



City Council Meeting Agenda
November 17, 2025
City Hall Council Chamber
605 E. Main St.
Charlottesville, VA 22902

Juandiego R. Wade, Mayor
Brian R. Pinkston, Vice Mayor
Natalie Oschrein
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: JAUNT Presentation
2. Report: Region Ten Community Services Board Presentation
3. Report: Environmental Regulations and Policy Review Project

5:30 PM Closed Meeting (if called)

6:30 PM Business Session

IV. Moment of Silence

V. Announcements

VI. Recognitions/Proclamations

- Resolution: 100th Birthday Recognition for Teresa Walker-Price
- Proclamation: Restorative Justice Week, November 16-22, 2025

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: May 19, 2025 regular meeting; October 6, 2025 regular meeting
5. Ordinance: Ordinance amending City Code Article XVI. - Police Civilian Oversight Board (2nd reading)
6. Resolution: Resolution to appropriate Virginia Department of Historic Resources Grant Funds to Jefferson School African American Heritage Center - \$500,000 (1 of 2 readings)
7. Resolution: Resolution to approve Critical Slope Special Exception at 1000 2nd Street SE

IX. City Manager Report

- Report: City Manager Report
 - a. Report: FY 2026 First Quarter Financial Report

X. Action Items

- 8. By Motion: Dairy Road Bridge Public Hearing Summary Presentation for Endorsement
- 9. Resolution: Resolution authorizing a Lease Agreement Extension for Carver Recreation Center
- 10. Resolution: Resolution to approve establishment of a Sister City partnership with Huehuetenango, Guatemala

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:	JAUNT Presentation
Staff Contact(s):	Samuel Sanders, Jr., City Manager
Presenter:	Mike Murphy, Jaunt CEO
Date of Proposed Action:	November 17, 2025

Issue

Background / Rule

Analysis

Financial Impact

Recommendation

Recommended Motion (if Applicable)

Attachments

None

Policy Briefing Summary

City Council



Regarding:	Region Ten Community Services Board Presentation
Staff Contact(s):	Samuel Sanders, Jr., City Manager
Presenter:	Dr. Lisa Beitz, Region 10 Executive Director
Date of Proposed Action:	November 17, 2025

Issue

Background / Rule

Analysis

Financial Impact

Recommendation

Recommended Motion (if Applicable)

Attachments

None

Policy Briefing Summary

City Council



Regarding:	Environmental Regulations and Policy Review Project
Staff Contact(s):	Victoria Kanellopoulos, City Planner
Presenter:	Victoria Kanellopoulos, City Planner
Date of Proposed Action:	November 17, 2025

Issue

The Environmental Regulations and Policy Review Project ("Project") will develop new policies, implementation recommendations, and regulatory revisions to align the City of Charlottesville, Virginia's ("City"), policies and regulations for natural resources with the City's Comprehensive Plan. City Neighborhood Development Services ("NDS") Staff has developed a draft Project scope and identified several recommended topic areas. City NDS Staff is asking for City Council input on the proposed Project phasing and recommended areas of study, organized by topic.

Background / Rule

The City's Comprehensive Plan ("CP") implementation priorities include both supporting housing choice and affordability and protecting the natural environment. Since the City's new Development Code ("DC") was adopted in 2023, there have been multiple challenges with implementing these CP priorities, especially for smaller infill sites, where it is difficult to accommodate both by-right dwelling units and required grey and green infrastructure (including stormwater management and trees).

In June 2025, this Project was identified as part of the NDS FY 26 Work Plan. As NDS leads updates to the DC and the City's CP, this Project is an opportunity to collaborate across City Departments on a variety of related City plans and programs, including Resilient Together, the Community Flood Preparedness Fund Grant, and the Urban Forest Management Plan.

Additional information is available on the Project and is included on the City's website, including an overview presentation of existing conditions and recommended areas of study (also provided as Attachment 2).

Analysis

This Project supports multiple Strategic Outcome Areas including Climate & Sustainability, Housing, and Economic Prosperity. This Project will also inform updates to the City's CP through the five (5)-year review.

While scoping this Project, City NDS Staff identified six (6) topic areas: stormwater management, floodplain management, tree canopy, stream buffers, critical slopes, and energy efficiency. City NDS Staff has also conducted an extensive assessment of existing conditions to identify key issues and opportunities. Recommended areas of study and a proposed grouping and phasing of topics have been identified based on input from City Staff, alignment with related plans and programs, and impact on the City's CP implementation. Many of these topic areas overlap and can be addressed simultaneously.

City NDS Staff asked for the Planning Commission's ("PC") feedback on this Project at its October 28, 2025, Work Session, and will provide a summary of the PC's feedback during this Work Session (see Attachment 3).

During the Work Session, City NDS Staff's presentation slides will be the same as Attachment 1. Attachment 2 is provided as additional background information.

Financial Impact

There is no immediate financial impact. Project work is being completed by City NDS Staff and may use allocated Capital Improvement Program ("CIP") funding for the Project. There may be requests for additional funding for consultants as the Project progresses. A request for \$1.5 million of CIP contingency funds to be used for Project consultants and a Mobility Policy Plan was made on October 6, 2025, with a Second Reading held on October 20, 2025.

Recommendation

City NDS Staff requests direction on the draft scope and Project topics from City Council, using the following questions to guide the Work Session discussion:

1. Do the "recommended areas of study" in Attachment 1 capture the key areas of needed study for the six (6) topics identified for this Project?; and
2. Are there additional topics or supporting information that should be included?

Recommended Motion (if Applicable)

Not applicable. For informational and discussion purposes only.

Attachments

1. Environmental Regulations and Policy Review Project Presentation, November 17, 2025
2. Environmental Regulations and Policy Review Project Existing Conditions and Recommended Areas of Study
3. Summary of Planning Commission Feedback, October 28, 2025 Work Session



Work Session

Environmental Regulations and Policy Review Project

November 17, 2025

Agenda

- Project Objectives
- Project Background
- Related City plans and programs
- Overview of each project topic
 - Stormwater management
 - Floodplain management
 - Tree canopy
 - Stream buffers
 - Critical slopes
 - Energy efficiency
- Feedback on draft project phasing and topics
- Next steps

Project Objectives

- Objectives
 - Balance community and Comprehensive Plan priorities of housing/by-right density with protecting the natural and built environments
 - Increase community resilience, including to increased flooding and extreme heat risks
 - Ensure alignment between regulations across topics (e.g., stormwater management and floodplain management)
 - Use an equitable framework for prioritization and implementation
- Potential project outcomes
 - City Code updates, including the Development Code
 - Updated policies for the 5-year Comprehensive Plan review
 - Updates to City programs and policies
 - Coordination on related projects and plans

Project Background

- Comprehensive Plan implementation priorities include:
 - Implement zoning changes to support housing choice and affordability throughout the city, protect the natural environment, mitigate the effects of climate change, increase walkability
 - Implement the Climate Action Plan
 - Preserve and enhance the natural environment
 - Prioritize locations for green infrastructure
 - Increase and protect urban tree canopy cover
- New Development Code adopted in 2023 to implement the updated Comprehensive Plan
 - Challenges with implementation of by-right development, especially on smaller infill sites with less room for grey/green infrastructure
- Other identified challenges and opportunities include:
 - Mitigate and prepare for the impacts of climate change
 - Plan for relevant infrastructure replacement and upgrades needed in the next 5-10 years
 - Implement and coordinate on related City plans and policies

Project Background

NDS Work Plan Priority	Status and Anticipated Completion	Strategic Outcome Areas
Environmental Policy Review and Ordinance Revisions: Develop a new policy framework, implementation recommendations, and regulatory revisions to align the City’s regulations for natural resources with the Comprehensive Plan	Complete scoping effort in Summer 2025; Anticipated 2 years	Climate & Sustainability Housing Economic Prosperity

- Departments collaborating on this project include:
 - Neighborhood Development Services
 - Office of Sustainability
 - Public Works / Engineering
 - Utilities / Stormwater Management
 - Parks and Recreation
 - Additional departments involved at key points

Adopted and Ongoing Related Plans and Programs

Water Resources Protection Program (WRPP)

- Includes Stormwater Utilities/fee, addressing the aging stormwater infrastructure system, using Green Stormwater Infrastructure, water quality/quantity management, and resource stewardship

Stormwater Management Program / MS4 permit compliance

- 6 key elements for MS4 permit: education on stormwater pollution prevention, community involvement in pollution prevention programs, programs for detecting and eliminating illicit discharge, stormwater runoff control requirements, post-construction stormwater management program, and pollution prevention program for local government operations

CityGreen initiative (launched 2016) / GreenPrint 1.0 (published 2020)

- Highlights watershed protection and increased tree canopy as key tools for managing runoff and improving urban resilience; shows opportunities for tree planting locations

Climate Action Plan (adopted 2023)

- Framework to reach carbon neutrality by 2050: buildings + energy, transportation, waste, nature-based solutions
- Actions include code updates and coordination on land use/transportation planning

Flood Resilience Plan (adopted 2023)

- Including DCR grant to support an updated floodplain management program
- Stormwater modeling: Moore's Creek watershed complete, Meadow Creek and Rivanna River in progress

Concurrent Related Plans and Programs

Resilient Together Initiative (in progress, anticipated adoption in 2026)

- Actionable and equitable strategies to strengthen community adaptation resilience, adapt to the effects of climate change, improve public health/ecosystems/economic vitality, & reduce greenhouse gas emissions

Community Flood Preparedness Fund Grant (awarded fall 2025)

- Conduct a program review of the City's current Floodplain Management Program, assist in program administration, and update the Flood Resilience Plan with the goal of building a more robust, future-forward, climate-informed program

Urban Forest Management Plan (in progress)

- Existing conditions analysis and recommendations to increase tree canopy (on both public and private land), remove and prevent invasive species, and find ways to fit street trees into constrained right of ways

5-Year Comprehensive Plan Review (scoping underway, with review in 2026)

- This project will inform updated Comp Plan policies

Code Amendments (in progress/ongoing)

- Coordination on ongoing Development Code Tier 1-3 updates
- This project will likely inform updates to portions of the Development Code and other sections of City code

Stormwater Management: Recommended Areas of Study

Review and consider updates to the City's stormwater management requirements

- For by-right infill development, the smaller lots requiring stormwater management (ones that have a land disturbance of 6,000 sq ft or more) may not be large enough to add additional housing units and lot coverage allowed by the Development Code and fit required on-site stormwater management infrastructure
- Developers can buy offsite nutrient credits to meet water quality requirements. This benefits large watersheds overall, but not necessarily the city's waterways/water quality

Evaluate stormwater management infrastructure needs

- The 2023 Flood Resilience Plan identified potential stormwater management infrastructure needs, including drainage, erosion, and water quality improvements. Stormwater utility fee funds alone may not be sufficient to meet needs
- Nuisance flooding and drainage complaints already occur, and could increase with projected increases in rainfall volumes due to climate change

Floodplain Management: Recommended Areas of Study

Evaluate the City's floodplain management program

- Opportunity for cross-departmental coordination on the DCR Community Flood Preparedness Fund Grant to build a more robust floodplain management program

Review and consider updates to the City's floodplain development regulations

- City requirements comply with FEMA minimum requirements for the National Flood Insurance Program (NFIP). The City cannot go below these standards without risking compliance with NFIP
- The City can adopt higher standards, which would need to consider other City policies and goals.
 - Currently, no new construction is allowed in the 100-year floodplain unless it is demonstrated that the cumulative effect of the proposed development will not increase the Base Flood Elevation (BFE) by more than 1 foot anywhere in the city
- Mapped flood zones impact less than 7% of City parcels. However, there are areas outside of mapped flood zones that flood, due to topography, inadequate drainage infrastructure, and other factors
 - FEMA floodplains do not account for 'urban' or pluvial flooding when stormwater infrastructure is overwhelmed; they are focused on riverine flooding

Tree Canopy: Recommended Areas of Study

Review and consider updates to the City's requirements for tree canopy, street trees, and tree preservation with development

- Development community concerns with fitting required trees (to meet tree canopy requirements) into smaller infill sites. Canopy cover percentages are regulated by zoning district (e.g. 10% in Corridor Mixed Use district) and maximum percentages are set by State Code.
- Improved guidance is needed for tree protection/preservation including during construction
- Current tree preservation incentives (1.5x canopy % bonus) do not seem sufficient to the development community to choose tree preservation over planting new trees

Use data, findings, and recommendations from the Urban Forest Management Plan

- Cross-departmental coordination on updated Urban Forest Management Plan
- Tree canopy and urban heat island effect vary significantly by neighborhood
 - Energy cost burdens also vary by neighborhood, which can be mitigated by shade from trees
- Analysis so far indicates significant spatial constraints for planting more street trees in the public right of way; updated Plan will provide recommendations for street tree opportunities and tree preservation

Stream Buffers: Recommended Areas of Study

Review and consider updates to Water Protection Ordinance (WPO) regulations for stream buffers

- WPO stream buffers for three waterways: Rivanna River, Meadow Creek, and Moore's Creek
 - WPO buffers must be at least 100 feet wide on each side of the stream and must be maintained and incorporated into land development design
- Potential updates to WPO buffers would need data-driven rationale (e.g., U.S. Geological Survey or other reliable data source) and need to consider administration, enforcement, and property/development impacts

Evaluate if additional incentives and voluntary measures are needed to protect stream buffers

- Many other waterways have existing buffers (i.e., existing vegetation and trees), though they are not regulated by the WPO
 - Based on GreenPrint 1.0, about half of all 100-foot stream buffers in the city are protected in some form: WPO buffer, located in a City park or conservation easement, or critical slopes
- Voluntary measures/incentives are especially useful for the many streams and stream buffers within private property, which may not develop/redevelop and therefore would not activate WPO buffer requirements, or which are not within designated WPO buffers and therefore have no requirements

Critical Slopes: Recommended Areas of Study

Review and consider updates to the City's critical slopes regulations

- Critical slopes definition includes 25% grade or greater, an area of 6,000+ square feet, and within 200 feet of a waterway/shown on critical slopes map
- Standards for development
 - No buildings, structures, improvements, or land disturbance within critical slopes
 - All lots must have a buildable area outside of slopes/floodplain/WPO stream buffers
 - Some exemptions where no reasonable alternative exists, e.g., for driveways and utilities
 - Can request a special exception
- Special exception process: review criteria should be updated to be more objective and clear

Review and consider updates to Comprehensive Plan guidance

- Only one Comprehensive Plan recommendation related to critical slopes and the value of slopes is not clearly defined
 - For example, there is no distinction between human-made and natural slopes

Energy Efficiency: Recommended Areas of Study

Update energy efficiency standards for public/local government buildings

- City is working on establishing High Performance Building Standards for public buildings
 - Will include updates to the energy and water management policy and the 2008 Green Building Policy

Evaluate potential updates to energy efficiency tax credits and guidance for private development

- City has existing local tax incentives for certain energy efficient buildings and solar
 - Changes to tax incentives at the federal level may limit or slow the uptake of energy efficiency projects and products, especially solar
- Virginia localities cannot require energy efficiency requirements more stringent than the Building Code, though they can have higher standards for projects that require legislative approval

Use the forthcoming Community EV Charging Plan to inform potential regulatory or policy changes













- City is working with a consultant on an EV charging plan in anticipation of continued increasing demand for EV charging
- EV charging cables crossing public right of way (PROW) can pose a safety hazard when not properly covered. Other localities have been adopting PROW cord policies, as dwelling units without driveways often do not have another option for EV charging at home

Summary of Potential Project Outcomes

Topic	Potential Outcomes
Stormwater Management	<ul style="list-style-type: none"> • Updates to stormwater management regulations that improve the feasibility of infill development while also increasing the use of onsite measures for water quality (e.g. rain barrels, green roofs) • Data to support future infrastructure needs and a long-range Stormwater Capital Improvement Plan
Floodplain Management	<ul style="list-style-type: none"> • Coordination on Community Flood Preparedness Fund grant for a more robust floodplain management program • Updated regulations and standards for development in the floodplain • Participation in the Community Rating System
Tree Canopy and Preservation	<ul style="list-style-type: none"> • Updated landscaping requirements such as tree canopy, street trees, and tree preservation bonus • Updated guidance for tree planting, preservation, and health • Recommendations to increase the number of street trees in coordination with the Urban Forest Management Plan
Stream Buffers	<ul style="list-style-type: none"> • Updates to the Water Protection Ordinance requirements • Additional or revised incentives and voluntary measures to protect existing trees and vegetation along waterways and to plant additional trees and vegetation
Critical Slopes	<ul style="list-style-type: none"> • Updated review criteria for critical slopes special exceptions • More clear guidance in the Comprehensive Plan, which could inform updates to critical slopes regulations
Energy Efficiency	<ul style="list-style-type: none"> • High Performance Building Standards / update to the 2008 Green Building Policy • Community Electric vehicle (EV) charging plan • Public right of way policy for EV charging

Project Phasing Considerations

All six Project Topics relate to the **Comprehensive Plan** 5-Year Review and Implementation as well as the **Climate Action Plan** and **Resilient Together**; additional plan and program overlaps for each topic are shown below.

Project Topic	Related In-Progress or Ongoing Plans and Programs	Comp Plan Implementation Impact	Regulatory Complexity	Timeline Considerations
Stormwater	<ul style="list-style-type: none"> Stormwater & other infrastructure modeling Community Flood Preparedness Fund (CFPF) grant 	 High	 High	<ul style="list-style-type: none"> Results from stormwater modeling and broader infrastructure study to inform infrastructure needs and utilities standards - likely available mid-2026 Incorporate relevant recommendations from CFPF - multi-year process State Water Resources Board must review and approve certain regulation changes
Floodplain Management	<ul style="list-style-type: none"> Stormwater Modeling CFPF grant 	 High	 High	<ul style="list-style-type: none"> CFPF recommendations may include changes to the City's Floodplain Management Program and floodplain regulations - multi-year process, with scoping currently underway
Tree Canopy	<ul style="list-style-type: none"> Urban Forest Management Plan (UFMP) 	 Moderate	 Moderate	<ul style="list-style-type: none"> UFMP (in progress) will provide updated data and recommendations for tree canopy and street trees. Certain regulation updates and tree preservation guidance could move forward prior to UFMP completion New Zoning Inspector will ensure tree preservation plans are followed
Stream Buffers	<ul style="list-style-type: none"> Regulations for critical slopes 	 Moderate	 Moderate	<ul style="list-style-type: none"> Coordinate review of regulations and policies with critical slopes and tree canopy topics
Critical Slopes	<ul style="list-style-type: none"> Regulations for stream buffers, stormwater management, and erosion and sediment control 	 Lower	 Moderate	<ul style="list-style-type: none"> Coordinate review of regulations and policies with stream buffers topic
Energy Efficiency	<ul style="list-style-type: none"> High Performance Building Standards EV Charging Study 	 Lower	 Moderate	<ul style="list-style-type: none"> EV Charging Infrastructure Study will provide updated data and implementation recommendations - anticipated completion in 2026 Updates to High Performance Building Standards for public buildings est. 2026

Summary of Planning Commission Feedback

- Additional topics to incorporate
 - Drought mitigation planning
 - Wildfire risks
 - Infrastructure + community resilience
- Regional coordination will be important for this project
 - Albemarle County, University of Virginia, Planning District Commission, Rivanna Water and Sewer Authority, and others
- Project topic grouping and phasing
 - Align project topics and their timing with the ongoing plans and studies mentioned (e.g. Community Flood Preparedness Fund grant and Urban Forest Management Plan)
 - Consider pairing critical slopes and stream buffers topics
 - Consider 'quick wins' earlier in the process

Council Discussion and Feedback

1. Do the 'recommended areas of study' in Attachment 1 capture the key areas of needed study for the six (6) topics identified for this project?
2. Are there additional topics or supporting information that should be included?

Next Steps

- Anticipated to be approximately 2-year process, moving parallel with related plans and programs
- Scope more detailed work plans by topic, based on topic grouping/phasing
- Establish staff internal stakeholder groups/technical committees
 - Technical expertise, data and best practices, develop and review draft recommendations
 - Participate in Planning Commission and City Council work sessions and community engagement
- Develop public engagement plan

Thank You!





