the request, and he acknowledged work done by staff at the Legal Aid Justice Center to bring the item forward. Research conducted by staff indicated that the taxes should not have been owed.

On motion by Payne, seconded by Snook, Council by a vote of 4-0 approved the Offer in Compromise for taxes due at 1603 6th Street SE.

COMMUNITY MATTERS (2)

Vice Mayor Pinkston opened the floor for comments from the public. With no speakers, Councilor Snook moved to adjourn the meeting; seconded by Oschrin, Council voted unanimously to adjourn the meeting at 10:03 p.m.

BY Order of City Council

BY Kyna Thomas, Clerk of Council



CHARLOTTESVILLE CITY COUNCIL MEETING MINUTES
July 21, 2025 at 4:00 PM
Council Chamber

The Charlottesville City Council held a regular meeting on Monday, July 21, 2025. Vice Mayor Brian Pinkston called the meeting to order at 4:04 p.m., and Clerk of Council Kyna Thomas called the roll, noting the following councilors present: Vice Mayor Brian Pinkston and Councilors Natalie Oschrein and Michael Payne. Mayor Juandiego Wade gave prior notice of his absence because of travel, and Councilor Lloyd Snook requested to participate electronically because of a personal matter. With a physical quorum established in Council Chamber, councilors considered Mr. Snook's request, and he confirmed his participation from Basye, Virginia, while on vacation.

On motion by Oschrein, seconded by Payne, Council by a vote of 3-0 approved electronic participation by Councilor Snook pursuant to Virginia Code Section 2.2-3708.3.

On motion by Payne, seconded by Oschrein, Council by a vote of 4-0 adopted the meeting agenda.

REPORTS

1. PRESENTATION: Transit Service Scenarios for FY27

Garland Williams, Director of Transit, introduced his senior leadership team and consultants from Nelson\Nygaard Consulting Associates, Inc. He then began the presentation on the Charlottesville Area Transit System Optimization Plan: Proposal Updates, providing an overview of service history and current service levels, which have not yet reached pre-Covid levels. The City's adopted Transit Strategic Plan calls for a range of service improvements over time, including expansion in service hours, increased frequency of service for many routes, and the re-introduction of Sunday service for certain routes. These service improvements will require the City to hire additional drivers and support staff, increasing the cost of operations. Strong community interest in making these investments over the last couple of budget cycles prompted staff to explore the cost of significantly advancing service improvements identified in the Strategic Plan.

Jim Baker, Senior Principal with Nelson Nygaard reviewed the System Optimization Plan (2022) and service enhancement scenarios.

Greg Nordin, Principal with Nelson\Nygaard provided a Title VI policy review and Council (Board) requirements. Title VI of the Civil Rights Act of 1964 provides that "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." Title VI is the foundation for US transit agencies to demonstrate their services do not discriminate against minority and low-income populations.

Councilors asked questions and engaged in discussion.

CLOSED MEETING

On motion by Payne, seconded by Oschrein, Council voted unanimously to convene in a closed meeting as authorized by:

- (1) Virginia Code Section 2.2-3711(A)(7) for consultation with legal counsel pertaining to actual litigation where such consultation would adversely affect the negotiating or litigating posture of the public body, specifically, *White v. City of Charlottesville*;

- (2) Virginia Code Section 2.2-3711(A)(8) for consultation with legal counsel for specific legal advice pertaining to matters involving the City's zoning ordinance; and
- (3) Virginia Code Section 2.2-3711(A)(1) for discussion and consideration of prospective candidates to be appointed to the Charlottesville Redevelopment and Housing Authority (CRHA).

On motion by Payne, seconded by Snook, Council voted 4-0 to certify the closed meeting (Ayes: Oschrin, Payne, Pinkston, Snook; Noes: none; Absent: Wade).

BUSINESS SESSION

The business session of the meeting began with a moment of silence.

ANNOUNCEMENTS

Vice Mayor Pinkston announced the July 26 African American Cultural Arts Festival (Chihamba Festival) at Jackson P. Burley Middle School.

On motion by Payne, seconded by Oschrin, Council by a vote of 4-0 (Ayes: Oschrin, Payne, Pinkston, Snook; Noes: none; Absent: Wade) appointed Lise Clavel and Gillet Rosenblith to the Charlottesville Redevelopment and Housing Authority.

COMMUNITY MATTERS

Mr. Pinkston opened the floor for comments from the public.

1. Gordon Hair, member of the Ben Hair Just Swim for Life Foundation, spoke about the program's aim at helping to decrease incidences of drowning by teaching swim lessons to target demographics.
2. Kim Basile-Wood, member of the Ben Hair Just Swim for Life Foundation, spoke about the program. She stated that 17 of 20 local pools are privately owned and she requested help with access to the Crow Pool.
3. Alicia Lenahan, county resident, spoke about ongoing concerns about how City leadership is managing immediate threats and preparing for those that are coming for undocumented immigrants. She shared a handout with City Council with a template resolution condemning non-transparent federal immigration enforcement.
4. Emily Kingsley, city resident, spoke about immigrant rights and requested that the city pass the resolution that was proposed by Alicia Lenahan.
5. Malva Managan, swim instructor for the Ben Hair Just Swim for Life Foundation, spoke about her experience with teaching swim lessons and water safety.
6. Kevin Cox, city resident, spoke about a recent incident during which he chalk-painted a city street. He presented an envelope of cash to the City Manager, stating that it covered his debt to the city of \$607. Mr. Pinkston handed the envelope to the Clerk of Council.
7. Alex Joiner, local transit rider and city resident, thanked Council for identifying transit as a priority. He reiterated data from the county and recent presentations.
8. Allison Webb, county resident and retired public health professional, listed previous benefits no longer available to immigrants.
9. Rory Stolzenberg, city resident, spoke about the transit presentation given during the 4:00 p.m. work session. He refuted information shared regarding service levels, Title VI and funding tied to ridership.

CONSENT AGENDA

Clerk Thomas read the following Consent Agenda items into the record, and on motion by Snook, seconded by Oschrin, Council unanimously adopted the Consent Agenda (Ayes: Oschrin, Payne, Pinkston, Snook; Noes: none; Absent: Wade).

2. RESOLUTION to Appropriate Virginia Department of Criminal Justice Services - Victims of Crime Act Grant in the amount of \$123,600 (2nd reading)

RESOLUTION

Appropriation of Charlottesville Student Victim Outreach Program Department of Criminal Justice Services Victim of Crimes Act Grant in the amount of \$123,600

WHEREAS, the City of Charlottesville has been awarded \$123,600 from the Department of Criminal Justice Services;

WHEREAS, this award requires a 20% match in the amount of \$30,900;

WHEREAS, the funds will be used to support Evergreen, a program operated by the Department of Human Services. The grant award covers the period from July 1, 2025, through June 30, 2026;

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia that a total of \$123,600 is hereby appropriated in the following manner:

Revenues - \$154,500

\$123,600	Fund: 209	Cost Center: 3413018000	G/L Account: 431110
\$30,900	Fund: 209	Cost Center: 3413018000	G/L Account: 498010

Expenses- 154,500

\$150,372	Fund: 209	Cost Center: 3413018000	G/L Account: 519999
\$4,128	Fund: 209	Cost Center: 3413018000	G/L Account: 599999

Transfer From

\$30,900	Fund: 209	Cost Center: 3413003000	G/L Account: 561209
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BE IT FURTHER RESOLVED, that this appropriation is conditioned upon the receipt of \$123,600 from the Department of Criminal Justice Services.

3. ORDINANCE Regarding an Easement to Dominion Energy for Undergrounding of Electrical Equipment at Pen Park and Quarry Road (2nd reading)

ORDINANCE

GRANTING AN EASEMENT TO DOMINION ENERGY FOR THE UNDERGROUNDING OF ELECTRIC POWER EQUIPMENT

WHEREAS Dominion Energy Virginia (“Dominion Energy”) has a Strategic Underground Program that includes a system-wide initiative to shorten power restoration times following major storms; and

WHEREAS said initiative identifies overhead electric distribution lines and above ground equipment known to be susceptible to damage due to severe weather; and

WHEREAS Dominion Energy is requesting a permanent easement to relocate overhead power service and maintain a replacement underground power service located on City of Charlottesville, Virginia (“City”), property located at Pen Park, parcel numbers 48B002000 and 48B001000, and Quarry Park, parcel number 600255000; and

WHEREAS placement of the existing overhead electric equipment underground will not adversely affect current use or future planned use of the properties; and

WHEREAS pursuant to Virginia Code § 15.2-1800, cities are authorized to grant easements over, through, under, or across any City property; and

WHEREAS the proposed easement is depicted on plats entitled Work Request No. 10684276 and Work Request No. 10750577, which are attached for reference and made a part fully hereof; and

WHEREAS on July 7, 2025, after due notice as required by Virginia § 15.2-1800(B), this City Council conducted a Public Hearing on the requested easement.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Charlottesville, Virginia, that the mayor is hereby authorized to execute a Right-of-Way Agreement, in a form approved by the City Attorney, or their designee, granting the above-described easement to Dominion Energy.

4. RESOLUTION to Appropriate Additional Funds for Emmet Street Corridor Streetscape Project - \$1,436,519 (layover)

CITY MANAGER REPORT

Inez Gonzalez, Director of the Police Civilian Oversight Board (PCOB) and James Walker, Management Analyst, presented an overview of the PCOB Annual Report.

Councilor Payne requested that the city manager schedule a work session with PCOB stakeholders and City Council. Ms. Gonzalez agreed about the need for a focused work session.

City Manager Sanders added context to the 4:00 p.m. transit presentation and described next steps to inform the August 15-16 Council retreat.

ACTION ITEMS

5. **PUBLIC HEARING and RESOLUTION** Authorizing the Issuance and Sale of General Obligation Public Improvement Bonds of the City Of Charlottesville, Virginia, in an Aggregate Principal Amount Not to Exceed \$38,000,000, to Finance the Costs of Certain Public Improvement Projects, Providing for the Issuance and Sale of General Obligation Refunding Bonds of the City of Charlottesville, Virginia, in an Aggregate Principal Amount Not to Exceed \$25,000,000, Providing for the Form, Details And Payment of Such Bonds, and Providing for the Refunding of Certain Outstanding General Obligation Bonds of the City

Kristina Hammill, Director of Budget and Grants Management, presented the request, stating that the bonds have been part of the Capital Improvement Plan for years. She stated that the City continues to hold

a bond rating of AAA.

Vice Mayor Pinkston opened the public hearing. With no speakers coming forward, the public hearing was closed.

On motion by Payne, seconded by Oschrein, Council by a vote of 4-0 approved the **RESOLUTION AUTHORIZING THE ISSUANCE AND SALE OF GENERAL OBLIGATION PUBLIC IMPROVEMENT BONDS OF THE CITY OF CHARLOTTESVILLE, VIRGINIA, IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$38,000,000, TO FINANCE THE COSTS OF CERTAIN PUBLIC IMPROVEMENT PROJECTS, PROVIDING FOR THE ISSUANCE AND SALE OF GENERAL OBLIGATION REFUNDING BONDS OF THE CITY OF CHARLOTTESVILLE, VIRGINIA, IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$25,000,000, PROVIDING FOR THE FORM, DETAILS AND PAYMENT OF SUCH BONDS, AND PROVIDING FOR THE REFUNDING OF CERTAIN OUTSTANDING GENERAL OBLIGATION BONDS OF THE CITY.**

6. RESOLUTION Appropriating Funds for Federal Transit Operations and Capital Grants - \$6,666,809 (layover)

Garland Williams, Director of Transit, presented the appropriation request and announced that a public hearing will be held on August 4 as part of the second reading. The funds will be used to purchase vehicles and for operating assistance. Council agreed unanimously to lay the item over to the August 4, 2025, Action Items for a public hearing and vote.

7. RESOLUTION initiating amendment and referring adoption of the 2024 Development Code (Zoning and Subdivision Ordinances) to the Planning Commission for review and recommendation

Matt Alfele, Development Planning Manager, presented the staff recommendation to initiate the process for re-adoption of the Development Code if the need arises.

On motion by Oschrein, seconded by Payne, Council by a vote of 4-0 approved the following resolution:

RESOLUTION

Initiating Amendment and Referring adoption of the 2024 Development Code (Zoning and Subdivision Ordinances) to the Planning Commission for review and recommendation

WHEREAS, Cville Plans Together was a multi-year, equity-focused effort to shape the City of Charlottesville, Virginia's ("City"), future of the built environment; and

WHEREAS, following extensive civic outreach and public participation, Cville Plans Together produced an Affordable Housing Plan (adopted by City Council in March 2021), a new Comprehensive Plan (adopted by City Council in November 2021), and, finally, a Development Code that directly implements the recommendations of both the Affordable Housing Plan and the Comprehensive Plan, and encompasses updated Zoning and Subdivision regulations; and

WHEREAS, on December 18, 2023, City Council adopted the Development Code ("2024 Development Code"); and

WHEREAS, on January 14, 2024, in the Circuit Court for the City of Charlottesville, Virginia, in a case styled *White, et al. v. City of Charlottesville, et al.*, several City residents, arguing the City did not gather or consider required information prior to adoption, filed a lawsuit challenging the City's 2024 Development Code; and

WHEREAS, on June 30, 2025, the Honorable Claude V. Worrell, II, granted a default judgment in *White* after the City's outside counsel failed to respond to the Plaintiff's Amended Complaint by the required deadline; and

WHEREAS, Judge Worrell's ruling, when officially implemented via the execution of a forthcoming Order, invalidated the 2024 Development Code, ostensibly leaving the City with no current Zoning or Subdivision rules or regulations, or reversion to the repealed 2003 Development Code; and

WHEREAS, because the Court's decision did not dispose of the case on the merits, if necessary, the City may re-adopt the voided 2024 Development Code; and

WHEREAS, § 15.2-2286(A)(7), Code of Virginia, 1950, as amended, provides, in pertinent part, that "[w]henver the public necessity, convenience, general welfare, or good zoning practice requires, the governing body may by ordinance amend, supplement, or change the regulations, district boundaries, or classifications of property" and that "[a]ny such amendment may be initiated (i) by resolution of the governing body" or "by motion of the local planning commission;" and

WHEREAS, § 15.2-2285(A), Code of Virginia, 1950, as amended, provides, in pertinent part, "[t]he planning commission of each locality may, and at the direction of the governing body shall, prepare a proposed zoning ordinance including a map or maps showing the division of the territory into districts and a text setting forth the regulations applying in each district," and "[u]pon the completion of its work, the commission shall present the proposed ordinance or amendment including the district maps to the governing body together with its recommendations and appropriate explanatory materials;" and

WHEREAS, § 15.2-2285(B), Code of Virginia, 1950, as amended, provides, in pertinent part, "[n]o zoning ordinance shall be amended or reenacted unless the governing body has referred the proposed amendment or reenactment to the local planning commission for its recommendations;" and

WHEREAS, while the City pursues legal recourse, out of an abundance of caution, City Staff proposes initiating re-adoption of the 2024 Development Code so that, if necessary, the City can move with all possible haste to re-adopt the 20024 Development Code.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Charlottesville that the amendment and reenactment of the 2024 Development Code is hereby initiated pursuant to § 15.2-2286(A)(7) and §§ 15.2-2285(A) and (B), Code of Virginia, 1950, as amended; and

BE IT FURTHER RESOLVED THAT the 2024 Development Code incorporating the amended Zoning and Subdivision Ordinances is hereby referred to the City's Planning Commission for its review and recommendations, and to be scheduled for a Public Hearing. Based on the Planning Commission's deliberations and input received during the Public Hearing process, the Planning Commission shall report its findings and recommendations to City Council within one hundred (100) days after its first Regular Meeting following the adoption of this Resolution.

8. Amending the FY 2026 Budget Ordinance to Provide the City Manager Authority to Reallocate Funds Appropriated for the Office of Community Solutions

City Manager Sanders informed Council that effective July 1 he closed the Office of Community Solutions and re-distributed the staff to other office and departments citywide with a desire to right-size, right-fit, and reorganize operations. He also renamed the Budget Department to the Office of Budget and Grants Management. The reallocation of funds to follow staff to their respective new departments was needed since the FY26 City Budget was already adopted.

On motion by Oschrein, seconded by Payne, Council by a vote of 4-0 (Ayes: Oschrein, Payne, Pinkston, Snook; Noes: none; Absent: Wade) approved the resolution.

RESOLUTION

Amending the FY 2026 Budget Ordinance to Provide the City Manager Authority to Reallocate Funds Appropriated for the Office of Community Solutions

WHEREAS the City Council of the City of Charlottesville, VA adopted an ordinance on April 14, 2026, setting a budget for FY 2026 (“the Budget Ordinance”); and

WHEREAS, the Budget Ordinance allocated funds for the Office of Community Solutions (“OCS”) which has now been closed by the City Manager; and

WHEREAS, the staff and duties of OCS have been reassigned to other departments or offices within the organization;

THEREFORE, BE IT RESOLVED by the Council of the City of Charlottesville, Virginia that the FY 2026 Budget Ordinance is hereby amended to include the following provision:

The City Council further ordains that the City Manager is authorized to reallocate appropriations from the Office of Community Solutions (“OCS”) to other City departments or offices that have assumed the responsibilities or personnel of OCS, provided that such reallocations do not increase the overall appropriation and are reported to City Council in periodic financial reports.

GENERAL BUSINESS

9. WRITTEN REPORT: Rivanna Authorities Quarterly Report

Councilor Payne asked for an update on the Rivanna Authorities public emergency alert system. Mr. Sanders described the system as a proactive measure to notify people within the footprint of the Sugar Hollow Dam in the event of catastrophic failure of the dam or during extreme rain and flooding events.

10. WRITTEN REPORT: Sister Cities Commission Annual Report

Mr. Sanders and Council congratulated the Sister Cities Commission for hosting a recent Gospel Choir delegation visit from Besancon, and encouraged attendance at additional events involving the group.

COMMUNITY MATTERS (2)

Vice Mayor Pinkston opened the floor for comments from the public.

- Rory Stolzenberg, city resident, stated that Council should request from consultants a menu of optional FY27 transit services.

On motion by Oschrin, seconded by Snook, Council voted unanimously to adjourn the meeting at 7:43 p.m.

BY Order of City Council

BY Kyna Thomas, Clerk of Council

DRAFT



CHARLOTTESVILLE CITY COUNCIL MEETING MINUTES
August 4, 2025 at 4:00 PM
Council Chamber

The Charlottesville City Council met in a regular meeting on Monday, August 4, 2025. Mayor Juandiego Wade called the meeting to order and called the roll, noting the following councilors present: Mayor Juandiego Wade, and Councilors Natalie Oschrein and Lloyd Snook. Vice Mayor Brian Pinkston gave prior notice of his absence. Councilor Michael Payne joined the meeting at 4:05 p.m.

On motion by Snook, seconded by Oschrein, Council approved the meeting agenda by a vote of 3-0 (Ayes: Oschrein, Snook, Wade; Absent: Payne, Pinkston).

JOINT CITY COUNCIL AND SCHOOL BOARD WORK SESSION

Chair Emily Dooley called the School Board to order.

1. PRESENTATION: School Facilities Condition Review

City Manager Samuel Sanders, Jr. stated the purpose for the meeting, which was to receive an update and discuss how school infrastructure is managed presently, the condition of existing buildings, and to ensure that both public bodies receive the detailed information at the same time. He framed it as a point of preparation for an upcoming City Council retreat.

Deputy City Manager James Freas, School Chief Operations Officer Kim Powell, and Deputy Director of Public Works Michael Goddard made a presentation that included information about school enrollment and capacity, a school facilities review, and an update on Charlottesville Middle School. The school facilities review was based on three factors: 1) building condition, 2) capacity, and 3) ability to meet modern education expectations. Some common issues that were found in Charlottesville public schools involved bathrooms, flooring, ceiling grids and lighting. Elementary schools were grouped into pairs representing eras of school construction:

- The Vintage Era –Trailblazer (1925) and Summit (1930)
- The Middle Era –Sunrise (1953) and Tall Oaks (1955)
- The Open Floorplans Era –Greenbrier (1962) and Jackson Via (1968)

The newest school building, Charlottesville High School, was built in 1975, and school modernization projects systemwide have occurred over the years.

Maria Beninski, Architect at VMDO, provided an overview of the Walker Campus Master Plan and the concept design for the Early Learning Center at Walker Campus. She answered questions about capacity-building and calculations.

Following discussion, the School Board adjourned.

CLOSED MEETING

Pursuant to Section 2.2-3712 of the Virginia Code, Councilor Payne moved that City Council close the open meeting and convene in a closed session; seconded by Snook, Council voted 4-0 in support of the motion for the following purpose:

- a. Pursuant to Virginia Code Section 2.2-3711(A)(1) for discussion and consideration of

prospective candidates to be appointed to the following boards and/or committees: the Police Civilian Oversight Board; and the Planning Commission.

On motion by Payne, seconded by Snook, Council by a vote of 4-0 (Ayes: Oschrin, Payne, Snook, Wade; Noes: none; Absent: Pinkston) certified that to the best of each Council member's knowledge only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the Motion convening the closed session were heard, discussed, or considered in the closed session.

BUSINESS SESSION

The business session of the meeting began with a moment of silence.

ANNOUNCEMENTS

Councilor Snook announced August 5th as National Night Out and invited the public to an event at the lower field of Washington Park from 5:00 p.m. to 8:00 p.m.

Councilor Oschrin announced: 1) Sunday neighborhood walk in the Greenbrier Neighborhood at 9:00 a.m.; 2) Commissioners and Cans Food Drive; and 3) Loop De Ville on September 27.

RECOGNITIONS/PROCLAMATIONS

- **Mayoral recognition of Nicholas Feggans**

Mayor Wade presented a proclamation to Nicholas Feggans for his dedication and efforts to significantly uplift and empower the community, particularly the youth. The proclamation was a surprise for Mr. Feggans and he accepted with remarks.

- **2025 Soul of Cville**

Mayor Wade presented a proclamation in recognition of the 5-year milestone of the Soul of Cville Festival, with this year's theme, "Firmly Planted. Fiercely Flourishing". Founder, Khalilah Jones accepted the proclamation with remarks.

COMMUNITY MATTERS

Mayor Wade opened the floor for comments from the public.

1. Alicia Lenahan, county resident, spoke in support of the democratic process and about City Council's role in responding to federal policies.
2. John Greene, city resident, spoke out of concern about a recent incident on Orangedale Avenue involving fireworks and violence.
3. Louis Desobry, city resident, spoke out of concern about a recent incident on Orangedale Avenue involving fireworks and violence. He stated that Fifeville does not want fireworks in the neighborhood. He read a petition from residents requesting enforcement of the existing City Code regarding fireworks.
4. Edisa Fific, city resident, spoke out of concern about a recent incident on Orangedale Avenue involving fireworks and violence. She asked for help to address issues in the neighborhood.
5. Moe van de Sompel, city resident, spoke in opposition to slip lanes at the Preston Avenue and Ridge-McIntire intersection, and asked that the City remove them.

CONSENT AGENDA*

Clerk Thomas read the following Consent Agenda items into the record, and on motion by Payne, seconded by Snook, Council unanimously adopted the Consent Agenda (Ayes: Oschrin, Payne, Pinkston, Snook, Wade; Noes: none).

2. MINUTES: June 16 regular meeting
3. RESOLUTION to Appropriate Additional Funds for Emmet Street Corridor Streetscape Project - \$1,436,519 (2nd reading)

RESOLUTION

Resolution to Appropriate \$1,436,519 in additional local funds for the Emmet Street Corridor Streetscape Project

WHEREAS, the City of Charlottesville has been awarded funds through the Virginia Department of Transportation (VDOT) to locally administer various transportation projects; and

WHEREAS, some of the VDOT funding requires a local match to leverage the funding; and

WHEREAS, additional local funding is required for the Emmet Street Corridor Streetscape Project;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that the sum of \$1,436,519 is hereby appropriated as follows:

Expenditure

\$1,436,519 Fund: 426 WBS Element: P-00932 GL Code: 599999

Revenue

\$66,414 Fund: 426 WBS Element: P-00932 GL Code: 432155

Project: Emmet Street Corridor Streetscape & Intersections
UPC #: 109551

Budget Transfer from City Underground Utility Project Account (for City Match)

\$1,370,105 Fund: 426 WBS Element: P-00127 GL Code: 599999

4. RESOLUTION Appropriating \$60,000 for Virginia Department of Education (VDOE) Special Nutrition Program - Summer Food Service Program (layover)

CITY MANAGER REPORT

- **Central Water Line Update (Rivanna Authorities)**

Mr. Sanders introduced Bill Mawyer, Executive Director of the Rivanna Water and Sewer Authority, who presented an overview of the Central Water Line Project, with construction expected to run from October 2025 to December 2029. Mr. Mawyer announced a community information meeting September 16, 5:00 p.m. - 6:30 p.m., at Carver Recreation Center. The purpose of the project is to move drinking water more efficiently in the piping system and to improve utilization of the full production capacity of the Observatory Water Treatment Plant. Following the presentation, Mr. Mawyer answered questions from City Council.

- **City Manager Report**

Mr. Sanders thanked the Police Department and Fire Department for hosting him on ride-alongs this summer. He celebrated the addition of a bus stop at Midway Manor and thanked community advocate Mary Carey for her persistence to see the project completed. Mr. Sanders acknowledged the CAYIP (Community Attention Youth Internship Program) graduation, Westhaven Community Day, and the Ting Pavilion Back-to-School Bash. He added reminders about the Back to School Bash at the Boys & Girls Club on Sunday, August 10; the Tonsler Championship game and block party on August 10; and the speed cameras activated in school zones for the upcoming school year.

ACTION ITEMS

5. PUBLIC HEARING and RESOLUTION Appropriating Funds for Federal Transit Operations and Capital Grants - \$6,666,809 (2nd reading)

Garland Williams, Director of Transit, summarized the appropriation request and stated that the buses are operational and in use. He asked Council to accept and appropriate the funds.

Mayor Wade opened the public hearing. With no speakers coming forward the public hearing was closed.

On motion by Oschrin, seconded by Snook, Council by a vote of 4-0 approved the resolution (Ayes: Oschrin, Payne, Snook, Wade; Noes: none; Absent: Pinkston).