Environmental Regulations and Policy Review Project: Existing Conditions and Recommended Areas of Study

Background

Comprehensive Plan implementation priorities include:

- Implement zoning changes to support housing choice and affordability throughout the city, protect the natural environment, mitigate the effects of climate change, increase walkability
- Implement the Climate Action Plan
- Preserve and enhance the natural environment
- Prioritize locations for green infrastructure
- Increase and protect urban tree canopy cover

New Development Code adopted in 2023 to implement the updated Comprehensive Plan

- Challenges with implementation of by-right development, especially on smaller infill sites with less room for grey/green infrastructure

Other identified challenges and opportunities include:

- Mitigate and prepare for the effects of climate change
- Plan for relevant infrastructure replacement and upgrades needed in the next 5-10 years
- Implement and coordinate on related City plans and policies

Project Objectives

Objectives

- Balance community and Comprehensive Plan priorities of housing/by-right density with protecting the natural and built environments
- Increase community resilience, including to increased flooding and extreme heat risks
- Ensure alignment between regulations across topics (e.g. stormwater management and floodplain management)
- Use an equitable framework for prioritization and implementation

Potential project outcomes

- City Code updates, including the Development Code
- Updated policies for the 5-year Comprehensive Plan review
- Updates to City programs and policies
- Coordination on related projects and plans

Comprehensive Plan: Balancing Priorities

Housing & Land Use Recommendations include:

- Support a wide range of rental and homeownership **housing choices** throughout the city, incorporating walkability/bikeability and access to transit, food, jobs, parks, libraries, and other resources
- Increase the **energy and water efficiency** of housing throughout the city
- Encourage **infill** in existing neighborhoods at an appropriate scale and help preserve existing units

Environmental & Land Use Recommendations include:

- Require zoning changes to **preserve and enhance natural resources and sensitive environmental areas, designated flood plain areas, steep slopes, rivers, and streams**
- Incentivize **green infrastructure** in development projects
- Increase **tree canopy** protection and replacement, incorporating **urban heat island** analyses into the process
- Balance the **competing priorities** for properties adjacent to the **Rivanna River** and other **stream corridors**
- **Regional collaboration**

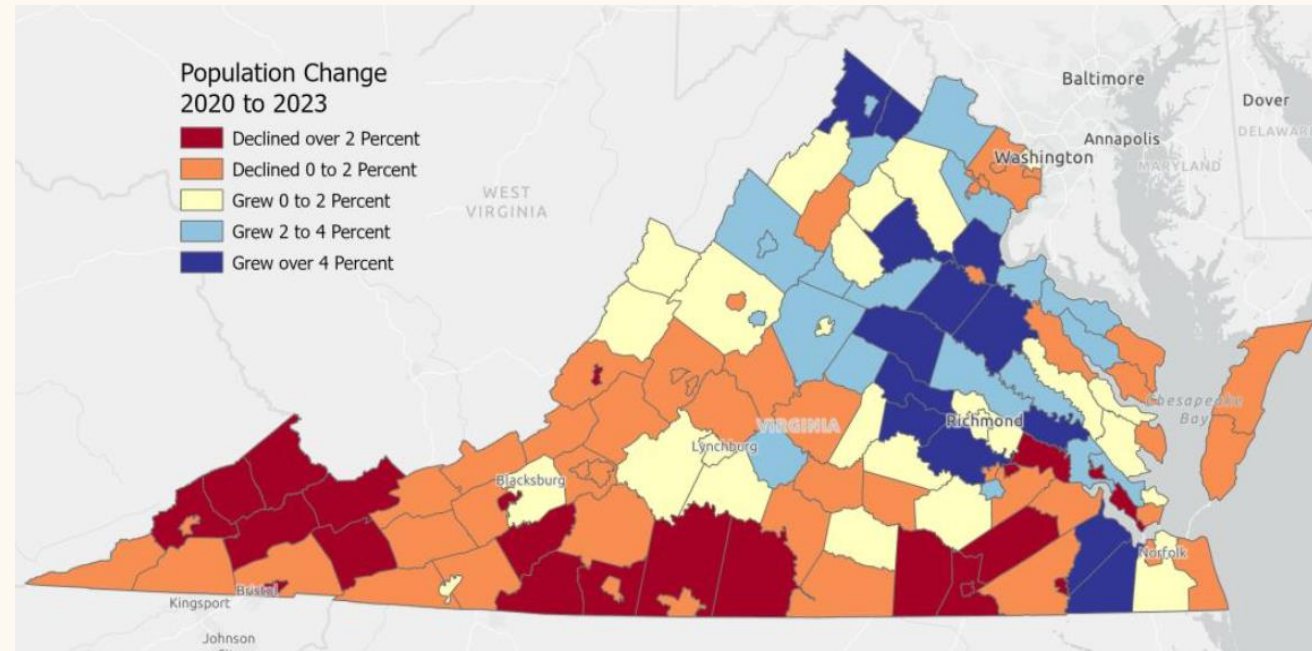
Comprehensive Plan: Implementation

Comp Plan implementation priorities include:

- Implement zoning changes to: support housing choice and affordability throughout the city; protect the natural environment; mitigate the effects of climate change; increase walkability
- Implement the Climate Action Plan
- Preserve and enhance wetlands, floodplains, and other features that provide natural resilience to climate impacts.
- Continue to advance the understanding of best policy and practice related to the City's public/private stormwater conveyance system with the goal of integrating public responsibility and private needs and incorporating green infrastructure wherever feasible.
- Value and protect the Rivanna River and watershed as a major natural resource for the city and region.
- Prioritize locations for green infrastructure improvements, including strategies outlined in GreenPrint 1.0
- Monitor, protect, and expand the urban tree canopy cover both at citywide and neighborhood levels
- Identify and prioritize acquisition of properties that can serve a cross functional purpose as parkland/public space and provide an opportunity to enhance environmental performance including through green infrastructure investments

Regional Considerations

- Charlottesville and Albemarle County are projected to continue to grow (see [Weldon Cooper Center](#))
 - As employers also add jobs, surrounding counties will also continue to build housing, especially Louisa, Fluvanna, and Greene
- If population growth cannot be accommodated within the city/urban areas, other counties will likely accommodate some of that demand instead, resulting in longer commute times and less walkable and connected development. Urban/connected growth also protects farmland, forests, and other ecosystems in the rural areas.
- The City and Albemarle County have shared and overlapping systems and resources, including watersheds. An analysis by the EPA's Smart Growth Program found that when growth is not accommodated in more urban locations, it typically moves to suburban/rural areas, but is often within the same watershed



Source: Weldon Cooper Center

- There could be opportunities for regional collaboration within shared watersheds and other natural systems

Adopted and Ongoing Related Plans and Programs

Water Resources Protection Program (WRPP)

- Includes Stormwater Utilities/fee, addressing the aging stormwater infrastructure system, using Green Stormwater Infrastructure, water quality/quantity management, and resource stewardship

CityGreen initiative (launched 2016) / GreenPrint 1.0 (published 2020)

- Highlights watershed protection and increased tree canopy as key tools for managing runoff and improving urban resilience; shows opportunities for tree planting locations

Climate Action Plan (adopted 2023)

- Framework to reach carbon neutrality by 2050: buildings + energy, transportation, waste, nature-based solutions
- Actions include code updates and coordination on land use/transportation planning

Flood Resilience Plan (adopted 2023)

- Including DCR grant to support an updated floodplain management program
- Stormwater modeling: Moore's Creek watershed complete, Meadow Creek and Rivanna River in progress

Stormwater Management Program / MS4 permitting

- 6 key elements for MS4 permitting: education on stormwater pollution prevention, community involvement in pollution prevention programs, programs for detecting and eliminating illicit discharge, stormwater runoff control requirements, post-construction stormwater management program, and pollution prevention program for local government operations

Concurrent Related Plans and Programs

Resilient Together Initiative (in progress, anticipated adoption in 2026)

- Actionable and equitable strategies to strengthen community adaptation resilience, adapt to the effects of climate change, improve public health/ecosystems/economic vitality, & reduce greenhouse gas emissions

Community Flood Preparedness Fund Grant (awarded fall 2025)

- Conduct a program review of the City's current Floodplain Management Program, assist in program administration, and update the Flood Resilience Plan with the goal of building a more robust, future-forward, climate-informed program

Urban Forest Management Plan (in progress)

- Existing conditions analysis and recommendations to increase tree canopy, remove and prevent invasive species, and find ways to fit street trees into constrained right of ways

5-Year Comprehensive Plan Review (will be completed in 2026)

- This Environmental Review project will inform updated Comp Plan policies

Code Amendments (in progress/ongoing)

- Coordination on ongoing Development Code Tier 1-3 updates
- This Environmental Review project will likely inform updates to portions of the Development Code and other sections of City code



Stormwater Management

Stormwater Management: Comprehensive Plan Recommendations

Chapter 7 Environment

- Value and protect the Rivanna River and watershed as a major natural resource for the city and region
- Continue to implement the Water Resources Protection Program (WRPP) to meet a range of water resources goals and challenges, including regulatory compliance, stormwater conveyance infrastructure rehabilitation, drainage issues, and water quality stewardship.
- Implement the Water Resources Master Plan capital improvement programs to make drainage and water quality improvements and comply with TMDL.
- Repair, enhance, and maintain City-owned stormwater management and conveyance infrastructure, utilizing green stormwater infrastructure where practicable.
 - Consider the impacts of climate change and changes in impervious surfaces from density
 - Discourage stream piping and encourage stream daylighting
 - Explore watershed scale compliance strategies to meet project/site SWM requirements
- Encourage property owners to implement water resources stewardship practices through educational materials and incentives, with a focus on retrofitting sites that lack adequate stormwater treatment.
- Prioritize locations for green infrastructure improvements (including from Greenprint 1.0) to improve stormwater management, flood mitigation, air and water quality, and habitats.

Stormwater Management: Comprehensive Plan Recommendations

Chapter 9 Community Facilities and Services

- Inventory the stormwater conveyance network and assess conditions; use inventory to inform needed improvements
 - Consider gathering community input during this process
- Modernize and repair infrastructure
- Improve water quality where feasible when improvements are made to infrastructure
- Integrate public responsibility and private need for the City's public and private stormwater conveyance system
- Incorporate green infrastructure where feasible
 - Consider GreenPrint 1.0 green infrastructure guide
 - Add open space for neighborhoods where feasible
- Incorporate stormwater management into parks planning
- 'Dig Once' policy for utilities and street projects

Stormwater Management: Definitions

- **Adequate channel:** A channel that will convey the designated frequency storm event without overtopping the channel bank nor causing erosive damage to the channel bed or banks.
- **Agreement in Lieu of Plan:** A contract between the VESMP administrator and a property owner that specifies methods that shall be implemented to comply with the requirements of the VESMA and this article for the construction of a single-family detached residential structure or a farm building/structure with an impervious cover of less than 5%.
- **Storms:** 10-year storms have a 10% probability of being equaled or exceeded in any given year. 2-year storms have a 50% chance.
- **Best Management Practice (BMP):** Structural or non-structural methods used to control both quantity and quality of runoff generated by a development. Most land development projects (residential and commercial) provide a BMP onsite prior to receiving approval. Examples include detention ponds, biofilters, rain gardens, and underground storage tanks. The onsite BMPs usually address water quantity, with the majority of developers using off-site nutrient credits to satisfy water quality requirements.

Stormwater Management - Definitions

- **Stormwater conveyance system:** A combination of drainage components that are used to convey stormwater discharge, either within or downstream of the land-disturbing activity. This includes:
 - **Manmade:** A pipe, ditch, vegetated swale, or other stormwater conveyance system constructed by man except for restored stormwater conveyance systems;
 - **Natural:** The main channel of a natural stream and the flood-prone area adjacent to the main channel;
 - **Restored:** A stormwater conveyance system that has been designed and constructed using natural channel design concepts. Restored stormwater conveyance systems include the main channel and the flood-prone area adjacent to the main channel.
- **Chapter 10 Administrators:**
 - Article II VESMP: **Public Works Engineering**
 - Article IV Stream Buffers: **Neighborhood Development Services**
 - Article V Storm Sewer Discharges and Article VI Stormwater Utility: **Utilities**

Water Resources Protection Program

- **Water resources protection fund:** the **stormwater utility fee** provides a dedicated funding source for the Water Resources Protection Program
- **Purpose** of Water Resources Protection Program: comply with federal and state stormwater regulations, rehabilitate the City's aging stormwater system, address drainage and flooding problems, and pursue environmental stewardship
- **Goals** are to address the following:
 - Aging and deteriorating stormwater system
 - Backlog of drainage and floodplain projects
 - Decades of water resources degradation
 - Increasingly stringent stormwater management regulations

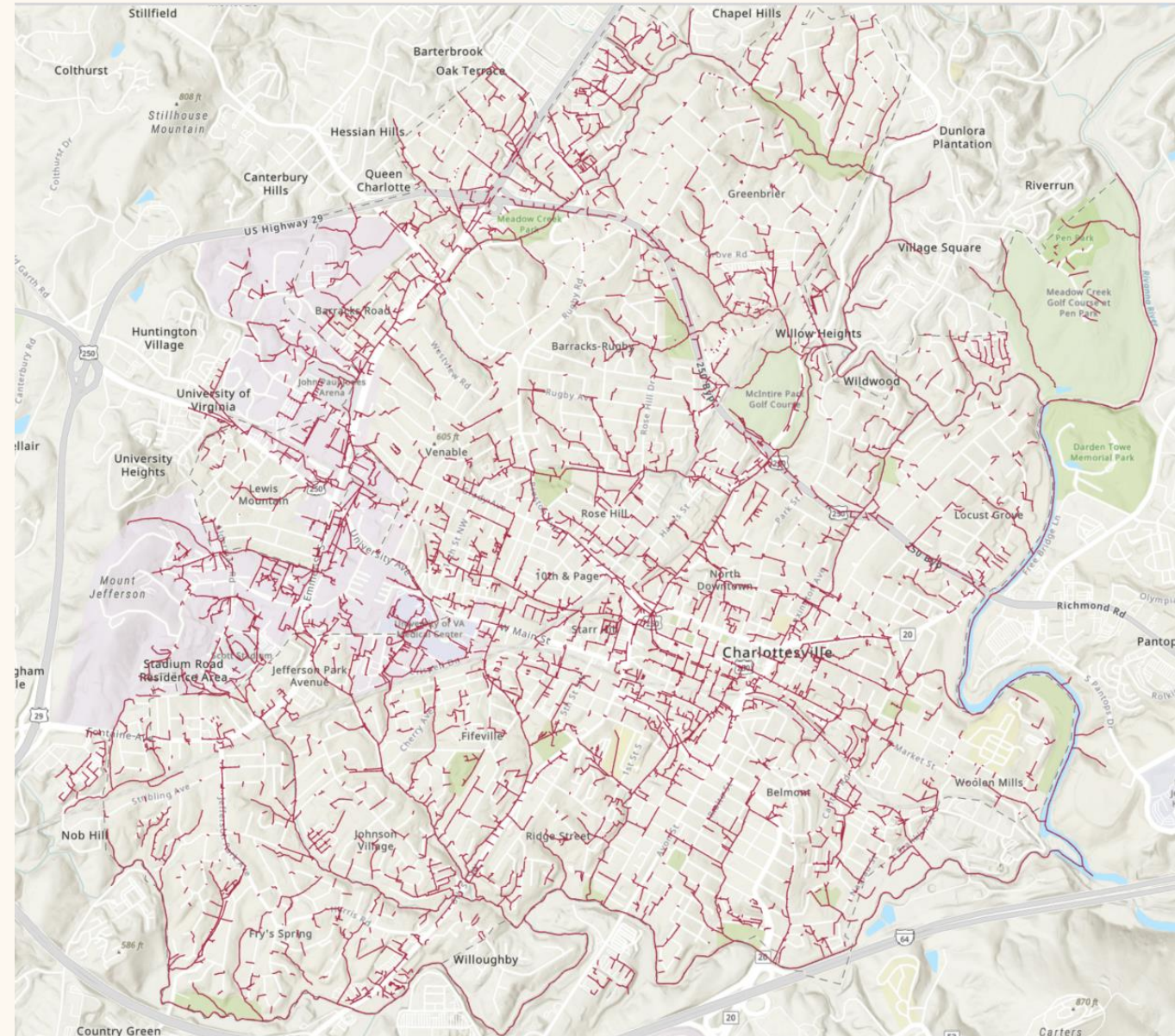


Infill development example in Charlottesville (Grove Street). Rain barrels and future green roofs over the porches (left side) and permeable paver driveways are being used to meet some stormwater management requirements onsite

Water Resources Protection Program: Stormwater Infrastructure

The stormwater infrastructure system (both grey and green and both public and private) includes:

- 35 miles of open waterways
 - 130 miles of storm drains
 - 8,250 stormwater structures (e.g. inlets, manholes, junction boxes)
 - 460 outfalls
 - 294 Best Management Practices (BMPs)
 - 445 acres of zone AE floodplain
- **Flood Resilience Plan** compiles existing data sources
 - Historic stormwater CIP projects
 - Drainage complaint database
 - GIS inventory of SWM infrastructure, flood zones, public land, Streets That Work, etc.
 - CIP drainage and erosion issues prioritization matrix



Map of Stormwater Infrastructure Pipes. Source: City GIS OpenData

Stormwater Utility Fee



- Dedicated funding stream for Water Resources Protection Program
- Implemented in 2014
- Charges fee for each property based on the amount of impervious surface
 - \$1.20 per 500 sq ft of impervious surface area per month
- Can reduce bill by removing impervious surface area and/or receiving credit for operating and maintaining a stormwater management facility
 - To receive credit, the stormwater facility needs to have been installed and functioning properly
 - Property owner must maintain the facility and it must meet City design standards
 - Property owner must enter into maintenance agreement with the City
 - The maximum credit that a property owner may receive for a stormwater management facility required as a condition of development is a 40% credit of the fee for the impervious area treated. The maximum credit is 100% for the impervious area treated by a voluntary stormwater management facility.



Examples of practices that can receive credit – bioretention facility (top); cistern (middle); permeable pavement (bottom).

Stormwater Management Regulations: Chapter 10

- City's land disturbance threshold for stormwater management (SWM) is 6,000 sq ft. The following are scenarios for single-family detached homes:
 - **Single independent lot:** does not need to comply with SWM unless 1 acre or more of land disturbance occurs.
 - **Common Plan of Development or Sale** (e.g. Lochlyn Hill, PUD's) **or where there are 3 or more lots** with contiguous borders & under same ownership or unified control: SWM plan would need to be created for the whole development.
 - **Exemptions:** [10-27.\(c\).\(a\)](#) can only be applied to a single-family home on one lot, that is not part of a common plan of development. A single-family homes on adjacent lots (two total) could be built and not considered a common plan of development, but once the third lot with contiguous boarder is introduced, it becomes a common plan. Townhomes/duplexes (single family attached) structures do not qualify for the exemption.
- **State Code Requirements:**
 - Erosion and sediment control and SWM (quantity) required to be regulated at 10,000 sq ft or more
 - Changes to Chapter 10 VESMP requirements (including land disturbance thresholds) generally need to be approved by the State Water Resources Board

Meeting Stormwater Management Requirements

- **Plan elements:**
 - Control measures to minimize pollutants in stormwater discharges
 - Erosion and sediment control; protecting environment and other properties from negative impacts
 - Description of proposed stormwater management facilities, including location and acres treated
 - Calculations for stormwater quantity and quality
 - Provisions for long-term maintenance of facilities; must be recorded
 - Agreement in-lieu of plan: smaller developments under the common plan of development threshold can avoid full engineering
- **Water quality** addresses phosphorous (as a proxy for other pollutants) load entering waterways
 - Developers can buy off-site nutrient credits to meet water quality requirements. This benefits large watersheds overall, but not necessarily the city's waterways/water quality
 - Different standards for new development vs redevelopment (existing impervious surface)
 - Locality must allow nutrient credits in some cases, including when less than 5 acres of land will be disturbed
- **Water quantity** addresses channel protection and flood protection
 - Based on 1 and 2-year 24-hour storms for channel protection and 10-year 24-hour storms for flooding
 - Typically, underground detention BMPs are implemented for compliance with the water quantity standards listed in [9VAC25-875-600](#)

Stormwater Management & Flood Resilience Plan

The Flood Resilience Plan prioritizes 10 Watershed Management Areas and recommends **Watershed Management Plans**:

- Watershed-scale solutions that require planning & assessment for the entire watershed
 - Many of these are stormwater management projects
- Allows the City to assess the cumulative effect of watershed-scale and site-scale solutions and integrates watershed management with neighborhood and transportation planning
- Top 3 priority watersheds: Rock Creek, Schenks Branch, Meadow Creek

Stormwater issues identified in the Flood Resilience Plan:

- Flooding and erosion issues
- Issues of aging infrastructure and privately owned infrastructure
- Outdated and undersized infrastructure
- Stormwater utility fee funds not sufficient to meet needs; need to identify additional funding sources and possible public private partnerships

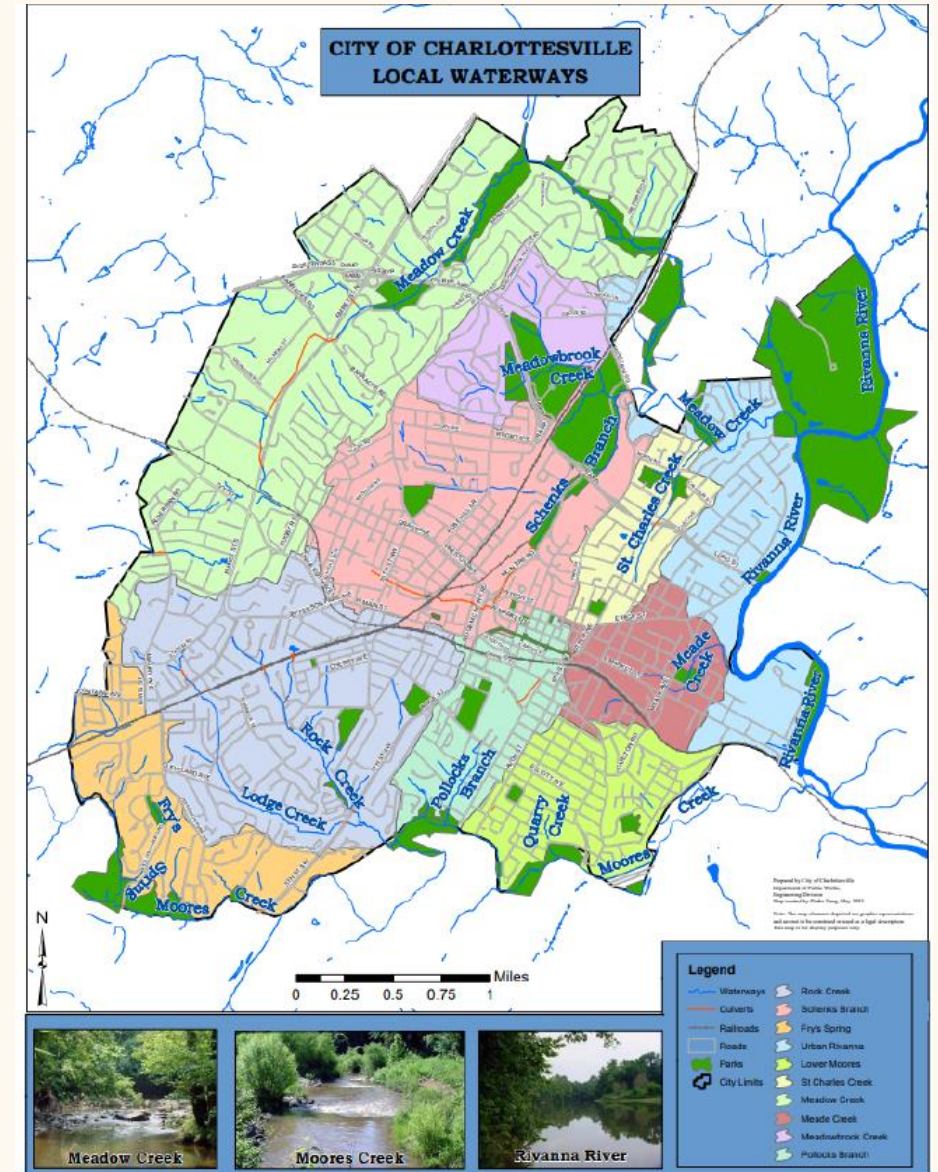


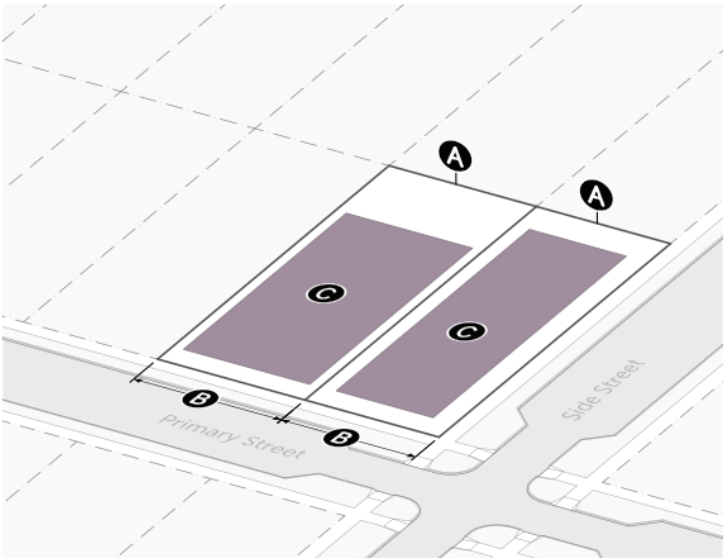
Figure 4. Watershed Management Areas

Stormwater Management and Infill Development

- 2023 Development Code allows for infill development throughout the city.
 - Development Code provisions allow for up to 65% lot coverage for 4+ units in R-A districts and up to 70% lot coverage for 8+ units in R-B and R-C districts
- The smallest lots requiring stormwater management may not be large enough to add additional housing units and lot coverage allowed by the Development Code and accommodate required on-site stormwater infrastructure

2.2.2. R-A RESIDENTIAL A

A. LOT



3. COVERAGE		Sec. 2.10.4.
C Building coverage (max)		
Up to 2 units		55%
3 to 4 units		60%
More than 4 units		65%
Building footprint (max)		3,000 SF
Outdoor amenity space (min)		None

Stormwater Management: Recommended Areas of Study

Review and consider updates to the City's stormwater management requirements

- For by-right infill development, the smaller lots requiring stormwater management (ones that have a land disturbance of 6,000 sq ft or more) may not be large enough to add additional housing units and lot coverage allowed by the Development Code and fit required on-site stormwater management infrastructure
- Developers can buy offsite nutrient credits to meet water quality requirements. This benefits large watersheds overall, but not necessarily the city's waterways/water quality

Evaluate stormwater management infrastructure needs

- Stormwater utility fee funds alone may not be sufficient to meet needs
 - Reference: 2023 Flood Resilience Plan for Charlottesville
- Nuisance flooding and drainage complaints already occur, and could increase with projected increases in rainfall volumes due to climate change



Floodplain Management

Flood Plains: Comprehensive Plan Recommendations

Chapter 4 Land Use, Urban Form, and Historic & Cultural Preservation

- Require that zoning changes preserve and enhance natural resources and sensitive environmental areas, designated floodplain areas, steep slopes, rivers, and streams.

Chapter 6 Transportation

- Develop policies and strategies to incorporate green infrastructure as an integral part of transportation planning, and ensure transportation projects are sited and designed to avoid sensitive environmental resources and natural resiliency features such as floodplains, stream buffers, and wetlands.

Chapter 7 Environment, Climate, and Food Equity

- Ensure the review of development proposals includes consideration and minimization of impacts to floodplains and other natural resiliency features.
- Prioritize locations for green infrastructure improvements, including strategies outlined in GreenPrint 1.0, to improve stormwater management, flood mitigation, air and water quality, habitat, species migration, connectivity, and livability.
- Acquire land and encourage conservation easements along stream buffers and in floodplains

Flood Plains: Definitions

Base flood elevation (BFE): The water surface elevations of the base flood in relation to the datum specified on the FIS/FIRM. This is the flood that has a 1% or greater chance of occurrence in any given year.

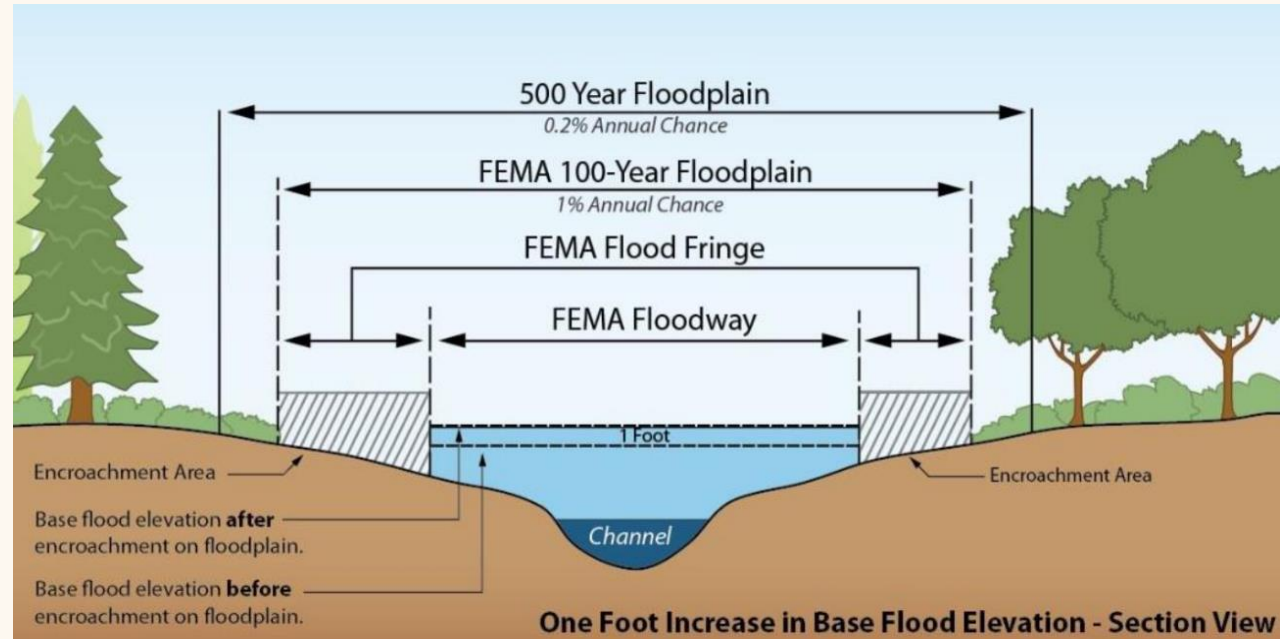
“AE” zone: The areas shown on the City’s FIS/FIRM as areas for which BFEs have been provided and the floodway has not been delineated.

Base flood: The flood having a 1% chance of being equaled or exceeded in any given year. Also known as “regulatory flood,” the “100-year flood,” and the “1%-annual-chance flood”.

Floodway: The channel of a river or other watercourse and the adjacent land areas that must be reserved to carry and discharge the base flood without increasing the water surface elevation more than 1 foot at any point.

Floodplain or “special flood hazard area”: Any land subject to 1% or greater chance of flooding in a given year.

Floodway fringe: Area within the floodplain but outside of the floodway.

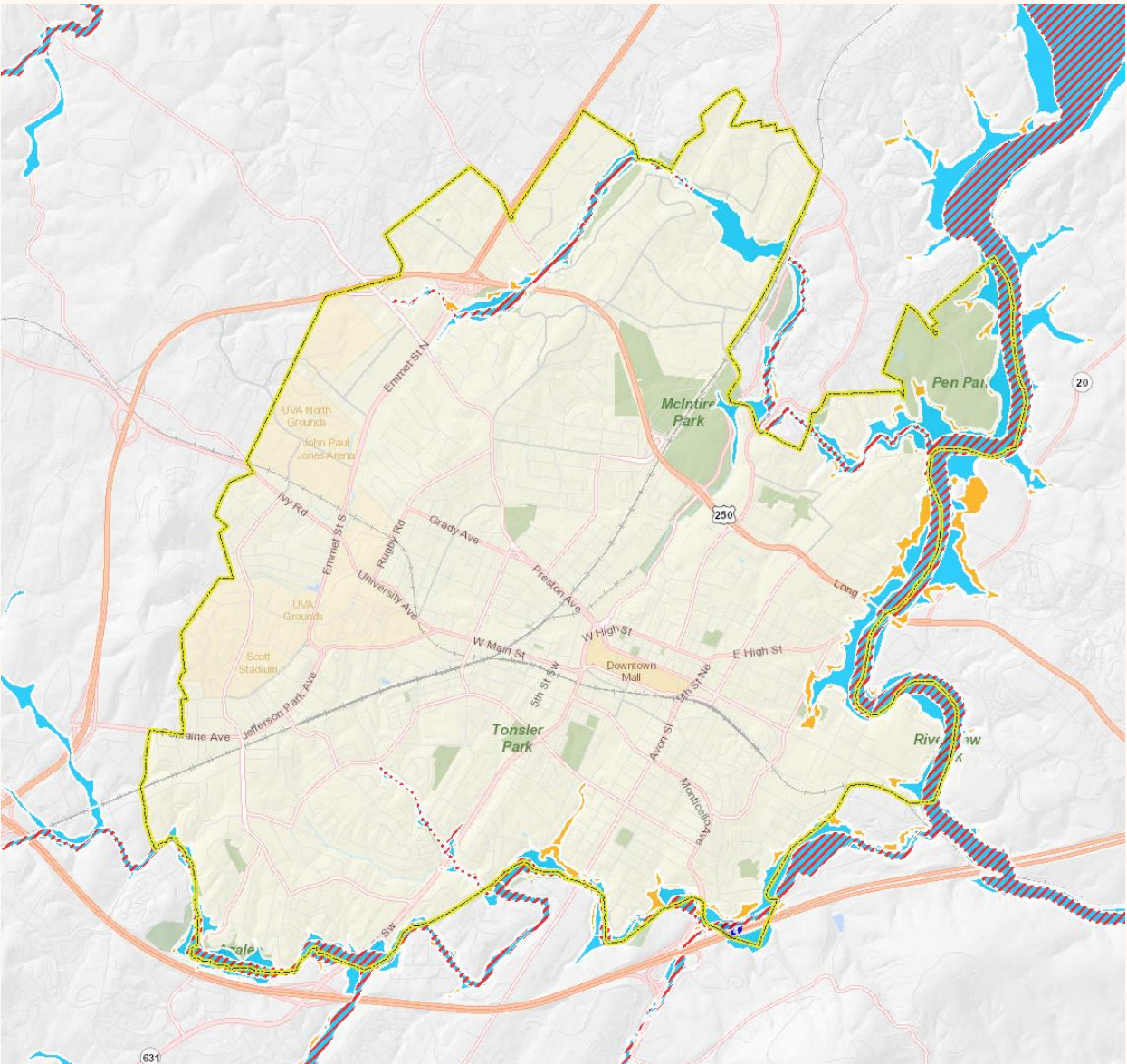


Flood Plains: Regulations

Div. 2.9.1. Flood Hazard Protection District

- *Intent:* prevent loss of life and property; deter the creation of health and safety hazards;
- Flood maps provided by the Federal Emergency Management Agency (FEMA) to the City.
- Local Floodplain Development Permit required for any development activity in a flood zone.
- **Zone AE requirements**
 - No new construction must be permitted, unless it is demonstrated that the cumulative effect of the proposed development will not increase the BFE more than 1 foot at any point within the City.
 - Approx 445 acres in the city, per the 2023 Flood Resilience Plan
- **Regulatory Floodway requirements**
 - No encroachments are permitted unless it has been demonstrated through hydrologic and hydraulic engineering analysis that the proposed encroachment will not result in any increased flood levels within the community (No Rise Certification).
- **No requirements for Zone X (Shaded / 500-year floodplain)**

Flood Plain: 100-year, 500-year, and Floodway



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Orange – Zone X (Shaded, 500-year floodplain) (0.2% annual flood chance)



Blue – Zone AE (100-year floodplain) (1% annual flood chance)



Red Hatched – Regulatory Floodway

Flood Plains: Letter of Map Revision (LOMR) Process

- When development in the floodplain causes, or will cause, a change in any BFE, then the landowner, including any state or federal agency, must notify FEMA by applying for a CLOMR (conditional letter of map revision) and then subsequently, a LOMR (letter of map revision)

Examples of when a LOMR is needed include:

- Any project that causes an increase in the BFE's within a floodway
- Any project in Zones A and AE without a designated floodway, which will cause a rise of more than 1 ft in the BFE
- Any alteration or relocation of a stream, including but not limited to installing culverts, bridges, and crossings

City's Flood Resilience Plan

Phase 1 Flood Resilience Plan completed in 2023 as part of the Water Resources Protection Program:

- Makes the City eligible for funding/grants; City has been awarded DCR Community Flood Preparedness grants
- Flood threats primarily come from:
 - Riverine flooding
 - High intensity storm events, which can cause urban/flash flooding or 'pluvial flooding', which occurs when heavy rainfall overwhelms the capacity of drainage systems
 - Stormwater management challenges: older and/or privately owned infrastructure and inadequate conveyance and/or storage
- 3-prong approach for implementation
 - Projects
 - Improved conveyance and storage
 - Green infrastructure
 - Land management/acquisition
 - Programs
 - Floodplain development and stream buffer regulations
 - Community preparedness and education
 - Increased staff/funding for implementation
 - Planning tools
 - Watershed Management Area Plans; Rock Creek watershed highest priority

Floodplain Management: Recommended Areas of Study

Evaluate the City's floodplain management program

- Opportunity for cross-departmental coordination on the DCR Community Flood Preparedness Grant to build a more robust floodplain management program

Review and consider updates to the City's floodplain development regulations

- City requirements comply with FEMA minimum requirements for the National Flood Insurance Program (NFIP). The City cannot go below these standards without risking compliance with NFIP
- The City can adopt higher standards, which would need to consider other City policies and goals.
 - Currently, no new construction is allowed in the 100-year floodplain unless it is demonstrated that the cumulative effect of the proposed development will not increase the Base Flood Elevation (BFE) by more than 1 foot anywhere in the city
- Mapped flood zones impact less than 7% of City parcels. However, there are areas outside of mapped flood zones that flood, due to topography, inadequate drainage infrastructure, and other factors
 - FEMA floodplains do not account for 'urban' or pluvial flooding when stormwater infrastructure is overwhelmed; they are focused on riverine flooding



Tree Canopy

Tree Canopy: Comprehensive Plan Recommendations

Chapter 7 Environment

- Create, protect, and expand robust urban forests/tree canopy
- Implement Urban Forestry Management Plan
 - Use an environmental justice lens for equitable implementation, including by using tree canopy and heat index data
- Incorporate trees into streetscape plans
- Find ways to increase tree canopy on private land
- Use GreenPrint 1.0 map of possible planting areas
- Evaluate possible reforestation in City-owned parks/rec land

Chapter 4 Land Use

- Entrance Corridors: Incorporate street trees and landscaping along streetscapes for shade and buffering pedestrians from traffic
- Encourage retaining and replenishing shade trees, particularly large trees, in all historic neighborhoods.
- Pursue healthy, interconnected urban ecosystems that deliver valuable ecosystem services, and support diverse native plant communities and wildlife habitats.
- Contribute to the creation, protection, and expansion of robust urban forests