RESOLUTION

APPROPRATING FUNDS For Federal Transit Operating and Capital Grants \$6,666,809

WHEREAS the FY25 State Capital Grant in the amount of \$2,139,032 and the Federal Capital Grant in the amount of \$880,778 has been awarded to the City of Charlottesville, with a local CIP match of \$125,826; the amount of capital grant funds is \$3,145,636; and

WHEREAS the FY25 Federal Operating Grant in the amount of \$2,640,880 has been awarded to the City of Charlottesville; and

WHEREAS the FY25 Federal Operating Grant has been awarded to JAUNT in the amount of \$880,293; these funds must pass through the City of Charlottesville as required; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that funds are hereby appropriated in the following manner, contingent upon receipt of the grant funds:

Revenue (Capital)

\$2,139,032	Fund: 245	Cost Center: 2804001000	G/L: 430110 State Grants
\$ 880,778	Fund: 245	Cost Center: 2804001000	G/L: 431110 Federal Grants
\$ 125,826	Fund: 245	Cost Center: 2804001000	G/L: 498010 Local March

Expenditures (Capital)

\$3,145,636	Fund: 245	Cost Center: 2804001000	G/L: 541040 Vehicles
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Revenue (Operating)

\$2,640,880	Fund: 245	Cost Center: 2801003000	G/L: 431010 Federal Grants
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Expenditures (Operating)

\$2,640,880 Fund: 245 Cost Center: 2801003000 G/L: 599999 Lump Sum

Revenue (JAUNT)

\$880,293 Fund: 245 Cost Center: 2821002000 G/L: 431010 Federal Grants

Expenditures (JAUNT)

\$880,293 Fund: 245 Cost Center: 2821002000 G/L: 540365 JAUNT Payment

BE IT FURTHER RESOLVED that this appropriation is conditional upon the receipt of \$4,400,152 from the Federal Transit Administration, \$2,139,032 from the Virginia Department of Rail and Public Transportation, and \$125,826 from local matching contributions.

6. RESOLUTION for Extension of Charlottesville Supplemental Rental Assistance Program 7th Grant Amendment (*i.e.*, Resolution #24-124) with Charlottesville Redevelopment and Housing Authority to December 15, 2025, Allowing for Eligible and Applicable Use of Carry-forward FY25 CSRAP Undrawn Funds in an Amount not to Exceed \$238,729.30

Madelyn Metzler, Housing Compliance Coordinator, presented the resolution request.

On motion by Oschrin, seconded by Snook, Council by a vote of 4-0 approved the resolution (Ayes: Oschrin, Payne, Snook, Wade; Noes: none; Absent: Pinkston).

RESOLUTION

Resolution for Extension of Charlottesville Supplemental Rental Assistance Program 7th Grant Amendment (*i.e.*, Resolution #24-124) with Charlottesville Redevelopment and Housing Authority to December 15, 2025, Allowing for Eligible and Applicable Use of Carry-forward FY25 CSRAP Undrawn Funds in an Amount not to Exceed \$238,729.30

WHEREAS, on June 19, 2017, the City of Charlottesville, Virginia (“City”), approved the creation of the City-funded Charlottesville Supplemental Rental Assistance Program (“CSRAP”), and on April 9, 2024, City Council approved an allocation of \$900,000 from the Capital Improvement Program funds to be used for the CSRAP Program, which will be administered by the Charlottesville Redevelopment and Housing Authority (“CRHA”); and

WHEREAS, the terms and conditions under which the CRHA will administer the CSRAP are set forth within a written Grant Agreement that the City and CRHA entered into in October 2024, with a time for performance of between July 1, 2024, and June 30, 2025; and

WHEREAS, the Program’s FY25 Budget has a current availability of \$238,729.30; and

WHEREAS, the City has determined a need to modify the Seventh Amendment to the Grant Agreement (*i.e.*, Resolution #R-24-124), and extend the Grant Agreement’s time for performance to December 15, 2025.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that the Grant Agreement for the FY25 CSRAP time for performance shall be extended through December 15, 2025. All the original provisions and requirements of the Grant Agreement remain in legal effect.

COMMUNITY MATTERS (2)

Mayor Wade opened the floor for comments from the public. No speakers came forward.

On motion by Snook, seconded by Oschrin, Council voted unanimously to adjourn the meeting at 7:48 p.m.

BY Order of City Council

BY Kyna Thomas, Clerk of Council

DRAFT



CHARLOTTESVILLE CITY COUNCIL SPECIAL MEETING MINUTES

August 6, 2025 at 6:00 PM
CitySpace, 100 5th Street NE
Charlottesville, VA 22902

The Charlottesville City Council held a special joint meeting with the Charlottesville Redevelopment and Housing Authority (CRHA) on Wednesday, August 6, 2025. Mayor Juandiego Wade called the meeting to order at 6:05 p.m., noting the following councilors present: Mayor Juandiego Wade and Councilors Natalie Oschrin, Michael Payne and Lloyd Snook. Vice Mayor Brian Pinkston gave prior notice that he would be absent.

S. Brigid O'Rourke, Vice Chairperson, called the CRHA to order with a quorum.

Mayor Wade turned the meeting over to City Manager Samuel Sanders, Jr., who welcomed everyone and explained the purpose of the meeting, which was to begin identifying strategies to improve communication, coordination and efficiencies and, ultimately, achieve better outcomes for CRHA residents and the greater Charlottesville community.

Deputy City Manager James Freas expressed the importance of having systems in place for effective communication and collaboration between the City and CRHA in order to move projects forward.

CRHA Executive Director John Sales provided an overview of the City of Charlottesville and Charlottesville Redevelopment and Housing Authority Partnership Report. The report was broken into three major parts:

1. CRHA Development Projects
2. Charlottesville Supplemental Rental Assistance Program (CSRAP)
3. General Coordination, Communication, and Administrative Issues

Mr. Sales shared some findings that led to the need to formalize timelines and parameters for programs and projects, and to increase staffing to meet growing needs.

Mayor Wade asked about key findings from the CRHA Strategic Plan. Mr. Sales stated that several areas were related to capacity-building to keep up with growth in the population being served, and to the level of services required to address various barriers such as technology education and language access.

Mr. Sales and Mr. Sanders answered questions about the Charlottesville Supplemental Rental Assistance Program (CSRAP), previous reserves and a waitlist.

Mr. Sales provided an update on current redevelopment projects and the City Housing Portfolio. The presentation culminated in a request for funding:

- Dedicated Capital Funding in the CIP for Public Housing Modernization, \$1000 per public housing unit per year (hard cost)
- Dedicated funding for CFP Project Manager, \$500 per public housing unit per year
- Dedicated Resident Services Funding, \$500 per public housing unit per year

Council engaged in discussion about future funding models, operationalizing the relationship between the

City and the Housing Authority, addressing housing needs, meeting operational objectives, and identifying Council's vision.

CRHA members reiterated the need for affordable housing and finding predictable ways to fund it.

Commissioner O'Rourke adjourned the CRHA board.

On motion by Snook, seconded by Oschrein, the City Council meeting adjourned at 7:55 p.m.

BY Order of City Council

BY Kyna Thomas, Clerk of Council

DRAFT



CHARLOTTESVILLE CITY COUNCIL SPECIAL MEETING MINUTES
CITY COUNCIL RETREAT
August 15-16, 2025 at 9:00 AM
The Loft at The Wool Factory, 1839 Broadway St, Charlottesville, VA 22902

Mayor Juandiego Wade called the special meeting of the Charlottesville City Council to order at 9:00 a.m. on Friday, August 15, with all councilors present: Mayor Juandiego Wade, Vice Mayor Brian Pinkston, and Councilors Natalie Oschrein, Michael Payne and Lloyd Snook. The special meeting was called as a City Council Retreat planned for 1 ½ days.

Welcome, Introductions & Workshop Purpose

City Manager Samuel Sanders, Jr., gave a welcome and introduced the meeting facilitator Joshua René from The Spill Teem ®.

Mr. René gave an overview of the Spill Teem and their approach of human-centered design (HCD), thinking about people first and process second. He laid the groundwork for the direction of the day, with the following question guiding the day's discussion: "What would it look like if City Council used HCD to better inform and direct the City Manager Office towards strategic impact?"

Strategic Priorities Refresher

Mr. Sanders reminded Council of the strategic priorities and Strategic Outcome Areas they set in 2023:

- Climate Action
- Economic Prosperity
- Organizational Excellence
- Partnerships
- Public Safety
- Recreation, Arts and Culture
- Housing
- Transportation
- Education

Focus areas for the retreat were Housing, Transportation, Education, which have risen to the top of the priority list based on community interactions and input and the amount of activity required of these areas. Mr. Sanders asked Council if they would be willing to recast their overarching commitment to Justice, Equity, Diversity and Inclusion (JEDI) as a commitment to Community Prosperity. Councilor Pinkston asked for time to absorb the information and consider the intent of the original priorities.

Mr. René led Council through an activity to evaluate councilors' Understanding, Respect, and Value for the information they just heard.

Community Survey Results

Deputy City Manager Ashley Marshall introduced Grace Arneson, Project Manager with Polco, who presented the results of the National Community Survey for Charlottesville. Ms. Marshall stated that survey data will be made available on the city website. The survey was conducted from April 15 through May 27, 2025. Councilors asked questions about survey methodology, language access for survey

participants given Charlottesville's cultural mix, the angle of survey question wording, and analysis of who was likely to participate in the survey. Council shared their reflections on what they understand, respect and value about the information presented.

Financial & Budget Overview

Vieen Leung, Director with PFM (Public Financial Management), the City's financial consulting firm, presented a report on the city's economic outlook, recognizing that the city and nation are in unprecedented economic times. She reviewed historical periods of economic contraction and expansion; tax bases; contributions to schools and enrollment trends; personnel costs; pension funding pressures; and debt service spending. The recommendation from PFM was to focus over the next five years on conservation and prioritization of resources. She reviewed rating agency comments related to the city's strengths and some future considerations for risks. Councilors shared their reflections on what they understand, respect and value about the information presented.

The meeting recessed for Lunch from 12:06 p.m. to 12:54 p.m.

Understanding Top Tier Priorities

Mr. Sanders and Mr. René introduced the next session, focused on the top tier priorities of Housing, Transportation, and Education, forecasting a need for Council to consider tensions, trade-offs and opportunities related to each priority area.

Strategic Priority Update: Housing

Mr. Freas presented the Strategic Priority Update on Housing and provided a status update on various aspects of the Affordable Housing Plan.

Ms. Marshall reviewed some tensions or barriers that could be in the way of meeting housing goals, and Mr. René led Council through a reflection exercise.

Strategic Priority Update: Education

Mr. Freas presented the Strategic Priority Update on Education and provided a status update on various aspects of school infrastructure.

Ms. Marshall reviewed some tensions or barriers that could be in the way of meeting education goals, and Mr. René led Council through a reflection exercise.

Strategic Priority Update: Transportation

Mr. Freas presented the Strategic Priority Update on Transportation and provided a status update on various areas of impact such as reliable service access, climate impact reductions, and regional system creation.

Ms. Marshall reviewed some tensions or barriers that could be in the way of meeting transportation goals.

Mr. René led Council through a reflection exercise then he shared closing reflections and a preview of the retreat agenda for Day 2.

Mayor Wade entertained a motion from Councilor Oschrin to recess the meeting until 9:00 a.m. on Saturday, August 16. By unanimous consent, the meeting recessed at 4:03 p.m. on August 15, 2025.

Mayor Wade called Council out of recess at 9:02 a.m. on Saturday, August 16, 2025, and Day Two of the City Council Retreat began.

Mr. René introduced the agenda for Day Two, advising Council that they would work out of their seats for more of the day to get to their goal of direction setting and to strategize about issues currently facing the city, using the information that they shared and absorbed the prior day.

Councilors engaged in a future-casting exercise, being asked to evaluate the current and future states of top priorities by considering the related budget, tensions, trade-offs, and opportunities based on the next ten-year period. The priority areas discussed were Housing, Education and Transportation.

Discussion of Housing opportunities included:

- Homelessness
- Affordability of housing for the full community
- Production and Preservation of Affordable Housing

Discussion of Education opportunities included:

- Financial opportunities
- Facility development and construction
- Facilities maintenance

Discussion of Transportation opportunities included:

- Reliable service access
- Climate impact reductions
- Regional system creation

After final remarks by City Manager Sanders, Mayor Wade entertained a motion from Councilor Snook, seconded by Oschrin, to adjourn the meeting. All in favor, the meeting adjourned at 1:04 p.m.

BY Order of City Council

BY Kyna Thomas, Clerk of Council

Policy Briefing Summary

City Council



Regarding:	Resolution to Transfer Additional Funds for Electric School Buses in the amount of \$10,032 (2nd reading)
Staff Contact(s):	Kristel Riddervold, Director of the Office of Sustainability, Tray Biasioli, Climate Program Specialist
Presenter:	Kristel Riddervold, Director of the Office of Sustainability
Date of Proposed Action:	September 2, 2025

Issue

In August 2024, City Council appropriated funding, anticipated in the sum of \$420,000, for rebates awarded to the City of Charlottesville by the US Environmental Protection Agency. The final rebate amount received was \$409,968 as the wheelchair lift component ended up costing less than the allowable rebate limit. The purchase order for the buses used the anticipated rebate amount. The City of Charlottesville's Office of Sustainability proposes for the Climate Initiative Fund to contribute \$10,032 to cover this funding gap in support of this project, given that piloting battery electric school buses is a climate initiative.

Background / Rule

In late May 2024, the City of Charlottesville was notified that its application for rebates was selected for \$420,000 in funding through the EPA's Clean School Bus (CSB) program, consisting of \$400,000 toward two electric school buses (ESBs) and \$20,000 toward a single wheelchair lift. This program was established as part of the 2021 Bipartisan Infrastructure Law and provides funding for replacement of diesel-fueled buses with no- or low-emission school buses. The acquisition of these ESBs directly supports the City's sustainability and climate goals.

Analysis

Climate Action is a strategic outcome area of the City's Strategic Plan and the Climate Action Plan is part of the City's Comprehensive Plan. Incorporation of ESBs into the Pupil Transportation fleet will advance climate action (it is called out in Chapter 6 of the Climate Action Plan), improve student and bus driver health through elimination of diesel tailpipe emissions, and provide students an opportunity to learn about clean transportation technologies.

Two ESBs were ordered in November 2024 with anticipated delivery in Fall 2025. One of the two buses is equipped with an ADA-compliant wheelchair lift, the cost of which was less than the automatically populated rebate request amount.

The charging infrastructure required to support these ESBs will be provided through the Dominion Energy Electric School Bus Charging Program. Dominion Energy is supporting the EPA Clean School Bus Program by offering charging solutions to help EPA funding recipients. These offerings include utility coordination, grid upgrades, construction, and charger installation. The buses are all electric and so can be used as portable batteries. When not in use, they can be tapped as an energy resource through vehicle-to-grid technology. When energy demands are high or if energy resources are intermittent, the batteries in electric school buses can be tapped to help stabilize the grid and meet customer demands. An extended battery warranty was required in order to participate in this program.

Financial Impact

There is no additional budgetary impact to the City. The funding contribution would come from the previously appropriated CIP Climate Initiative Funds.

Recommendation

Staff recommends City Council adopted the attached Resolution.

Recommended Motion (if Applicable)

"I move to adopt the attached Resolution allocating \$10,032 in Climate Initiative Funds to support Electric School Bus acquisition."

Attachments

1. EPA Rebate Funding Transfer Resolution

RESOLUTION

Appropriation of Climate Initiative Funds to Support Electric School Bus Acquisition in the amount of \$10,032

WHEREAS, the Council of the City of Charlottesville appropriated \$420,000 in anticipated rebates funding from the US Environmental Protection Agency (EPA) Clean School Bus Program on August 19, 2024; and

WHEREAS, two (2) Electric School Buses (ESBs) have been purchased with a combination of annual school bus acquisition funds and the anticipated funding from the rebates; and

WHEREAS, the maximum allowable rebate amount established by EPA to support inclusion of a wheelchair lift for one of the ESBs was \$20,000; and

WHEREAS, the actual cost of the wheelchair lift component was for the lesser amount of \$9,968 and therefore the rebate payment received was \$10,032 less than what was appropriated; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Charlottesville that Climate Action Initiative Funds in the amount of \$10,032 are hereby transferred, in the following manner:

Revenues

\$10,032	Fund: 106	I/O: 2200076	G/L Account: 498426
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Expenditures

\$10,032	Fund: 106	I/O: 2200076	G/L Account: 599999
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Transfer

\$10,032	Fund: 426	I/O: 1000028	G/L Account: 561426
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Policy Briefing Summary

City Council



Regarding:	Resolution Appropriating Opioid Abatement Authority Cooperative Partnership Grant for Fiscal Year 2026 to OAR (Offender Aid and Restoration) for Expanded Specialty Docket Services - \$13,504.43 (2nd reading)
Staff Contact(s):	Ashley Marshall, Deputy City Manager, Taylor Harvey-Ryan, Grants Program Manager
Presenter:	Susan Morrow, Offender Aid and Restoration, Ashley Marshall, Deputy City Manager
Date of Proposed Action:	September 2, 2025

Issue

The City of Charlottesville, on behalf of itself, Offender Aid and Restoration, Albemarle County, Fluvanna County, Orange County, Madison County, and Nelson County, has received a renewal of their Fiscal Year 2025 Opioid Abatement Authority Cooperative Partnership Grant for \$13,504.43 for the expansion of Peer Support and other services for the recovery court and specialty docket programs in the region. Offender Aid and Restoration (OAR) will operate the expansion program. The City of Charlottesville serves as the fiscal agent for the Opioid Abatement Authority Cooperative Partnership Grant, and therefore, this funding must be appropriated for use by the City Council.

Background / Rule

The 16th Judicial District of Virginia has a total of four Recovery Courts serving seven jurisdictions, as well as one Therapeutic Docket serving two jurisdictions. The jurisdictions served included the City of Charlottesville and the Counties of Albemarle, Fluvanna, Orange, Madison, and Nelson. Taken all together, the programs have the capacity to serve 160 individuals at any given time. All the programs are operated and administered by OAR/Jefferson Area Community Corrections (OAR). Recovery Courts are supervised 12-to-14-month programs combining drug treatment and criminal case processing that serve as an alternative to incarceration for offenders. The Therapeutic Docket is similar to a Recovery Court but focuses on mental health treatment. The programs use the power of the court to motivate offenders to achieve recovery through a collaborative system of intensive supervision, drug testing, substance abuse treatment, and/or mental health treatment, and regular court appearances.

Analysis

Specialty dockets support persons interacting with the legal or criminal justice system and directly affect communities by reducing recidivism among participants and graduates. Reduced recidivism results in reduced public costs associated with re-arrest and incarceration, a reduction in potential victims of crime, and overall enhanced quality of life for community residents. Not only are Specialty Dockets effective agents of change, but they are also an extremely cost-effective approach. Numerous meta-analyses have concluded that Specialty Dockets produce an average return on investment of \$2 to \$4 for every \$1 invested. Because of the above, ensuring that local Specialty Docket programs provide adequate services to foster participant success will help the community achieve its goals. The OAR Expanded Specialty Docket Services grant will improve the integration and coordination of all the specialty dockets operated by OAR and increase Peer Support services by embedding Peers in each of the programs.

To provide expanded services, the program will utilize funding carried over from Fiscal Year 2025, in addition to the newly awarded \$13,504.43.

Financial Impact

This is pass-through funding for the Expanded Specialty Docket provided by the Virginia Opioid Abatement Authority. It has no fiscal impact on the City of Charlottesville.

Recommendation

Staff recommends approval and appropriation.

Recommended Motion (if Applicable)

Attachments

1. RESOLUTION to Appropriate OAR OAA Funding for FY26



RESOLUTION #R-__-__

**Resolution Appropriating Opioid Abatement Authority Cooperative Partnership Grant
COOP540106-0A01 for Fiscal Year 2026 to OAR for Expanded Specialty Docket Services
\$13,504.43**

WHEREAS the Opioid Abatement Authority of Virginia awarded a Cooperative Partnership Grant for the Expansion of Specialty Docket Services in the amount of \$13,504.43 to the City of Charlottesville to fund expanded Specialty Docket services in Charlottesville, Albemarle, Nelson, Fluvanna, Orange, and Madison; and

WHEREAS the City of Charlottesville serves as the fiscal agent for this grant program; and

WHEREAS, the grant award covers July 1, 2025, through June 30, 2026.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that the sum of \$13,504.43, received as a grant from the Opioid Abatement Authority of Virginia and as matching funds from Nelson, Fluvanna, Orange, and Madison, is hereby appropriated in the following manner:

Revenues: \$13,504.43

Amount	Fund	Order	GL Code
\$13,504.43	214	1900574	440040 Legal Settlements

Expenditures: \$13,504.43

Amount	Fund	Order	GL Code
\$13,504.43	214	1900574	540369 Grant Pass-Thru

Date Introduced:

Date Adopted:

Certified: _____
Clerk of Council

Policy Briefing Summary

City Council



Regarding:	Resolution Appropriating Virginia Department of Social Services Temporary Aid to Needy Families Grant - \$69,312.67 (2nd reading)
Staff Contact(s):	Chris Engel, Director of Economic Development, Jenny Biche
Presenter:	Jenny Biche
Date of Proposed Action:	September 2, 2025

Issue

Resolution to appropriate \$69,312.67 in VDSS TANF Grant funds to provide workforce development training and supportive services to individuals residing in the City of Charlottesville, Virginia ("City"), living at or below the two-hundred percent (200%) poverty line.

Background / Rule

The City has been awarded FY26 State VDSS TANF Grant funds to support the City's Office of Economic Development's ("OED") ongoing workforce development training programs.

Analysis

The attached Resolution authorizes the appropriation of Grant funds totaling \$69,312.67. Specifically, in FY26, these Grant funds will help support the GO Cook, GO CNA, and other workforce certification training for in-demand jobs and skills that will be developed during the Grant year. The GO Cook Program, which trains individuals in the culinary arts and prepares them for careers in local food and hospitality establishments, will be supported. GO Cook has been run twenty (20) times, resulting in over one-hundred (100) individuals being trained and assisted with job placement. GO CNA trains individuals to be certified nursing assistants. To date, one (1) cohort has been completed so far, resulting in eight (8) individuals being trained and assisted with job placement. In addition, Grant funds will also be used to support Career Essentials Workshops, a soft-skills training course for the unemployed and underemployed. The City's OED will work with PVCC and CATEC to develop additional GO Workforce Training Programs and initiatives throughout the Grant year designed to upskill residents and connect them to family-supporting jobs.

Financial Impact

The appropriated funds align with the FY26 City Budget and support Programs, without requiring additional City funds.

Recommendation

City OED Staff recommends City Council adopt the attached Resolution to ensure timely use of awarded Grant funds.

Recommended Motion (if Applicable)

"I move to adopt the Resolution appropriating \$69,312.67 in TANF Grant funding for FY26."

Attachments

1. Resolution Appropriating VDSS Grant Funds 08.18.2025 (1)

RESOLUTION #

**Appropriating Funds --- Virginia Department of Social Services
(VDDS) Temporary Aid to Needy Families (TANF) Grants
(\$69,312.67)**

WHEREAS, the City of Charlottesville, Virginia (“City”), has received a sixth (6th) renewal of Grant funds from the Virginia Department of Social Services (“VDSS”) in the amount of \$69,312.67; and

WHEREAS, said Grant funds will be used to support workforce and business development training programs, supportive services, and staffing provided by the City’s Office of Economic Development; and

WHEREAS, the Grant award covers the period from July 1, 2025, and June 30, 2026.

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that the sum of \$69,312.67 is hereby appropriated in the following manner:

Revenue (\$69,312.67)

\$69,312.67 Fund: 209 IO: 1900606 G/L: 430120 (State/Fed pass through)

Expenditures (\$69,312.67)

\$69,312.67 Fund: 209 IO: 1900606 G/L: 530010 (Lump Sum); and

BE IT FURTHER RESOLVED that this appropriation is conditioned upon the receipt of \$69,312.67 from the VDDS.

Policy Briefing Summary

City Council



Regarding:	Resolution to appropriate funds from the Virginia Department of Housing and Community Development- Virginia Homeless Solutions Program in the amount of \$440,885 (2nd reading)
Staff Contact(s):	Taylor Harvey-Ryan, Grants Program Manager
Presenter:	Taylor Harvey-Ryan, Grants Program Manager
Date of Proposed Action:	September 2, 2025

Issue

The City of Charlottesville has been awarded a grant in the amount of \$440,885 to support our Continuum of Care's homeless emergency crisis response system.

Background / Rule

The Office of Budget and Grants Management, in coordination with the Blue Ridge Area Coalition for the Homeless (B.R.A.C.H.), applied for and received a grant from the Virginia Department of Housing and Community Development (DHCD). The Virginia Homeless Solutions Program award is \$440,885 and funds are to be expended between July 1, 2025 and June 30, 2026.

Analysis

The City of Charlottesville has staff from the Office of Budget and Grants Management and the Department of Human Services serving on the B.R.A.C.H. Board of Directors. The Virginia Homeless Solutions Program (V.H.S.P.) is an important resource in our community's effort to end homelessness. Included in the amount of \$440,885 in state general funds, of which \$115,116 is for State Rapid-Rehousing.

The balance of the funds is split among the other eligible categories which provide service at various points along the local continuum of services:

1. Coordinated Assessment: The Haven serves as the physical front door to the homelessness system of care, using an evidence-based tool for determining priority access to available resources.
2. Emergency Low Barrier Shelter: P.A.C.E.M. provides low barrier shelter for adults using rotating local churches for support.
3. Rapid Re-housing: The Haven screens and administers rapid re-housing assistance, housing navigation, and case management services to households experiencing homelessness.
4. Targeted Prevention: The Haven administers the Targeted Prevention program, which assists households who are 14 days or less to entering homelessness either locate housing or maintain their current housing.
5. Homeless Management Information System (H.M.I.S.): B.R.A.C.H. ensures that data is entered into the H.M.I.S. system, which is a well-populated database for individuals experiencing homelessness. H.M.I.S. collaboration provides real-time monitoring of the needs and progress of individuals and households facing homelessness. Collaborative use of H.M.I.S. among B.R.A.C.H. Continuum of Care Service Providers expedites communication and reduces the need to interface disparate documentation systems.

6. CoC Planning (Coalition Coordination): B.R.A.C.H. provides leadership and coordination for the required local homelessness continuum of care.
7. Administration: The City of Charlottesville, as the award recipient, is eligible for an administrative fee. Staff proposes that we pass these funds through to B.R.A.C.H. (as we have done in prior years) in recognition of staff time spent processing checks and managing this grant process.