Tree Canopy (2023) and Heat Index (2021) by Neighborhood

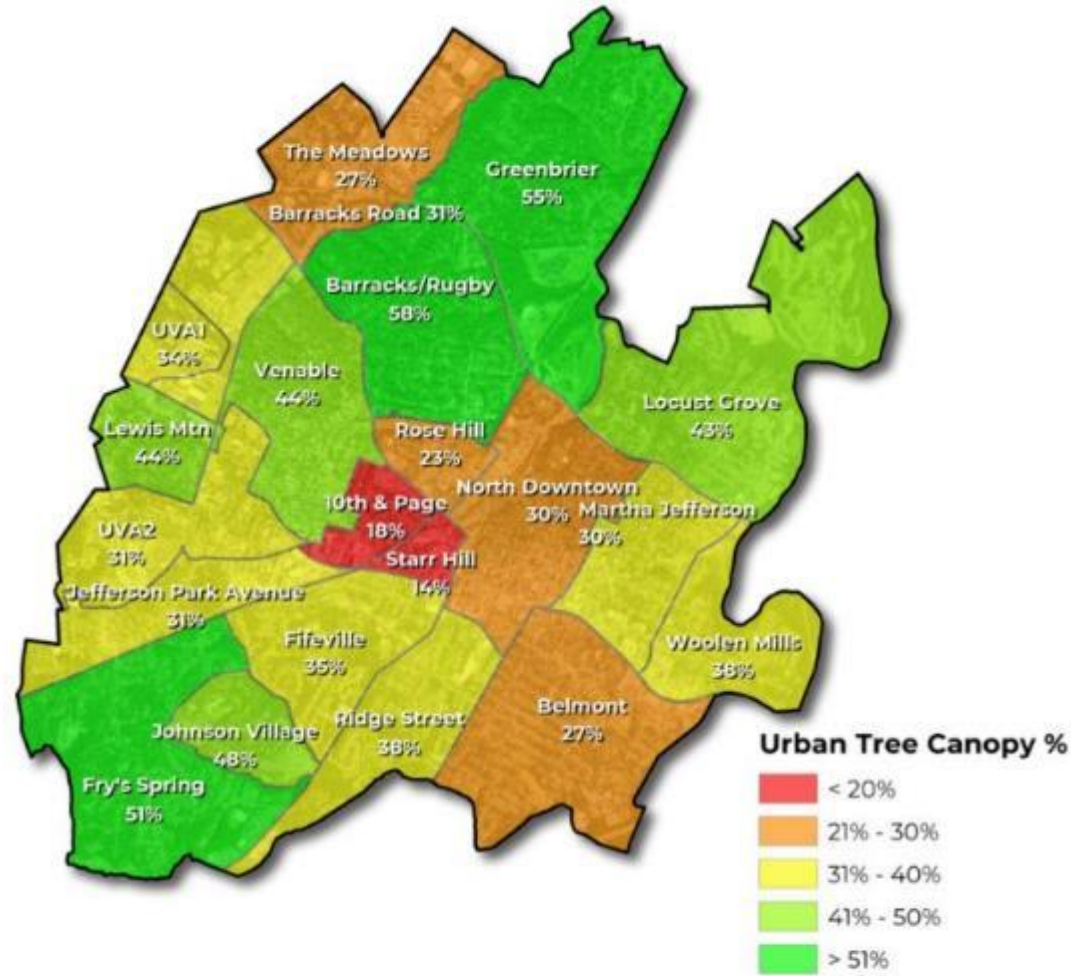
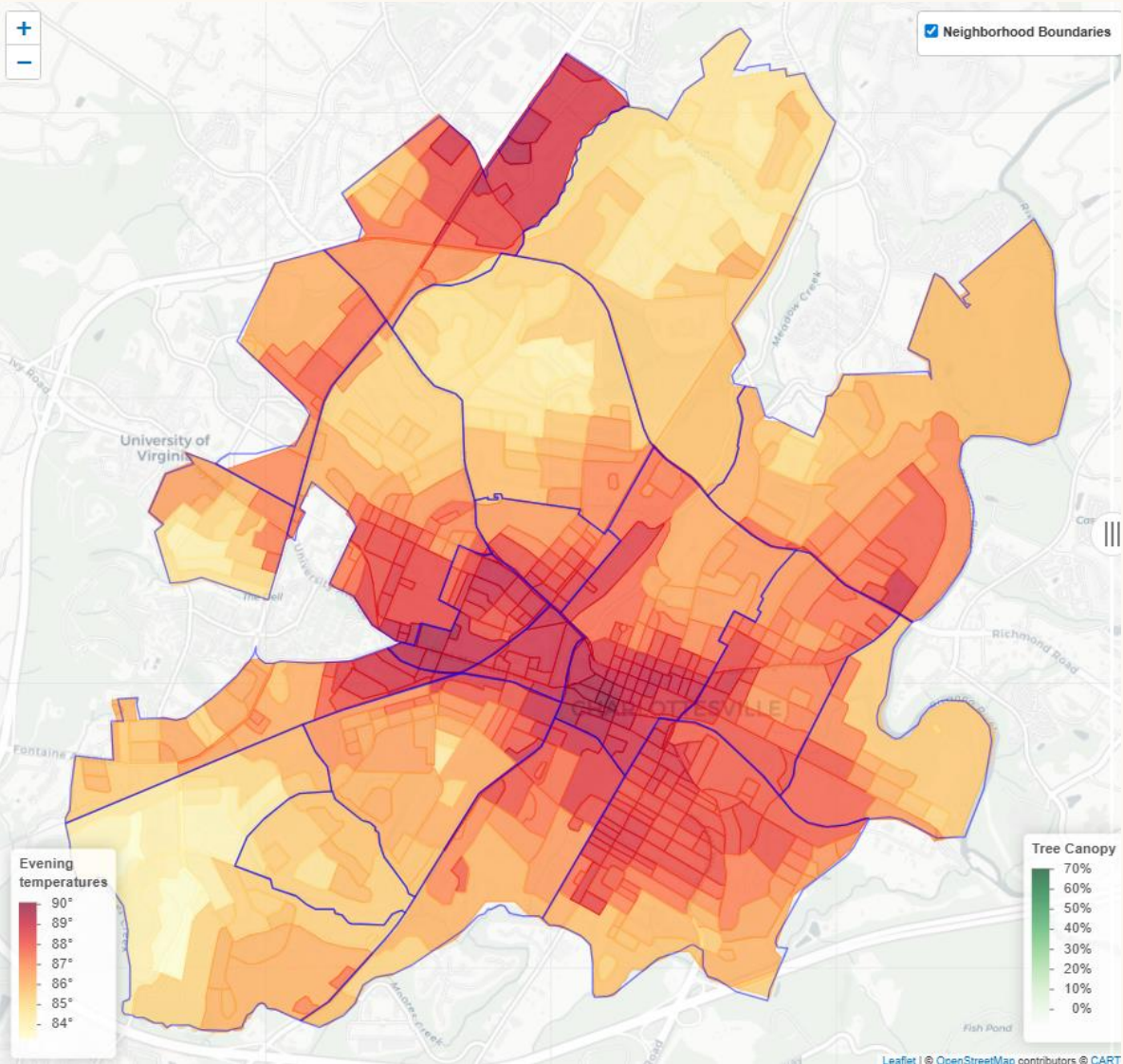


Figure 1: Map of Charlottesville Neighborhoods and Canopy Coverage.⁴

Source: City's 2023 State of the Forest Report



Source: UVA Center for Community Partnerships 2021 Analysis

Tree Canopy and Landscaping Requirements: Development Code 4.9.1

- **Tree canopy requirements:**
 - **Canopy cover requirements** for each zoning district (e.g. 10% minimum canopy cover in Corridor Mixed Use districts)
 - Use the City's Master Tree List to calculate 10-year canopy
 - **Preservation** of existing trees counting toward canopy
 - Trees 8-inch+ diameter, ornamental trees (any size), trees in required setbacks or along boundaries, streams, and shade trees
 - 1.5x canopy bonus for existing trees
 - Administrative waiver for dedicated school sites/recreation areas, preserving wetlands, and unnecessary hardship
 - Streetscape, parking lot, and screening trees count toward total
- **Tree removal** permit required for 8-inch+ diameter trees
- **Reference** City's Best Management Practices for Tree Preservation, Transplanting, Removal and Replacement Manual to develop a **tree protection plan** for tree preservation to count toward canopy

Street Trees

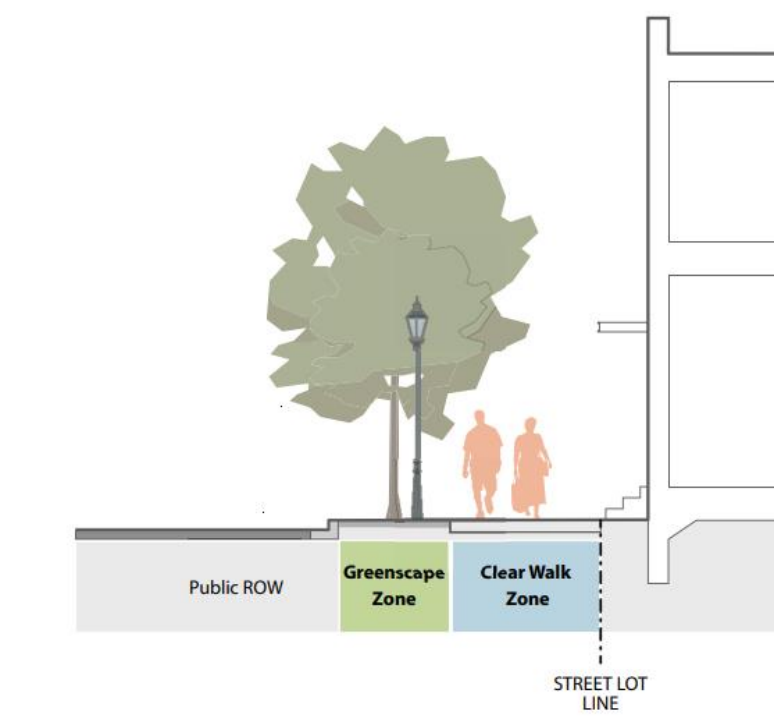
City Streetscape Requirements (Development Code 4.4.5)

- Greenscape width requirements based on street type (see table on the right)
 - To avoid underground utility conflicts, can use alternative layout, including smaller greenscape zone
- Large street trees required every 30 feet
 - To avoid aboveground utility conflicts, can plant small or medium trees every 15 feet
- Can be privately owned/maintained if outside public right of way
- In residential districts, if surrounding properties do not have an existing streetscape, developer can contribute to streetscape fund instead of planting street trees

Street Classification	Width (min)	
	Clear Walk Zone	Greenscape Zone
Mixed Use Corridor	8'	12'
Mixed Use A	7'	8'
Mixed Use B	7'	6'
Downtown	6'	8'
Industrial	6'	6'
Neighborhood A	6'	5'
Neighborhood B	6'	5'
Local	6'	5'

Local challenges to increasing street trees

- Draft Urban Forestry Report findings (June 2025): City averages **fewer street trees per mile than the national average**
- **City street tree planting faces spatial limitations**, with few right of way spaces suitable for large trees



State Code Requirements and Limitations

- § 15.2-961 sets **tree canopy maximums (% canopy cover)**
 - State Code requires localities to include tree preservation as an option to meet at least part of the total required tree canopy
 - Must allow for exceptions for preserving wetlands or unnecessary/unreasonable hardship
 - In those cases, a tree canopy bank/offsite planting is allowed
 - § 15.2-961.1 allows higher tree canopy requirements (still up to a maximum) but only for Planning District 8 (Northern Virginia)
- § 10.1-1127.1 Can designate individual heritage, specimen, memorial, and street trees through a public hearing for **individual preservation; City has already adopted this ordinance**
 - **Maximum penalty for tree removal = \$2,500; City already meets**

Tree Canopy Issues Identified during Development and Construction

- Developer feedback has indicated that the updated tree list (per the 2023 Development Code) reduced canopy counts per tree significantly, resulting in a perception that too many trees are required within smaller sites to meet the required tree canopy total.
- Concern about tree damage/removal during construction
 - Note: A new Zoning Inspector will be hired to ensure compliance with approved site plans, including tree preservation plans, during construction
- Currently, developers only need to protect existing trees that are being counted toward the tree canopy counts; they do not need to show other existing trees on the site plan that are outside the public ROW (and can't be required to)
- There are limited options under State Code for tree preservation, but incentives rather than requirements could be options
- For existing trees that do count toward preservation for canopy totals, developers have provided feedback that the current best management practices are too stringent and make tree preservation on small sites infeasible
 - Updated benchmarks, measurement protocols, and preservation techniques could be developed

Tree Canopy and Landscaping: Recommended Areas of Study

Review and consider updates to the City's requirements for tree canopy, street trees, and tree preservation with development

- Development community concerns with fitting required trees (to meet tree canopy requirements) into smaller infill sites. Canopy cover percentages are regulated by zoning district (e.g. 10% in Corridor Mixed Use district) and maximum percentages are set by State Code.
- Improved guidance is needed for tree protection/preservation including during construction
- Current tree preservation incentives (1.5x canopy % bonus) do not seem sufficient to the development community to choose tree preservation over planting new trees

Use data, findings, and recommendations from the Urban Forest Management Plan

- Cross-departmental coordination on updated Urban Forest Management Plan
- Tree canopy and urban heat island effect vary significantly by neighborhood
 - Energy cost burdens also vary by neighborhood, which can be mitigated by shade from trees
- Analysis so far indicates significant spatial constraints for planting more street trees in the public right of way; updated Plan will provide recommendations for street tree opportunities



Waterways and Stream Buffers

Streams: Comprehensive Plan Recommendations

Chapter 4 Land Use

- Require that zoning changes preserve and enhance natural resources and sensitive environmental areas, designated flood plain areas, steep slopes, rivers, and streams.
- Pair development along the Rivanna River and stream corridors with park space and environmental protection features. Balance competing priorities for properties adjacent to the River and other stream corridors to allow an appropriate number of different uses without impacting environmental quality of waterways and riparian buffers.

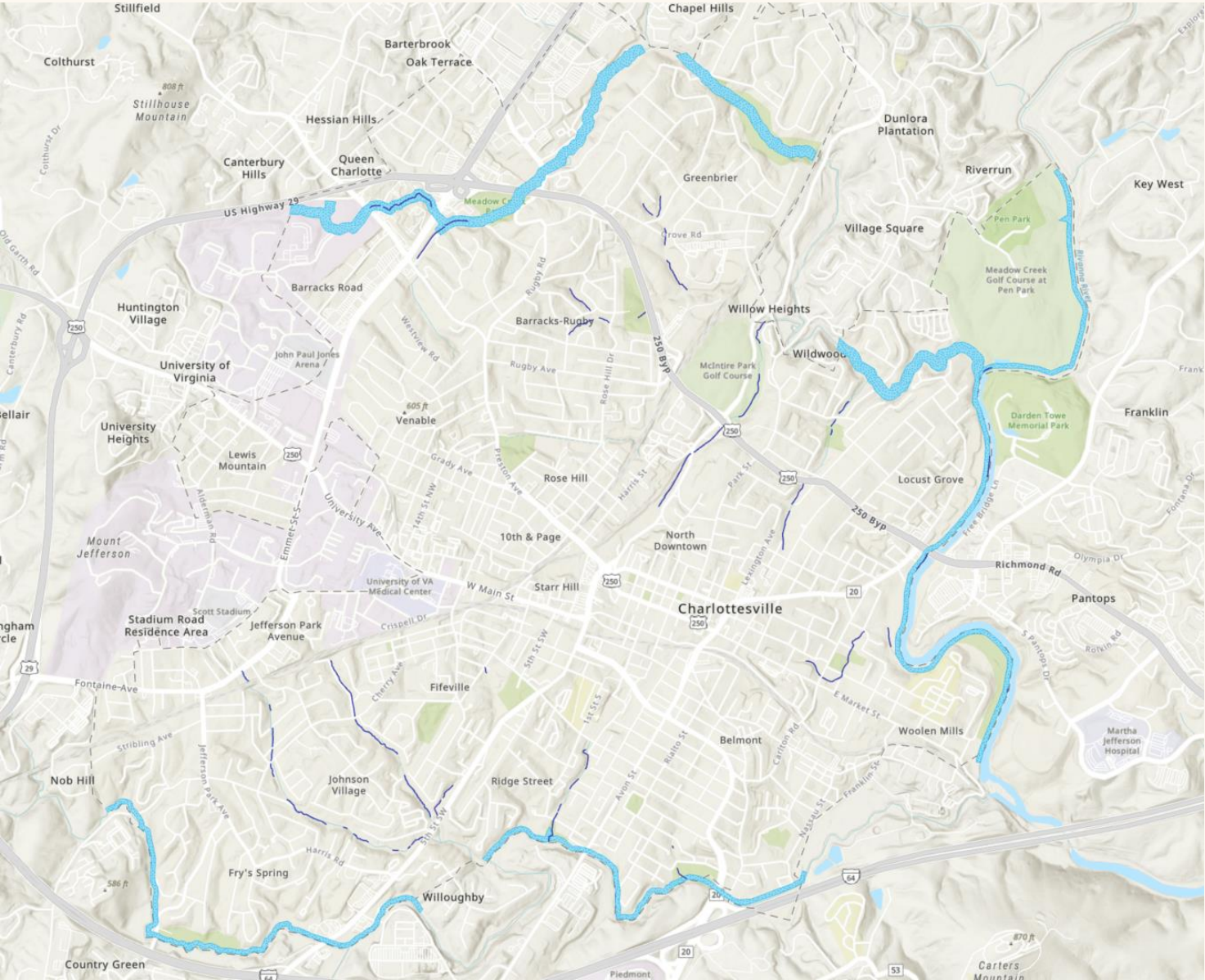
Chapter 6 Transportation

- Incorporate green infrastructure as an integral part of transportation planning and design projects to avoid sensitive/resilient environmental resources such as floodplains, stream buffers, and wetlands.

Chapter 7 Environment

- Enforce the 100' Water Protection Ordinance (WPO) stream buffer and consider locations for expansion of the buffer
- Improve stream and vegetated buffers to increase habitats and groundwater recharge/stream flow, improve water quality, and increase resilience
- Improve water quality and regional public access to the Rivanna River
- Implement the Rivanna River Corridor Plan

Streams and Stream Buffers



Stream Buffer: An area of land at or near a tributary streambank and/or nontidal wetland that has an intrinsic water quality value due to the ecological and biological processes it performs or is otherwise sensitive to changes which may result in significant degradation to the quality of state waters.