Financial Impact

There is no budgetary impact for the City of Charlottesville, as this grant consists of state funds from the Virginia Department of Housing and Community Development. The match requirement is made through previously appropriated City funds awarded to B.R.A.C.H.

Recommendation

Staff recommends the appropriation of \$440,885 from DHCD's VHSP.

Staff recommends City Manager execute the VHSP Grant Agreement and subsequent amendments as necessary and applicable for the administration of the VHSP grant.

Recommended Motion (if Applicable)

I move to adopt the resolution appropriating \$440,885 from the Virginia Department of Housing and Community Development's Virginia Homeless Solutions Program.

I move to approve the City Manager's authority to execute the VHSP Grant Agreement and subsequent amendments as applicable and necessary for the administration of the VHSP grant.

Attachments

1. VHSP FY26 Resolution
2. VHSP FY26 Grant Agreement

RESOLUTION

Appropriating Funding in the Amount of \$440,885 To Be Received from the Virginia Department of Housing and Community Development's Virginia Homeless Solutions Program

WHEREAS, The City of Charlottesville, through the Office of Budget and Grants Management has been notified that it will be awarded a grant from the Virginia Homeless Solutions Program (V.H.S.P.). of the Virginia Department of Housing and Community Development in the amount of \$440,885.

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that upon receipt of the VHSP funding the Commonwealth of Virginia, said funding, anticipated in the sum of \$440,885, is hereby appropriated in the following manner:

Revenues

\$440,885	Fund 209	Order 1900611	G/L 430110 State Grant
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Expenditures

\$440,885	Fund 209	Order 1900611	G/L 530550 Contractual Services
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BE IT FUTHER RESOLVED that this appropriation is conditioned upon receipt of \$440,885 in funds from the Virginia Department of Housing and Community Development.

**GRANT AGREEMENT
VIRGINIA HOMELESS SOLUTIONS PROGRAM
Program Year 2025-2026**

26-VHSP-008

This Grant Agreement is made by and between the **Virginia Department of Housing and Community Development (“DHCD”)**, and **City of Charlottesville (“Grantee”)** for the period **July 1, 2025 to June 30, 2026** in the amount of **\$440,885**. Included in the amount is **\$440,885** in state general funds to be expended for outreach, emergency shelter operations, targeted prevention activities, rapid re-housing activities, centralized/coordinated entry, CoC planning, HMIS, and/or administration as indicated in the DHCD Continuum of Care (CoC) Year One Funding Request. Rapid re-housing activities are to be divided according to the chart below.

Rapid Re-housing	Allocation	Performance Period
State Rapid Re-housing	\$115,116	July 1, 2025 – June 30, 2026

The Grantee was identified as part of the community's emergency response system to homelessness in the 2024-2026 Homeless and Special Needs Housing (HSNH) Virginia Homeless Solutions Program (VHSP) application submitted by the lead agency (or designee) of the Continuum of Care (CoC) or Virginia Balance of State Local Planning Group (LPG). Activities funded through this grant will be provided at the Grantee location(s) identified in DHCD's Centralized Application Management System (CAMS).

DHCD administers the Commonwealth of Virginia's homeless services resources through the VHSP. The Grant is subject to the terms, guidelines and regulations set forth in the Homeless and Special Needs Housing 2024-2026 Guidelines document, any subsequent amendments, the CoC/LPG proposal as amended through negotiations with DHCD, the DHCD approved Grantee budget, HUD regulations 24 CFR Part 576, as amended, which are incorporated by reference as part of this Agreement, the laws of the Commonwealth of Virginia and federal law.

I. Scope of Services

The VHSP goals are to assist households experiencing homelessness to quickly regain stability in permanent housing and to prevent households from becoming homeless. This funding will support coordinated community-based activities that are designed to reduce the overall length of homelessness in the community, the number of households becoming homeless, and the overall rate of formerly homeless households returning to homelessness.

VHSP funds may be used for one or more of the following activities as detailed in the HSNH guidelines and must coincide with the year one request submitted by the CoC/LPG lead agency and approved by DHCD:

- Outreach
- Centralized or Coordinated Assessment/Entry System
- Targeted Prevention
- Emergency Shelter Operations
- Rapid Re-housing

- CoC Planning
- HMIS
- Administration

II. Conditions

A. Service Provision

The Grantee is responsible for coordination of VHSP activities with other CoC/LPG VHSP Grantees and mainstream resources. The Grantee must assure non-duplication of services with other VHSP Grantees.

B. Reimbursement

Funds are disbursed on a reimbursement basis. Grantees must submit remittances in DHCD's CAMS and be able to provide documentation that the work, services, or cost occurred within the grant period and the expenses were paid appropriately by the Grantee.

Grantees may elect to submit remittances on a monthly or bi-monthly basis. The option selected should be adhered to throughout the year. Supporting documentation must clearly indicate the period for which the reimbursement is requested.

Payment Period	Remittance Submission Timeframe
July 1-31, 2025	August 1-31, 2025
August 1-31, 2025	September 1-30, 2025
September 1-30, 2025	October 1-31, 2025
October 1-31, 2025	November 1-30, 2025
November 1-30, 2025	December 1-31, 2025
December 1-31, 2025	January 1-31, 2026
January 1-31, 2026	February 1-28, 2026
February 1-28, 2026	March 1-31, 2026
March 1-31, 2026	April 1-30, 2026
April 1-30, 2026	May 1-31, 2026
May 1-31, 2026	By June 5, 2026
June 1-30, 2026 (projection)	By June 5, 2026

C. Reporting

Grantees must submit reports as required by DHCD. Such reports may include, but are not limited to, outcomes and performance reports. Any required reports and their due dates will be announced by DHCD along with any relevant instruction. Submission of reports implies approval from the executive director and is considered final. DHCD reserves the right to withhold reimbursement payments if the Grantee fails to submit the reports.

Year-End Report

The Grantee must submit a year-end report no later than the Tenth day of July 2026.

D. Continuum of Care Participation

Grantees must actively participate in the Homeless Management Information System (HMIS) and regional Continuum of Care or Balance of State Local Planning Groups. In addition, Grantees must assure full participation in annual point-in-time and housing inventory counts.

E. Accounting

The Grantee must adhere to Generally Accepted Accounting Principles (GAAP). The Grantee shall establish and maintain separate accounts within its existing accounting system or set up accounts independently. The Grantee shall record in its accounting system all grant payments received pursuant to the grant and all other match funds provided for, accruing to, or otherwise received on account of the grant.

All costs charged to the grant shall be supported by properly executed payrolls, timesheets, contracts, or vouchers evidencing in proper detail the nature and propriety of the charges. All checks, payrolls, contracts, vouchers, or other accounting documents pertaining in whole or in part to the grant shall be clearly identified, readily accessible, and separate and distinct from all other such documents. Such documents shall reside at the offices of the grantee.

F. DHCD Notification

Grantee must notify DHCD of any potentially illegal act, such as misuse of grant funds or fair housing violations, immediately upon knowledge of such act. In addition, Grantee must notify DHCD should any other local, federal or state agency uncover evidence of any potentially illegal act.

Grantee must notify DHCD if there is a change in agency management and/or fiscal personnel. Failure to do so will constitute a finding and may result in repayment of funds by the Grantee, the de-obligation of current funding and the preclusion of future funding.

G. Audit

All grantees, sub-grantees, CHDOs, sub-recipients, localities, developers, or any other organizations that receive funding during a program year and/or have projects in progress are required to submit financial statements to DHCD. Required statements are as followed: Financial Statement(s)**; Reviewed Financial Statement(s) prepared by an Independent Certified Public Accountant (CPA), Financial Statement(s) that have been audited by an Independent CPA or an audit required by the Code of Federal Regulations (CFR), (2 CFR 200 Subpart F), audited by an independent CPA. Please see the table below to determine which documents your organization is required to submit.

The threshold requirements outlined below are the minimal standards required by DHCD. We strongly encourage all organizations receiving funds from DHCD to undertake the highest level of financial management review to ensure practices and procedures are fully examined and evaluated.

Threshold Requirement	Document
Total annual expenditures <\$100,000 (Regardless of source)	Financial Statement(s) prepared by organization**

Total annual expenditure between \$100,001 and \$300,000 (Regardless of source)	Reviewed Financial Statement(s) prepared by an Independent Certified Public Accountant (CPA)
Total annual expenditures > \$300,000 (Regardless of source)	Financial Statement(s) that have been audited by an Independent CPA
Federal expenditures >\$750,000	2 CFR 200 Subpart F Audit – Audited by an Independent CPA

** Does not require preparation by a CPA

Required financial statements must be submitted yearly, within nine (9) months after the end of your fiscal year or 30 (thirty) days after it has been accepted (reviewed financial statement(s), audited financial statements, and 2 CFR 200 Subpart F audit only) - whichever comes first.

The full DHCD Audit Policy, including an explanation of the specific document requirements, can be found online at:

<https://www.dhcd.virginia.gov/sites/default/files/Docx/audit-policy/dhcd-audit-policy.pdf>

H. Suspension and Debarment

1. Non-Federal entities are subject to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, [2 CFR part 180](#). The regulations in [2 CFR part 180](#) restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities.
- (a) Independent Public Accountants (IPAs) debarred from providing audit services for all recipients are prohibited from soliciting or entering into any new contracts for audit services with recipients for the duration of the specified period of debarment. Recipients shall not knowingly award contracts to, extend or modify existing contracts with, or solicit proposals from, such IPAs. Debarred IPAs also are prohibited from providing audit services to recipients as agents or representatives of other IPAs.
 - (b) IPAs debarred from providing audit services for one or more specific recipient(s) are prohibited from soliciting or entering into any new contracts for audit services with such recipient(s) for the duration of the period of debarment as determined pursuant to this part. The affected recipient(s) shall not knowingly award contracts to, extend or modify existing contracts with, or solicit proposals from, such IPAs. Debarred IPAs also are prohibited from providing audit services to the affected recipient(s) as agents or representatives of other IPAs, and are required to provide prior written notice to the debarring official before providing such services to other recipients. Debarred IPAs also must provide prior written notice of the debarment to any recipient for which the IPA provides audit

I. Compliance

Grantees with outstanding audit findings, IRS findings, DHCD monitoring findings or other compliance issues are not eligible to receive allocations. DHCD will

work with all interested parties toward the resolution of unresolved matters, where appropriate.

J. Maintenance of Records

Records shall be readily accessible to DHCD, appropriate state and federal agencies, and the general public during the course of the grant agreement and shall remain intact and accessible for five years thereafter. The exception is in the event that any litigation claim or audit is started before expiration of the five year period, the records shall be retained until such action is resolved.

K. Costs Incurred Prior To Grant Agreement Execution

No costs incurred prior to the start of the contract period shall be eligible for reimbursement with grant funds, unless incurred costs are authorized in writing by DHCD.

L. Expenditure Review

DHCD will monitor expenditure rates to ensure state resources are maximized. Failure to expend funds proportionately throughout the contract period may result in the de-obligation of funds. DHCD reserves the right to de-obligate funds at any time during the contract period and reallocate as deemed appropriate within the CoC/LPG or statewide based on compliance, performance, need, and available funding.

M. Termination, Suspension, Conditions

If through any cause, the Grantee fails to comply with the terms, conditions or requirements of the contract documents, DHCD may terminate or suspend this Agreement by giving written notice of the same and specifying the effective date of termination or suspension at least five (5) days prior to such action.

In the case of contract violation by the Grantee, DHCD may request that all or some of the grant funds be returned, even if the Grantee has already expended the funds. The Grantee agrees to return such funds as requested by DHCD within 30 days of the written request.

N. Subsequent Contracts

The Grantee shall remain fully obligated under the provisions of the Grant Agreement notwithstanding its designation of any subsequent or third parties for the undertaking of all or part of the activities for which the Grant assistance is being provided to the Grantee.

The Grantee agrees to ensure that any contractor or subcontractor who is not the Grantee shall comply with all the lawful requirements of the Grantee necessary to ensure that the project for which this assistance is being provided under this Agreement are carried out in accordance with the Grantee's Assurances and Certifications.

O. Default

A default is any unapproved use of grant funds. Upon due notice to the Grantee of the occurrence of any such default and the provision of a reasonable opportunity to respond, DHCD may take one or more of the following actions:

- (1) direct the Grantee to submit progress schedules for completing approved activities;
- (2) issue a letter of warning advising the Grantee of the default, establishing a date by which corrective actions must be completed and putting the Grantee on notice that more serious actions will be taken if the default is not corrected or is repeated;
- (3) direct the Grantee to suspend, discontinue or not incur costs for the affected activity;
- (4) require the Grantee to reimburse DHCD for costs inappropriately charged to the program;
- (5) other appropriate action including , but not limited to, any remedial action legally available, such as affirmative litigation seeking declaratory judgment, specific performance, damages, temporary or permanent injunctions and any other available remedies.

No delay or omissions by DHCD in exercising any right or remedy available to it under the Agreement shall impair any such right to remedy or constitute a waiver or acquiescence in any Grantee default.

P. Conflict of Interest

Grantees shall ensure that the provision of any type or amount of assistance may not be conditional on an individual's or family's acceptance or occupancy of housing owned by the grantee, the sub-grantee, a parent organization, or subsidiary. Grantees/sub-grantees, parent organizations, or subsidiaries may not administer rapid re-housing or prevention assistance and use the assistance for households residing in units owned by the grantee/sub-grantee, parent organization, or subsidiary.

Individuals (employees, agents, consultants, officers, or elected or appointed officials of the grantee or sub-grantee) may not both participate in decision-making related to determining eligibility and receive any financial benefit. This financial benefit may not be received by the specific individual, any member of his/her immediate family or a business interest. The restriction applies throughout tenure in the position and for a one-year period following tenure.

Q. Religious Influence

The Grantee may not engage in inherently religious activities, such as worship, religious instruction, or proselytization as part of the programs or services funded under VHSP. If an organization conducts these activities, then they must be offered separately, in time or location, from the programs or services funded under VHSP and participation must be voluntary for program participants.

III. Additional Assurances

- A. Grantee will give the DHCD, the Virginia State Comptroller, HUD and any other authorized state or federal representatives access to and the right to examine all records, books, papers, or documents related to the Grant.
- B. In accordance with federal law, grantee will provide that no person shall be discriminated against on the basis of race, color, religion, sex, or national origin, in any phases of employment or in any phase of service delivery.

IV. Additional Certifications:

The Grantee certifies that it will comply with the following:

- (a) Freedom of Information Act (5 U.S.C 552) and Virginia Freedom of Information Act;
- (b) Virginia Fair Employment Contracting Act;
- (c) Fair Housing Act (42 U.S.C. 3601-20), and implementing measures under:
 - 24 CFR 100 (discriminatory conduct under Fair Housing Act);
 - Executive Order 11063 and regulations at 24 CFR 107 (preventing discrimination on basis of race, color, creed, or national origin);
 - 24 CFR Part 8 (prohibiting discrimination against handicapped individuals);
 - Title VIII of Civil Rights Act of 1968 as amended (prohibiting discrimination based on race, color, national origin, religion, sex, familial status [including children under the age of 18 living with parents or legal custodians, pregnant women, and people securing custody of children under the age of 18], and disability)
- (e) Age Discrimination Act of 1975 (42 U.S.C. 6101-07) and implementing regulations at:
 - 24 CFR 146 (nondiscrimination on basis of age in HUD programs);
 - Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794);
- (f) 24 CFR 574.320 (Federal rent standards for rental assistance, requiring rents to be charged no greater than appropriate Fair Market Rent levels);
- (g) 24 CFR Part 35 (Federal lead-based paint provisions, requiring visual inspections and stabilization of paint before commencement of occupancy);
- (h) Adhere to Executive Orders 11625, 12432, and 12138, that Grantee must make efforts to encourage participation of minority and women-owned business enterprises in connection with funded activities;
 - Encourage participation of locally-owned enterprises in connection with funded activities;
- (i) McKinney-Vento Homeless Assistance Program Regulations;
- (j) Anti-lobbying Certification;

(k) Drug Free Workplace.

If requested by DHCD:

1. A Grantee that is a unit of local government agrees to assume the status of a responsible Federal official under the National Environmental Policy Act (NEPA) of 1969 and other provisions of Federal law as specified at 24 CFR 58 and 58.5 and agrees to comply with these NEPA regulations.
2. All Grantees that are not units of local government agree to assist DHCD in carrying out 24 CFR 58 and 58.5.

The Agreement is hereby executed by the parties on the date set forth below their respective signatures as follows:

Virginia Department of Housing and Community Development

Sandra Powell, Sr. Deputy Director

Date

City of Charlottesville

Signature

Name (printed or typed)

Title

Date

Policy Briefing Summary

City Council



Regarding:	Resolution for the Consolidated Annual Performance and Evaluation Report (CAPER) for the Program Year 2024-25 Community Development Block Grants and HOME Investment Partnerships Programs (2nd reading)
Staff Contact(s):	Anthony Warn, Grants Analyst, Taylor Harvey-Ryan, Grants Program Manager
Presenter:	Anthony Warn, Grants Analyst
Date of Proposed Action:	September 2, 2025

Issue

HUD guidelines require localities participating in programs funded by the U.S. Department of Housing & Urban Development (“HUD”) to report on their annual accomplishments at the end of each program year by submitting a locally approved Consolidated Annual Performance and Evaluation Report (“CAPER”) after the conclusion of each program year.

Background / Rule

The City of Charlottesville (“City”) is an Entitlement Community (“EC”) participating in HUD’s Community Development Block Grants (“CDBG”). The City is also a member of the Thomas Jefferson HOME Consortium (“TJHC”) in partnership with the counties of Albemarle, Fluvanna, Greene, Louisa and Nelson, and through the Consortium shares in the benefits of participation in HUD’s HOME Program. Each year, city staff and staff from the Thomas Jefferson Planning District Commission (“TJPD”) collaborate to prepare the CAPER.

Analysis

During the 2024-25 program year (“PY24”), the City awarded CDBG funds to six (6) Charlottesville-based nonprofits and one (1) Regional Housing Authority in support of nine (9) community-development activities focused on economic development, public facilities & infrastructure, affordable housing and public services. Similarly, through its participation in the THJC consortium, the City awarded HOME funds to two (2) local nonprofits to support the development of affordable housing opportunities for income-eligible city residents.

As per HUD regulations, the draft 2024-25 CAPER must be made available for public review and comment and will be available for public comment from August 11 through September 1, 2025, online at <https://tjpd.org/public-comment-draft-caper-py24/> or by contacting Laurie Jean Talun, LJTalun@tjpd.org (434-422-4080), and/or Anthony Warn, warna@charlottesville.gov (434-906-2582).

Financial Impact

Review and approval of the CAPER does not involve the appropriation of funds from the city’s General Fund. As such, no adverse impacts to the City’s budget are anticipated. Rather, approval of the CAPER is an important step in ensuring the City’s continued ability to participate in the CDBG and HOME programs and, by extension, the ability of the TJHC members to participate in the HOME program as well.

Recommendation

Based on the demonstrated benefits to the Charlottesville community and to the communities of TJHC members, staff recommends that Council approve the 2024-25 CAPER as presented here before Council.

Recommended Motion (if Applicable)

"I move approval of the RESOLUTION to approve the Consolidated Annual Performance and Evaluation Report ("CAPER") for program year 2024-25 (PY24)."

Attachments

1. CAPER 2024-25 Resolution to Approve (City Council)
2. CAPER PY24 Public Notice and Public Comment Period WEB
3. CAPER 2024-25 Draft Available for Public Comment WEBrev

RESOLUTION TO APPROVE

Resolution to Approve the Consolidated Annual Performance and Evaluation Report (CAPER) for the Program Year 2024-25 Community Development Block Grants and HOME Investment Partnerships Programs

WHEREAS the City of Charlottesville has been designated as an Entitlement Community by the United States Department of Housing and Urban Development (“HUD”) and as such is a recipient of federal funds through HUD’s Community Development Block Grant (“CDBG”) & HOME Investment Partnerships (“HOME”) programs; and

WHEREAS the City is a contributing member of the Thomas Jefferson HOME Consortium (“TJHC”) in partnership with the counties of Albemarle, Fluvanna, Greene, Louisa and Nelson, and through the Consortium shares in the benefits of participation in HUD’s HOME program; and

WHEREAS City Council approved a 5-Year Consolidated Plan covering program years 2023-2027 at a public hearing held on May 1, 2023 (#R-23-065) and the associated 1-Year Annual Action Plan (“AAP”) for program year 2024-25 at a public hearing on June 3, 2024 (#R-24-060); and

WHEREAS HUD requires all localities receiving HUD funds to report on their annual accomplishments at the end of each program year through the CAPER;

NOW, THEREFORE, BE IT RESOLVED that the City Council of Charlottesville, Virginia, hereby approves the city’s Program Year 2024-25 CAPER report, as presented here before us.

Date Introduced: _____, 2025

Date Adopted: _____, 2025

Certified: _____

Clerk of Council

City of Charlottesville

To be a Place Where Everyone Thrives

Office of Budget & Grants Management



LEGAL NOTICE OF PUBLIC COMMENT PERIOD AND PUBLIC HEARINGS BEFORE THE CHARLOTTESVILLE CITY COUNCIL

The City of Charlottesville and the Thomas Jefferson Planning District Commission (TJPDC) invite all interested citizens to comment on the Draft 2024-25 Consolidated Annual Performance and Evaluation Report (CAPER) for the City of Charlottesville & Thomas Jefferson HOME Consortium Community Development Block Grant (CDBG) & HOME Programs.

Public Hearings

The CAPER describes how the participating jurisdictions used funding from the U.S. Department of Housing & Urban Development (HUD) to support low-income affordable housing and community development programs from July 1, 2024, through June 30, 2025, and will be presented before City Council on:

Monday, August 18, 2025, at 6:30pm, and
Tuesday, September 2, 2025, at 6:30pm
City Council Chambers
City Hall, 605 East Main Street, Charlottesville, VA 22902

Materials related to this proposal and will be available to the public for review prior to the scheduled hearings at <https://www.charlottesville.gov/1077/Agendas-Minutes>.

15-Day Public Comment Period

The draft CAPER will be available for public comment online at <https://tjpd.org/public-comment-draft-caper-py24/> or by contacting Laurie Jean Talun at (434) 422-4080 and/or Anthony Warn at (434) 906-2582 from August 11 through September 1, 2025.

Requests for Accessibility Assistance

The City of Charlottesville & TJPDC value the participation of all members of our community. Individuals who require assistance or special arrangements to participate in any public meeting may contact the city's ADA Coordinator at (434) 987-1267 or may submit a request via email to ada@charlottesville.gov. The City of Charlottesville requests that you provide a 48-hour notice so that appropriate arrangements can be made.

Staff Contacts

Members of the community can learn more by contacting Anthony Warn, Grants Analyst for the City of Charlottesville, at warna@charlottesville.gov and/or Laurie Jean Talun, TJPDC Regional Program Manager, at litalun@tjpd.org.



Draft CAPER 2024-25

As per HUD regulations,
the draft 2024-25 CAPER
must be made available for public
review and comment and will be
available for public comment online at

**[https://tjpd.org/public-comment-
draft-caper-py24/](https://tjpd.org/public-comment-draft-caper-py24/)**

or by contacting Laurie Jean Talun at
(434) 422-4080 and/or
Anthony Warn at (434) 906-2582
from August 11 through
September 1, 2025.

Policy Briefing Summary

City Council



Regarding:	Resolution to Appropriate Grant Funds from the Anne and Gene Worrell Foundation for the C.A.Y.I.P. (Community Attention Youth Internship Program) in the amount of \$42,480 (1 of 2 readings)
Staff Contact(s):	Hunter Smith, Human Services Planner
Presenter:	Misty Graves, Director of Human Services
Date of Proposed Action:	September 2, 2025

Issue

Request for Council appropriation of grant funds secured from the Anne and Gene Worrell Foundation for the C.A.Y.I.P. (Community Attention Youth Internship Program) in the amount of \$42,480.

Background / Rule

Through its annual budget, the Charlottesville City Council supports city residents aged 14-21 to participate in the Department of Human Services's competitive internship program C.A.Y.I.P. (Community Attention Youth Internship Program). C.A.Y.I.P. allows youth in our area to gain critical employment skills and explore areas of interest. To support this program, the Department often seeks out grant funding. Specifically, in this case, funding was sought to help youth from our surrounding counties participate.

Analysis

Established in 1986, the Anne & Gene Worrell Foundation (<https://www.agworrellfoundation.org/>) focuses on supporting initiatives that align with its mission to cultivate communities and ecosystems within specific geographic areas of the Commonwealth. The Foundation works, by invitation, with partners to sustain and expand programs and strategies that provide essential services to people experiencing poverty, and to create opportunities to increase their economic mobility in several areas, including education, specifically support programs for K-12 students.

Human Services was invited to apply and has been awarded funds to support students who do not reside within the City limits to participate in C.A.Y.I.P. Staff requested this support specifically since youth in our community often reside in the City and may need to move to a surrounding county due to our housing costs and availability. This funding will allow the Department to invite those youths, and others, to either (1) continue their C.A.Y.I.P. journey for a second year despite having moved out of the City with their parents or guardians or (2) apply for this unique opportunity even though they do live in an outlying county. Further, this work will add a range of site partners who may wish to host a C.A.Y.I.P. intern in their area, and that will also provide more opportunities to our interns for work that may spark their interest.

Financial Impact

There is no impact to the general fund associated with this grant.

Recommendation

Staff recommends that the City Council appropriate funds as written.

Recommended Motion (if Applicable)

Attachments

1. 2025 Anne and Gene Worrell Foundation Appropriation_Aug2025



RESOLUTION #R-__ - __
RESOLUTION TO APPROPRIATE ANNE AND GENE WORREL FOUNDATION
AWARD OF \$42,480 TO HUMAN SERVICES COMMUNITY ATTENTION YOUTH
INTERNSHIP PROGRAM (C.A.Y.I.P.)

WHEREAS, the City of Charlottesville Department of Human Services has been awarded \$42,480 from the Anne and Gene Worrell Foundation.

WHEREAS, the funds will be used to support C.A.Y.I.P., a program operated by the Department of Human Services. The grant award covers the period from January 1st, 2025 through December 31st, 2025.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that the sum of \$43,480 is hereby appropriated in the following manner:

Revenue – \$42,480

\$42,480 Fund: 213 Cost Center: 3413003000 G/L Account: 451020

Expenditures - \$42,480

\$42,480 Fund: 213 Cost Center: 3413003000 G/L Account: 530450

BE IT FURTHER RESOLVED, that this appropriation is conditioned upon the receipt of \$42,480 from the Anne and Gene Worrell Foundation.