- Map of waterways with a locally regulated buffer:
- Rivanna River
 - Meadow Creek + branch
 - Moore's Creek

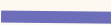
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Water Protection Ordinance (WPO) Stream Buffer



Waterway



Waterways without a WPO buffer

Water Protection Ordinance (WPO) Stream Buffers: Regulations (Chapter 10 Article IV)

- WPO stream buffers must be at least 100 feet wide on each side of the stream (measured from the top of the bank)
 - Must be maintained and incorporated into land development design
- Existing vegetation/trees in stream buffers must be retained for the 3 designated waterways
- Within a required WPO stream buffer, no indigenous vegetation shall be disturbed or removed, except:
 - Activities pertaining to the management of the stream buffer; requirements outlined in 10-72
 - Development activities authorized in a stream buffer, identified in section 10-74
 - Stormwater management facilities
 - Water dependent facilities, passive recreation access, paved trails 3+ feet, and historic preservation
 - There is no alternative option for a building site and/or driveway/roadway
 - Tilling, planting or harvesting of agricultural or horticultural crops in home gardens
 - Select utility work
- For allowed development activity, must have a mitigation plan:
 - Identify impacts, alternatives
 - Ensure minimal disruption
 - Use best practices to mitigate impacts

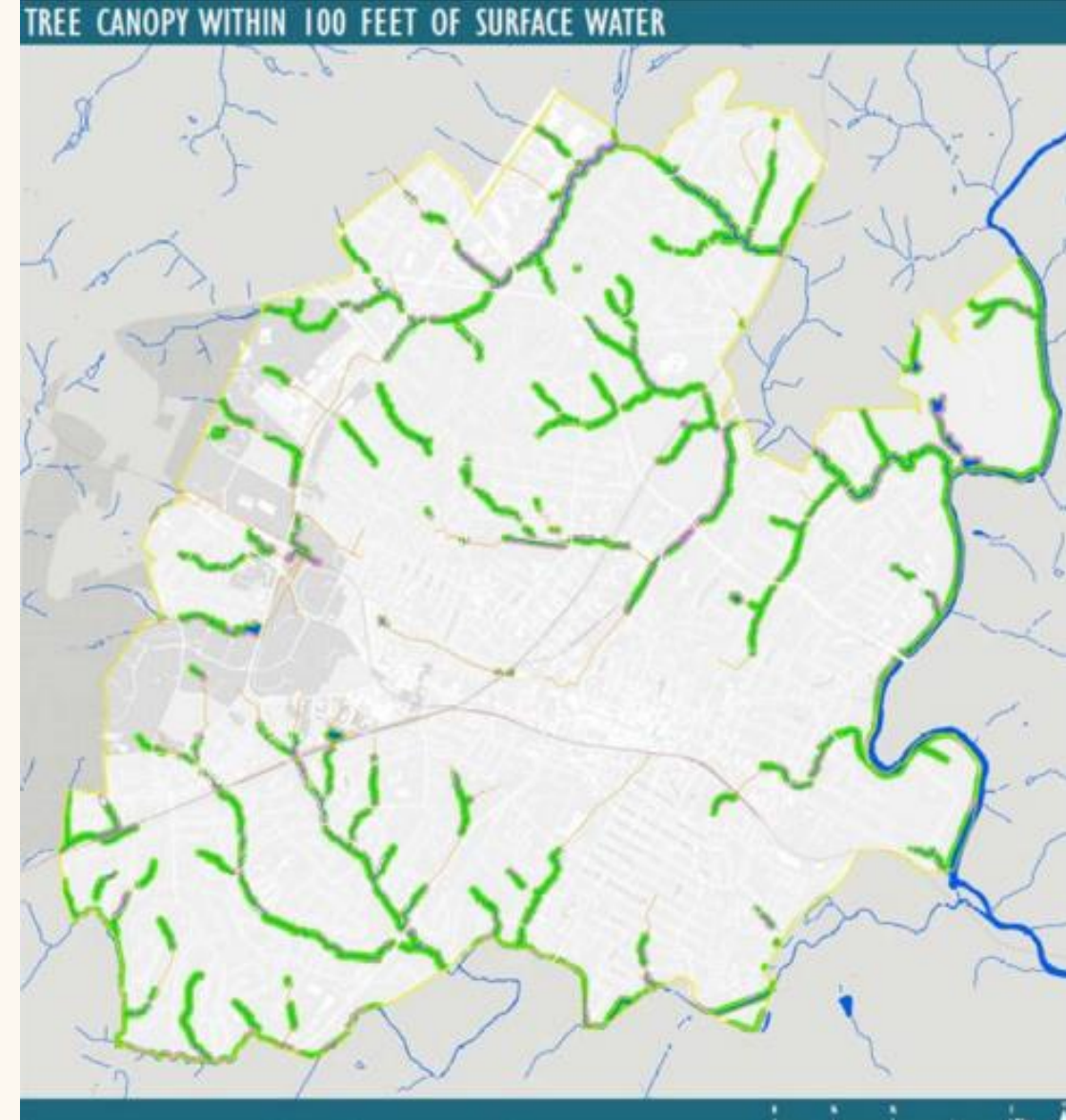
Streams: Resilience and Green Infrastructure

Flood Resilience Plan

- Stream buffers are included as part of the implementation strategy
 - Land management: Riparian buffer development, floodplain connection/benching, impervious cover disconnection, and urban reforestation
 - Policy recommendation: Expand requirements for stream buffers/setbacks for areas outside regulatory floodplains

Green Print 1.0

- Map 10 shows tree canopy coverage within the riparian buffer zone (defined here as 100 feet) in the city. Overall, these riparian buffer zones have tree canopy coverage of 71.4 percent. The three stream buffer zones that are protected in the city along the Rivanna, Moore's Creek, and Meadow Creek have a tree canopy coverage of 71.7 percent. **About half (52.6 percent) of all 100-foot stream buffers in the city are protected in some form, through either the stream buffer ordinance, steep slope ordinance, a conservation easement, or are within a City park.**



City Stream Restoration Projects

Meadow Creek Stream Restoration Project

- \$3.95M collaboration of the City, RWSA and the Nature Conservancy funded by the Virginia Aquatic Resources Trust Fund
- Restoration of 9,000 linear foot section with permanent protection of over 70 acres
- Planted more than 15,000 native trees and shrubs
- Selected to address increased sedimentation, stream bank erosion, and lack of healthy forested riparian buffers that posed a threat to the health of Meadow Creek and the Rivanna River
- Over 93% of the restoration area is on City parkland; more than 40 acres were added to the park system through this project



Schenks Branch Tributary Restoration

- Collaboration between City, consultants, DEQ, and Botanical Garden of the Piedmont
 - DEQ Stormwater Local Assistance Fund
- Restoration of 840 linear feet of stream, which also runs through the Botanical Garden
- Address active severe erosion which was sending excessive sediment and nutrients downstream
- A total of over 1,400 new native trees, shrubs, and herbaceous plants were installed



Streams Buffers: Recommended Areas of Study

Review and consider updates to Water Protection Ordinance (WPO) regulations for stream buffers

- Stream buffers help the City meet MS4 Permit requirements, make the City eligible for flood insurance points under the Community Rating System, and support Comp Plan goals
- Potential updates to WPO buffers would need data-driven rationale (e.g. U.S. Geological Survey or other reliable data source) and need to consider administration, enforcement, and property/development impacts

Evaluate if additional incentives and voluntary measures are needed to protect stream buffers

- Many other waterways have existing buffers (i.e. existing vegetation and trees), though they are not regulated by the WPO
 - Based on GreenPrint 1.0, about half of all 100-foot stream buffers in the city are protected in some form: WPO buffer, located in a City park or conservation easement, or critical slopes
- Voluntary measures/incentives are especially useful for the many streams and stream buffers within private property



Critical Slopes

Critical Slopes: Comprehensive Plan Recommendations

Chapter 4 Land Use

- Require that zoning changes preserve and enhance natural resources and sensitive environmental areas, designated flood plain areas, steep slopes, rivers, and streams.
- Refer to other recommendations related to stream buffers, since many steep slopes are along waterways

Critical Slopes: Regulations (Development Code 4.10.1)

Purpose: limit disturbance of steep slopes near waterways, adjacent properties, and environmentally sensitive areas to protect from impacts of erosion and stormwater and preserve habitats

Critical slopes criteria

- Grade of 25% or greater;
- A portion of the slope has a horizontal run of greater than 20 feet;
- An area of 6,000 square feet or greater; and
- A portion of the slope is within 200 feet of any waterway protected by the Standard and Design Manual or Chapter 10 of the Charlottesville Code of Ordinances, or shown on the map entitled “Properties Impacted by Critical Slopes”, maintained by the Neighborhood Development Services

Standards for development

- No buildings, structures, or other improvements within critical slopes
- No land disturbance within critical slopes
- Need to ensure all lots created have buildable area (outside slopes/floodplain/stream buffers)

Critical Slopes: Administrative Exemptions (Development Code 4.10.1)

The following are **exempt** from the requirements of this section when the Administrator determines there is no reasonable alternative locations or alignment and the applicant has identified protective and restorative measures:

- Driveways
- Public utility lines and appurtenances
- Stormwater management facilities
- Other public facilities necessary to allow the use of the parcel
- Environmental restoration projects

Critical Slopes: Special Exceptions (Development Code 5.2.16)

An applicant may seek a Critical Slopes Special Exception with 5.2.16 to allow encroachment into any area of a project site that meets the Applicability requirements of this Section. Planning Commission provides a recommendation and City Council approves or denies the Special Exception. There can be conditions for the Special Exception.

A Special Exception can be granted with either of the following findings:

- Due to unusual size, topography, shape, location, or other unusual characteristics, or existing development of a property, the requirements of 4.10.1 would effectively prohibit or unreasonably restrict the use of a property or would degrade adjacent properties, or
- The public benefit of the proposed encroachment outweighs the public benefit of protecting the area

Review Criteria:

- Whether the amount of impact has been limited to the greatest extent possible
- Whether sufficient mitigation is proposed
- Whether steps have been taken to limit or prevent impacts to slopes with environmental or scenic value or vulnerability to disturbance
- Whether the project is consistent with the zoning district and Comp Plan

Critical Slopes

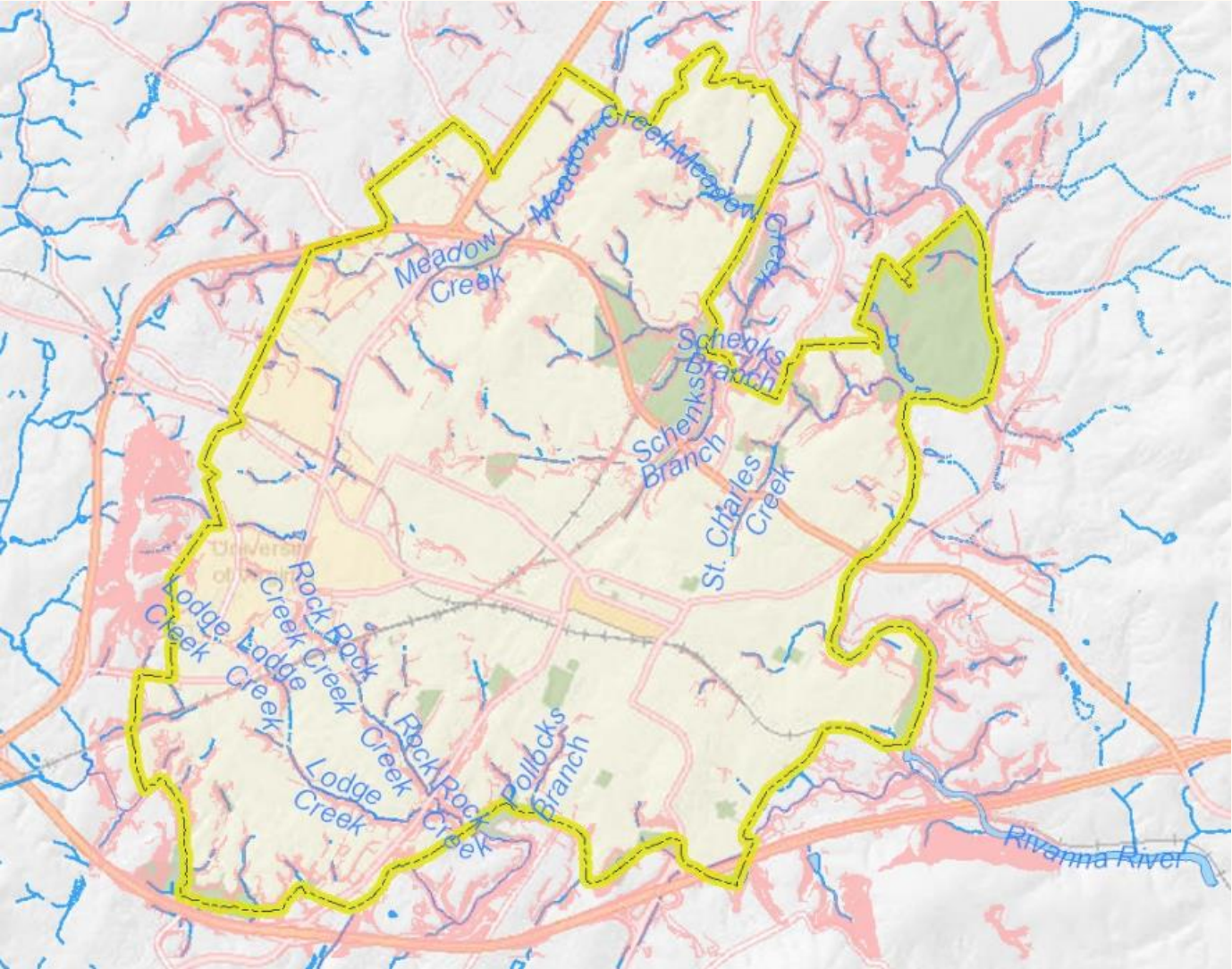


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Critical slopes (greater than 25% grade)

Critical Slopes and Waterways



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Critical slopes (greater than 25% grade)



Waterway

Critical Slopes: Recommended Areas of Study

Review and consider updates to the City's critical slopes regulations

- Special exception process: review criteria should be updated to be more objective and clear
- Consider different regulations for natural slopes vs human-made slopes

Review and consider updates to Comprehensive Plan guidance

- Only one Comprehensive Plan recommendation related to critical slopes and the value of slopes is not clearly defined
 - For example, there is no distinction between human-made and natural slopes



Energy Efficiency and Green Buildings

Energy Efficiency: Comprehensive Plan Recommendations

- **Chapter 5 Housing**
 - Energy and water efficiency programs to increase housing affordability
 - Encourage energy efficient buildings (e.g. LEED, Energy Star)
 - Promote existing Green Building incentives and programs
 - Encourage solar-ready and EV-ready building standards
- **Chapter 6 Transportation**
 - Use alternative energy sources as feasible to power City equipment, e.g. solar power and battery storage
 - Increase the use of electric vehicles and integrate EV charging infrastructure in the city
 - Design standards for EV charging
 - EV charging on City-owned land and at park and rides
 - Encourage and support EV charging throughout the city
 - Increase the use of fuel efficiency through fleet updates
- **Chapter 7 Environment**
 - Improve energy performance of existing and new buildings community-wide
 - Pursue cleaner energy sources/renewable energy
 - Similar to chapter 5, encourage high performance green buildings, e.g. LEED and Energy Star

Reduced Tax Rate for Certain Energy Efficient Buildings

- Buildings within the City of Charlottesville that meet the energy efficiency standards as described below are eligible for a reduced tax rate of 50% on the building value for one tax year.

"Energy-Efficient Building" means any building that:

- Exceeds the energy efficiency standards prescribed in the Virginia Uniform Statewide Building Code by 30%,
- Meets or exceeds performance standards of the Green Globes Green Building Rating System of the Green Building Initiative,
- Meets or exceeds performance standards of the Leadership in Energy and Environmental Design (LEED) Green Building Rating System of the U.S. Green Building Council,
- Meets or exceeds performance standards or guidelines under the EarthCraft House Program, or
- Is a Home Performance with Energy Star qualified home, the energy efficiency of which meets or exceeds performance guidelines for energy efficiency under the Energy Star program developed by the United States Environmental Protection Agency

Energy Efficiency: Local Government (Public) Buildings

State Code requirements for Local Government Projects (§ 15.2-1804.1)

- VA HB2001 went into effect for Charlottesville in 2023. Requires local government new construction projects over 5,000 sq ft and renovations with a cost of 50%+ of the existing building value to meet energy efficiency requirements
- Minimum requirements include the following, and localities can adopt more stringent requirements:
 - Energy efficient standards (e.g. LEED)
 - Sufficient EV charging
 - Metered utilities to measure energy consumption and associated CO2 emissions
 - Resilience and distributed energy features (e.g. elevated building, resilience hub)
- Buildings or renovations less than 20,000 sq ft can choose to meet ENERGY STAR certification instead of meeting the above requirements

Office of Sustainability is leading development of High Performance Building Standards for Public Buildings

- This will update the City's Green Building Policy adopted in 2008, which is a resolution to implement green building practices for City construction projects; use LEED standard for all major City owned-buildings and renovations projects
- Will also update City Energy and Water Management Policy for City-owned buildings
- Locally, 7 public buildings are currently LEED certified

Energy Efficiency: Private Buildings

- Virginia localities cannot require energy efficient requirements more stringent than the Building Code, though they can have higher standards for projects that require legislative review and approval
- They can also **use tools to encourage the private sector** to meet higher energy efficiency standards, such as:
 - Bonus density
 - Tax abatement/credits
 - Reduced permit fees
 - Technical assistance and marketing
 - Local Green Development Zone per § 58.1-3854
 - Modeling best practices with public sector buildings

Solar Tax Credits

- Local tax credit for certified solar energy equipment, facilities or devices that are attached to real estate within the city. The tax credit applies a portion of the total cost of the solar equipment, facilities, or devices as a credit on the real estate tax bill for 5 years. As of 2025, this represents a credit equal to 4.9% of system costs.
- In 2024 approximately 100 properties received a solar energy abatement through this local program
- Solar equipment must be fully installed and inspected by Building Inspector before receiving tax credit
- Federal tax credits cover about 30% of the cost for rooftop solar for homeowners, but this tax credit will no longer be available starting at the end of this year (2025)

EV Charging

- **Development Code requirements:**
 - Where a parking lot with 6 or more spaces is provided, 20% of the parking spaces must be equipped with conduit and electrical capacity to accommodate the installation of electrical vehicle charging equipment.
 - Electric vehicle charging equipment, including pedestals, bollards, or cables, must not encroach into drive aisles or pedestrian walkways.
- Office of Sustainability is working with a consultant on an **EV Charging Plan** for the city
 - Preparing for an estimated increase of thousands of additional electric vehicles in the city by 2035
 - Regulations, incentives, and policies to proactively plan for this increase in EV's
 - Includes location gaps/recommendations
- One issue that has come up is **electric charging cables crossing the ROW** where people charging their cars do not have driveways (and therefore do not have an alternative way to charge their cars)

Energy Efficiency: Recommended Areas of Study

Update energy efficiency standards for public/local government buildings

- City is working on updated High Performance Building Standards

Evaluate potential updates to energy efficiency tax credits and guidance for private development

- City has existing local tax incentives for certain energy efficient buildings and solar
 - Changes to tax incentives at the federal level may limit or slow the uptake of energy efficiency projects and products, especially solar
- Virginia localities cannot require energy efficiency requirements more stringent than the Building Code, though they can have higher standards for projects that require legislative approval. They can also have incentives.

Use the forthcoming EV Charging Plan to inform potential regulatory or policy changes

- Continue working with the consultant on an EV charging plan in anticipation of continued increasing demand for EV charging
- EV charging cables crossing public right of way (PROW) can pose a safety hazard when not properly covered. Other localities have been adopting PROW cord policies, as dwelling units without driveways often do not have another option for EV charging at home

Summary of Planning Commission Feedback on the Environmental Review Project

October 28, 2025 Work Session

The following is a summary of Planning Commission feedback from their October 28, 2025 work session. Where staff provided additional information or context during the work session, a 'staff response' is included below the relevant item. Feedback is summarized by major themes. The full work session is recorded and available [here](#).

Additional topics to address with the Environmental Review Project

- Address drought mitigation planning.
 - Staff response: The City participates in Rivanna Water and Sewer Authority (RWSA) planning processes, which includes drought mitigation efforts. Staff can incorporate this information into the background materials and will continue to coordinate with RWSA. The City also submits a drought management plan to the Virginia Department of Environmental Quality (DEQ), which was done most recently in 2025.
- Address wildfire risks. There have been several recent wildfires in Albemarle County and other nearby localities.
- Incorporate infrastructure and community resilience to natural disasters and their effects, such as significant power outages.

Regional coordination and additional partners

- Regional coordination will be important for this project. Consider venues such as the Land Use and Environmental Planning Committee (LUEPC), which includes the City, Albemarle County, and the University of Virginia. Also consider regional data such as watersheds, tree coverage, and population growth.
 - Staff response: Regional coordination will be an important part of this project and also overlaps with the ongoing regional Resilient Together project.
- Coordinate with Fire/Rescue on street standards including street trees.
- Continue to coordinate with regional partners such as RWSA and the Thomas Jefferson Planning District Commission (TJPDC).
- Several Commissioners provided additional community members and organizations as recommended contacts, which staff has received and noted.

Community engagement

- The background materials for the work session are useful for the Planning Commission, but future materials for community members should be more accessible and use more graphics.

- Graphics could include a more equal weighting of project topics, instead of showing them as a numbered list. This could include showing risk, complexity, timelines, and other considerations.
- Consider engagement with schools and students.
- Consider technical assistance and templates for smaller builders, nonprofits, and land trusts.
- Many of these topics will be of significant community interest and will require balancing different viewpoints and priorities.
 - Staff response: There will be multiple opportunities for meaningful community participation during the Environmental Review Project. There are also existing initiatives where staff can engage and share information with community members, such as Resilient Together and the 5-Year Comprehensive Plan review. Staff will communicate how project topics are essential for a sustainable and resilient community.

Project phasing

- Align the project topics with the ongoing plans and studies mentioned in the presentation (e.g. Community Flood Preparedness Fund grant and Urban Forest Management Plan). It would be best to wait for data and results from these projects to make informed decisions rather than getting ahead of the ongoing initiatives.
- Consider pairing the critical slopes and stream buffer topics, since there is significant overlap.
- Since this is a two-year process with some longer-term components, consider what 'quick wins' may be feasible.