Date Adopted:

Certified: _____
Clerk of Council

Policy Briefing Summary

City Council



Regarding:	Resolution to appropriate Virginia Juvenile Community Crime Control Act Grant (VJCCCA) - \$452,704 (1 of 2 readings)
Staff Contact(s):	Reginald Allen, Human Services Planner, Hunter Smith, Human Services Planner
Presenter:	Misty Graves, Director of Human Services
Date of Proposed Action:	September 2, 2025

Issue

This funding stream was established by the 1995 Virginia General Assembly to create balanced, community-based systems of sanctions, programs and services for juvenile offenders.

Background / Rule

In July 2010, the City of Charlottesville became the fiscal agent for the Virginia Juvenile Community Crime Control Act (VJCCCA) funds for both Charlottesville and Albemarle County. This funding stream was established by the 1995 Virginia General Assembly to create balanced, community-based systems of sanctions, programs and services for juvenile offenders. These funds are used to support the Community Attention programs. In Fiscal Year 2026 \$292,058 in VJCCCA funds will be received from the Virginia Department of Juvenile Justice with a required local maintenance of effort of \$52,231 from Albemarle County, and \$108,415 from the City for a total of \$452,704. The grant period is from July 1, 2025 through June 30, 2026.

Analysis

The VJCCCA grant funds the delinquency prevention and youth development services provided by Community Attention for Charlottesville/Albemarle youth involved in the juvenile justice system. These services include the following programs: the Teens GIVE service learning program that provides community service opportunities during both the school year and the summer; the Community Supervision Program that provides pro-social skills training like anger management, individual and group services and case management services for youth on electronic monitoring; the Family Based Intervention Program which provides evidence-based, and family centered intervention programs.

Financial Impact

The funds will be expensed and reimbursed to the VJCCCA Fund. The required General Fund City contribution has already been appropriated as part of the Fiscal Year 2026 Council Adopted Budget so no new funds are required to cover the match.

Recommendation

Staff recommends approval and appropriation of funds.

Recommended Motion (if Applicable)

Attachments

1. FY26 VJCCCA Resolution (final)



RESOLUTION #R-__-__
TO APPROPRIATE VIRGINIA JUVENILE COMMUNITY CRIME
CONTROL ACT (VJCCCA) GRANT IN THE AMOUNT OF \$292,058 TO
THE DEPARTMENT OF HUMAN SERVICES

WHEREAS the City of Charlottesville has been awarded a Virginia Juvenile Community Crime Control Act Grant in the amount of \$292,058 from the Virginia Department of Juvenile Justice; and

WHEREAS this grant requires local maintenance of effort funds in the amount of \$52,231 from Albemarle County and \$108,415 from the City; and

WHEREAS the grant award covers the period from July 1, 2025, through June 30, 2026.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Charlottesville, that upon receipt of the sum of \$292,058 from the Commonwealth of Virginia, that sum is hereby appropriated in the following manner:

Revenue – \$452,704

\$292,058	Fund: 220	Cost Center: 3523001000	G/L Account: 430080
\$52,231	Fund: 220	Cost Center: 3523001000	G/L Account: 432030
\$108,415	Fund: 220	Cost Center: 3523001000	G/L Account: 498010

Expenditures - \$452,704

\$103,704	Fund: 220	Cost Center: 3523001000	G/L Account: 519999
\$349,000	Fund: 220	Cost Center: 3523001000	G/L Account: 599991

Date Introduced:

Date Adopted:

Certified:

Clerk of Council

Policy Briefing Summary

City Council



Regarding:	Resolution to appropriate Virginia State Police FY 26 HEAT Equipment Reimbursement Funding - \$10,000 (1 of 2 readings)
Staff Contact(s):	Holly Bittle, Management Analyst III
Presenter:	Michael Kochis, Police Chief
Date of Proposed Action:	September 2, 2025

Issue

The Virginia Department of State Police's Help Eliminate Auto Theft ("HEAT") Program reimburses Virginia law enforcement agencies for equipment, training, software, or recurring costs to combat the theft of vehicles and vehicle parts in their respective jurisdictions. The Charlottesville Police Department ("CPD") was awarded \$10,000.00 for FY 2026 through the HEAT program to reimburse the City for its annual subscription fees and training expenses for additional detectives on the BERLA system. The BERLA system, along with other interventions, is expected to continue to help CPD to reduce the number of vehicle thefts in calendar years 2025 and 2026.

Background / Rule

The BERLA system gives CPD the ability to perform forensic downloads from stolen vehicle computer systems to collect detailed evidence to more effectively prosecute stolen vehicle cases. CPD had seen an increase in motor vehicle thefts over the past several years. In calendar years 2022 and 2023, vehicle thefts totaled 168 and 172, respectively. In 2024, that number dropped dramatically - down to 125 - after funding from the Virginia Department of State Police's HEAT Program allowed CPD to implement the BERLA system. In 2025, CPD continues to use its updated BERLA system and trained an additional detective on how to use the system with funds from the FY 2025 Virginia State Police's HEAT Program. With continued funding from the FY 2026 Virginia State Police HEAT Program for the BERLA system's annual fees and training for additional detectives, auto thefts are forecast to decrease to approximately 80 stolen vehicles for calendar year 2025.

Analysis

Appropriation of these funds are expected to help CPD continue to reduce the number of vehicle thefts by allowing CPD to train additional detectives to use the BERLA system and to pay for the BERLA system annual fees outside of its annual FY 2026 appropriated General Fund operating budget.

Financial Impact

This will not impact the General Fund. No matching funds are required.

Recommendation

Staff recommends approval and appropriation of this funding.

Recommended Motion (if Applicable)

Attachments

1. Resolution VA State Police FY 26 HEAT Equipment Funding

**RESOLUTION APPROPRIATING FUNDS FOR
FY 2026 HELP ELIMINATE AUTO THEFT (HEAT)
EQUIPMENT REIMBURSEMENT PROGRAM
\$10,000.00**

WHEREAS, the City of Charlottesville, through the Police Department, has received a grant from the Virginia Department of State Police’s Help Eliminate Auto Theft (HEAT) Program in the amount of \$10,000.00 to be used for sending investigators and/or officers who investigate auto theft-related crimes to training for the BERLA Toolkit and to pay the FY 2026 annual fees for the BERLA Toolkit.

WHEREAS, the grant award covers the period of July 1, 2025, through May 31, 2026.

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that a total of \$10,000.00 be appropriated in the following manner

Revenues \$10,000.00

Fund: 209 IO:1900612 CC3101005000 \$10,000.00 GL:430110 State Grant

Expenditures \$10,000.00

Fund: 209 IO:1900612 CC3101005000 \$5,000.00 GL:530210 Education/Training

Fund: 209 IO:1900612 CC3101005000 \$5,000.00 GL:530260 Software Lic/Maint.; and

BE IT FURTHER RESOLVED, that this appropriation is conditioned upon receipt of the \$10,000.00 from the Virginia Department of State Police.

Approved by Council
September 2, 2025

Kyna Thomas, MMC
Clerk of Council

Aye No

Oschrin	—	—
Payne	—	—
Pinkston	—	—
Snook	—	—
Wade	—	—

Policy Briefing Summary

City Council



Regarding:	Resolution to Appropriate \$25,680 from the Virginia Department of Criminal Justice Services 2026 JAG Law Enforcement Equipment Grant (1 of 2 readings)
Staff Contact(s):	Holly Bittle, Management Analyst III
Presenter:	Michael Kochis, Police Chief
Date of Proposed Action:	September 2, 2025

Issue

The Virginia Department of Criminal Justice Services ("VDCJS") awarded the City of Charlottesville's Police Department \$73,799 as part of the FY 2026 Byrne/JAG Program Law Enforcement Equipment Grant Program. The Charlottesville Police Department ("CPD") recommends the appropriation of \$25,680.00 to purchase eight (8) new high-performance desktop computers for the General Investigation Bureau ("GIB") to be utilized for cell phone and other electronic extractions pursuant to search warrants and court orders for local criminal investigations.

Background / Rule

The digital data obtained for police investigations increasingly provides critical evidence for criminal prosecution. To efficiently search through the vast amounts of forensic data gathered over the course of each investigation, the Police Department's GIB detectives need higher-performance computers with more RAM and faster processors to reduce the number of work hours needed to review the ever-increasing amounts of digital evidence handled by the GIB. This will allow detectives to focus on solving crime and serving the community.

Analysis

Appropriation of these funds will provide the CPD's GIB detectives with better tools to review the ever-increasing amounts of digital evidence without using funds from its annual FY 2026 appropriated General Fund operating budget. The eight (8) high-performance desktop computers will replace current laptops for eight (8) detectives and will be added to the City's Information Technology's ("IT") standard computer replacement schedule. IT has been included in the planning process for this Project.

Financial Impact

This will not impact the Police Department's FY 2026 appropriated General Fund operating budget. The twenty-five percent (25%) match required by the Grant will come from existing funds from the Virginia Forfeited Asset Sharing Program, totaling \$6,420.00. The VDCJS Grant funds will provide the remaining \$19,260.00, resulting in a total appropriation of \$25,680.00.

The eight (8) high-performance desktop computers will be added to the City's IT standard computer replacement schedule.

Recommendation

City Staff recommends adoption of the attached Resolution approving and appropriating this VDCJS Grant funding.

Recommended Motion (if Applicable)

"I make a Motion to adopt the attached Resolution approving and appropriating this VDCJS Grant funding."

Attachments

1. Resolution - Virginia 2026 DCJS JAG LE Equipment Grant

**RESOLUTION APPROPRIATING FUNDS FOR
VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES FY 2026
BYRNE/JAG PROGRAM - LAW ENFORCEMENT EQUIPMENT
AWARD #: 551190
\$25,680.00**

WHEREAS, the Virginia Department of Criminal Justice Services (“VDCJS”) awarded a grant to the City’s Police Department, through the FY 2026 Byrne/JAG Program - Law Enforcement Equipment Grant Program to procure and deploy eight (8) new high-performance desktop computers to replace the General Investigation Bureau (“GIB”) detectives' less efficient laptops; and

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that a total of \$25,680.00 be appropriated in the following manner:

Revenues \$25,680.00

\$19,260.00	Fund: 209	Internal Order 1900605	G/L Account: 431110
\$6,420.00	Fund: 209	Internal Order 1900605	G/L Account: 561209

Expenditures \$25,680.00

\$25,680.00	Fund: 209	Internal Order 1900605	G/L Account: 520900; and
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BE IT FURTHER RESOLVED, that this appropriation is conditioned upon the reimbursement of funds or goods as supplied from the VDCJS FY 2026 Byrne/JAG Program - Law Enforcement Equipment Grant Program for seventy-five percent (75%) of the total cost and the use of Virginia Forfeited Asset Sharing Program funds for twenty-five percent (25%) of the total cost.

Approved by Council
September 2, 2025

Kyna Thomas, MMC
Clerk of Council

Aye No

Oschrin	—	—
Payne	—	—
Pinkston	—	—
Snook	—	—
Wade	—	—



City Manager's Report

*Offices of the City Manager
Elected & Appointed Officials*

9-2-2025

City Manager – Sam Sanders (he/him)

- August 18: Met with Major Donald Wilson who now heads the Salvation Army with his wife, Major Jean Wilson. We had a robust conversation about caring for the unhoused in our community.
- August 18: Met with Leslie Smith who now heads the Charlottesville Area Community Foundation. We had a good orientation discussion about the needs of the City and ways to partner to address those needs and find opportunities.
- August 19: Met with the Food Co-Op Stakeholders Group along with PHA and Woodard Properties about the 501 Cherry construction plans and needs of the planner grocery operations.
- August 25: Met with the leadership team of the Public Works department to review their recent all staff-crafted set of priorities, including a mission, vision, and values to ensure they are working in alignment with Council's vision - great work, Team!
- August 26: Met with Dr. Andrea Douglas to review the latest on the Swords into Ploughshares program.
- *Reminder: Central Water Line community information meeting will be held on September 16 from 5:00-6:30 PM at Carver Recreation Center.*

Office of Sustainability – Director Kristel Riddervold (she/her)

- The Office of Sustainability (OS) tabled at the annual Westhaven Community Day where City staff were able to engage community members in discussions and activities related to water and energy conservation, extreme heat safety, and emergency preparedness. Following the event, OS staff delivered electrolyte powder, handheld fans, heat awareness signage, and heat first aid booklets to the Westhaven Community Clinic.
- With support from the Office of Sustainability, Local Energy Alliance Program (LEAP) was able to schedule numerous home energy audits and connect community members with the Energy Resource Hub at the Albemarle County Public Schools Back 2 School Bash held at Ting Pavillion.
- The Climate Program Manager participated in the Career Panel that is part of UVA's Annual Summer Decarbonization Academy.
- The Office of Sustainability was invited by Charlottesville City Schools (CCS) Strategic Initiatives to attend August's Professional Learning Day as a community partner. CCS staff could learn more about teaching materials created or recommended by OS and provide input for how they would like to be supported by OS staff.
- In partnership with the Community Climate Collaborative, the Office of Sustainability co-hosted their fifth climate cafe called "Transit Takeover" featuring Charlottesville Area Transit, the City's Bicycle & Pedestrian Advisory Committee,

and IMPACT Charlottesville. The climate cafe series seeks to provide a consistent forum for sharing program updates and connecting community members with opportunities to get involved in local climate action.

- An August social media messaging blitz was delivered to emphasize various clean energy incentive deadlines (solar, electric vehicles, water conservation rebates, and the Energy Resource Hub) to increase traffic to OS socials. We received over 31,000 views and collaborated with LEAP, the Charlottesville Invasive Plant Partnership, and the Piedmont Environmental Council.
- Climate Program joined LEAP staff at the monthly Green Drinks meet-up to help partner organization, ReLeaf, promote the Energy Resource Hub and Solarize Virginia, and to plug the September 10 event takeover at Firefly Restaurant.
- Climate Program staff is working with Dominion Energy to install fast charging stations for the City's forthcoming electric school buses through their Electric School Bus Program.
- In August, the Charlottesville Invasive Plant Partnership (CHIPP), an initiative supported by the Office of Sustainability and the Urban Forestry program, completed a targeted vine removal project in Rose Hill to support neighbors struggling to manage encroaching vines from a vacant property. Moving forward, CHIPP partners will sponsor a "monthly monster" project to cut back vines in visible, high-traffic areas with a focus on shared green spaces in neighborhood association spaces.
- Office of Sustainability staff attended the Charlottesville Middle School ribbon cutting and tour celebrating a major milestone for this project and the many sustainability features of the facility.
- Office of Sustainability staff joined Charlottesville Fire Department for an electric Fire Engine demonstration, exploring emerging electrification opportunities.

Commissioner of the Revenue – Commissioner of Revenue Todd Divers (he/him)

- The window for accepting Charlottesville Homeowner Assistance Program (CHAP) applications for 2025 closed on September 1. Applicants will receive potential grants of \$1000, \$1500, \$2000, or \$2500. This program considers the combined income of all occupants residing in the home.
 - To learn more about the next application cycle or CHAP in general, please call customer service, 434-970-3160, or e-mail to TaxRelief@Charlottesville.gov.
- The seventh annual Commissioners and Cans food drive closed on August 31. Thank you to everyone who donated food and/or funds for the cause!

Office of Economic Development – Director Chris Engel (he/him)

- The Office of Economic Development's (OED) GO Start-Up program starts its fall cohort this Wednesday, September 3. Led by OED's own Entrepreneurship Program Specialist, Keith Groomes, the free, four-week course serves as an "on ramp to the entrepreneurship highway", offering aspiring entrepreneurs and emerging business owners the opportunity to learn the basics of entrepreneurship and business formation in a casual, interactive setting. Guest speakers from the area's entrepreneur support organizations provide additional insights and information about the services they offer. Upon completion, participants are encouraged to continue development of their business concepts, and if entrepreneurship is a path they wish to continue pursuing, consider participating in one of the area's more intensive, paid training courses.
- Mark your calendars for the upcoming NextGen Skilled Trades Day on Saturday, October 4, 10 AM – 2 PM at Piedmont Virginia Community College (PVCC). The first offering of its kind in the Charlottesville area, NextGen Skilled Trades Day is an initiative designed to expose youth and adults to the vast array of employment opportunities in the skilled trades. A collaborative effort among the City of Charlottesville, PVCC, Martin Horn, Greater Charlottesville Chamber of Commerce, and others, the event will feature live equipment demos, hands-on activities, and conversations with local employers. As individuals continue to retire from the trades, we hope events like NextGen Skilled Trades Day will draw more talent into these fields and help address the current shortage of employees in skilled trades.

Charlottesville



Department of Human Services
Misty Graves, Director
September 2, 2025

DHS Vision and Mission

VISION: *To be a place where everyone thrives...*by serving as the community's premier provider in meeting the therapeutic needs of youth, families and residents by supporting the community's efforts to improve equity, and address poverty and its impacts.

MISSION: We provide services and programs that improve and support the resilience, health and well-being of youth, families, residents and community organizations.

Strategic Goals for Human Services

Goal One: A streamlined system of care for youth and families.

Council Strategic Outcome Area Alignment: (Public Safety, Education, Recreation/Arts/Culture)

Goal Two: Outreach services that promote the resilience and self-sufficiency of residents.

City Council Strategic Outcome Area Alignment: (Housing, Public Safety, Economic Prosperity, Partnerships)

Goal Three: A high functioning, supported and developed staff that reach their ultimate potential.

City Council Strategic Outcome Area Alignment: (Organizational Excellence)

Goal Four: Foster an internal organizational culture that elevates diversity, equity, inclusion, and belonging.

City Council Strategic Outcome Area Alignment: (Organizational Excellence)

Goal Five: Extending and galvanizing movement within the wider-community and partnerships with an anti-racist, trauma informed, and inclusive approach.

City Council Strategic Outcome Area Alignment: (Partnerships, Community Prosperity)

Youth & Family Centered Services

Community Attention Foster Families (CAFF)

- The Community Attention Foster Families (CAFF) division served 101 youth in foster care and an additional 21 youth in prevention respite homes. Of those youth, **68% were served in kinship homes** which is regarded as best practice and well above the state average.

Community Based Services

- The Community Based Services division served **421 youth** across a variety of programs including Teens GIVE Service Learning, Community Attention Youth Internship Program (CAYIP), mentoring, and life skills groups.

Youth Opportunity Coordination

- In January, we filled a vacancy to re-engage initiatives aimed to promote well-being and success for Black Youth and Youth of Color. Implementing a new book buddy program at Summit Elementary School.
- **Youth Council has 15 members**, some new this school year and will kick off in early October with a partnership with the UVA Youth and Social Innovation team.

Adult Centered Services

Community Connector Programs

Community Resource Hotline (Pathways)

- The Community Resource Hotline **facilitated 896 requests** totaling \$679,000 in rental/mortgage/utility bill relief. This impacted 421 households in Charlottesville. 73% of those requests are for housing needs and 27% are for utility bill relief.

Housing Navigation

- The Housing Navigation team **served 44 residents** in their search for stable housing.

Emergency Hotel Stays

- The City funded **52 emergency hotel stays** for families experiencing homelessness or unhoused individuals with critical medical vulnerabilities that could not be served at a traditional shelter.

Adult Centered Services Cont.

Westhaven CARES Center

- The Program Coordinator serving at the Westhaven CARES Center stood up a food pantry on site. Last fiscal year, they served approximately **500 residents** through accessing food at the pantry.
- This is a joint effort with UVA School of Nursing that provides a full time nurse. It's supported by a steering committee that includes UVA Medical Center, Sentara, City of Promise, Charlottesville Redevelopment and Housing Association, Legal Aid, and Public Housing Association of Residents.

ANCHOR (Assisting with Navigation, Crisis Help, and Outreach Resources)

- Responded to 253 Calls for service
- Performed 142 Follow-ups with Neighbors
- A total of 395 encounters
- Served 250 unique individuals

Community Engagement and Outreach

- **Vibrant Community Fund**
- Blue Ridge Area Coalition for the Homeless Board Member
- **Charlottesville Area Alliance Vice Chair**
- Charlottesville Area Network Dedicated to Youth Development Steering Committee (CANDYD)
- Mental Health and Wellness Coalition
- **President's Council – Community Safety Implementation Group**
- Charlottesville Food Justice Network
- CPMT Co-Chair/FAPT/Program
- **Re-entry Council & One Stop Shop**
- Coordinated Entry System

Looking Ahead

Major Projects/Implementations:

- Hiring a Deputy Director of Adult Centered Services
- Community Based Services – exploring more intentional relationship with City Schools through MOU's for programming.
- Community Connector Program – exploring master leasing and extending services for self-sufficiency best practices.
- CAFF – pursuing a grant to improve regional support for kinship care and family finding.
- ANCHOR – creating a proposal to expand the team's capacity for consideration with the FY27 budget process.

Questions?

For more information:

<https://www.charlottesville.gov/224/Human-Services>

Charlottesville



Policy Briefing Summary

City Council



Regarding:	Appeal of Board of Architectural Review (BAR) denial of a Certificate of Appropriateness for demolition of a Contributing Structure (BAR #HST 25-0068) at 1301 Wertland Street
Staff Contact(s):	Kellie Brown, Director of NDS, Jeffrey Werner, Historic Preservation and Design Planner
Presenter:	Jeffrey Werner, Historic Preservation and Design Planner
Date of Proposed Action:	September 2, 2025

Issue

Consideration of an Appeal of BAR's May 20, 2025, denial of a requested Certificate of Appropriateness ("CoA") to allow demolition of 1301 Wertland Street, a contributing structure within the Wertland Street ADC District.

Background / Rule

The property owner of 1301 Wertland Street ("Appellant") has appealed the Board of Architectural Review's ("BAR") May 20, 2025, denial of a certificate of appropriateness ("CoA") to allow demolition of the *Wertenbaker House*. This appeal was within the ten (10)-day period following the BAR's action, as proscribed by City Code Chapter 34, Div. 5.2.7.E. This structure was designated by City Council a *contributing structure* within *The Wertland Street Architectural Design Control District*. Per City Code Chapter 34, Div. 5.2.7.A.1.c., the demolition of a contributing structure requires approval of a CoA.

Analysis

On May 20, 2025, the BAR, by a vote of 7-0, denied a CoA to allow demolition of the structure at 1301 Wertland Street, known as the *Wertenbaker House*. Constructed circa 1842, the two (2)-story brick house was built and occupied by William Wertenbaker, who served as the University of Virginia's librarian from 1826 until 1880.

Relevant links and attachments from the May 20, 2025, BAR Meeting are as follows:

- CoA Application, Staff Report (including background and the historical survey), and BAR action: [1301 Wertland St Demo CoA - BAR review May 20, 2025](#) (Staff Report also attached. Attachment 7);
- May 20, 2025, BAR meeting video: [BAR meeting video: May 20 2025](#) (1301 Wertland Street begins at approximately 01:44:00); and
- May 20, 2025, BAR Meeting Minutes, including Motion (Attachment 6).

The BAR's review criteria for considering a demolition CoA are specifically limited to the City Code provisions under Chapter 34, Div. 5.2.7. D.1.b. However, on an appeal, City Council may consider "any other information, factors, or opinions it deems relevant to the application."

For the BAR's May 20, 2025, review, the Applicant provided Dunbar Structural's Condition Assessment of 1301 Wertland Street, dated April 28, 2025; measured (interior) floor plans of the house; and the Phase I Archeological Investigation of the site completed by Rivanna Archeological Services in August 2023, accessible at: [Wertenbaker House Ph I – RAS Aug 2023](#).

In appealing the BAR's action, the Appellant claims the BAR failed to consider that demolition would allow development of high-density housing on the site. The Appellant refers to "design concepts" for developing new housing; however, no related information was included in the submittal, nor presented to the BAR during the May 20, 2025, Meeting. In fact, the Applicant did not attend or participate in that Meeting.

In appealing the BAR's action, the Appellant acknowledges the Comprehensive Plan generally supports historic preservation; however, Appellant states the BAR did not balance this with City Council's specific policy objective to promote more housing. The Appellant states that by adopting a policy of higher density for the Wertland Street neighborhood, City Council established it was not the City's intent to "forever preserve all existing structures within the Wertland ADC District."

In response, City Staff notes that in Chapter 4 of the Comprehensive Plan (*Land Use, Urban Form, and Historic & Cultural Preservation*) eight (8) of the eleven (11) goals refer to the importance of the City's historic and cultural fabric, including: *Protect and enhance the existing distinct identities of the city's neighborhoods; continue Charlottesville's history of architectural and design excellence by maintaining traditional urban design features and valuing historic resources; and provide effective protection of Charlottesville's historic resources.*

Additionally, in establishing the City's ADC Districts, City Council included the intent "to preserve and protect buildings, structures and properties which serve as important visible reminders of the historic, cultural, and architectural or archaeological heritage of the City, the Commonwealth of Virginia, or this nation." (Ch. 34, Div. 2.9.2.A.1.) In establishing the BAR, City Council charged the BAR "to administer the provisions of Architectural Design Control Districts" (Ch. 34, Div. 5.1.5.C.1.) For administering that charge, City Council established specific review criteria for reviewing demolition requests. (Ch. 34, Div. 5.2.7.D.1.b.) In applying and considering those criteria, on May 20, 2025, the BAR denied the requested CoA for the demolition of the Wertenbaker House at 1301 Wertland Street.

The Appellant's Appeal Letter is Attachment 1. City Staff's response is Attachment 2.

Should City Council deny a CoA for demolition, that action may be appealed to the Charlottesville Circuit Court (Ch. 34, Div. 5.2.7.E.1.e.). In addition to the right of further appeal, following a denial by City Council, the owner will, as a matter of right, be entitled to demolish the structure if, for a period of twelve (12) months the property is offered for sale at a fair market price to a party that will preserve and restore it, and no *bona fide* contract is executed within that twelve (12)-month sale period. (Ch. 34, Div. 5.2.7.E.1.f.) The full text of the relevant City Code provisions is found in the Appendix of Attachment 3.