Comments on proposed project topics

- Evaluate opportunities in the public right of way (PROW), especially for stormwater management and tree canopy. Consider locations for bump-outs and bioswales. Seattle cited as an example. Need to address both new infrastructure and maintenance of existing infrastructure. Coordinate on upcoming citywide Mobility Plan.
 - Staff response: There are spatial constraints and high project costs associated with stormwater management infrastructure in the PROW. The City does not allow private stormwater management facilities within the PROW. The City evaluates all existing Best Management Practice (BMP) stormwater facilities, with City-owned facilities evaluated annually and privately-owned facilities evaluated on a rotating basis every 5 years. Over a multiyear upcoming study, the City is looking to identify all existing BMP's and evaluate what maintenance is needed to bring any deficient BMP's up to standard.

- Evaluate if the City could incentivize directing the purchase of offsite stormwater nutrient credits for water quality to upstream waterways to better benefit the city's waterways. Also evaluate incentives for more onsite water quality treatment.
 - Staff response: Staff will continue to explore options to encourage more onsite water quality treatment.
- Could Utilities share more information on stormwater management capacity so that developers are aware of potential constraints?
 - Staff response: Utilities is working with a consultant on a stormwater infrastructure capacity study, with the ability to input different assumptions into the model (e.g. different rainfall events). This will likely inform updates to utilities standards.
- For floodplain management, evaluate the existing development potential of properties within the floodplain.
- Noting it will be important to have updated data and findings on tree canopy from the Urban Forest Management Plan to inform recommendations.
- Evaluate where critical slopes may already be protected and regulated by erosion and sediment control and stormwater management requirements.

CITY OF CHARLOTTESVILLE



PROCLAMATION of RECOGNITION

Honoring the 100th Birthday of Teresa Jackson Walker-Price

WHEREAS Teresa Jackson Walker-Price has devoted a century of her life to strengthening her community through compassion, leadership, and tireless service; and

WHEREAS known for “building bridges with her telephone,” Teresa has brought people together across neighborhoods and generations to work toward a common good, fostering relationships that might never have existed without her steadfast commitment; and

WHEREAS when the Starr Hill neighborhood was selected for one of the first federal Community Development Block Grants, Teresa’s patient leadership and quiet persistence ensured that residents’ voices were heard, questions were answered, and the neighborhood ultimately flourished; and

WHEREAS as a teacher at Lane High School during the challenging era of school integration, and later as a beloved librarian at Clark School, Teresa guided countless students with grace and wisdom, easing transitions and cultivating understanding; and

WHEREAS Teresa opened her home to African American students at the University of Virginia during its early integration years, offering them calm, belonging, and encouragement to pursue their education in the face of adversity; and

WHEREAS through her tireless advocacy and organizing, Teresa played a central role in saving the historic Jefferson School and Carver Recreation Center, ensuring that they continue to serve as vital centers for education, culture, and community life; and

WHEREAS her efforts have been recognized with numerous honors, including the Reflector Award from the Jefferson School African American Heritage Center and the Martin Luther King Jr. Community Award, though Teresa herself remains ever humble, calling herself simply “a good volunteer”; and

WHEREAS Teresa Jackson Walker-Price’s century-long legacy of service, courage, and compassion continues to inspire present and future generations to work toward justice, unity, and the betterment of their communities;

NOW, THEREFORE, we, the Charlottesville City Council, do hereby recognize and commemorate the **100th birthday of Ms. Teresa Jackson Walker-Price**. On behalf of a grateful community, we extend our deepest gratitude and warmest congratulations on this momentous occasion, with admiration for a life so beautifully and purposefully lived.

Signed and sealed this 17th day of November 2025.

Juandiego Wade, Mayor

Kyna Thomas, Clerk

CITY OF CHARLOTTESVILLE



Proclamation

Restorative Justice Week November 16-22, 2025

WHEREAS Restorative Justice Week begins annually on the third Sunday of November, falling in 2025 on the week of November 16th through the 22nd; and

WHEREAS Restorative Justice Week aims to recognize the power and effect of justice based on the restoration of human connection in lieu of retributive and punitive proceedings; and

WHEREAS restorative justice is an internationally recognized approach for responding to crime and incidents of harm that provides the opportunity for dialogue between those who have experienced harm, the harm perpetrators, and their community to address the harm and meet the needs of those involved; and

WHEREAS Central Virginia Community Justice, serving Charlottesville City and Albemarle County, was established in 2022 to provide space for those involved in harm to lead their own accountability and healing through restorative justice; and

WHEREAS Central Virginia Community Justice has supported over 200 individuals through the restorative justice process to address situations of harm in our communities and our schools; and

WHEREAS Restorative Justice Week serves as an opportunity for residents to reflect on how our community can find growth, healing, and accountability in restorative approaches to conflict and harm;

NOW, THEREFORE, BE IT PROCLAIMED that the Charlottesville City Council does hereby support and observe Restorative Justice Week, November 16-22, 2025, to promote safety and well-being for all City residents, workers and visitors by encouraging the learning and practice of restorative skills of human connection and healing as a means of attaining justice.

Signed and dated this 17th day of November 2025.

Juandiego Wade, Mayor

Kyna Thomas, Clerk



CHARLOTTESVILLE CITY COUNCIL MEETING MINUTES

May 19, 2025 at 4:00 PM
Council Chamber

The Charlottesville City Council convened in a regular meeting on Monday, May 19, 2025. Mayor Juandiego Wade called the meeting to order, and Deputy Clerk of Council Maxicelia Robinson called the roll, noting the following councilors present: Mayor Juandiego Wade, Vice Mayor Brian Pinkston, and Councilors Natalie Oschrin, Michael Payne, and Lloyd Snook.

On motion by Pinkston, seconded by Payne, Council unanimously approved the meeting agenda.

REPORTS

1. **REPORT: Homelessness in Focus: A Community Briefing**

Deputy City Manager Ashley Marshall introduced representatives from the Blue Ridge Area Coalition for the Homeless (BRACH), The Haven, Shelter for Help in Emergency (SHE), The Salvation Army, and PACEM to provide updates on their work.

Blue Ridge Area Coalition for the Homeless (BRACH) – Shayla Washington, Executive Director

Shayla Washington, Executive Director of the Blue Ridge Area Coalition for the Homeless (BRACH), detailed the coalition's work to make homelessness rare, brief, and non-recurring by coordinating service providers across the region. BRACH's role is to serve as the Continuum of Care (CoC) lead agency, manage HUD and state grants, coordinate performance standards, and oversee the Homeless Management Information System (HMIS) with about 65 users. BRACH maintains the by-name list of people experiencing homelessness. Data shows a rising trend in unsheltered individuals, with the majority coming from Charlottesville and surrounding counties, primarily due to high rental costs and evictions. BRACH plans to expand outreach, develop a Lived Experience Advisory Council, and enhance strategic planning and professional development for Continuum of Care providers.

The Haven – Owen Brennan, Executive Director

The Haven is a day shelter in Charlottesville operating year-round, providing meals, showers, laundry, mail services, and housing support. It partners with BRACH, UVA Health (offering on-site medical and psychiatric care), and the City's Department of Human Services. In the past nine months, the shelter recorded 21,715 visits (about 80 people per day), served 20,000 meals, and supported 412 unique guests. Key programs include a Homeless Information Line for at-risk residents, Homelessness Prevention offering up to \$3,500 in rental assistance within 14 days of eviction, the Rapid Rehousing Program serving roughly 40 households annually with a 90% success rate, and the Laura DeLapp Haven Housing Fund for "light-touch" assistance like deposits and first month's rent. Most clients are Charlottesville or Albemarle residents, and there is a noted gap between prevention funding and community need. Collaboration with the city during extreme weather events has been essential. During council discussion, Brennan noted that most Rapid Rehousing participants transition to permanent housing before the two-year limit, and the Haven supports expanding low-barrier overnight shelter options.

Shelter for Help and Emergency (SHE) Shelter – Anna Mendez, Executive Director

Anna Mendez, Executive Director, presented on the organization's regional work addressing intimate partner violence through crisis response and prevention. The organization provides a 24/7 crisis hotline, emergency shelter, financial and legal advocacy, prevention education, pet-safe sheltering, and language access services. In 2024, it provided 66,000 shelter nights, answered 1,400 hotline calls, and secured over 100 protective orders. Recent policy changes allow survivors to bring any dependents who lived with

them during the violence and extend shelter stays to support housing stability. Challenges include a lack of affordable housing, which delays exits from shelter. During council discussion, Mendez explained that extended stays are necessary due to housing shortages, and noted that most clients transition to market-rate housing after saving sufficient funds.

The Salvation Army – Mark Van Meter

Major Mark Van Meter presented on the organization's operations, which include a 58-bed shelter and a daily soup kitchen serving meals year-round. In 2024, the shelter provided 16,000 nights of stay at roughly 75% capacity, served 54,000 meals, and assisted 1,900 cases encompassing 4,500 individuals. On average, about 10–11 residents per month exited the shelter to stable housing. Van Meter highlighted an upcoming project, the Center of Hope at 207 Ridge Street, which will feature a 114-bed facility including seven transitional apartments, an expanded 120-seat dining area, and a year-round low-barrier shelter initially offering 50 beds. The organization operates entirely on community donations, with no local, state, or federal funding, providing approximately \$1 million in services annually.

People and Congregations Engaged in Ministries (PACEM) – Cindy Chambers, Deputy Director

Cindy Chambers, Deputy Director, presented on a faith-based nonprofit that provides seasonal, low-barrier shelter and housing navigation services through a network of over 50 congregations. The program serves 30–40 men and 15–16 women nightly, often operating over capacity, and offers transportation for guests on Sundays or when the shelter is off a main bus route, temporary storage for personal items, and harm-reduction support. In 2024, the organization assisted roughly 300 guests, with 32 moving to permanent housing and 14 to temporary housing. Approximately 40% of guests report mental health diagnoses, and 70% are men, many of whom are seniors or have medical conditions. PACEM's Secure Housing Program, aimed at older adults and women, provides support for deposits and short-term case management, successfully housing 25 participants this year. Key challenges include increasing medical needs and a shortage of accessible housing options.

Deputy City Manager Marshall clarified that the community currently lacks a dedicated family shelter. The Salvation Army formerly provided this service but cannot do so in its current facility. The City's Department of Human Services works to stabilize families through housing programs such as *Pathways* and hotel placements when needed.

Each provider noted that the individuals they serve are generally residents of Charlottesville City or Albemarle County.

2. REPORT: Youth Council

Juanika Howard introduced the Charlottesville Youth Council for the 2024–2025 cycle.

The Youth Council, composed of Charlottesville City middle and high school students, identified key issues affecting students at Charlottesville High School (CHS), focusing on mental health and school safety. The council conducted two focus groups with CHS students who had attended the school for at least one year. Participants were asked about their experiences with school safety, mental health, and how these factors affected academics and home life.

Students reported limited trust in school personnel, including counselors, and other staff responsible for providing support, noting that counselors were often underutilized and difficult to access. Frustration was also expressed regarding CSAs enforcing cell phone policies, which sometimes resulted in classroom disruptions and missed buses at the end of the school day since phones must be picked up after school. To address these concerns, the Youth Council proposed several actions, including revising cell phone

enforcement policies by shifting responsibility to teachers, increasing counselor capacity and accessibility, updating school safety procedures, and emphasizing dialogue over punitive measures.

For future councils, the current Youth Council recommended selecting topics that are relatable and allow for meaningful student input, remaining open to different perspectives while expressing opinions respectfully, taking advantage of opportunities to engage with students from across city schools, and ensuring the process is both enjoyable and collaborative.

CLOSED MEETING

On motion by Pinkston, seconded by Payne, Council voted unanimously to convene in closed session pursuant to section 2.2-3712 of the Virginia Code, as authorized by Section 2.2-3711(A)(1), for discussion and consideration of prospective candidates for appointment to the following boards and commissions: Board of Architectural Review; Board of Building Code Appeals; Board of Zoning Appeals; CDBG & HOME Taskforce; Charlottesville Affordable Housing Fund Committee; Charlottesville Redevelopment and Housing Authority Board; Citizen Transportation Advisory Committee; Community Policy and Management Team; Historic Resources Committee; Housing Advisory Committee; Human Rights, Commission; JABA Board of Directors; MACAA Board; Minority Business Commission; Personnel Appeals Board; Piedmont Virginia Community College Board; Region Ten Community Services Board; Retirement Commission; Sister Cities Commission; Social Services Advisory Board; Towing Advisory Board; Tree Commission; Vendor Appeals Board; and Youth Council.

On motion by Pinkston, seconded by Snook, Council voted 5-0 (Ayes: Oschrein, Payne, Pinkston, Snook, Wade; Noes: none) to certify the closed meeting.

On motion by Pinkston, seconded by Oschrein, Council by a vote of 5-0 (Ayes: Oschrein, Payne, Pinkston, Snook, Wade; Noes: none) approved the following appointments to boards and commissions.

- Board of Architectural Review: Jennifer Lauer
- Charlottesville Affordable Housing Fund Committee: S. Lisa Herndon
- Community Policy and Management Team: Barbara Station
- Historic Resources Committee: Julie Basic, Matthew Morrill, Lucy Pola, Elizabeth Shillue
- Human Rights, Commission: Jayson Whitehead
- JABA Board of Directors: Elliot Weiss
- MACAA Board: Sarah Shalf
- Minority Business Commission: Teira Farley, Conan Owen
- Piedmont Virginia Community College Board: Leslie Fravel
- Region Ten Community Services Board: Francesca Diggs, Richard Stott, Joe Szakos
- Retirement Commission: Lindsay Ideson, William Newberry
- Sister Cities Commission: Alicen Brown, S. Lisa Herndon, Edward Herring, Cherry Stewart
- Social Services Advisory Board: Avan Batten, Benjamin Dick, Omwira Nkere
- Towing Advisory Board: Erin Morris
- Vendor Appeals Board: LaQuinn Gilmore
- Youth Council: Grant Patterson

BUSINESS SESSION

City Council observed a moment of silence.

ANNOUNCEMENTS

Councilor Payne announced the winners of Alex Zan's 10th annual My Help List Contest, a thinking,

reading, and writing competition for students in Charlottesville and surrounding counties. The 2025 My Help List Award winners are Elijah Fernandez, a 7th grader from Fluvanna County; Alexandra Kim, a 4th grader from Mountain View Elementary; Zoe L. Hulbart, a 2nd grader from Jackson Via; and Haley Gray, a 9th grader from Albemarle High School.

RECOGNITIONS/PROCLAMATIONS

- **PROCLAMATION: Public Works Week**

Councilor Oschrein read a proclamation acknowledging May 18 to May 24, 2025, as Public Works Week. Mike Goddard, Deputy Director of Public Works Department, accepted the proclamation with remarks.

Councilor Pinkston read a proclamation acknowledging May 2025 as Older Americans Month. Dabney Wellford, representing the Jefferson Area Board for Aging, accepted the proclamation with remarks.

COMMUNITY MATTERS

Mayor Wade opened the floor for comments from the public.

1. Louis Huschen, city resident, advocated for City Council to support and fund safer bike lanes and pedestrian infrastructure, as well as increase the number of dedicated bike lanes within the City of Charlottesville.
2. Jill McKinley, PTO Chair of Johnson Elementary School, requested City Council's support for a long-term partnership plan with UVA, developed by Charlottesville City School parents and to be presented to the CCS Board. She noted that the plan focuses on four key areas: supporting teacher retention and housing, expanding afterschool and enrichment programming, improving digital access and academic achievement, and strengthening school infrastructure.
3. John Hall, city resident, shared information about a proposed recycling initiative for the City.
4. Kate Fraleigh ceded her time to Mr. Harold Folley and Mr. Hicks. Mr. Hicks, representing the local organization The People's Coalition, asked City Council to deny the proposed Albemarle-Charlottesville Regional Jail (ACRJ) expansion project. Mr. Folley shared the names of local organizations opposing the project.
5. Ronald Ignatz shared his concerns regarding Peregrine's access to sensitive data collected in the FLOCK database.
6. Stephen Christianson, President of Hill and Wood Funeral Service, requested City Council support for Agenda Item #18 – Ordinance to approve a Revocable License Agreement to Hill and Wood Funeral Service for use of public parking spaces.
7. Miles, city resident, retracted some statements he made at previous City Council meetings regarding Peregrine's use of data accessed through the FLOCK system; however, he also expressed his remaining concerns about the issue.
8. Richard Allen shared his concerns regarding the high budget costs associated with the proposed Albemarle-Charlottesville Regional Jail renovation project.
9. Mario, city resident, discussed his personal safety concerns at his housing apartment complex.
10. Don Gathers, city resident, expressed his support for The People's Coalition request for City Council to deny the regional jail expansion.
11. Kelly Hart, Albemarle County resident, expressed her concern about over-policing and urged City Council to reconsider the regional jail expansion project.

12. Andrew Shelton, Albemarle County resident, shared his concerns regarding Peregrine's access to sensitive data and FLOCK.
13. Rosia Parker, city resident, voiced her support for The People's Coalition opposition to the regional jail expansion and suggested that the City Council allocate the project's funding to programs focused on preventing interactions with the criminal justice system.
14. Kate Fraleigh, city resident, read a statement on behalf of Reverend Brenda Brown-Grooms, expressing opposition to the regional jail expansion and urging the City Council to allocate funding toward affordable housing, enhanced public transportation, economic and educational development for children, and mental health initiatives independent of police involvement.

CONSENT AGENDA

Deputy Clerk Robinson read the following Consent Agenda items into the record, and on motion by Pinkston, seconded as amended by Oschrein, Council unanimously adopted the Consent Agenda (Ayes: Oschrein, Payne, Pinkston, Snook, Wade; Noes: None).

3. Resolution to appropriate Virginia Department of Criminal Justice Services Victims of Crime Act Grant Award FY25 - \$123,600 (2nd reading)

Appropriation of Charlottesville Student Victim Outreach Program Department of Criminal Justice Services Victim of Crimes Act Grant \$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, 2024 through June 30, 2025;

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

Revenue – \$154,500

\$123,600	Fund: 209	Cost Center: 3413018000	GL Account: 430120
\$ 30,900	Fund: 209	Cost Center: 3413018000	GL Account: 498010

Expenditures - \$154,500

\$148,140	Fund: 209	Cost Center: 3413018000	GL Account: 519999
\$ 6,360	Fund: 209	Cost Center: 3413018000	GL Account: 599999

Transfer From

\$30,900	Fund: 213	Cost Center: 3413003000	GL Account: 561209
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AND BE IT FURTHER RESOLVED that this appropriation is conditioned upon the receipt of \$123,600 from the Department of Criminal Justice Services.

4. Resolution to appropriate \$26,210.96 to the Charlottesville Albemarle Society for the Prevention of Cruelty to Animals ("CASPCA") (2nd reading)

Resolution to Appropriate \$26,210.96 for Charlottesville-Albemarle Society for the Prevention of Cruelty to Animals

WHEREAS the Council of the City of Charlottesville has authorized the execution of an new agreement for the provision of animal shelter services with the Charlottesville Albemarle Society for the Prevention of Cruelty to Animals (CASPCA);

WHEREAS the amount of the first payment due in accordance with the new contract is for an amount that exceeds the original budgeted payment for CASPCA;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that a total of \$26,210.96 is hereby appropriated to the Charlottesville/Albemarle SPCA in the following manner:

Revenues - \$26,210.96

Fund: 105 Cost Center: 9900000000 G/L Account: 451050

Expenditures - \$26,210.96

Fund: 105 Cost Center: 9713006000 G/L Account: 540100

5. Resolution to appropriate \$20,000 in Virginia Department of Criminal Justice Services - Children's Justice Act One-time Grant Program funds (2nd reading)

Appropriating Grant Funding in the Amount of \$20,000 Received from the Virginia Department of Criminal Justice Services- Children's Justice Act One-Time Grant Program in the amount of \$20,000 and Execute a Grant Agreement

WHEREAS the City of Charlottesville has been awarded \$20,000 from the Virginia Department of Criminal Justice Services for the City of Charlottesville Children's Justice Act (CJA) One-Time Grant Program for the creation of a children's space in the Juvenile and Domestic Relations courthouse; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that upon receipt of the awarded grant funding from the Virginia Department of Criminal Justice Services, the sum of \$20,000 is hereby appropriated for expenditure within the Department of Public Works, for the activities defined in the City of Charlottesville CJA application, as follows:

Revenues:

\$20,000 Fund: 209 I/O: 1900599 G/L Account: 430120 State (Fed Pass-Thru)

Expenditures:

\$20,000 Fund: 209 I/O: 1900599 G/L Account: 430120 State (Fed Pass-Thru)

BE IT FURTHER RESOLVED that City Council hereby approves the terms of the grant agreement between the Virginia Department of Criminal Justice Services and the City of Charlottesville and authorizes the City Manager to execute the grant agreement and other related documents, requisitions or

agreements, on behalf of the City; provided that the City Manager may delegate signature authority to a Deputy City Manager or other applicable staff.

AND BE IT FURTHER RESOLVED that this appropriation is conditioned upon the receipt of \$20,000 from the Virginia Department of Criminal Justice Services.

6. Resolution to Appropriate Police Warehouse Outlet Sales Revenue to Equipment Replacement Fund (2nd reading)

Resolution Appropriating Funds for the City Equipment Replacement Fund \$5,600

WHEREAS \$5,600.00 of revenue collected from the sale of a 2013 Impala, vehicle #3138, be appropriated for use to purchase replacement police vehicles through the Equipment Replacement Fund;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Charlottesville, Virginia that a total of \$5,600.00 be appropriated in the following manner:

Revenues – \$5,600.00

\$5,600.00 Fund: 106 Cost Center 3101001001 G/L Account: 435999

Expenditures – \$5,600.00

\$5,600.00 Fund: 106 Cost Center 3101001001 G/L Account: 599999

7. Resolution to allocate \$134,967 from Council's Strategic Initiatives Fund to support local service agencies

Resolution to Allocate \$134,967 Funds from Council's Strategic Initiatives Fund

WHEREAS the City Council discussed providing additional funds to the Blue Ridge Area Coalition for the Homeless (BRACH), Piedmont Housing Alliance (PHA) and the Tonsler League during a budget work session on April 10, 2025;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that the following allocations be paid from the Council's Strategic Initiatives Fund:

BRACH for Permanent Supportive Housing and Replacement of Lost Grant	\$ 22,786
PHA for Eviction Prevention Assistance	\$125,691
Tonsler League – League Operations	\$ 30,000

8. Resolution to appropriate \$304.80 in State assistance and citizen donation for Spay and Neuter Program at SPCA

**Resolution to Appropriate to State Assistance Funds for Spay and Neuter Program at S.P.C.A.
\$304.80**

WHEREAS the City has received assistance in the amount of three hundred four dollars and eighty cents (\$304.80) from the Virginia Department of Motor Vehicles ("DMV") for sales of license plates bought to support they spaying and neutering of pets and stray animals; and

WHEREAS these funds are appropriated to the local agency that performs the local spay and neutering

program, which is the Charlottesville/Albemarle Society for the Prevention of Cruelty to Animals (“SPCA”); and

WHEREAS supporting the SPCA with additional funds will increase the level of service that SPCA can provide and potentially supplement the level of funding that is needed from the City each year;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that a total of \$304.80 is hereby appropriated to the Charlottesville / Albemarle SPCA in the following manner:

9. Resolution accepting three (3) streets into the City's Street Maintenance Program

Accepting into the City’s Street Maintenance Plan the following Streets: Rialto Road, Stonehenge Avenue, Castalia Street Extended

WHEREAS Stonehenge Ave Ext. plans were originally approved by the City of Charlottesville Department of Public Works (“Department”) on May 24th, 2019, and;

WHEREAS Rialto Beach plans were originally approved by the Department on September 23, 2011, and;

WHEREAS the PUD plans for Stonehenge Ave Ext. and Rialto Beach have been completed by the developers and/or remediated by the City of Charlottesville, Virginia, and;

WHEREAS the Public Services Manager for the City of Charlottesville, Virginia requested the City accept the Street Sections into the City’s street system for maintenance, and;

WHEREAS City staff has inspected the Street Sections of Rialto Road, Stonehenge Avenue and Castalia Street Ext. and recommend their acceptance into the City’s street system for maintenance, and;

WHEREAS The Street Sections have been built to the specifications and standards required by the City’s approved plan.

NOW, THEREFORE, BE IT RESOLVED, by the Council of the City of Charlottesville, Virginia, on recommendation of the Department that the Street Sections of Rialto Road, Stonehenge Avenue and Castalia Street Ext. are hereby accepted into the City street system for maintenance.

CITY MANAGER REPORT

The City Manager’s Report covered the Quarterly Financial Report and Community Interventions. Budget Director Krisy Hammill presented the third-quarter financial update for FY25, highlighting that as of March 31, approximately 67% of budgeted revenues had been collected. The 2025 reassessment showed residential values increased by over 8% and commercial values by over 6%, resulting in a 7.74% overall rise from 2024. Revenues are tracking 1.89% above the \$251M adopted budget, though sales, meals, and lodging taxes remain below expectations. Expenditures are at 79% of the budget, which aligns with projections, though they remain difficult to track. A surplus is anticipated but not yet projected, with future impacts from federal and state changes still uncertain.

Finance Director Chris Cullinan updated Council on the City’s American Rescue Plan (ARP) funds, totaling \$19.6M received in 2021 and 2022. Of this, \$18.4M has been spent, with remaining funds allocated and obligated for specific projects that must be completed by September 30, 2026. To date there

is no indication whether the federal government will pull back the already obligated funds. If that were to occur, the accrued interest on the unspent funds will support those projects.

Deputy City Manager for Operations James Freas introduced the new Capital Project Dashboard, an online tool for tracking City construction projects. Councilor Oschrein suggested adding completed projects to the map for context.

A public service video promoting school zone speed camera enforcement was also shown. Traffic Engineer Brennan Duncan explained that cameras activate at speeds 10–11 mph above the limit. Chief Michael Kochis noted officers can still issue tickets for any speeding violation.

Deputy City Manager for Racial Equity, Diversity, and Inclusion Ashley Marshall Reynolds reminded residents to complete the Polco National Community Survey, available online and through City social media.

City Manager Sam Sanders presented a proposal for \$5.4M in Community Intervention projects, funded by \$2.8M in unallocated FY23 surplus and \$2.6M from Charlottesville City Schools gainsharing. Projects are grouped into Community Safety, Homeless Intervention, and Quality of Life initiatives. Recommendations include investments in urgent infrastructure, bus shelters, parks and emergency management equipment; a two-year pilot with Street Outreach workers with program resources and three pallet shelters; and downtown mall improvements including a mall manager, restrooms, cleaning initiatives, lighting, and accessibility software. Councilors Oschrein and Payne requested more details on the pallet shelter and Downtown Mall components.

ACTION ITEMS

10. PUBLIC HEARING and ORDINANCE to vacate a natural gas easement (Belvedere Subdivision Block 4B)

The Director of Utilities, Lauren Hildebrand, presented a request to vacate a natural gas line easement that the City acquired in 2018 from New Belvedere LLC. The design of the subdivision in Albemarle County, within which the easement is located, has since been altered, and ownership has been transferred. The request is to vacate a portion of the natural gas easement to allow for the development of lots that overlap the easement area.

Mayor Wade opened the public hearing. With no speakers the public hearing closed.

Ms. Hildebrand requested for Council to approve the item with one reading.

On motion by Pinkston, seconded by Snook, Council approved the ordinance by a vote of 5-0: (Ayes: Oschrein, Payne, Pinkston, Snook, Wade; Noes: none).

ORDINANCE VACATING UTILITY EASEMENT LOCATED AT TMP 61-160R5 IN ALBEMARLE COUNTY, VIRGINIA

WHEREAS the City of Charlottesville, Virginia, was previously granted a gas utility easement, depicted as follows:

WHEREAS Belvedere Long Holdings, LLC, a Virginia limited liability company, has requested City Council to vacate a portion the existing public utility easement identified on a plat entitled “PLAT VACATING A PORTION OF AN EXISTING GAS EASEMENT & CREATING A 15’

GAS EASEMENT ALONG FOWLER STREET & BELVEDERE BOULEVARD,
BELVEDERE SUBDIVISION PHASE 4B;” and

WHEREAS City Council has reviewed the information provided by City Staff, and conducted a Public Hearing on May 19, 2025, after publication of Notice of said Public Hearing within a local newspaper, as required by Virginia Code §§15.2-1800 and 15.2-1813.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Charlottesville, Virginia, that vacation of the above-described existing public utility easement is hereby approved. The City Attorney has prepared a Deed of Vacation of Easement to effectuate the vacation of the existing easement as approved by this Ordinance.

AND BE IT FURTHER ORDAINED the requirement within City Code Section 2-97 (for two (2) readings of an Ordinance) is hereby waived and this Ordinance shall be effective upon its adoption by City Council without any requirement for a second reading.

11. PUBLIC HEARING and ORDINANCE to vacate a natural gas easement (Old Ivy Road)

The Director of Utilities, Lauren Hildebrand, presented a request to vacate a natural gas line easement that the City of Charlottesville was granted in 1999 to serve University Village along Old Ivy Road. The gas line runs parallel to an existing water line owned by the Albemarle County Service Authority, and the current property owner has requested that the easement be vacated to allow for land development.

Upon approval of the ordinance, the City of Charlottesville will be granted a new easement to continue providing service to University Village. The existing easement has already been abandoned.

Mayor Wade opened the public hearing. With no speakers the public hearing closed.

Ms. Hildebrand requested for Council to approve the item with one reading.

On motion by Oschrin, seconded by Pinkston, Council approved the ordinance by a vote of 5-0: (Ayes: Oschrin, Payne, Pinkston, Snook, Wade; Noes: none).

ORDINANCE VACATING UTILITY EASEMENT LOCATED AT TMP 60-24C6 IN ALBEMARLE COUNTY, VIRGINIA

WHEREAS the City of Charlottesville, Virginia was previously granted a public utility easement, depicted as follows:

WHEREAS GS Old Ivy Property Owner BFR, LLC, a Delaware limited liability company, the fee simple owner of TMP 60-24C6 has requested City Council to vacate the existing public utility easement as shown on the above Plat and all existing facilities within such easement shall be abandoned prior to the vacation; and

WHEREAS City Council has reviewed the information provided by City staff, and conducted a public hearing on May 19th, 2025, after publication of notice of said public hearing within a local newspaper, as required by Virginia Code §§15.2-1800 and 15.2-1813.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Charlottesville, Virginia, that vacation of the above-described existing public utility easement is hereby approved. The City Attorney has prepared a deed of vacation of easement to effectuate the vacation of the existing easement as

approved by this Ordinance.

AND BE IT FURTHER ORDAINED the requirement within City Code Section 2-97 (for two readings of an ordinance) is hereby waived and this Ordinance shall be effective upon its adoption by Council without any requirement for a second reading.

12. PUBLIC HEARING and ORDINANCE to approve a Right-of-Way Agreement at 220 W. Market Street

Director of Economic Development Chris Engel presented a request to approve a five-year revocable right-of-way agreement with Light House Studios to allow continued use of City-owned property adjacent to their business as a parking lot. The area is approximately 5,000 square feet and can accommodate five to six parking spaces. The property may only be utilized as a parking lot, any alternate use of the area must be approved by the City of Charlottesville.

Mayor Wade opened the public hearing. With no speakers the public hearing closed.

On motion by Pinkston, seconded by Payne, Council approved the ordinance by a vote of 5-0: (Ayes: Oschrein, Payne, Pinkston, Snook, Wade; Noes: none).

ORDINANCE AUTHORIZING THE LICENSING OF CITY-OWNED PROPERTY ADJACENT TO 220 W. MARKET STREET TO LIGHTHOUSE STUDIOS

WHEREAS the City of Charlottesville, Virginia (“City”), owns Market Street and its right of way (“Property”), which is adjacent to the property of Lighthouse Studios (“Lighthouse”), located at 220 W. Market Street, Charlottesville, Virginia 22902; and

WHEREAS Lighthouse desires to use a portion of the Market Street right of way for parking; and

WHEREAS since the Property is publicly owned, Virginia Code § 15.2-1800(B) requires conducting a legally advertised and duly held Public Hearing prior to the City divesting itself of any ownership interest in the Property.

NOW, THEREFORE, BE IT ORDAINED by the Council for the City of Charlottesville, Virginia, following the conducting of the legally required Public Hearing, that the City Manager is hereby authorized to sign the following document, in form approved by the Acting City Attorney or her designee: Right of Way License Agreement between the City and Lighthouse for the above- referenced Property.

13. PUBLIC HEARING and ORDINANCE to approve a Revocable License Agreement to Hill & Wood Funeral Service (1st Street N.) for use of public parking spaces

Director of Economic Development Chris Engel presented a request to approve a five-year revocable license agreement with Hill & Wood Funeral Service, located at 201 1st Street N, to allow continued use of six on-street public parking spaces in front of their business to accommodate as-needed business operations. Hill & Wood has agreed to allow public parking in their privately owned 12-space parking lot when it is not restricted for Hill & Wood use. If the ordinance is approved, the City will install designated parking signage for the six on-street spaces. Illegal parking in these designated spaces may result in a parking ticket and/or towing.

Mayor Wade opened the public hearing. With no speakers the public hearing closed.

On motion by Pinkston, seconded by Payne, Council approved the ordinance by a vote of 5-0: (Ayes: Oschrin, Payne, Pinkston, Snook, Wade; Noes: none).

ORDINANCE GRANTING A REVOCABLE LICENSE AGREEMENT FOR USE OF PUBLIC PARKING SPACES TO HILL & WOOD FUNERAL SERVICE

WHEREAS the City of Charlottesville, Virginia (“City”), owns the right-of-way/public property, which is commonly known as 1st Street North, between East Jefferson Street and Market Street, including six (6) on-street parking spaces located within the area of such property (“Property”); and

WHEREAS Hill & Wood desires to use the Property; and

WHEREAS since the Property is publicly owned, Virginia Code § 15.2-1800(B) requires conducting a legally advertised and duly held Public Hearing prior to the City divesting itself of any ownership interest in the Property.

NOW, THEREFORE, BE IT ORDAINED by the Council for the City of Charlottesville, Virginia, following the conducting of the legally required Public Hearing, that the City Manager is hereby authorized to sign the following document, in form approved by the Acting City Attorney or her designee: Revocable License Agreement for Use of Public Parking Spaces to Hill & Wood Funeral Service for the above-referenced Property.

14. PUBLIC HEARING and four (4) RESOLUTIONS for VDOT Subordination of Rights Agreements (Belvedere and Brookhill Subdivisions)

The Director of Utilities, Lauren Hildebrand, presented a request for City Council to approve an agreement to subordinate the City’s easement rights for three (3) public utility easements serving natural gas to the Belvedere Subdivision (Sections 2A, 2B, and 5A) and one (1) serving the Brookhill Subdivision (9–11), all located within Albemarle County, to the Virginia Department of Transportation (VDOT). The City will continue to own and maintain the natural gas facilities, which are required to remain in their current locations. In the event that these streets are removed from the VDOT Secondary Highway System, the gas line easements will revert to the City.

The City acquired the public utility easements to serve new homes in the Belvedere and Brookhill Subdivisions. During development, gas lines are installed prior to street paving, after which the developer seeks VDOT approval to add the roads to its Secondary Highway System.

Previously, similar requests were presented to City Council for approval through a Quitclaim Deed; however, following legal consultation, it was recommended that future requests of this nature be submitted as subordination agreements.

Mayor Wade opened the public hearing. With no speakers the public hearing closed.

On motion by Pinkston, seconded by Payne, Council approved the ordinances by a vote of 5-0: (Ayes: Oschrin, Payne, Pinkston, Snook, Wade; Noes: none).

APPROVING A REQUEST FOR SUBORDINATION OF RIGHTS OF CERTAIN GAS EASEMENTS LOCATED IN BELVEDERE SUBDIVISION-2A

WHEREAS the developers of the Belvedere Subdivision (“Developers”) previously granted gas line easements (“Easements”) to the City, over and across land within the public rights of way for Farrow

Drive, Dabney Grove, Colbert Street, Barnett Street, Griffen Grove, and Shelton Street, and more particularly described in Inst# 201400005708 recorded Albemarle County, Virginia, and;

WHEREAS the Developers wish to have these public rights of way accepted into Virginia's secondary highway system; and

WHEREAS the Virginia Department of Transportation has provided the Subordination of Rights Agreement to subordinate the City's Easements below state maintenance of the roadways; and

WHEREAS the City's Department of Utilities recommended that the Developer's request can be accommodated, so long as the City's gas lines will be allowed to remain;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Charlottesville, Virginia that, a Subordination of Rights Agreement between the Virginia Department of Transportation and the City of Charlottesville is hereby approved.

**APPROVING A REQUEST FOR SUBORDINATION OF RIGHTS OF CERTAIN GAS
EASEMENTS LOCATED IN BELVEDERE SUBDIVISION-2B**

WHEREAS the developers of the Belvedere Subdivision ("Developers") previously granted gas line easements ("Easements") to the City, over and across land within the public rights of way for Belvedere Boulevard, Barnett Street, Shelton Street, Fowler Street, and Farrow Drive and more particularly described in Inst# 201900000098 recorded Albemarle County, Virginia, and;

WHEREAS the Developers wish to have these public rights of way accepted into Virginia's secondary highway system; and

WHEREAS the Virginia Department of Transportation has provided the Subordination of Rights Agreement to subordinate the City's Easements below state maintenance of the roadways; and

WHEREAS the City's Department of Utilities recommended that the Developer's request can be accommodated, so long as the City's gas lines will be allowed to remain;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Charlottesville, Virginia that, a Subordination of Rights Agreement between the Virginia Department of Transportation and the City of Charlottesville is hereby approved.

**APPROVING A REQUEST FOR SUBORDINATION OF RIGHTS OF CERTAIN GAS
EASEMENTS LOCATED IN BELVEDERE SUBDIVISION-5A**

WHEREAS the developers of the Belvedere Subdivision ("Developers") previously granted gas line easements ("Easements") to the City, over and across land within the public rights of way for Fowler Street and Fowler Circle and more particularly described in Inst# 202200002859 recorded Albemarle County, Virginia, and;

WHEREAS the Developers wish to have these public rights of way accepted into Virginia's secondary highway system; and

WHEREAS the Virginia Department of Transportation has provided the Subordination of Rights Agreement to subordinate the City's Easements below state maintenance of the roadways; and

WHEREAS the City's Department of Utilities recommended that the Developer's request can be accommodated, so long as the City's gas lines will be allowed to remain;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Charlottesville, Virginia that, a Subordination of Rights Agreement between the Virginia Department of Transportation and the City of Charlottesville is hereby approved.

APPROVING A REQUEST FOR SUBORDINATION OF RIGHTS OF CERTAIN GAS EASEMENTS LOCATED IN BROOKHILL SUBDIVISION 9-11

WHEREAS the developers of the Brookhill Subdivision ("Developers") previously granted gas line easements ("Easements") to the City, over and across land within the public rights of way for Flora Lane, Flora Court, and Koch Court and more particularly described in Inst# 202200000894 recorded Albemarle County, Virginia, and;

WHEREAS the Developers wish to have these public rights of way accepted into Virginia's secondary highway system; and

WHEREAS the Virginia Department of Transportation has provided the Subordination of Rights Agreement to subordinate the City's Easements below state maintenance of the roadways; and

WHEREAS the City's Department of Utilities recommended that the Developer's request can be accommodated, so long as the City's gas lines will be allowed to remain;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Charlottesville, Virginia that, a Subordination of Rights Agreement between the Virginia Department of Transportation and the City of Charlottesville is hereby approved.

*City Manager Sanders introduced the new City Human Resources Director, Joe Gilkerson, and the Managing Director of the City Attorney's Office, John Maddux. City Council will be asked to approve a resolution to appoint Mr. Maddux as City Attorney at the June 16 meeting. Pamela O'Berry with Sands Anderson PC will continue to serve as Acting City Attorney until Mr. Maddux's appointment.