Alignment with City Council's Vision and Comprehensive Plan:

Upholding the BAR's decision aligns with Goal eleven (11) of the 2021 Comprehensive Plan, to *provide effective protection of Charlottesville's historic resources, including through recognition and incentives.*

Community Engagement:

Chapter 34, Div. 5.2.1.D. requires Public Notice prior to the BAR's review of a CoA request. The May 20, 2025, BAR Meeting was publicly posted at the site. During the Meeting, no comments were offered by the Applicant or in support of the demolition. Ten (10) individuals, including a representative from Preservation Piedmont, urged the BAR to deny the requested CoA. Prior to the Meeting, the BAR received e-mails from seven (7) individuals. During the Meeting, three (3) other individuals spoke.

Financial Impact

None.

Recommendation

City Staff recommends City Council render a final decision, by Resolution, to deny a CoA to allow demolition of the structure at 1301 Wertland Street, as provided in Attachment 4: Resolution of Denial of a Certificate of Appropriateness for Demolition of the structure at 1301 Wertland Street.

Alternative:

If City Council agrees with the Appellant, then City Council should approve, by Resolution, a CoA to allow demolition of the structure, as provided in Attachment 5: Resolution of Approval of a Certificate of Appropriateness for Demolition of the structure at 1301 Wertland Street.

Recommended Motion (if Applicable)

For City Council's consideration.

Attachments

1. Attachment 1 – 1301 Wertland St CoA Appeal – Applicant Letter June 2-2025
2. Attachment 2 - 1301 Wertland St CoA Appeal - Staff Response (7-30)
3. Attachment 3 - 1301 Wertland St CoA Appeal - Legal Supplement to Staff Memo (7-30)
4. Attachment 4 - 1301 Wertland St CoA Appeal - Draft resolution - DENY CoA (7-30)
5. Attachment 5 - 1301 Wertland St CoA Appeal - Draft resolution - APPROVE CoA (7-30)
6. Attachment 6 - 1301 Wertland St CoA Appeal – BAR Mtg Minutes May 20-2025
7. Attachment 7 - 1301 Wertland St CoA Appeal – BAR Staff Report May 20-2025
8. Attachment 8 - 1301 Wertland_demolition - BAR action memo - denied CoA_



Steven W. Blaine

Of Counsel

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Woods Rogers Vandeventer Black PLC

120 Garrett Street, Suite 304

Charlottesville, Virginia 22902

June 2, 2025

Via Email and Hand Delivered:

The Honorable Mayor Wade and Charlottesville City Councilors

City of Charlottesville

c/o Clerk of Council

605 East Main Street, 2nd Floor

Charlottesville, Virginia 22902

clerk@charlottesville.gov

**Re: Appeal of Denial of Certificate of Appropriateness; BAR #25-0068; 1301
Wertland Street, TMP 04030300**

Honorable Mayor Wade and City Councilors:

Applicants, 1301 Wertland LLC and JSB Development LLC hereby appeal the action taken by the Charlottesville Board of Architectural Review (BAR) to deny a certificate of appropriateness for demolishing the existing structure at 1301 Wertland Street ("Structure").

Grounds for Appeal.

City Council must overturn the BAR's action because the BAR failed to consider that the demolition of this structure could have any public purpose or necessity and therefore it failed to make one of the necessary findings under the BAR Review Criteria for Demolition. See Charlottesville Architectural Control Districts Design Guidelines, Approved by City Council, September 17, 2012, Section B.2), page 6.

The property on which the Structure is located was zoned CX-5 by Council as part of the City-wide rezoning adopted December 18, 2023. The applicants' initial design concepts illustrate that the demolition and by-right re-development of this parcel would yield 212 bedrooms, with 300 bedrooms achievable with utilization of bonus density. A re-development would translate to 300 more UVa. students walking to classes, reducing vehicular traffic and relieving student housing pressures on other neighboring communities, such as 10th and Page. This potential project aligns with many of the goals of the Comprehensive Plan and the zoning ordinance.

The BAR staff report failed to even mention the property's zoning classification, or potential for redevelopment. There was no legitimate undertaking by the BAR to weigh the public need for housing (as promoted by the City's Comprehensive Plan and the action by Council to

designate this property for higher density housing), versus the BAR's predilection for preserving the Structure.

As stated in the Comprehensive Plan, one of the City's primary goals is "to support the opportunity to provide more housing *in all neighborhoods in the City.*" Charlottesville Comprehensive Plan, page 20, emphasis added. Council did not exempt the Wertland Street neighborhood in prioritizing the building of more housing in all neighborhoods. While one member of the BAR noted that the Comprehensive Plan generally supports historic preservation, the BAR never undertook to balance this general policy with the Council's specific policy objective to promote more housing.

Furthermore, Council's deliberate and specific designation for this property as Higher Intensity Residential development was an affirmative action implementing the goals of the Comprehensive Plan and was intended to promote a more intensive use of this parcel. If it had been Council's intent to forever preserve all existing structures within the Wertland ADC District, Council would not have designated the areas within the District for such a higher intensity residential use.

The BAR did not make all the findings required in order to sustain its action on May 20, 2025. Therefore, the BAR's denial must be overturned.

Relief Sought

For the reasons stated, the applicants respectfully request that the BAR's decision be overturned, and a Certificate of Appropriateness be issued to permit demolition of the Structure at 1301 Wertland Street.

Respectfully,

Steven W. Blaine

Cc: Jeff Werner

City Staff's response to the Appellant's June 2, 2025 letter [Attachment 2] appealing to City Council the Board of Architectural Review's ("BAR") May 20, 2025 denial of a certificate of appropriateness ("CoA") for demolition of the two-story, brick structure at 1301 Wertland Street (BAR #HST25-0068).

The "Staff Response" for each item below represents the collective positions of the BAR, the City's Preservation and Design Planner, and the City Attorney's Office.

Referenced material from the May 20, 2025 BAR meeting re: this CoA requests are at: [1301 Wertland St Demo CoA - BAR review May 20 2025](#)

Referenced City Code sections are included in the Appendix to this Response. [Attachment 3]

EXECUTIVE SUMMARY OF STAFF'S RESPONSE

This appeal has been taken by Steven W. Blaine of Woods Rogers Vandeventer Black, PLC on behalf of the owner of 1301 Wertland Street, the property that is the subject of this appeal. For the reasons stated below, Staff's position is that the concerns expressed by the Appellant do not provide a basis for Council to approve a CoA for demolition the standards set forth within Chapter 34 (Zoning) Section 5.2.7. D.1.b. However, Council should also review the Appellant's letter and not rely entirely on Staff's summary of the concerns expressed.

Per City Code Chapter 34, Section 5.2.7.E.1.d., in reviewing an appeal "City Council will consult with the BAR and consider the written appeal, the criteria set forth within this Section, as applicable, and any other information, factors, or opinions it deems relevant to the application."

Staff Response to Appellant's Contentions

Appellant item 1: *BAR failed to consider that the demolition of this structure could have any public purpose or necessity [per Review Criteria for Demolition.]*

Staff Response: The agenda, applications, and staff reports were posted on May 16, prior to the May 20, 2025 BAR meeting. The applicant for the CoA request for 1301 Wertland Street did not notify staff that any information had been omitted, nor request any changes to what was posted and would be reviewed by the BAR.

Additionally, the applicant had the opportunity to attend the May 20, 2025 meeting-- in-person or remotely—and present information to the BAR.* However, neither the applicant or a representative participated in the meeting. Absent information from the applicant, it is not staff's responsibility to generate hypothetical development scenarios for the BAR to consider.

(* As is the practice at the beginning of a BAR meeting, on May 20, 2025 the chair publicly stated the following: "Welcome to this Regular Monthly Meeting of the Charlottesville Board of Architectural Review. Staff will introduce each item, *followed by the applicant's presentation, which should not exceed ten minutes.* The Chair will then ask for questions from the public, followed by questions from the BAR. After questions

are closed, the Chair will ask for comments from the public. For each application, members of the public are each allowed three minutes to ask questions and three minutes to offer comments. Speakers shall identify themselves and provide their address. Comments should be limited to the BAR's purview; that is, regarding only the exterior aspects of a project. Following the BAR's discussion and prior to taking action, the applicant will have up to three minutes to respond." [emphasis added])

Appellant item 2: *The applicants' initial design concepts illustrate that the demolition and by-right re-development of this parcel would yield 212 bedrooms, with 300 bedrooms achievable with utilization of bonus density. A re-development would translate to 300 more UVa. students walking to classes, reducing vehicular traffic and relieving student housing pressures on other neighboring communities, such as 10th and Page. This potential project aligns with many of the goals of the Comprehensive Plan and the zoning ordinance.*

Staff Response: Typically, and specifically for buildings of particular historic significance, the BAR evaluates a requested demolition on its own merits, weighing far less heavily what development might be allowed by a requested demolition. However, in presenting this demolition request to the BAR, the applicant neither mentioned or included in the application any information regarding the proposed development of the site, nor did they refer to the approved Site Plan (P23-0047), and CoA (BAR 22-09-03 and HST24-0033) for construction of multi-story, multi-unit apartment building on the site, which includes preservation and rehabilitation of the historic house. In fact, neither the applicant or a representative attended or spoke at the May 20, 2025 BAR meeting.

In an April 29, 2025 e-mail, prior to the BAR meeting, the applicant expressed to staff the following: *I'm fully aware that the BAR won't approve the request. In full disclosure, with that in mind, I don't intend to spend the time & money I usually do on the presentations ([the information submitted for the CoA request] will be a "minimal viable product").*

Appellant item 3: *The BAR staff report failed to even mention the property's zoning classification, or potential for redevelopment.*

Staff Response: See response to Item 1.

Appellant item 4: *There was no legitimate undertaking by the BAR to weigh the public need for housing, versus the BAR's predilection for preserving the Structure.*

Staff Response: The BAR did weigh the site's development potential. From the meeting minutes (see Attachment 6):

- Mr. Schwarz: While many applicants will use the argument that the new zoning ordinance and Comprehensive Plan call for more housing and denser development. Our Comprehensive Plan talks a lot about historic preservation. [...] The Comprehensive Plan is not just about more density, more housing. It is also about protecting our cultural and historic resources.

- Ms. Tabony: New developments can sit adjacent to old, unique properties that are very much contributing to the history and the story of this place. The conversation between those two conditions is what I think will keep Charlottesville a unique city and continue to keep it a destination city and something that we can be proud of and love.
- Ms. Lewis (In the approved motion to deny the requested CoA.): There is no reason for demolition that has been stated, that is one of the guidelines for [the BAR] to consider to applicant's reason. We don't have that here because [the applicant] didn't bother to appear tonight. The application doesn't tell me the reason, except for redevelopment.

Additionally, see response to Item 1. On May 20, 2025, the applicant had the opportunity to present information for the BAR to weigh in its consideration of the requested CoA; however, the applicant did not provide that information in their submittal, nor participate in the meeting.

Appellant item 5: *One of the City's primary goals is "to support the opportunity to provide more housing in all neighborhoods in the City." Council did not exempt the Wertland Street neighborhood in prioritizing the building of more housing in all neighborhoods.*

Staff Response: When Council adopted the new Development Code, they adopted the entire Code, not just part of it. That Code included this historic district and the protections it offers. The fact that a site could accommodate 300 bedrooms under one set of rules in the zoning does not negate another section of the zoning that would limit what can be built on the site – the entire ordinance applies all at once. The correct interpretation of Council's action in this regard is that they welcome creative reuse of this building and site that preserves the historic structure while accommodating a potential greater density of development. In no way can or should the adoption of the Development Code be interpreted as negating the City's adopted historic preservation goals.

The Comp Plan and the City Code address the importance of historic preservation

- Per City Code Chapter 34, Sec. 2.9.2.A.: the establishment of historic districts and through the designation of individually significant properties is intended to preserve and protect buildings, structures and properties which serve as important visible reminders of the historic, cultural, and architectural or archaeological heritage of the City, the Commonwealth of Virginia, or this nation.
- Per the Comprehensive Plan: Goal 11. Provide effective protection of Charlottesville's historic resources, including through recognition and incentives.

Appellant item 6: *The Comprehensive Plan generally supports historic preservation. The BAR never undertook to balance this general policy with the Council's specific policy objective to promote more housing.*

Staff Response: See response to Item 4.

Appellant item 7: *Implementing the goals of the Comprehensive Plan and was intended to promote a more intensive use of this parcel. If it had been Council's intent to forever preserve all existing structures within the Wertland ADC District, Council would not have designated the areas within the District for such a higher intensity residential use.*

Staff Response: See response to Item 5.

Legal Supplement to Staff Memo to City Council, September 2, 2025

Re: 1301 Wertland Street: Appeal of BAR denial of requested CoA

On May 20, 2025, the City of Charlottesville, Virginia's ("City"), Board of Architectural Review ("BAR") denied a certificate of appropriateness ("CoA") to allow demolition of the structure at 1301 Wertland Street, known as the Wertenbaker House. Constructed circa 1842, the two (2)-story, three (3)-bay house is brick with a rear ell. (William Wertenbaker was the University of Virginia's second librarian, serving from 1826 until 1880.) Built in the Greek Revival style, renovations in the late-1800s included the Victorian porch and ornate cornice.

On June 2, 2025, within the ten (10)-day period proscribed by City Code Chapter 34, Section 5.2.7.E., the property owner appealed the BAR's decision to City Council.

Wertland Street Architectural Design Control District

On March 15, 1999, City Council established the Wertland Street Architectural Design Control District and designated 1301 Wertland Street as a *contributing structure* to the District. (Ref. City Code Chapter 34, Section 2.9.2.B.6.) Per City Code Chapter 34, Section 5.2.7.A.1.c., the demolition of a contributing structure requires BAR approval of a CoA.

Note: Within City-designated ADC Districts, contributing structures are identified in the District Maps found in Chapter 1 of the ADC District Design Guidelines, adopted by City Council on September 17, 2012. The map for the Wertland Street ADC District (excerpt below) identifies 1301 Wertland Street as a contributing structure. Link to Chapter 1 of the design guidelines: [Chapter 1 Introduction \(Part 1\)](#)



State Code

State enabling legislation authorizes the City to establish historic districts within its Zoning Ordinance, and to designate specific buildings or structures within the Zoning Ordinance as having important historic, architectural, archaeological, or cultural interest. Virginia Code

§15.2-2306(A)(1).

State enabling legislation authorizes the City to provide for a review board to administer the Ordinance. Virginia Code §15.2-2306(A)(1). In 1959, the City embarked on a Preservation Planning Program and enacted an Architectural Design Control Ordinance. This Ordinance established a “restricted design district” comprised of thirty-three (33) properties in the Court Square area and created a Board of Architectural Review (“BAR”) to review the appropriateness of exterior changes to buildings in the District. Per City Code Chapter 34, Section 5.1.5., the BAR is responsible for final action regarding Certificates of Appropriateness (“CoA”) under Major Historic Review, which includes requests to raze a contributing structure.

State enabling legislation authorizes the City to include within its Zoning Ordinance a requirement that no historic landmark, building, or structure within any District shall be razed, demolished, or moved until the razing, demolition, or moving thereof is approved by the review board [BAR], or, on appeal, by the governing body [City Council] after consultation with the review board. Virginia Code §15.2-2306(A)(2). Per City Code Chapter 34, Section 5.2.7.A.1.c., the demolition of a contributing structure requires BAR approval of a CoA.

State enabling legislation requires the City, by enacting the above, include within its Zoning Ordinance the right of the owner of a historic landmark, building, or structure to appeal to the Circuit Court for such locality from any final decision of the governing body. Virginia Code §15.2-2306(A)(3). This has been implemented in the City’s Zoning Ordinance by City Code Chapter 34, Section 5.2.7.E.1, Appeal of Decision.

City Code

According to City Code Chapter 34, Section 5.2.7.E.1.d.: “City Council will consult with the BAR and consider the written appeal, the criteria [standards for review] set forth within this Section, as applicable, and any other information, factors, or opinions it deems relevant to the application.”

Per City Code Chapter 34, Division 5.2.7.E.1.f., in addition to the right of further appeal, following a denial by City Council, the property owner *will, as a matter of right, be entitled to demolish such building or structure if all of the following conditions have been met:*

- i. The owner has appealed to City Council for permission to demolish the building or structure, and City Council has denied such permission;
- ii. The owner has, for the applicable sale period set forth herein below [per item g, *see* below, this period would be twelve (12)-months *], and at a price reasonably related to the fair market value of the subject property, made a bona fide offer to sell the building or structure, and the land pertaining thereto, to a person or legal entity that gives reasonable assurance that the building or structure will be preserved and restored; and
- iii. No bona fide contract, binding upon all parties thereto, must have been executed for the sale of such landmark, building, or structure, and the land pertaining thereto, prior to the expiration of the applicable sale period.
- iv. If all of the foregoing conditions are not met within the applicable sale period, then the City Council’s decision denying a permit will stand, unless and until that decision is overturned by the Circuit Court. However, following expiration of the applicable sale period, a property owner may renew their request to the City Council to approve the

demolition of the historic landmark, building or structure.

- g. The time in which a property owner may take advantage of the right to appeal, the applicable “sale period” is as follows:

[...]

- vi. Twelve (12) months when the offering price is equal to or greater than \$90,000.00.*

* Per City GIS, July 18, 2025, the structure is assessed at \$ 758,900.00. The 0.40-acre parcel is valued at \$236,000.00.)

Appendix: Referenced City Code Sections

2.9.2. Architectural Design Control District (-ADC)

A. Intent

The City of Charlottesville seeks, through the establishment of historic districts and through the designation of individually significant properties, to protect community health and safety, to promote the education, prosperity and general welfare of the public through the identification, preservation and enhancement of buildings, structures, landscapes, settings, neighborhoods, places and features with special historical, cultural and architectural significance. To achieve these general purposes, the City seeks to pursue the following specific purposes:

1. To preserve and protect buildings, structures and properties which serve as important visible reminders of the historic, cultural, and architectural or archaeological heritage of the City, the Commonwealth of Virginia, or this nation;
2. To ensure that, within the City’s historic districts, new structures, additions, landscaping and related elements will be in harmony with their setting and environs;
3. To promote local historic preservation efforts through the identification and protection of historic resources throughout the City;
4. To document and promote an understanding of the social history of City neighborhoods, and to protect their cultural institutions;
5. To maintain and improve property values by providing incentives for the upkeep, rehabilitation and restoration of older structures in a safe and healthful manner, and by encouraging desirable uses and forms of development that will lead to the continuance, conservation and improvement of the City’s historic, cultural and architectural resources and institutions within their settings; and
6. To promote tourism and enhance business and industry, and to promote an enhanced quality of life within the City, through protection of historic, cultural and archaeological resources.

B. Established Architectural Design Control Districts

The following areas have been determined by City Council to be of unique architectural or historic value, and are hereby designated as Architectural Design Control (ADC) Districts, the limits of which are shown on the City’s zoning map. City Council has designated only certain buildings within these districts as “contributing structures.” Those contributing structures are identified on a map included within the design guidelines for each district.

[...]

5. Wertland Street Architectural Design Control

C. Additions to and Deletions from Architectural Design Control Districts

1. City Council may, by ordinance, from time to time, designate additional properties and areas for inclusion within an ADC District or remove properties from a ADC District. Any such action will be undertaken following the rules and procedures applicable to the adoption of amendments to the City's Development Code and official zoning map.
2. Prior to the adoption of any such ordinance, the City Council will consider the recommendations of the Planning Commission and the Board of Architectural Review (BAR) as to the proposed addition, removal or designation. The Planning Commission and BAR will address the following criteria in making their recommendations:
 - a. The historic, architectural or cultural significance, if any, of a building, structure or site and whether it has been listed on the National Register of Historic Places or the Virginia Landmarks Register, or are eligible to be listed on such registers;
 - b. The association of the building, structure or site with an historic person or event or with a renowned architect or master craftsman;
 - c. The overall aesthetic quality of the building, structure or site and whether it is or would be an integral part of an existing ADC district;
 - d. The age and condition of a building or structure;
 - e. Whether a building or structure is of old or distinctive design, texture and material;
 - f. The degree to which the distinguishing character, qualities or materials of a building, structure or site have been retained;
 - g. Whether a building or structure, or any of its features, represents an infrequent or the first or last remaining example of a particular detail or type of architecture in the City;
 - h. Whether a building or structure is part of a geographically definable area within which there exists a significant concentration or continuity of buildings or structures that are linked by past events or, aesthetically, by plan or physical development, or within which there exist a number of buildings or structures separated geographically but linked by association or history.
3. Before an area is designated as an ADC District, each structure will be determined to be either "contributing" or "non-contributing." This determination will be reconfirmed at least once every 15 years.

D. Certificate of Appropriateness

A Certificate of Appropriateness is required for certain projects in ADC Districts in accordance with 5.2.6. Minor Historic Review and 5.2.7. Major Historic Review.

5.1.5. Board of Architectural Review

C. Authority

1. General

- a. In order to administer the provisions of the Architectural Design Control Districts and

Individually Protected Properties the Board of Architecture Review (BAR) must:
[...]

- v. Develop and recommend to the City Council for its approval design guidelines for the City's ADC Districts, consistent with the purposes and standards set forth in Div. 2.9. Overlay Districts. The BAR must develop the design guidelines after seeking input from business and property owners in the various districts. Guidelines developed by the BAR will become effective upon approval by City Council and thereafter will have the status of interpretive regulations. The BAR must undertake a comprehensive review and update the design guidelines at least once every 5 years.

2. Approval Authority

The Board of Architectural Review is responsible for final action regarding:

- a. Certificates of Appropriateness under Major Historic Review; [...]

5.2.7. Major Historic Review

A. Applicability

Major Historic Review is required to receive a Certificate of Appropriateness for the following project activities on any property located in an Architectural Design Control (ADC) District [...]:

1. Architectural Design Control District and Individually Protected Property In an ADC District and for an IPP, Major Historic Review for a Certificate of Appropriateness is required for the following exterior activities:
[...]
 - c) Relocation, removal, encapsulation, or demolition in whole or in part of a contributing structure in an ADC District or an IPP.

C. Review and Decision Process

[...]

2. Board of Architectural Review Decision

- a. In considering a particular application the BAR will approve the application unless it finds:
 - i. That the proposal does not meet specific standards set forth within this Section or applicable provisions of the City's design guidelines; and
 - ii. The proposal is incompatible with the historic, cultural or architectural character of the district in which the property is located or the IPP that is the subject of the application.
- b. The BAR will approve, approve with conditions, or deny applications for Certificates of Appropriateness in accordance with the provisions of this Section.
- c. The BAR, or City Council on appeal, may require conditions of approval as are necessary or desirable to ensure that any new construction or addition is compatible with the scale and character of the Architecture Design Control District, Individually Protected Property, or Historic Conservation District. Prior to attaching conditions to an approval, due consideration will be given to the cost of compliance with the proposed conditions as well as the goals of the Comprehensive Plan. Conditions may require a reduction in height or

massing, consistent with the City's design guidelines and subject to the following limitations: [not germane]

- d. Demolition: The BAR, or City Council on appeal, may make such requirements for, and conditions of approval as are necessary or desirable to protect the safety of adjacent buildings, structures, or properties, and of any persons thereon; and, in case of a partial removal, encapsulation or demolition:
 - i. To protect the structural integrity of the portions of a building or structure which are to remain following the activity that is the subject of a building permit; or
 - ii. To protect historic or architecturally significant features on the portions of a building or structure which are to remain following the activity that is the subject of a building permit.

D. Criteria for Review and Decision

1. Architectural Design Control District and Individually Protected Property

[...]

b. Review is limited to following factors in determining whether or not to permit the moving, removing, encapsulation or demolition, in whole or in part, of a contributing structure or IPP:

- i. The historic, architectural, or cultural significance, if any, of the specific structure or property, including, without limitation:
 - a) The age of the structure or property;
 - b) Whether it has been designated a National Historic Landmark, listed on the National Register of Historic Places, or listed on the Virginia Landmarks Register;
 - c) Whether, and to what extent, the building or structure is associated with an historic person, architect or master craftsman, or with an historic event;
 - d) Whether the building or structure, or any of its features, represent an infrequent or the first or last remaining example within the City of a particular architectural style or feature;
 - e) Whether the building or structure is of such old or distinctive design, texture, or material that it could not be reproduced, or could be reproduced only with great difficulty; and
 - f) The degree to which distinguishing characteristics, qualities, features, or materials remain;
- ii. Whether, and to what extent, a contributing structure is linked, historically or aesthetically, to other buildings or structures within an existing applicable District, or is one of a group of properties within such a district whose concentration or continuity possesses greater significance than many of its component buildings and structures.
- iii. The overall condition and structural integrity of the building or structure, as indicated by studies prepared by a qualified professional engineer and provided by the applicant, or other information provided to the BAR;
- iv. Whether, and to what extent, the applicant proposes means, methods or plans for moving, removing, or demolishing the structure or property that preserves portions, features, or materials that are significant to the property's historic, architectural, or cultural value; and

- v. Any applicable provisions of the City's design guidelines.

Review Criteria for Demolition

- 1) The standards established by the City Code, Section 34-278 [updated in 2023: Chapter 34, Div. 5.2.7. D.1.b.]
- 2) The public necessity of the proposed demolition.
- 3) The public purpose or interest in land or buildings to be protected.
- 4) The existing character of the setting of the structure or area and its surroundings.
- 5) Whether or not a relocation of the structure would be a practical and preferable alternative to demolition.
- 6) Whether or not the proposed demolition would affect adversely or positively other historic buildings or the character of the historic district.
- 7) Whether or not there has been a professional economic and structural feasibility study for rehabilitating or reusing the structure and whether or not its findings support the proposed demolition.

Denial

**RESOLUTION OF DENIAL OF A CERTIFICATE OF APPROPRIATENESS FOR DEMOLITION OF
THE STRUCTURE AT 1301 WERTLAND STREET**

WHEREAS, on June 2, 2025, Steven W. Blaine, with Woods Rogers Vandeventer Black PLC (“Applicant”), on behalf of 1301 Wertland LLC and JSB Development LLC, the owners of certain land identified within the City of Charlottesville, Virginia (“City”), real estate assessment records as Parcel Identification number 04030300 and currently addressed as 1301 Wertland Street (“Property”), requested a Certificate of Appropriateness (“CoA”) for the demolition of the existing, two-story, brick *Wertenbaker House* (“Structure”) on the Property (“Requested CoA”); and

WHEREAS, per City Code Chapter 34, Section 2.9.2.B.6., in 1999, the City established the Wertland Street Architectural Design Control District (“ADC District”); and

WHEREAS, the Property is within the Wertland Street ADC District, and the Structure designated a “contributing structure” within the ADC District; therefore, per City Code Chapter 34, Section 5.2.7.A.1.c., its demolition is subject to review by the City’s Board of Architectural Review (“BAR”), and requires approval of a CoA; and

WHEREAS, on May 20, 2025, in a Motion approved 7-0, the BAR denied the Requested CoA, stating it had “considered the standards set forth within the City Code, including the ADC District Design Guidelines” and “the proposed demolition of 1301 Wertland Street [BAR #HST 25-0068] does not satisfy [ø] the BAR’s criteria and guidelines and is not compatible with this property nor other properties in the Wertland Street ADC District” and, in its discussion and Motion, stating the reasons for denial, and;

WHEREAS, on June 2, 2025, as permitted by City Code Chapter 34, Section 5.2.7.E.1.b. and c., the Applicant appealed to City Council of the City of Charlottesville, Virginia (“City Council”), the BAR’s denial of the Requested CoA (“Appeal”); and

WHEREAS, on September 2, 2025, per City Code Chapter 34, Section 5.2.7.E.1.d., following a review of the Appeal, the Project, and the Application, and having considered relevant information and opinions, including the BAR’s determination, the City Staff Report, the City’s ADC District Design Guidelines, and the City’s standards for considering demolitions of contributing structures within ADC Districts (City Code Chapter 34, Section 5.2.7.D.1.b.), this City Council determines the requested demolition of the Structure at the Property does not satisfy the design guidelines and review criteria, and is not compatible with this Property.

NOW THEREFORE, BE IT RESOLVED by City Council that, pursuant to the reasons stated below, *inter alia*, a CoA is hereby denied for the requested demolition of the Structure at the Property:

- [INSERT]

	<u>Aye</u>	<u>No</u>
Oschrin	___	___
Payne	___	___
Pinkston	___	___
Snook	___	___
Wade	___	___

Approved by Council
September 2, 2025

Kyna Thomas, MMC
Clerk of Council

Approval

**RESOLUTION OF APPROVAL OF A CERTIFICATE OF APPROPRIATENESS FOR DEMOLITION OF
THE STRUCTURE AT 1301 WERTLAND STREET**

WHEREAS, on June 2, 2025, Steven W. Blaine, with Woods Rogers Vandeventer Black PLC (“Applicant”), on behalf of 1301 Wertland LLC and JSB Development LLC, the owners of certain land identified within the City of Charlottesville, Virginia (“City”), real estate assessment records as Parcel Identification number 04030300 and currently addressed as 1301 Wertland Street (“Property”), requested a Certificate of Appropriateness (“CoA”) for the demolition of the existing, two (2)-story, brick *Wertenbaker House* (“Structure”) on the Property (“Requested CoA”); and

WHEREAS, per City Code Chapter 34, Section 2.9.2.B.6., in 1999, the City established the Wertland Street Architectural Design Control District (“ADC District”); and

WHEREAS, the Property is within the Wertland Street ADC District, and the Structure designated a “contributing structure” within the ADC District; therefore, per City Code Chapter 34, Section 5.2.7.A.1.c., its demolition is subject to review by the City’s Board of Architectural Review (“BAR”), and requires approval of a CoA; and

WHEREAS, on May 20, 2025, in a Motion approved 7-0, the BAR denied the Requested CoA, stating it had “considered the standards set forth within the City Code, including the ADC District Design Guidelines” and “the proposed demolition of 1301 Wertland Street [BAR #HST 25-0068] does not satisfy [ø] the BAR’s criteria and guidelines and is not compatible with this property nor other properties in the Wertland Street ADC District” and, in its discussion and Motion, stating the reasons for denial, and;

WHEREAS, on June 2, 2025, as permitted by City Code Chapter 34, Section 5.2.7.E.1.b. and c., the Applicant appealed to City Council of the City of Charlottesville, Virginia (“City Council”), the BAR’s denial of the Requested CoA (“Appeal”); and

WHEREAS, on September 2, 2025, per City Code Chapter 34, Section 5.2.7.E.1.d., following a review of the Appeal, the Project, and the Application, and having considered relevant information and opinions, including the BAR’s determination, the City Staff Report, the City’s ADC District Design Guidelines, and the City’s standards for demolitions of contributing structures within ADC Districts (City Code Chapter 34, Section 5.2.7.D.1.b.), this City Council determines the requested demolition of the Structure at the Property satisfies the design guidelines and review criteria, and is compatible with this Property.

NOW THEREFORE, BE IT RESOLVED by City Council that, pursuant to the conditions below, a CoA is hereby approved for the requested demolition of the Structure at the Property, expressly conditioned upon the occurrence of the following before issuance of a Demolition Permit:

- Building will be documented thoroughly through photographs and measured drawings according to the Historic American Building Standards, information should be retained by the City’s Department of Neighborhood Development Services and Virginia Department of Historic Resources.

	<u>Ave</u>	<u>No</u>
Oschrin ____	____	____
Payne ____	____	____
Pinkston ____	____	____
Snook ____	____	____
Wade ____	____	____

Approved by Council
September 2, 2025

Kyna Thomas, MMC
Clerk of Council

1301 Wertland Street BAR Denial Appeal**Draft BAR Meeting Minutes - Excerpts 1301 Wertland Street****City of Charlottesville****Board Of Architectural Review****Regular Meeting****May 20, 2025 – 5:00 PM****Hybrid Meeting (In person at City Council Chambers & virtual via Zoom)**

Members Present: Carl Schwarz, Roger Birle, Cheri Lewis, James Zehmer (chair), David Timmerman, Kate Tabony, Jerry Rosenthal (Absent: Ron Bailey. One seat vacant.)

Staff Present: Patrick Cory, Kate Richardson, Jeff Werner, Remy Trail

Certificate of Appropriateness Application

BAR # 25-0068

1301 Wertland Street, TMP 040303000

Wertland Street ADC District

Owner: 1301 Wertland LLC JSB

Applicant: Edward Carrington

Project: Demolition of contributing structure

Jeff Werner (Staff Presentation) – A CoA request before you for demolition of the structure at 1301 Wertland Street. Given the circumstances, I appreciate your patience while I go through and cover what I need to. This is the Wertenbaker House, and Ben Ford, from his research for the phase one archaeological [investigation], which was done at the site a couple years ago, was able to determine from Chancery records that the house was built in 1843. There had been some question about when, so we finally have a solid date. This is the Wertenbaker House, a two-story, three-bay, brick house with a rear ell. Constructed by William Wertenbaker, who was the second librarian of the University. He was hired in February 1826 by Thomas Jefferson, and was there for 54 years. The house was built in a Greek Revival / Federal style, but in the late 1800s you see the addition of the porch and the ornate cornice. The original house [is] still intact, but those changes reflect what was done in the late 1800s.

This [demo CoA] request came in—and I know we had had a prior COA request to construct a new building on that site that project, I don't know the status of that, but it's not relevant here. [See BAR CoA #'s 22-09-03 and 24-10-01.] The request before you is for the demolition. A lot of folks asked should the BAR do this or that, and [they offer me] recommendations, so I want to be clear that, per Charlottesville City code Chapter 34, Division 5.2.7 [etc.], when you are reviewing a demolition request--and, per our code, a contributing structure within an ADC district, and this is within the Wertland Street ADC District--the demolition of a contributing structure requires a COA. And whether that CoA is approved by the BAR or by Council on appeal, the COA is required.

Then, per code [the BAR's] review is limited to [a] finite list to work from, and it's in our code. So, I will quickly refer to that. (Note: Staff reviewed the summary in the May 20, 2025 BAR

staff report.) [Per the code] the “review is limited to the following factors in determining whether or not to permit the moving, removing, encapsulation, or demolition in whole or in part of contributing structure.” The first [factor], the architectural, historical, and cultural significance, if any, of the specific structure property, including without limitation, and the first question is “the age of the structure.” We know that it was constructed in 1843. Next question is whether it has been designated on the Virginia Landmarks Register or the National Register of Historic Places. Yes, it is a contributing structure within the Wertland Street Historic District, which is listed on the state and national registers. [BAR] purview over this project is determined by a local ordinance--so it's not because of the National Register designation that you have purview—however, in your consideration of the demolition of a structure, [it] is appropriate given that we use the Secretary of the Interior’s Standards when evaluating [a CoA request], so the fact that it is on the state and national registers is an important fact to consider. It’s worth noting that in 1974, the Charlottesville Landmarks Commission, in response to requests from Council, identified the Wertenbaker House as one of the city’s historically and architecturally significant structures. In 1984, the Wertland Street Historic District was listed on the Virginia Landmarks Register and the following year it was listed on the National Register of Historic Places. For both [designations], 1301 Wertland is identified as a *contributing resource*. In 1999, City Council formally established by ordinance Wertland Street ADC District and 1301 Wertland was designated a *contributing structure*.

The next question is whether and to what extent the building or structure is associated with an historic person, architect, craftsman, or event. As I noted, the house was constructed in 1843 by William Wertenbaker, who served as the second librarian for the University, and serving until 1880. This was the residence for Mr. Wertenbaker and his family during that time. The next question is whether the building or structure or any of its features represent an infrequent or first or last remaining example within the city of a particular architectural style or feature. I wrote [in the staff report], within the city the Wertenbaker Houses is one of approximately 20 extent buildings constructed prior to 1850. Maybe one or two others, the numbers are a little odd in GIS. But, yes, this is one of the few houses in the city built prior to 1850. Certainly, it's significant due to its association with the early University; it's association as the oldest structure within the Wertland Street Historic District; and when the state and national register districts were established, 25 primary structures dating from 1843 to 1930 were identified as contributing, and of these 23 still remain, so only two of those 25 primary structures have been razed. This district is relatively intact.

The next question is whether the building is of such old or distinct design, texture, material that it could not be reproduced or could be reproduced only with great difficulty. I think you could argue that, but I would say that it could certainly be reproduced physically, but I think an accurate reproduction would require period materials and construction methods, so would not just be going to Lowes and rebuilding it. The next question is the degree to which distinguishing characteristics, qualities, features, and more materials remain. From best I can the house was constructed in 1843, and we know it was remodeled in the late 19th century. We know it has had a lot of repairs. Some of those are documented by the work that was done in 1983, working with the Virginia Department of Historic Resources. I'm not certain what exact year the work was done, but overall the house remains, in its current form, very close to what you would have seen--and you could see that the old photographs--in the 19 century.

The next question is whether to what extent the structure is linked historically or aesthetically to other buildings within [the ADC District]. Wertland Street is individually unique in its architecture and its association with the university. It's additionally significant as part of what is described in the National Register nomination as a cohesive district of 19th century dwellings associated with the University. [The guidelines] ask if the overall condition and structural integrity of the building has been evaluated by professional engineer. The applicant submitted a structural report prepared by Dunbar, dated April 28 2025, and the comments were that the building--I don't have the exact words--but they recommended some repairs were necessary. The next question is whether and to what extent the applicant proposes means, methods, or plans for moving or removing the demolishing the structure. Essentially, are they planning to save anything? No, my understanding is to raze the building entirely. Furthermore, per code, [the BAR is] asked to review any applicable information from the city's [ADC District] design guidelines. Those are very similar to what we just went through from the code. There is an additional question: Is there a public necessity for the proposed demolition? Not that I am aware of. [The guidelines then ask] the public purpose or interest in land or buildings [being] protected. [From the staff report], the Wertland Street ADC District was established by City code, adopted by the City of Charlottesville, so locally its historic significance has been acknowledged and this is not the question before you. That is a fact. And the fact that it's listed on the state and national registers certainly attest to that importance. [From the staff report], I said of the existing character of the setting of [1301 Wertland Street] and its surroundings, I mentioned that of the 25 primary structures listed as contributing, 23 still remain. [1301 Wertland Street] being one of them. [In the guidelines, the BAR is asked to consider] whether or not relocation is structurally practical or a preferable alternative to demolition. I not qualified to comment on the practicality of moving this structure, but you can certainly raise that with the applicant. The next question is whether or not the proposed demolition would affect--adversely or positively--other historic buildings in the historic district. The response to that is, while unique and one of the oldest buildings there, a historic district is the *sum of its parts*. That's the intent of the historic district, and you can't just keep removing *panels from the quilt* and hope that the quilt will remain. The last question is whether or not a professional economic and structural feasibility study for rehabilitating or reusing the structure [has been prepared] and whether or not it's finding support the proposed demolition. As I noted. the April 28 2025 report from Dunbar concluded the structure overall is considered adequate and recommended a list of repairs being considered. That is my review of what's required of the BAR to consider. In reviewing those, as I state in the staff report, applying that review criteria and the design guidelines, staff recommends against approving the requested demolition COA to raze the structure at 1301 Wertland Street. Should you all deny the request, I recommend that the motion include the specific reasons for the decision. You don't have to get into precision, but [if] this is appealed to Council, that that advice is communicated to Council in your motion. Should the BAR consider approval of the requested COA, staff recommends a condition requiring that prior to approval of the demolition permit--similar to what you did to 218 West Market [earlier on the agenda]--the structure would be documented thoroughly with photographs and measured drawings according to the Historical American Building Standards, with the documents submitted for the BAR archives. Finally, per City code Chapter 34 Section 5.2.7 E., within 10 business days of the date of this meeting, should you make a decision tonight, that action can be appealed to City Council, and that action can be appealed either the applicant or any aggrieved party that disagrees with the BAR's action. Because next Monday is a holiday, Wednesday June 4 would be the deadline for those 10 days to

submit an appeal. An awful lot there. I appreciate your patience. D/o you have any questions for me?

Mr. Zehmer - Thank you very much. [Is] the applicant here or online?

Staff - No. [The applicant, Edward Carrington, was not present to make a presentation or answer questions from members of the BAR.]

QUESTIONS FROM THE PUBLIC

No Questions from the Public

QUESTIONS FROM THE BOARD

No Questions from the Board

COMMENTS FROM THE PUBLIC

Genevieve Keller (504 North 1st Street) – I am representing Preservation Piedmont tonight. The Preservation Piedmont Board met on site on May 8th to acquaint ourselves with Wertland Street and the Wertenbaker House and the environments. We are concerned and shocked that anybody would seriously consider removing the Wertenbaker House from Wertland Street. At this moment, the Wertenbaker House is Charlottesville's most significant endangered historic place. Its demolition would, not only erase a piece of local history, but also disrupt a place tied to our community and the University of Virginia's historic, urban development. William Wertenbaker was among the early staff and faculty members to establish a neighborhood near and outside the boundaries of the Academical Village. He was selected by Jefferson as UVAs librarian. Wertenbaker worked in the nearby Rotunda and served in that capacity as librarian from 1826 to 1891. He was, at one time, secretary of the Board of Visitors. He served the community as sheriff and postmaster. This is not the first time that this house has been threatened. We have a file of clippings, letters, and notes documenting the other times. This house has endured. In the 1980s and 1990s, the City Council made decisions to support his house as part of our important Wertland Street District. It designated the house locally as an Individually Protected Property and denied developers approval to have it demolished. Instead of being demolished, the Wertenbaker House became one of the first local buildings to be approved for a federal tax credit rehabilitation, signifying both state and national acknowledgement of its architectural and historic significance to our community. Instead of being demolished to provide more housing and revenue, apartments were developed behind it. In 2023, the BAR again approved new infill construction immediately adjacent and east of the house. It has not been built. Apparently, this was not enough concession because they are back again to propose destroying it entirely. Instead of destruction, this important place in our history warrants another updated federal tax reducing certified rehabilitation. As staff said, this is a rare surviving example of Charlottesville's early 19th century domestic brick architecture. Its 2-story porches are unique architectural features. The house spans our collective history as a residence established by one of the University's first students, its longtime librarian, the unforced workplace of at least 3 enslaved individuals, and later home to generations of students who have lived, studied, partied, and played music. It has witnessed desegregation and coeducation. Please vote tonight to deny this application for demolition.

Jody Lahendro (1335 Stonegate Court) – I am a preservation architect with my office here in Charlottesville. Thank you for the opportunity to comment. I wish to go on record in opposition to the demolition request for this house. The staff report and staff's introduction did a great job of talking about and indicate documenting the importance of William Wertenbaker and his role in creating the University of Virginia. The report highlights the 1842 house and Wertenbaker Subdivision of Property that created today's Victorian Era Wertland Street residential community. Compared to the shiny new apartment buildings, the Wertenbaker House and historic district are portrayed as shabby, worn-out artifacts that no longer serve a useful purpose. In fact, Dunbar's recent structural report found the house to be in sound condition with minor repairs due to the current lack of maintenance. Only a lack of imagination keeps the historic house from being revitalized to serve much needed modern uses. For over 50 years, since 1974, the city has identified the Wertenbaker House as one of its most historically and architecturally significant structures. It has enforced its preservation along with the Wertland Street Historic District for 26 years. After recent years of developers and the city eroding the historic district with large apartment complexes, a developer feels confident enough to seek destruction of the Wertenbaker House, the lynchpin upon which the district hangs. In evaluating this request, I urge you (BAR) to consider what it would mean to destroy the Wertenbaker House with its memory of our community in the 19th century, and even more impactful, to replace it with a large, transient housing complex.

Breck Gastinger (612 Wine Cellar Circle) – I wanted to call in today in opposition to the demolition. Knowing this project from multiple applications over the years and learning more about its history and its impact on the Wertland Street landscape made me understand how critical it is to our civic infrastructure. I love Ms. Keller's description of this as a witness tree. In a way, it is very much that. I think reasonable application of our Guidelines would recommend swift denial of this application. The thing that made me want to call in and register my thoughts on this was that, more than any other project in the last year, I have gotten more comments from the public to me thinking that I was still on the Board, in opposition to the removal of this house. Public members have some distress over potential removal of this structure.

Kevin Blair – This building, unlike 144 Chancellor Street, is a beautiful example of historic history. It is wonderful structure that should be preserved.

Mr. Zehmer – We received eight letters, two from the same person, in opposition to the demolition request. We will add those letters to the record, but for tonight I will read the names of the people who wrote the letters. [See notes on Appendix.] Virginia Doherty, a former mayor of Charlottesville; Bill Emory; Christine Sweeter; Katherine Slaughter, also a former mayor; Bitsy Waters, a former mayor; Mary Wiley; and Robert Yule. Thank you for submitting those letters in opposition of the demolition of the Wertenbaker House.

COMMENTS FROM THE BOARD

Mr. Zehmer – I think it is pretty clear in my mind that we cannot allow the demolition of this house. It is extraordinarily significant to the history of the city of Charlottesville. Having been intimately familiar with the Rotunda at the University, Thomas Jefferson called it his temple of knowledge. He built that in a time where most universities and colleges in the nation had a chapel as their central building. He called it the temple of knowledge because he championed the

separation of church and state. It housed the library in his temple. That means this particular house [1301 Wertland Street] is the house of his first and chief priest. That reinforces the importance of education, the importance of a library, the importance of a librarian. This house is historic in its own right, and historic in the neighborhood that is built around it. I cannot support demolition approval.

Ms. Lewis – I am disappointed that the applicant is not here and has not bothered to call in. For such an important application, taking down a building this old in the city that I think they bear the burden of addressing our guidelines. That is what we are driven by. We are not just people that are randomly making a decision here. We are only charged with enforcing guidelines. There are specific guidelines that staff read out in their entirety that address demolitions. I have never seen a demolition where every single criteria is met against demolition. This is an important, historic figure associated with the building who built the building. He created this entire district. The quality of the craftsmanship and the beauty of this building. It certainly has been encroached upon by a lot of multifamily housing. It is too bad that it does not have a little more space around it. In my opinion, the applicant has the burden of showing us why it should be demolished and why it does not meet the criteria for keeping it. We are lacking hearing anything from the applicant tonight. I am disappointed in that considering how much that people have called in, written in. We have heard from people. Three of the letters that we received are from former mayors. Those mayors individually are businesspeople. They are advocates. They are not preservation people. They are mayors that advocated for the development of the Downtown Mall, who advocated for The Omni to come to downtown. They are economic development inclined mayors. They are falling on this in the same position that everyone on this dais thinks. This building should not be demolished. I am disappointed. I also want to note that this building does need maintenance. Demolition by neglect is not an avenue for this applicant. I would encourage the city to do its own inspection, make sure this building is stable, and cite the owner if there are things that need to be addressed. You can't let something like this fall apart. That is essentially what they have done.

Mr. Schwarz – This is probably going to go to Council. While many applicants will use the argument that the new zoning ordinance and Comprehensive Plan call for more housing and denser development. Our Comprehensive Plan talks a lot about historic preservation. Chapter 4 of the Comprehensive Plan, the Land Use Chapter, some of the goals that are at the front of chapter are 'systematically inventorying and evaluate all historical, cultural, natural resources, landscapes, and open spaces as critical elements that make Charlottesville special.' This building has been inventoried and evaluated. It has been declared an IPP. It is on the National Register. It is a contributing structure. It has been declared important. 'Communicate about historic resources, educate current and potential property owners of historic resources and the community in general about the significance of historic properties. Provide effective protection of Charlottesville's historic resources, including through recognition, incentives.' The Comprehensive Plan is not just about more density, more housing. It is also about protecting our cultural and historic resources.

Mr. Werner – Mr. Schwarz, you are correct. In 1973, the city established the Landmarks Commission to look at historic properties throughout the city. At that time, it was only the small district that existed downtown that was established in 1959. It took a while for the city to get to

where it was establishing local districts. I checked that to see if it had been individually listed. I couldn't find it.

Mr. Timmerman – Based on the changing landscape that is happening, because of the new Comp Plan and the new zoning, it is important for us as a community to come together and start thinking about where we draw these lines in the sand. This is a great place to start. There is no one point on here that anybody can really dispute. The fact that a structural report that tells us that the house is in stable condition only reasserts that. In some ways, it is a bit disrespectful in my opinion, as is the inability for the applicant to come and state their case. I hope that Council hears us and all these points.

Ms. Tabony – There is something special about Charlottesville. New developments can sit adjacent to old, very unique properties that are very much contributing to the history and the story of this place. The conversation between those two conditions is what I think will keep Charlottesville a unique city and continue to keep it a destination city and something that we can be proud of and love. I cannot support the demolition of this building.

Mr. Birle – It was Mr. Lahendro that said it is really a lack of imagination. Clearly, as Ms. Lewis said, it checks every box. There is no reason this should be demolished unless there were some structural reasons. Their submission of a structural report that says it is adequate structurally. Rather than thinking of it as a hindrance, this should be celebrated as an opportunity to do something neat for the community and restore it.

Mr. Zehmer – In the landmark survey, there is a handwritten note when they interviewed Ms. Alicia W. Flynn, who is the great granddaughter of the builder, William Wertenbaker, in 1971. It says, 'offers have been made to buy the property; rumors, apartment building on site.' We have been fighting this for 54 years. This is not something new. It is probably not the last time. Quite frankly, not on my watch.

Motion to deny CoA [See BAR action memo for formal correspondence to applicant]

Ms. Lewis – Having considered the standards set forth within the City Code, including the ADC District Design Guidelines, I move to find that the proposed demolition of 1301 Wertland Street does not satisfy the BAR's criteria and guidelines and is not compatible with this property for the following reasons: I would note all of Mr. Werner's comments and guidelines cited [from staff report]. Specifically:

- There is no public necessity to proposed demolition. There is no reason this has to happen. It's just private greed.
- There is public purpose and interest in the building being protected. We've been trying to protect this for a long time, for half a century, against threats.
- No demonstration if relocation or other alternative might be available. The applicant is not here to address that.
- The proposed demolition would adversely affect all other buildings, 23 buildings in particular, in this historic district, because [the Wertenbaker House] is the anchor in the Wertland ADC District.
- There is no reason for demolition that has been stated, that is one of the guidelines for [the BAR] to consider to applicant's reason. We don't have that here because [the

applicant] didn't bother to appear tonight. The application doesn't tell me the reason, except for redevelopment, I would guess.

- There has not been an economic feasibility study for rehabbing or reusing the structure. We have a structural report.
- The applicant has not demonstrated they have exhausted all other alternatives before the application to demolish.
- The applicant has not offered that if they demolish the building, they would document the building thoroughly with measured drawings [and etc.]. None of us want this demolished anyway, but there has been no offer of that. (I'll accept any friendly amendments.) [Staff noted applicant had provided a 3D Point Cloud scan of the building as well as a Phase I archeological survey. Not certain if that satisfies documentation criteria. Don't have technical capability to share tonight.]
- Mr. Zehmer - This property is extraordinarily significant to the history of the University and to City of Charlottesville and as the principal residence of the University's first, technically second, but longest serving librarian who was selected by Thomas Jefferson.

Ms. Lewis - I'll accept that additional amendment, citing the reason why do not support demolition.

Mr. Zehmer - Do I hear a second?

Mr. Rosenthal - I second the motion. [Staff noted the draft motion in the Staff Report inadvertently referred to the Downtown ADC District. Ms. Lewis noted she omitted that in her motion.]

Mr. Zehmer - We will vote.

Mr Schwarz - Yes, for denial.

M. Birle - For denial.

Ms. Lewis - For denial.

Mr. Timmerman - Yes, for denial.

Mr. Tabony - Yes, for denial.

Mr. Rosenthal - Yes, for denial.

Mr. Zehmer - Yes, for denial.

Motion passes 7-0.

Appendix

E-mail received by BAR staff.

Wednesday, May 14, 2025 2:24 PM

From: Christine Sweeter.

I urge you to deny the demolition of the Wertenbaker house. We need to save history and the history of Charlottesville. Surely, a house that sheltered an important figure of UVA and was appointed by Mr. Jefferson should not be torn down. Please don't destroy history.

Thank you.

Thursday, May 15, 2025 8:51:44 PM

From: Mary Wiley

Please do not allow 1301 Wertland St to be demolished. It is a beautiful and historic home with links to the University and to the community. Much of the original land around it is already used for housing. Don't allow more to be built in place of this lovely house.

Thank you

Friday, May 16, 2025 9:38:02 AM

From : Kay Slaughter

I oppose the demolition permit for the Wertenbaker House at 1301 Wertland St., the centerpiece of the Wertland Street Architectural Design Control District. The house, built around 1830, may be the oldest remaining house in Charlottesville. It is a handsome period structure, close to the home where Georgia O'Keeffe and her family lived in the early 20th Century. While the Wertenbaker House deserves protection for its own sake, clearly this demolition request is preliminary to destroying the entire Wertland National and State Historic District. Other Virginia cities, like Richmond and Staunton, have done a much better job than Charlottesville in protecting its historic fabric. We have the opportunity in this case to preserve an important historic building in our beautiful and historic town. Please do not approve this demolition, and require appropriate enforcement of the law so that demolition by neglect of the Wertenbaker House, a designated National Historic Building, will not continue. Please vote no.

Sincerely,
Kay Slaughter

Sunday, May 18, 2025 4:48:02 PM

From: Virginia Dauherty

Dear Mayor Wade and City Council members, Please do not allow the Wertenbaker house to be torn down. It is simply too charming and unusual architecturally and one of the many interesting structures that make Charlottesville and not just Any Town, USA. We have to work to preserve the special flavor of our city, especially with so much new construction going on. The historic

significance of the house makes it even more important, because the forces against true history are strong right now.

Thank you,
Virginia Daugherty

Monday, May 19, 2025 4:33:11 PM

From: Bitsy Waters

Dear BAR and City Council, I'm writing to strongly encourage you to deny the Certificate of Appropriateness for demolition of the Wertenbaker House on Wertland St. This is one of the oldest remaining houses in the city. It has very important historical significance and despite many changes in parts of the area, this house is still the main contributor to its namesake historic district. If we don't protect a property like this, we should question whether we are serious about protecting any of what remains of Charlottesville's historical fabric and character.

I realize this house needs reinvestment, but the current owners bought it very recently. They had to know it had historical protection. Often owners have allowed these significant properties to deteriorate so they or future owners have an excuse to demolish them. Demolition by neglect should not be an acceptable rationale for destroying properties with the significance of the Wertland property.

The City has many competing priorities. We have lost many of our historic buildings and areas to these competing interests. We have to draw the line somewhere or the U VA lawn and the Downtown Mall will be the only built history we have left. Great cities of all sizes preserve their history and character, otherwise they can become anyplace USA. Please save the Wertenbaker House and other historic houses on Wertland so we can continue to be a special great city.

Monday, May 19, 2025 9:27:36 PM

From: Robert Yule

I read with dismay about the application to demolish 1301 Wertland Street. As a former historian of the University Guide Service (1996-1997), I knew well the history of William Wertenbaker, the second librarian of UVA and appointed by Thomas Jefferson. While many might not know his name beyond Wertland Street, he is an important part of UVA history, and is even more famous for his connection to Edgar Allan Poe. He had befriended Poe when he was a student in 1826, and is one of our best sources of Poe's life at the University. It is Wertenbaker's words you'll hear when you listen to the recording at Poe's room at 13 West Range The house is an iconic and beloved part of the Wertland neighborhood, and one of the last vestiges of that historical time period. We're so lucky to still have it - please don't destroy this piece of history.

Sincerely,
Robert Yule

Tuesday, May 20, 2025 10:52:42 AM

From: Bill Emory

Dear Board of Architectural Review, Please do vote to retain the Wertenbaker House for another 200 years. I deeply appreciate your collective knowledge and selfless service to our City.

Bill Emory

(I recognize that the protective power of an ADC is set by state government. But I do hope you will oversee the rewriting of the guidelines generally. The continued destruction of the fabric of Charlottesville is disheartening in the extreme.)

**City of Charlottesville
Board of Architectural Review
Staff Report
May 20, 2025**



Certificate of Appropriateness Application

BAR # 25-0052

1301 Wertland Street; TMP 040303000

Wertland Street ADC District

Owner: 1301 Wertland LLC and JSB Development LLC

Applicant: Edward Carrington, Seven Development

Project: Demolition of structure



Background

Year Built: 1843 (VDHR #44AB0732, Rivanna Archeological Services, August 2023)

District: Wertland Street ADC District

Status: Contributing structure

Wertenbaker House: A two-story, three-bay, brick house with a rear ell. (William Wertenbaker was UVA's second librarian, serving from 1826 until 1880.) Built in the Greek Revival style, renovations in the late-1800s included the Victorian porch and ornate cornice. In 1842, Wertenbaker acquired 27-acres from James Dinsmore's estate. He sold all but 6.25-acres, on which the house was built. By 1886, the parcel was 1.4-acres. By the 1980s, it had been reduced to 0.4-acres. See maps in Appendix. Historical surveys attached.

Prior BAR Reviews

(See Appendix.)

Application

- Applicant submittal: Dunbar Structural Condition Assessment of 1301 Wertland Street, dated April 28, 2025. The applicant also made available measured floor plans for the house (attached) and the Phase I Archeological Investigation of the site completed by Rivanna Archeological Services in August 2023, accessible at: [Wertenbaker House Ph I – RAS Aug 2023](#)

Request CoA for demolition of the existing two-story, brick Wertenbaker House. [At this time, the applicant has not determined if the previously approved, multi-story apartment building will be constructed. See BAR CoA #'s 22-09-03 and 24-10-01 for reference.]

Discussion

From the Structural Condition Assessment submitted by the applicant, the house was determined to be in an adequate condition, with repairs recommended (excerpt below). No value is assigned to the proposed repairs.

While the structure overall is considered adequate, we recommend the following repairs should be considered.

- Patch all holes in the soffit and repair areas of rot and insect damage.
- Replace rotted fascia where necessary.
- Reinstall loose bricks in deteriorated piers.
- Replace all inadequately supported posts with new footings extending below frost depth (minimum 18”).
- Permanently patch holes in bathroom floors.

See staff’s notes (below) under *Criteria for Review and Decision per City Code* and *ADC District Design Guidelines for Considering Demolitions*. In summary, staff suggests application of the review criteria and the design guidelines recommends against approving the requested demolition CoA to raze the structure at 1301 Wertland Street.

Should the BAR deny the requested CoA, staff recommends the motion include the reasons for the decision.

Should the BAR approve the requested CoA, staff recommends a condition requiring that prior to approval of a demolition permit, the structure will be documented thoroughly with photographs and measured drawings according to the Historic American Building Standards, with the documentation submitted for the BAR archives.

Finally, per City Code Chapter 34, Section 5.2.7.E., within 10 business days of the date of the BAR decision, that action can be appealed to City Council.

Suggested Motions

Approval: Having considered the standards set forth within the City Code, including the ADC District Design Guidelines, I move to find that the proposed demolition of 1301 Wertland Street satisfies the BAR’s criteria and guidelines and is compatible with this property and other properties in the Downtown ADC District, and that the BAR approves the application *as* application with the following condition:

- Prior to approval of a demolition permit, the structure will be documented thoroughly with photographs and measured drawings according to the Historic American Building Standards, with the documentation submitted for the BAR archives.

Denial: Having considered the standards set forth within the City Code, including the ADC District Design Guidelines, I move to find that the proposed demolition of 1301 Wertland Street does not satisfy or the BAR’s criteria and guidelines and is not compatible with this property and other properties in the Downtown ADC District, and for the following reasons the BAR denies the application as submitted: ...

Criteria, Standards, and Guidelines

Note re: BAR authority: Per Code, the BAR is charged only with the authority to approve or deny a design review CoA, following an evaluation applying the criteria under Code Sec. 34-5.2.7. Major Historic Review. The BAR does not evaluate a proposed use. Additionally, per Code Sec. 34-5.2.7.E.2., the issuance of a CoA “cannot, in and of itself, authorize any construction, reconstruction, alteration, repair, demolition, or other improvements or activities requiring a building permit. Where a building permit is required, no activity authorized by a [CoA] is lawful unless conducted in accordance with the required building permit and all applicable building code requirements.”

Review Criteria Generally

Per Chapter 34, Div. 5.2.7. C.2:

- a. In considering a particular application the BAR will approve the application unless it finds:
 - i. That the proposal does not meet specific standards set forth within this Section or applicable provisions of the City’s design guidelines; and
 - ii. The proposal is incompatible with the historic, cultural or architectural character of the district in which the property is located or the IPP that is the subject of the application.
- b. The BAR will approve, approve with conditions, or deny applications for Certificates of Appropriateness in accordance with the provisions of this Section.
- c. The BAR, or City Council on appeal, may require conditions of approval as are necessary or desirable to ensure that any new construction or addition is compatible with the scale and character of the Architecture Design Control District, Individually Protected Property, or Historic Conservation District. Prior to attaching conditions to an approval, due consideration will be given to the cost of compliance with the proposed conditions as well as the goals of the Comprehensive Plan. Conditions may require a reduction in height or massing, consistent with the City’s design guidelines and subject to the following limitations: [not germane]
- d. Demolition: The BAR, or City Council on appeal, may make such requirements for, and conditions of approval as are necessary or desirable to protect the safety of adjacent buildings, structures, or properties, and of any persons thereon; and, in case of a partial removal, encapsulation or demolition:
 - i. To protect the structural integrity of the portions of a building or structure which are to remain following the activity that is the subject of a building permit; or
 - ii. To protect historic or architecturally significant features on the portions of a building or structure which are to remain following the activity that is the subject of a building permit.

Criteria for Review and Decision per City Code

Chapter 34, Div. 5.2.7. D.1.b.

Review is limited to following factors in determining whether or not to permit the moving, removing, encapsulation or demolition, in whole or in part, of a contributing structure or IPP:

- i. The historic, architectural, or cultural significance, if any, of the specific structure or property, including, without limitation:
 - a) The age of the structure or property;
 - Staff Note: Recent research by Rivanna Archeological Services determined the two-story, brick house was constructed in 1843.

b) Whether it has been designated a National Historic Landmark, listed on the National Register of Historic Places, or listed on the Virginia Landmarks Register;

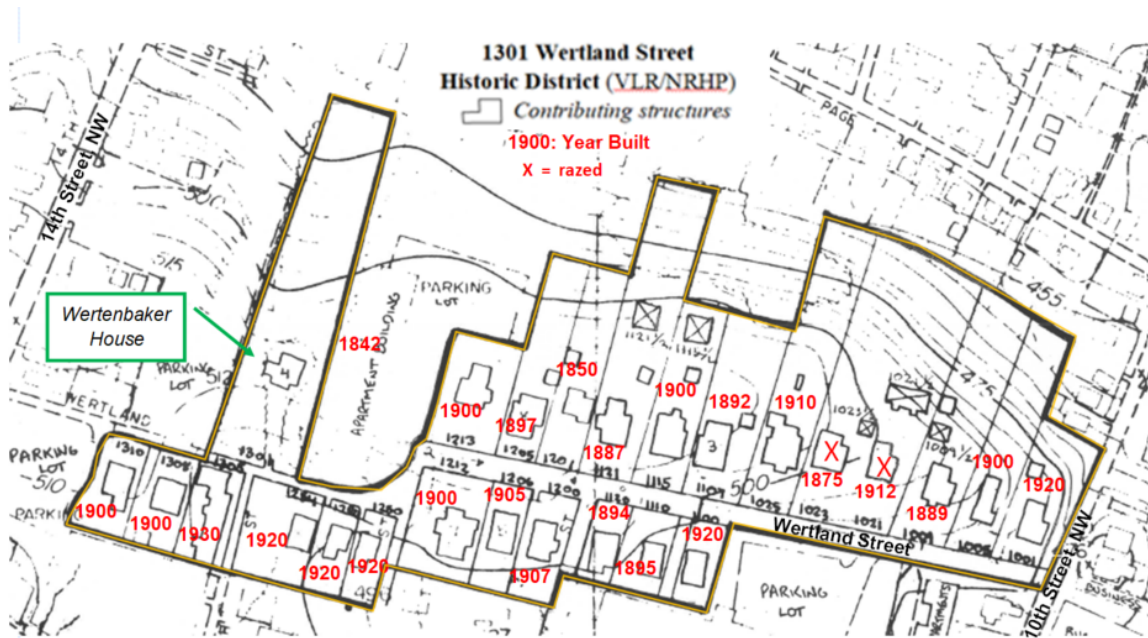
- Staff Note: The Wertenbaker House (VDHR #104-0136-0023 and #104-0047) is a contributing structure in the VLR/NRHP-listed *Wertland Street Historic District* (VDHR #104-136). www.dhr.virginia.gov/historic-registers/104-0136/

From the NRHP listing:

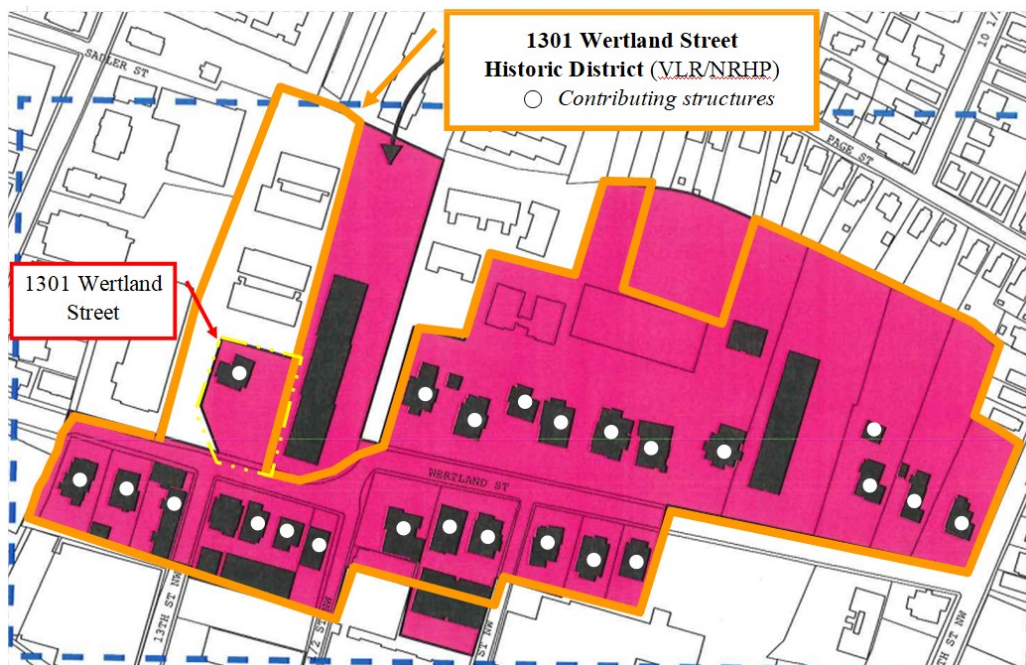
1301 Wertland Street (Wertenbaker House): brick (random bond); 2 story with high basement: standing seam metal gable roof: 3 bay: 3 bay one story front porch: one bay second story porch; central bay entrance; six-over-six double hung sash windows; front door with side lights and transom; doors and windows with architrave frames; 2 interior chimneys; 2 story rear addition. Ca 1830. Federal style. Built by William Wertenbaker, chosen by Thomas Jefferson as librarian for the University of Virginia.

The Wertland Street Historic District is significant because of its historic and architectural associations with both Charlottesville and the University of Virginia. Beginning with the 1830 construction of the Wertenbaker House, home of the University's second librarian, through current times as a residential area for faculty and students, the development of Wertland Street has closely paralleled the growth of the University. Containing the most undisturbed and cohesive collection of Victorian vernacular design houses left in Charlottesville, the district has remained relatively unchanged for seventy years, avoiding the forces of change that have altered the area surrounding it and many of the other neighborhoods surrounding the University of Virginia. While the recently listed Rugby Road-University Corner Historic District includes many significant buildings that reflect the history of the University over more than a 100 year period, nowhere else in Charlottesville is the history and architecture of turn-of-the-century Charlottesville as well preserved and self-contained as in the Wertland Street Historic District.

- Additionally:
 - In 1974, the Charlottesville Landmark Commission identified the Wertenbaker House as one of the City's historically and architecturally significant structures.
 - In 1984, the Wertland Street Historic District was listed on the Virginia Landmarks Register. In 1985, the district was listed on the National Register of Historic Places. (For both, 1301 Wertland Street is listed as a contributing resource.)
 - In 1999, City Council established by ordinance the Wertland Street ADC District. (1301 Wertland Street was designated a contributing structure.)



Note: The local district's *contributing structures* are designated (shaded) on the City map. Note that the ADC District boundary and the *contributing structures* do not coincide with the NRHP designations.



- c) Whether, and to what extent, the building or structure is associated with an historic person, architect or master craftsman, or with an historic event;
 - Staff Note: The house was constructed in 1843 by and served as the residence of William Wertebaker (1797-1882) and his family. In 1826, Wertebaker was

chosen by [Thomas] Jefferson as the second Librarian of the University of Virginia, serving until 1880.

- d) Whether the building or structure, or any of its features, represent an infrequent or the first or last remaining example within the City of a particular architectural style or feature;
 - Staff Note: Within the City, the Wertenbaker House is one of approximately 20 extant buildings constructed prior to 1850. The house is significant due to its association with the early University, and it is the oldest structure within the Wertland Street Historic District. (When the VLR/NRHP district was established, 25 primary structures dating from 1843 to 1930 were identified as *contributing*; of these, 23 remain. (Razed: 1023 Wertland, built 1875, and 1021 Wertland, built 1912).
- e) Whether the building or structure is of such old or distinctive design, texture, or material that it could not be reproduced, or could be reproduced only with great difficulty; and
 - Staff Note: 1301 Wertland Street could be reproduced, physically; however, an accurate reproduction would require period materials and construction methods.
- f) The degree to which distinguishing characteristics, qualities, features, or materials remain;
 - Staff Note: The house was constructed (1843) in a Federal/Greek Revival style. In the late-19th century, it was remodeled in a Victorian style, with the addition of the front porch and the ornate cornice. Aside from extensive repairs and the encroachment of nearby development—in 1886 the property was 6.25 acres lot; today it is a 0.4-acre parcel—the house generally retains its original and late-19th century appearance. In the 1980s the house required significant repairs, with the necessary rehabilitation partially funded by state/federal Rehabilitation Tax Credits administered by the Virginia Department of Historic Resources. From the VDHR documents: The roof was replaced. The cornice, front porch, and windows were in *fair to poor condition*, requiring repair and replacement. The exterior masonry was in *fair to good condition*, requiring cleaning and repointing.
- ii. Whether, and to what extent, a contributing structure is linked, historically or aesthetically, to other buildings or structures within an existing applicable District, or is one of a group of properties within such a district whose concentration or continuity possesses greater significance than many of its component buildings and structures.
 - Staff Note: 1301 Wertland Street is individually unique in its architecture and its association with the early history of the University of Virginia. It is additionally significant as part of a cohesive district of 19th century dwellings associated with the University.

- iii. The overall condition and structural integrity of the building or structure, as indicated by studies prepared by a qualified professional engineer and provided by the applicant, or other information provided to the BAR;
 - o Staff Note: The applicant has submitted a structural report prepared by Dunbar, dated April 28, 2025.
- iv. Whether, and to what extent, the applicant proposes means, methods or plans for moving, removing, or demolishing the structure or property that preserves portions, features, or materials that are significant to the property's historic, architectural, or cultural value; and
 - o Staff Note: The applicant intends to raze the building, entirely.
- v. Any applicable provisions of the City's design guidelines.
 - o Staff Note: See below, under *ADC District Design Guidelines for Considering Demolitions*.

ADC District Design Guidelines for Considering Demolitions

Link to guidelines: [Chapter 7 Demolition and Moving](#)

A. Introduction

Historic buildings are irreplaceable community assets; and once they are gone, they are gone forever. With each successive demolition or removal, the integrity of a historic district is further eroded. Therefore, the demolition or moving of any contributing building in a historic district should be considered carefully.

Charlottesville's Zoning Ordinance contains provisions that require the property owner to obtain approval prior to demolishing a contributing property in a historic district or an Individually Protected Property (IPP).

The following review criteria should be used for IPP's and (contributing) buildings that are proposed for demolition or relocation.

Plans to demolish or remove a protected property must be approved by the BAR or, on appeal, by the City Council after consultation with the BAR. Upon receipt of an application for demolition or removal of a structure, the BAR has 45 days to either approve or deny the request. If the request is denied and the owner appeals to the City Council, the Council can either approve or deny the request. If Council denies the request, the owner may appeal to the City Circuit Court.

In addition to the right to appeal to City Council or the Circuit Court, there is a process that enables the owner to demolish the building or structure if certain conditions have been met. After the owner has appealed to City Council and has been denied, the owner may choose to make a bona fide offer to sell the building or structure and land.

The property must be offered at a price reasonably related to the fair market value of the structure and land and must be made to the city or to any person or firm or agency that gives reasonable assurance that it is willing to preserve and restore the property. City Council must first confirm that the offering price is reasonably related to the fair market value.

The time during which the offer to sell must remain open varies according to the price, as set out in the State Code and the Zoning Ordinance.

If such a bona fide offer to sell is not accepted within the designated time period, the owner may renew the demolition request to City Council and will be entitled [to a CoA that permits demolition].

B. Demolition of Historic Structures

Review Criteria for Demolition

1) The standards established by the City Code, Section 34-278 [now Chapter 34, Div. 5.2.7. D.1.b.]

- Staff Note: See above under *Criteria for Review and Decision per City Code*.

2) The public necessity of the proposed demolition.

- Staff Note: There is no public necessity.

3) The public purpose or interest in land or buildings to be protected.

- Staff Note: Per City Code, the establishment of historic districts and through the designation of individually significant properties is intended to *preserve and protect buildings, structures and properties which serve as important visible reminders of the historic, cultural, and architectural or archaeological heritage of the City, the Commonwealth of Virginia, or this nation.* (Chapter 34, Sec. 2.9.2.A.)

4) The existing character of the setting of the structure or area and its surroundings.

- Staff Note: Of the 25 primary structures listed as contributing to the VLR/NRHP historic district, 23 remain.

5) Whether or not a relocation of the structure would be a practical and preferable alternative to demolition.

- Staff Note: Staff is not qualified to comment on the practicability of moving this structure.

6) Whether or not the proposed demolition would affect adversely or positively other historic buildings or the character of the historic district.

- Staff Note: The historic character of a district is the sum of its parts. The incremental loss of historic resources erodes that character.

7) Whether or not there has been a professional economic and structural feasibility study for rehabilitating or reusing the structure and whether or not its findings support the proposed demolition.

- Staff Note: The April 28, 2025 report from Dunbar concluded “the structure overall is considered adequate, we recommend [listed repairs] should be considered.”

Guidelines for Demolition

- 1) Demolish a historic structure only after all preferable alternatives have been exhausted.
- 2) Document the building thoroughly through photographs and, for especially significant buildings, measured drawings according to Historic American Buildings Survey (HABS) Standards. This information should be retained by the City of Charlottesville Department of Neighborhood Development Services and the Virginia Department of Historic Resources.
- 3) If the site is to remain vacant for any length of time, maintain the empty lot in a manner consistent with other open spaces in the districts.

APPENDIX

Prior BAR Reviews: Related to proposed apartment building at east side of historic house.

February 15, 2022: BAR held a preliminary discussion for this project.

Meeting video (01:22:00): [BAR Meeting Feb 15 2022](#)

Submittal: [1301 Wertland St - BAR Submittal February 2022](#)

March 15, 2022: BAR held a preliminary discussion for proposed multi-story building.

Meeting video (00:08:46): [BAR Meeting March 15 2022](#)

Submittal: [1301 Wertland St - BAR Submittal March 2022](#)

September 20, 2022: BAR discussion of proposed multi-story building; accepted applicant's request for deferral.

Meeting video (01:22:00): [BAR Meeting Sept 20 2022](#)

Submittal: [1301 Wertland St - BAR Submittal September 2022](#)

October 18, 2022: BAR discussion of proposed multi-story building; accepted applicant's request for deferral.

Meeting video (0:55:00): [BAR Meeting October 18 2022](#)

Submittal: [1301 Wertland St - BAR Submittal October 2022](#)

January 18, 2023: #22-09-03. BAR approved CoA (7-0) for the proposed multi-story building and related alterations to the existing house and property, see motion below.

- Meeting Video: (55:54): [BAR Meeting January 18, 2023](#)
- Submittal: [1301 Wertland St - BAR Submittal January 2023](#)
- Motion to approve: Having considered the standards set forth within the City Code, including the ADC District Design Guidelines, I move to find the proposed new building at, and related alterations to, 1301 Wertland Street satisfy the BAR's criteria and are compatible with this property and other properties in the Wertland Street ADC District, and that the BAR approves the application with the following conditions [as amended by the Chair, with references to the BAR's discussion]:
 - [Complete] a Phase I archeological investigation of the site.
 - [Per staff 's proposed language.] Protect the existing structure by consulting with an engineer to develop a preservation and protection plan for the Wertenbaker House and submit the preservation plan for the BAR record.
 - [Per staff 's proposed language.] Lighting will be dimmable, have a Color Temperature not exceeding 3,000K, and a Color Rendering Index not less than 80, preferably not less than

90. And should there be concerns expressed later related to glare, the owner will work with NDS to find a reasonable solution.

- Landscaping:
 - Final location of plantings be adapted to better frame and ensure visibility of the Wertenbaker House from Wertland Street, which may include the moving or removal of serviceberries;
 - include landscape species selection incorporate a large-scale canopy tree where possible as close to Wertland [Street] as possible;
 - the sweetgum variety replaced with a seedless variety, a an approve tree from the City Tree list, or an appropriate native tree of similar scale;
 - [revised landscape plan will be revised and submitted for BAR record].
- Roof top equipment be screened by a method in accordance with BAR guidelines.

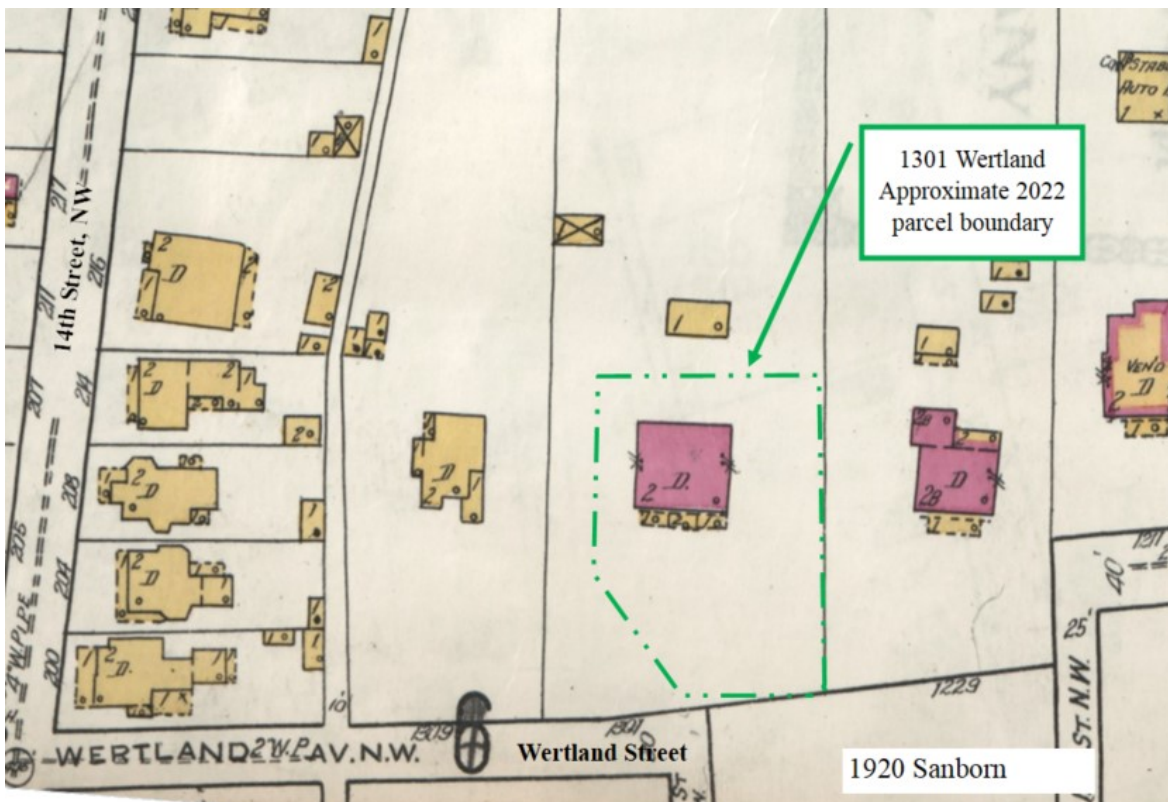
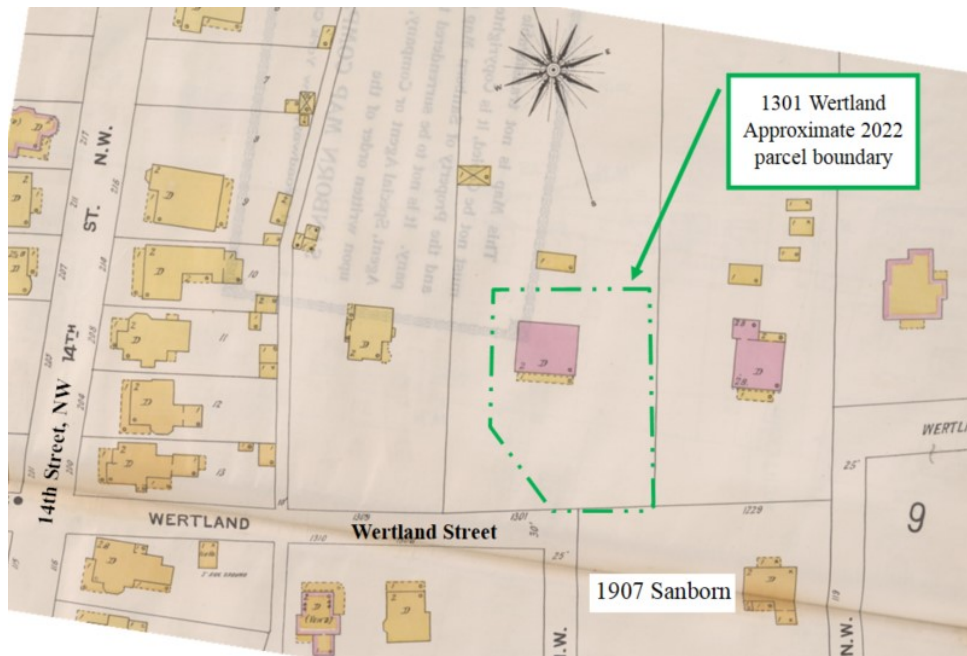
October 15, 2024 – BAR approved (8-0) CoA for modifications to the previous CoA (#22-09-03) related to alternative materials. (Conditions of prior CoA were unchanged.)

- Meeting Video: [BAR Meeting October 15 2024](#)
- Submittal: [1301 Wertland St - BAR Submittal Oct 2024](#)
- Motion to approve: Having considered the standards set forth within the City Code, including the ADC District Design Guidelines, I move to find the proposed modifications to the approved design (ref CoA #22-09-03) for new construction at 1301 Wertland Street satisfy the BAR's criteria and are compatible with this property and other properties in the Wertland Street ADC District, and that the BAR approves the application as submitted.

Misc. maps and information

City GIS







Wm. Wertenbaker Property
 Approx. parcel lines, based on historical survey notes



c1920 Hollsinger photos



Via email from staff, May 23, 2025, 12:12 PM

Certificate of Appropriateness
BAR # 25-0068
1301 Wertland Street, TMP 040303000
Wertland Street ADC District
Owner: 1301 Wertland LLC JSB
Applicant: Edward Carrington, Seven Development
Project: Demolition of contributing structure



Mr. Carrington,

The CoA for the above referenced project was denied by the City of Charlottesville Board of Architectural Review on May 20, 2025. The following action was taken:

Motion by Ms. Lewis:

Having considered the standards set forth within the City Code, including the ADC District Design Guidelines, I move to find that the proposed demolition of 1301 Wertland Street does not satisfy or the BAR's criteria and guidelines and is not compatible with this property nor other properties in the Wertland Street ADC District [staff corrected that the ADC District was Wertland Street], and for the following reasons the BAR denies the application:

The Board of Architectural Review concurs with staff's summary of the specific criteria within the guidelines to not recommend demolition, and makes these additional comments as to denial of the application:

- There is no public necessity to demolish the structure.
- There is public purpose and interest in preserving the structure.
- Protection of this property against threats has continued for more than half a century.
- No demonstration of intent to move or relocate the structure, or to find an alternative to demolition.
- The applicant is not present to address the BAR, nor available to answer questions.
- The proposed demolition would adversely affect the other contributing structures in the historic district, because this [the Wertenbaker House] is the anchor in the Wertland ADC District.
- There has been no reason stated for demolition which is one part of the ADC Guidelines for which the BAR should be informed, and the applicant did not appear to provide that information. The BAR can only assume it is for redevelopment purposes.
- There has not been an economic feasibility study for rehabilitation or reuse of the structure.

- The applicant has not demonstrated they have exhausted all other alternatives prior to submitting an application for demolition.
- The applicant has not offered to document the building to the Secretary of Interior's Standards if demolition did ever take place.
- This property is significant to the history of the City of Charlottesville and the University of Virginia as being the residence of the University's longest serving librarian who was selected by Thomas Jefferson.

The motion for denial was seconded by Mr. Rosenthal. Vote to deny the application: 7-0.

For specifics of the discussion, the meeting video is on-line at:

<https://youtu.be/8lmrC2b24tA?list=PLSKqYabjF44UhoEZrMWdDF9znV1CnlNUV>

Per City Code Chapter 34, Division 5.2.7.E (*Action After Decision*), following the denial of a CoA request, the applicant may appeal the decision to City council by filing a written notice of appeal within ten working days of the date of the decision. The date by which staff should receive such notice is June 4, 2025. The appeal shall “set forth, in writing, the grounds for an appeal, including the procedure(s) or standard(s) alleged to have been violated or misapplied by the BAR, and any additional information, factors or opinions they deems (sic.) relevant to the [appeal]. The applicant, or their agent, and any aggrieved person, will be given an opportunity to be heard by the City Council on the appeal.” The fee to submit an appeal of a BAR decision is \$125. (Copy of Div. 5.2.7. is attached to this e-mail.)

If you have any questions, please contact me or Jeff Werner (wernerjb@charlottesville.gov).

Sincerely,
Kate



Kate Richardson
Historic Preservation & Design Planner II
Neighborhood Development Services
City of Charlottesville
434.970.3515 | richardsonka@charlottesville.gov

Policy Briefing Summary

City Council



Regarding:	By Motion Support for the City of Charlottesville's Efforts in becoming a Bee City USA locality
Staff Contact(s):	Riaan Anthony, Director of Parks & Recreation, Ashley Marshall, Deputy City Manager
Presenter:	Steven Gaines, Urban Forester, Chris Gensic, Park and Trail Planner
Date of Proposed Action:	September 2, 2025

Issue

The City of Charlottesville has engaged with our community to become a Bee City through a Memorandum of Understanding.

Background / Rule

Bee City USA (an initiative of the Xerces Society for Invertebrate Conservation) is a designation that cities can agree to obtain in recognition that bees and other pollinators are crucial to the reproduction and health of flowering plant species and a diversity of fruits, nuts, vegetables, and other crops. By becoming a pollinator-friendly community, the City of Charlottesville will continue to work to support local and regional economies through healthier ecosystems, increased crop yields, and increased demand for pollinator-friendly plant materials from local growers. Charlottesville will foster community awareness and engagement regarding environmental and sustainability challenges and solutions by supporting pollinators.

Analysis

As part of this designation, the City has committed to creating and maintaining pollinator-friendly habitats, raising awareness about the importance of bees, and implementing practices that help support their populations.

- **Planting Pollinator-Friendly Plants:** Charlottesville encourages planting native flowering plants that attract and support pollinators like bees. This can include adding more wildflowers, shrubs, and trees to public spaces and gardens, which will provide bees with the nectar and pollen they need.
- **Creating Pollinator Habitats:** Charlottesville has worked to create more natural spaces for pollinators to thrive, such as establishing pollinator gardens and habitats in city parks and other green spaces. Further, Charlottesville is committed to adaptive restoration practices to enhance the city's urban forest through controlling invasive vegetation and installing native trees and groundcover that will support pollinators and provide quality habitat, allowing pollinators to nest and forage.
- **Reducing Pesticide Use:** Charlottesville aims to reduce pesticide use in public spaces. As some pesticides can be toxic to pollinators, the City of Charlottesville strives to utilize herbicides responsibly and employ cultural practices where appropriate.

- **Partnering with Local Organizations:** Charlottesville collaborates with local schools, gardening clubs, and environmental organizations to promote pollinator-friendly practices and involve the community in conservation efforts.

Financial Impact

There is no financial impact for this designation at this time.

Recommendation

Staff recommends that the City Council, by motion, support the City's obtaining the designation of being one of the "Bee City USA" participants and support the City Manager in signing a memorandum of understanding between the organization and the Xerces Society for Invertebrate Conservation.

Recommended Motion (if Applicable)**Attachments**

1. Bee City MOU Charlottesville - FINAL - 8.15.25 version_MSsign

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is between the **City of Charlottesville (“City”)**, a political subdivision of the Commonwealth of Virginia, and Bee City USA an initiative of **The Xerces Society, Inc. (“Xerces”)**, a 501(c)3 non-profit organization, with a mission to galvanize communities to sustain pollinators and their habitats. This MOU designates the City as a Bee City USA affiliate and outlines the respective goals and responsibilities of the parties in support of that designation and related programming.

Background

The parties recognize that bees and other pollinators are crucial to the reproduction and health of flowering plant species and a diversity of fruits, nuts, vegetables, and other crops. Pollinator-friendly communities support local and regional economies through healthier ecosystems, increased crop yields, and increased demand for pollinator-friendly plant materials from local growers. Supporting pollinators also fosters community awareness and engagement regarding environmental and sustainability challenges and solutions. However, bees and other pollinators have experienced population declines due to a combination of habitat loss, poor nutrition, pesticides, parasites, diseases, and climate change.

The Program

Therefore, the parties wish to implement a program to enhance understanding among local government staff and the public about the vital role that pollinators play, the steps residents can take to sustain them, and to support and encourage healthy pollinator habitat creation and enhancement (“Program”). The parties agree to work in partnership to achieve these goals, through the specific actions outlined below.

City of Charlottesville Responsibilities

The City will:

1. Designate the City’s Parks and Recreation Department as a Bee City USA sponsor.
2. Designate the Urban Forester of the Parks and Recreation Department as the Bee City USA Liaison.
3. Support the creation of a Bee City USA Committee, to direct and manage the City’s participation in the Program and serve as the intermediary between the citizenry and the City on matters regarding the Program. Members of the Committee may be representatives of the local community of gardening, naturalist, beekeeper, native plant and outdoor enthusiasts or experts. The exact size, composition, powers, duties, and bylaws of the Committee will be

determined at a later date, but the Committee will be authorized to and shall, at minimum:

- a. Host at least one educational event or pollinator habitat planting or restoration each year to showcase the City's commitment to raising awareness of pollinator conservation and expanding pollinator health and habitat.
- b. Install and maintain at least one authorized Bee City USA street sign in a prominent location within the City.
- c. Create and maintain a webpage on the City's website that includes a copy of this MOU; links to the national Bee City USA website; contact information for the City's Bee City USA Liaison and Committee; reports of the pollinator-friendly activities the community has accomplished the previous year(s); a list of recommended native plant species; and details regarding the City's integrated pest management plan.
- d. Develop and implement policies and practices to expand pollinator-friendly habitat on City-owned property, which will include identifying and inventorying the City's real property that may be enhanced with pollinator-friendly plantings; creating a recommended locally native plant list to include wildflowers, grasses, vines, shrubs, and trees and a list of local suppliers for those species; and tracking (by square footage and/or acreage) the approximate annual area of pollinator habitat created or enhanced.
- e. Maintain, continue, and update as needed the City's integrated pest management plan designed to prevent pest problems, reduce pesticide use, and expand the use of non-chemical pest management methods.
- f. Establish a policy to acknowledge and commit to the Bee City USA designation and review relevant City policies and procedures to consider and make recommendations regarding improvements to policies and practices affecting pollinator conservation; locations for pollinator-friendly plantings; and other appropriate measures.
- g. After completing the first calendar year as a Bee City USA affiliate, each February, apply for renewal of the City's Bee City USA designation following the format provided by Bee City USA, including a report of the previous year's Program activities, and pay the renewal fee based on the City's population per Bee City USA guidelines.

Bee City USA Responsibilities

Bee City USA will:

1. Provide pollinator conservation resources, such as Xerces books and guidelines, Bee City USA brochures, and bookmarks.
2. Provide a pollinator habitat sign.
3. Provide access to an online affiliate portal, where the City may access a variety of resources, including information about native plants, native plant suppliers, and Integrated Pest Management plans; interact with other affiliates; post community events; and access outreach and education resources.
4. Provide electronic files for the City to create a custom affiliate logo that can be used on City materials associated with the Program.
5. Provide artwork that is appropriate for use by the City on City street signs.
6. Provide access to training opportunities, workshops, and webinars on a variety of topics including Integrated Pest Management, planting to support pollinators, and outreach and education.
7. Provide access, upon request and resources allowing, to one-on-one support with an appropriate staff member of Xerces for individualized consultations regarding the Program.
8. List the City of Charlottesville on the Bee City USA website.
9. Permit the City to promote its affiliation with the Bee City USA Program.

Party Representatives

The following persons will serve as the main point of contact for their respective organizations for questions or concerns related to this MOU and the duties and responsibilities of the parties. These representatives may be changed at any time with notice in writing to the other party. The representatives of each party are:

For the City of Charlottesville:

Steven Gaines
Urban Forester
Parks and Recreation Department
City of Charlottesville
605 E. Main Street
Charlottesville, VA 22902

For The Xerces Society, Inc.:

Matthew Shepherd
Director of Outreach & Education
The Xerces Society, Inc.
1631 NE Broadway #821,
Portland, OR 97232
(503) 232-6639

434-970-3587
gainess@charlottesville.gov

matthew.shepherd@xerces.org

Term

This MOU will take effect on the date on which the last signatory executes it. The term of the MOU is one year, with the option to renew for one-year terms in accordance with the Bee City USA renewal procedures which include the submission of a report and the payment of a renewal fee. Renewal will not occur automatically. The initial term of this MOU will end on December 31 of the first complete calendar year after the execution of this MOU.

MOU Modifications

This MOU may be modified at any time. Any modifications must be in writing and signed by both parties in the same manner as this MOU was executed.

Termination of MOU

Either party may terminate this MOU, and thus terminate the City's status as a Bee City USA Affiliate, for any reason by notifying the other party in writing a minimum of 30 days prior to the effective date of such termination. In the event of such termination, no portion of the application or renewal fee will be refunded, and the City shall take all steps necessary to remove any reference to its former status as a Bee City USA Affiliate from all public-facing City property and materials.

Signatures

IN WITNESS THEREOF, the parties have caused their respective duly authorized representatives to execute this MOU:

Samuel Sanders, Jr.
City Manager
City of Charlottesville

Date



Matthew Shepherd
Director of Outreach & Education
The Xerces Society, Inc.

8/14/2025

Date

Approved as to form:

Charlottesville City Attorney's Office

Date

Policy Briefing Summary

City Council



Regarding:	Ordinance on Camping and Storage on City Property (1 of 2 readings)
Staff Contact(s):	
Presenter:	Michael Kochis, Police Chief
Date of Proposed Action:	September 2, 2025

Issue

Consideration of an ordinance addressing camping in public rights-of-way and the storage of personal property in those areas. This proposed ordinance seeks to balance public safety, accessibility, and quality of life concerns with a compassionate and empathetic approach to enforcement.

Over the past several months, the City has seen a marked increase in quality-of-life complaints in and around locations where unhoused community members are residing. These complaints include blocked sidewalks and rights-of-way, accumulation of personal belongings, and impacts on surrounding neighborhoods and businesses. While these concerns must be addressed, the enforcement of this ordinance is intended to be carried out with care and understanding, recognizing the challenges faced by individuals experiencing homelessness.

A violation of this ordinance would be classified as a Class 4 misdemeanor. This carries no possibility of jail time and is punishable only by a fine, underscoring the City's intent not to criminalize homelessness but to provide a framework for ensuring safe and accessible public spaces. Enforcement will prioritize outreach, voluntary compliance, and connection to services whenever possible before any citation is issued.

Background / Rule

Jurisdictions across Virginia and the nation have adopted ordinances governing camping and storage of personal items in public rights-of-way. These measures are designed to ensure accessibility for pedestrians, maintain public safety, and preserve the use of shared spaces, while also being mindful of the circumstances of those experiencing homelessness.

Charlottesville has experienced a noticeable increase in reports of obstructions, sanitation concerns, and related quality-of-life complaints in and around areas where unhoused community members are living. Similar to practices in other jurisdictions, the proposed ordinance provides a clear legal framework for addressing these issues while ensuring enforcement is approached with dignity and compassion.

Importantly, this ordinance does not impose jail time for violations. Under Virginia law, such offenses are classified as Class 4 misdemeanors, punishable only by a fine. This reflects Council's direction that enforcement should not be punitive but should encourage safe and lawful use of public spaces.

In addition, the City continues to explore and invest in supportive strategies, such as increased outreach efforts, expanded shelter capacity, and potential storage solutions for personal belongings. These initiatives, in coordination with enforcement, aim to provide alternatives that reduce the need for individuals to camp in public rights-of-way.

While the ordinance provides the legal authority to address these issues, the standard operating procedure lays out a framework of compassion, understanding, and robust process designed to ensure our unhorsed neighbors are treated with dignity and respect.

Analysis

Financial Impact

NA

Recommendation

Approve

Recommended Motion (if Applicable)

Attachments

1. Final draft ordinance
2. Encampment protocol



ORDINANCE #O-__-__

AN ORDINANCE TO ADD SECTION 17-30 OF CHAPTER 17 OF THE CHARLOTTESVILLE CITY CODE “OFFENSES – MISCELLANEOUS,” AS AMENDED, TO PROHIBIT “UNPERMITTED CAMPING ON CITY PROPERTY”

WHEREAS, the purpose of this ordinance is to implement regulations on the use of public property pursuant to authority granted by Va. Code § 15.2-2018; 15.2-1800; and 15.2-2107; and

WHEREAS, the U.S. Supreme Court in *City of Grants Pass, Oregon v. Johnson*, 603 U.S. 520, 537, 144 S. Ct. 2202, 2213 (2024) upheld the constitutionality of ordinance language substantially similar to the language presented here;

WHEREAS, the City of Charlottesville, Virginia, wishes to regulate the use of public property to preserve the public’s health, safety, and welfare by addressing impediments to public access to public property created by camping and unlawful storage of personal property, which adds to municipal responsibilities and expenses while detracting from other governmental priorities.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Charlottesville, Virginia, THAT Chapter 17 of the Charlottesville City Code is hereby amended and reordained to incorporate a new Section 17-30 (Camping and Storage on City Property Prohibited), to read as follows:

Sec. 17-30 – Camping and Storage on City Property Prohibited

(a) A person is guilty of a class 4 misdemeanor if they:

- (1) camp on any street, bridge, underpass, sidewalk, alley, public right-of-way, park, trail, building or part thereof, or other public property of the City or any public easement of any description without a permit from the City Manager, unless such area is designated for sleeping or camping. Camping in violation of this section is hereby declared to be a public nuisance.
- (2) For purposes of this section, *camp* means the use of any property described in Subsection (a)(1) for living accommodation purposes, including but not limited to, sleeping or lying down; making preparations to sleep such as laying down bedding, sleeping bags, or other sleeping matter; storing personal belongings; making any unpermitted fire; or using any tent or similar camping shelter. These activities shall constitute camping when, in light of all the circumstances, it reasonably appears that the person is using the public property as a residence or dwelling, regardless of the person’s intent or other concurrent activities.
- (3) For purposes of this section, public right of way means any land or property dedicated, reserved, or otherwise designated for public use for the purpose of vehicular, bicycle, or pedestrian travel. This includes, but is not limited to, streets,



sidewalks, alleys, pathways, and public easements maintained by or under the jurisdiction of the City.

(b) A person is guilty of a class 4 misdemeanor if they:

(1) store or leave any personal property unattended on any property described in Subsection (a)(1) without having received written permission from the City Manager. Any such property shall be considered abandoned, and shall be subject to collection and disposition pursuant City Code Chapter 20, Article III. This prohibition does not apply to bicycles, carts, strollers, or other means of personal transportation, secured in such a way as to not obstruct a street or sidewalk, or to interfere with the use of city property, for less than 72 hours.

(c) Nothing herein shall be construed to limit the discretion of City personnel to engage in outreach or other non-enforcement actions in lieu of citation or arrest.

(d) The City Manager is hereby authorized to adopt administrative policies and procedures for implementing this Chapter. The City Manager shall be guided by City of Charlottesville's interpretation of applicable federal and state law, the safety and dignity of those impacted, and the need to protect public and private property in the City of Charlottesville.

This ordinance will take effect _____. (if different from current date)

Date Introduced:

Date Adopted:

Certified:

Clerk of Council

City of Charlottesville Homeless Encampment Response Protocol

1. Purpose

This protocol guides City staff in responding to homeless encampments on City property or public rights-of-way. It ensures that removals are:

- Lawful and coordinated across departments
- Compassionate and respectful
- Focused on connecting people to services

Staff may adjust procedures when needed for safety or other good reasons.

2. Background

Charlottesville, like many cities, has seen a rise in homelessness and unauthorized encampments. These sites can pose safety and health risks for both the people living there and the public. At the same time, many unhoused people need help accessing housing and services.

This protocol promotes a team approach, connecting City staff with nonprofit partners and ensuring a consistent, fair response.

3. Definitions

- **City** – Includes all City departments, staff, and volunteers.
- **Encampment** – A place where someone appears to be living outdoors (e.g., tents, bedding, belongings left in place).
 - Not included: abandoned sites, movable carts, day gatherings, legally permitted campsites, or private property encampments.
- **Immediate Hazard** – A site posing urgent danger to life or health (e.g., near roads, fire-prone, no sanitation).
- **Obstruction** – Anything from an encampment that blocks sidewalks, parks, or disrupts use of public property.
- **Designated City Personnel (DCP)** – Trained staff authorized to respond to encampments.
- **Outreach Provider** – Professionals who help people experiencing homelessness.
- **Personal Property** – Items with value or clear ownership (e.g., tents, ID, glasses, bikes, medications).
- **Hazardous Item** – Dangerous or contaminated items (e.g., sharp objects, flammable liquids, waste).
- **Solid Waste** – Trash, scrap, or debris not considered personal property.
- **Abandoned Property** – Items that appear to have been intentionally left behind.
- **Public Property** – Land owned or leased by the City, including public right-of-ways.
- **Public Health Crisis** – Unsafe living conditions that risk spreading disease or harming health.

4. Immediate Hazards and Obstructions

For encampments that are dangerous or block public use:

- No advance notice is required.
- Removal should happen within 24 hours.
- If people are present:
 - Notify law enforcement and outreach staff.
 - Post notice if possible.
 - Remove and store personal property; dispose of trash and hazards.
- Document the site and what was removed. Photos are encouraged.

5. Reporting and Inspecting Encampments

- Report any suspected encampment to the Deputy City Manager for Social Equity.
- The site will be logged and assigned to a DCP for inspection.
- Nonprofit partners may assist with outreach during inspection.
- If safety is a concern, law enforcement may attend.
- The DCP must verify whether the encampment is on City property.

6. Prioritizing Sites

Encampments are prioritized for action based on:

- Safety risks (traffic, slopes, fire)
- Criminal activity
- Trash and health issues
- Site conditions or complaints
- Interference with scheduled City work
- Size and environmental damage

Staff may change priorities as needed.

7. Notice Prior to Removal (Non-Hazardous Sites)

If the site is not an immediate hazard:

- Post a 10-business-day notice with:
 - Date of posting and scheduled removal
 - Warning that trash and hazards will be discarded
 - How to claim stored property
 - Notice that unclaimed property may be destroyed after 60 days
 - Contact info for service providers
- Post in multiple locations.
- Provide oral notice if possible.
- If the removal is delayed, repost the notice.

8. Outreach Before and During Removal

- Arrange at least one outreach visit between posting notice and cleanup.
- Outreach staff should be present during cleanup when possible.

9. Cleanup and Resolution

- Law enforcement may be present if needed.
- Give a final warning before removing people or items.
- Separate personal property from trash.
 - Weapons should be reported to police.
 - Contaminated personal property may be discarded.
- Store property as described in Section 11.
- Clean the site and consider deterrents to prevent return camping.
- Document the cleanup (notes and photos).

10. Post-Cleanup Notice

After cleanup, post a notice with:

- Cleanup date
- Info on stored property and how to claim it
- 60-day storage period
- Contact for service providers

Add the site to the City's public-facing website for property recovery info.

11. Storing Personal Property

- Store property unless it's hazardous or ruined.
- Keep records identifying where items were taken from.
- Dispose of unclaimed items after **60 days**.

12. Returning Property

- Meet individuals who claim stored property.
- No ID required unless ownership is disputed.
- Release property unless someone else also claims it—then contact the City Attorney.
- Storage is free.

13. Private Property

This policy does not apply to encampments on private land.