15. RESOLUTION to APPROPRIATE \$150,000 from the Virginia Department of Criminal Justice Services Operation Ceasefire Grant Program (2nd reading)

Charlottesville Police Chief Michael Kochis provided an overview of the proposed Peregrine software system, explaining that it integrates existing police data systems, such as Axon body cameras and SAP payroll, to improve efficiency and accountability. He noted that each user must log in with a unique identifier and justification for system access, similar to the Flock camera system, which is subject to audits.

Councilors discussed data privacy, legal compliance, and public concern about third-party access.

Councilor Snook raised questions regarding potential subpoenas and data protection measures, suggesting possible safeguards similar to those applied to the Flock system.

Vice Mayor Pinkston expressed support for the system, comparing it to standard business data tools and emphasizing the need for professional modernization within the Police Department.

Councilor Payne shared broader concerns about private technology firms monetizing public safety data nationwide.

Councilor Oschrein expressed reservations about timing and potential risks related to data misuse, particularly concerning sensitive personal and citizenship information.

Mayor Wade stated his support for the system, citing its value as a record management tool distinct from the Flock surveillance system.

On motion by Pinkston, seconded by Snook, Council approved the resolution by a vote of 3-2: (Ayes: Pinkston, Snook, Wade; Noes: Oschrein, Payne).

**Resolution Appropriating Funds for Virginia Department of Criminal Justice Services FY 25
Operation Ceasefire Grant Program (OCGP) Forensic and Analytical Technology for Local Law
Enforcement Award #: 547779 - \$150,000**

WHEREAS the Virginia Department of Criminal Justice Services awarded a grant to the Police Department, through the City of Charlottesville, through the Operation Ceasefire Grant Program: Forensic and Analytical Technology for Local Law Enforcement to procure and deploy Peregrine's Ascent and Legacy Data packages for one year;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Charlottesville, Virginia that a total of \$150,000.00 be appropriated in the following manner:

Revenues – \$150,000

\$150,000 Fund: 209 Internal Order 1900588 G/L Account: 430110

Expenditures – \$150,000

\$150,000 Fund: 209 Internal Order 1900588 G/L Account: 530060

NOW, THEREFORE, BE IT RESOLVED that this appropriation is conditioned upon the reimbursement of funds or goods as supplied from the Virginia Department of Criminal Justice Services Operation Ceasefire Grant Program: Forensic and Analytical Technology for Local Law Enforcement.

GENERAL BUSINESS

16. Second Presentation of the 2025 ADA Transition Plan Update – Endorsement by resolution requested

The City of Charlottesville engaged Precision Infrastructure Management (PIM), a consulting firm, to ultimately draft an ADA Self-Evaluation and Transition Plan for the City.

Kevin McDaniel, PIM representative, presented the findings of an ADA assessment conducted for the City, covering Right-of-Ways, Facilities, Parks, Digital, and Programmatic Access. General recommendations included adopting a citywide digital accessibility policy, providing staff training on ADA reasonable modification and communication standards, and developing formal vendor and third-party compliance requirements. Mr. McDaniel identified Right-of-Ways and Parks as the City's top ADA areas of concern. The Transition Plan Update provides a suggested framework for developing a City ADA Work Plan. Mr. Rudacille noted that Charlottesville Area Transit (CAT) stops are included in the Right-of-Way report.

On motion by Pinkston, seconded by Oschrin, Council approved the endorsement of the 2025 ADA Transition Plan Update by a vote of 5-0: (Ayes: Oschrin, Payne, Pinkston, Snook, Wade; Noes: none).

TO ENDORSE AN UPDATE TO THE ADA TRANSITION PLAN FOR THE CITY

WHEREAS Title II of the Americans with Disabilities Act (ADA) applies to State and Local Government entities, protects qualified individuals with disabilities from discrimination on the basis of disability in services, programs, and activities provided by State and local government entities.

WHEREAS Title II of the ADA mandates that every public agency with more than 50 employees has an ADA Transition Plan, which describes how the City will ensure its facilities, services, programs, and activities are accessible; and

WHEREAS the City of Charlottesville thusly completed and adopted such a self-evaluation and Transition Plan in 1995, and subsequently adopted an updated self-evaluation and Transition Plan in June 2013; and

WHEREAS the City of Charlottesville has initiated a Culture of Compliance where we are firmly committed to the ADA and the elimination of barriers to public programs, services, activities and facilities; and

WHEREAS the City of Charlottesville engaged the consulting firm Precision Infrastructure Management (“PIM”) to assist the City as necessary with an update of the City’s 2013 ADA Transition Plan and to engage in an updated Self-Evaluation to support such a plan update; and

WHEREAS public review and input regarding the process of updating the plan and the draft version of the ADA Transition Plan Update plan has been received by the City of Charlottesville; and

WHEREAS this City Council is asked to endorse the "City of Charlottesville ADA Transition Plan Update Document" currently presented to Council at its May 5, 2025, regular meeting;

NOW, THEREFORE, BE IT RESOLVED that the Charlottesville City Council hereby endorses the updated ADA Transition Plan and directs City staff to begin implementation of the plan.

17. RESOLUTION to ALLOCATE \$100,000 for the Dogwood Vietnam Memorial Foundation of Virginia and \$4,260.65 to the Capital Improvement Plan (“CIP”) Contingency Fund (Moved from Consent Agenda)

On motion by Pinkston, seconded by Snook, Council by a vote of 4-1 approved the resolution (Ayes: Payne, Pinkston, Snook, Wade; Noes: Oschrin). Councilor Oschrin opposed referencing reasons she has previously shared with the Council.

Resolution Appropriating the amount of \$100,000 For the Dogwood Vietnam Memorial Foundation and \$4,260.65 to the Capital Improvement Plan (CIP) Contingency Fund

WHEREAS the City Council of Charlottesville, Virginia desires to provide \$100,000 in funding to the Dogwood Vietnam Memorial Foundation;

WHEREAS several projects in the City's Capital Improvement Fund have been completed and have \$104,260.65 in remaining unspent fund allocations;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that that the sum of \$100,000, is hereby appropriated to the Dogwood Vietnam Memorial account as follows; and

AND BE IT FURTHER RESOLVED that the remaining \$4,260.65 will be appropriated to the CIP Contingency account as follows:

Transfer From:

\$1,240.38	Fund: 426	WBS: P-01046	G/L Account: 599999
\$4,020.27	Fund: 426	WBS: P-01048	G/L Account: 599999
\$99,000.00	Fund: 426	WBS: P-01049	G/L Account: 599999

Transfer To:

\$100,000	Fund: 426	I/O: 1000052	G/L Account: 599999
\$4,260.65	Fund: 426	WBS: CP-080	G/L Account: 599999

COMMUNITY MATTERS (2)

Mayor Wade opened the floor for comments from the public.

- Miles, city resident, a recipient of a City E-Bike voucher through the E-Bike Program, expressed his appreciation to City Council.

ADJOURNMENT

On motion by Pinkston, seconded by Oschrein, Council voted unanimously to adjourn the meeting at 10:05 p.m.

BY Order of City Council

BY Maxicelia Robinson, Deputy Clerk of Council



CHARLOTTESVILLE CITY COUNCIL MEETING MINUTES
October 6, 2025 at 4:00 PM
Council Chamber

The Charlottesville City Council held a regular meeting on Monday, October 6, 2025. Mayor Juandiego Wade called the meeting to order, and Clerk of Council Kyna Thomas called the roll, noting the following councilors present: Mayor Juandiego Wade, Vice Mayor Brian Pinkston and Councilors Natalie Oschrin and Michael Payne.

By acclimation, Council approved electronic meeting participation at the request of Councilor Lloyd Snook, who participated from his home in Charlottesville due to a temporary disability that prevented his physical attendance. Councilor Snook was audible in the meeting room, and after handling technical difficulties, Councilor Snook joined the meeting visually around 4:10 p.m.

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

REPORTS

1. PRESENTATION: FY 2027 Budget Development Kick-off

Krisy Hammill, Director of Budget and Grants Management, kicked off the FY2027 budget development process with a presentation of key meeting dates and decision timelines. In March of each year, the City Manager formally presents a proposed budget for the next fiscal year to City Council and the public. This is followed by a series of public hearings, work sessions, a community budget forum and a final vote on the budget no later than April 15th. Ms. Hammill emphasized major budget drivers for the upcoming budget year: Transportation, Housing, and Education.

City Treasurer Jason Vandever provided additional information to answer questions about projected revenues. He stated that data from month to month has been inconsistent, making it difficult to establish a trend and make definitive projections. He also talked about the target reserve amount for the healthcare fund.

2. BUDGET BRIEF: Public Safety

City Manager Samuel Sanders, Jr., presented a budget briefing on Public Safety, including Public Service, Interventions, Fire Department, Police Department, and Emergency Management.

Emergency Management Coordinator John Oprandy presented his plan for addressing emergency management within his first 100 days.

Councilor Oschrin requested a follow-up conversation about closing the Downtown Mall cross-streets.

3. REPORT: Charlottesville Area Alliance

Sue Friedman, Secretary of the Charlottesville Area Alliance (CAA), presented an update on the work of the Charlottesville Area Alliance. She applauded the City of Charlottesville for being the first locality in the region to commit to being an age-friendly community, and she emphasized that CAA chose not to be a non-profit organization. CAA joined the AARP Livable Communities Initiative, which was created by the World Health Organization, to measure progress toward becoming an age-friendly community. Some areas of recent focus for CAA have been transportation, housing and social participation.

Misty Graves, Director of Human Services, shared information about AARP's eight domains of livability

for healthy aging, and how CAA has worked to improve each domain and bring awareness to issues. Ms. Friedman spoke about the difference between someone who lives alone and someone who is lonely. She stressed the importance of good transportation options to help people age in place, including in rural areas.

CLOSED MEETING

On motion by Pinkston, seconded by Oschrin, Pursuant to section 2.2-3712 of the Virginia Code, City Council closed the open meeting and convened in a closed session, as authorized by the Virginia Freedom of Information Act, as follows: pursuant to Virginia Code Section 2.2-3711(A)(7) for consultation with legal counsel pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body.

On motion by Pinkston, seconded by Oschrin, Council by a vote of 5-0 (Ayes: Oschrin, Payne, Pinkston, Snook, Wade; Noes: none) 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

VM Pinkston announced an African American military experience event at Carver Rec on October 11. Councilor Oschrin announced October 12 neighborhood walk in the 10th & Page and Starr Hill neighborhoods.

Mayor Wade announced Fire Prevention Week activities.

RECOGNITIONS/PROCLAMATIONS

- **PROCLAMATION: Alzheimer's Awareness Month**
Councilor Oschrin presented the Alzheimer's Awareness Month proclamation to Sheri Owen, Alzheimer's Association, who accepted with remarks.
- **PROCLAMATION: Support Your Local Chamber of Commerce Day**
Mayor Wade presented the Support Your Local Chamber of Commerce Day proclamation to Jonathan Chasen, Chamber Board Chair, who accepted with remarks.

COMMUNITY MATTERS

Mayor Wade opened the floor for comments from the public.

1. Nikuyah Walker, city resident, spoke about Charlottesville's school-to-prison pipeline, specifically the implementation of School Resource Officers (SROs) in city schools, and media storylines about policing black and brown students. She recommended asking more questions to the School Board when they make their annual budget request to City Council.
2. Anna Towns, city resident, spoke in support of the proposed property purchase at 2000 Holiday Drive.
3. Troy Robinson introduced Gabriel and Sloan, students at Charlottesville High School (CHS), who want to begin an entrepreneurship club for other CHS students, similar to the Community Investment Collaborative but downsized for CHS for students to pursue their dreams together.

4. Rachel Mulvaney, UVA student and member of Friends of PHAR (Piedmont Housing Association of Residents), spoke in opposition to the LV Collective student luxury housing proposal near Westhaven, and in opposition to the ordinance against camping in public spaces.
5. Joy Johnson, Chair of PHAR, requested changing city zoning to protect core Black and low-income neighborhoods against luxury apartment developments.
6. Alicia Lenahan, Albemarle County resident, spoke in support of an Unmask ICE Resolution and the growing threat by ICE agents.
7. Dr. Mariane Doyle, Executive Director/CEO of the Center for Non-profit Excellence, invited Council to CNE's Day of Learning on October 16th at the downtown library and provided the CNE Impact Report.
8. Kevin Cox, city resident, spoke about pedestrian safety issues without marked crosswalks on a portion of Elliott Avenue and 2nd Street. He expressed concern about the 35 mile speed limit on Elliott Avenue.
9. Molly Knipe, UVA student and member of Friends of PHAR, spoke in opposition to the LV Collective student luxury housing proposal near Westhaven. She expressed how physical spaces are indicative of values.
10. Wendy Gao, Friends of PHAR, spoke in opposition to the LV Collective student luxury housing proposal near Westhaven, and requested authorizing land use decisions to be made by communities that would be most impacted by development. She shared data about housing affordability and stated that funding for downtown cleanup and jail renovations could have been used for infrastructure to keep people housed. About the low barrier shelter, she spoke in opposition to the previously proposed camping ordinance.
11. Dr. RaShall Brackney, Albemarle County resident and former Police Chief for the Charlottesville Police Department, spoke in opposition to several proposals recently funded and others under consideration such as 1) ambassadors for the Downtown Mall, 2) the proposed camping ordinance, and 3) re-establishing SROs, asking the question, "What problem are you attempting to solve and who will be hurt if you get it wrong?". She expounded on reasons for decisions that she made during her tenure as police chief.
12. Felice Boling Key, spoke about attributes of humanity. She thanked the City for listening to residents regarding the location for a low barrier shelter, and she expressed thanks for efforts to address homelessness in the community. She welcomed Assistant to the City Manager, Steven King.
13. Zyahna Bryant, city resident, spoke about the need to steward education as a community asset. She suggested a stronger relationship between City Council and the school system to ask more critical questions and have deeper discussions. She spoke about the need for children to have safe spaces, and that the solution is not SROs.
14. Christopher Wall, city resident, spoke on the proposal for purchasing a building for a low barrier shelter, and stated that many homeless people think the property at 2000 Holiday Drive seems like segregation. He requested support resources as part of the shelter.
15. Sophia, Community Organizer with PHAR, spoke in opposition to the LV Collective student luxury housing proposal near Westhaven, and about accelerated displacement of long-term Black and Brown families. She requested concentrating student housing in the JPA (Jefferson Park Avenue) area and stated that the city should not be responsible for housing UVA students. She voiced opposition to the ordinance against camping in public spaces.
16. Gillet Rosenblith, city resident and professor at UVA, spoke in support of resident-led housing decisions, and in opposition to the LV Collective student luxury housing proposal near Westhaven. She spoke about the need to amend land-use restrictions and fixing the Zoning Ordinance to prevent further displacement of long-term residents.

CONSENT AGENDA

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

4. MINUTES: August 18 regular meeting, September 2 regular meeting, September 11 special meeting
5. RESOLUTION Appropriating Charlottesville/Albemarle Adult Recovery Court Grant Award in the amount of \$240,000 (2nd reading)

RESOLUTION to appropriate Charlottesville/Albemarle Adult Recovery Court Grant Award \$240,000

WHEREAS, the Supreme Court of Virginia awarded the Supreme Court of Virginia Recovery Court Docket Grant in the amount of \$240,000 for the Charlottesville/Albemarle Recovery Court in order to fund salaries, benefits, and operating expenses; and

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

WHEREAS, the City of Charlottesville and Albemarle County both have dedicated local matches to this grant, totaling \$155,446; and

WHEREAS, the grant award covers the period 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 \$240,000, received as a grant from the Supreme Court of Virginia, is hereby appropriated in the following manner:

Revenues

\$240,000 Fund: 209 Internal Order: 1900613 G/L Account: 430120

Expenditures

\$240,000 Fund: 209 Internal Order: 1900613 G/L Account: 530550

BE IT FURTHER RESOLVED, that this appropriation is conditioned upon the receipt of \$240,000 from the Supreme Court of Virginia.

6. RESOLUTION to appropriate the Victim Witness Grant - \$299,672 (2nd reading)

RESOLUTION Appropriating Funds for the Charlottesville Victim Witness Assistance Program in the amount of \$299,672.00

WHEREAS, the City of Charlottesville ("City"), through the Commonwealth Attorney's Office, has received the Victim Witness Program Grant from the Virginia Department of Criminal Justice Services in the amount of \$107,446.00 in federal funds and \$128,700.00 in state general funds for a combined \$236,146.00; and

WHEREAS the City is providing a supplement in the amount of \$63,526.00, the source of which is the Commonwealth's Attorney's operating budget.

Revenues \$299,672.00

\$128,700.00	Fund: 209	Cost Center: 1414001000	G/L Account: 430110
\$107,446.00	Fund: 209	Cost Center: 1414001000	G/L Account: 430120
\$63,526.00	Fund: 209	Cost Center: 1414001000	G/L Account: 498010

Expenditures \$299,672.00

\$282,195.00	Fund: 209	Cost Center: 1414001000	G/L Account: 519999
\$17,477.00	Fund: 209	Cost Center: 1414001000	G/L Account: 599999

Transfer

\$63,526.00	Fund: 105	Cost Center: 1401001000	G/L Account: 561209
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NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that a total of \$299,672.00 is hereby appropriated in the following manner:

BE IT FURTHER RESOLVED, that this appropriation is conditioned upon the receipt of \$236,146.00 from the Virginia Department of Criminal Justice Services.

7. RESOLUTION to appropriate funding from the Virginia Department of Housing and Community Development, Housing Opportunities for Persons with AIDS/HIV (HOPWA) Grant 25-HOPWA-303 in the amount of \$392,582 (2nd reading)

RESOLUTION

Appropriating Funds for Housing Opportunities for Persons with AIDS/HIV (HOPWA) Grant \$392,582

WHEREAS, The City of Charlottesville, through the Office of Budget and Grants Management, has received the H.O.P.W.A. grant from the Virginia Department of Housing and Community Development in the amount of \$392,582;

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

WHEREAS, the grant award covers the period July 1, 2024 through March 31, 2026.

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that the sum of \$392,352 is hereby appropriated in the following manner:

Revenues

\$392,582	Fund: 209	Internal Order: 1900614	G/L Account: 430120
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Expenditures

\$392,582	Fund: 209	Internal Order: 1900614	G/L Account: 530550
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BE IT FURTHER RESOLVED, that this appropriation is conditioned upon the receipt of \$392,582 from the Virginia Department of Housing and Community Development.

8. RESOLUTION Appropriating Community Flood Preparedness Fund Grant Award in the amount of \$400,000 (2nd reading)

RESOLUTION

Appropriating Virginia Department of Conservation and Recreation (DCR) Grant Funding and Local Match to Support the City's Floodplain Management Program and Authorizing the City Manager to execute a Grant Agreement in the amount of \$400,000

WHEREAS, the City of Charlottesville has been awarded \$360,000 from the Virginia Department of Conservation and Recreation to support capacity building and planning of the City's Floodplain Management Program; and

WHEREAS, the grant requires a local match in the amount of \$40,000, which will be contributed from funds previously appropriated in the CIP Climate Initiative Fund

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that upon receipt of the awarded grant funding from the Virginia Department of Conservation and Recreation, the sum of \$400,000 is hereby appropriated as follows:

Revenues			
\$360,000	Fund: 209	I/O: 1900610	G/L Account: 430110
Transfers			
\$40,000	Fund: 426	I/O :1000028	G/L Account: 561209
Expenditures			
\$400,000	Fund: 209	I/O: 1900610	G/L Account: 530550

BE IT FURTHER RESOLVED that City Council authorizes the City Manager to execute a grant agreement, with the Virginia Resource Authority to support capacity building and planning of the City's Floodplain Management Program, and other related documents, requisitions or agreements, on behalf of the City; provided that the City Manager may delegate signature authority to a Deputy City Manager. City Council hereby further approves the in-kind staff contribution and cash local match described above.

9. RESOLUTION for Special Exception Build-To Requirement (1107 Myrtle Street)

RESOLUTION

Approving a Special Exception Permit Amendment for Property at 1107 Myrtle Street

WHEREAS, LLANDAFF FARM, LLC ("Landowner"), is the current owner of the lot identified as sublots A, B, C, and D of Block 1, Carlton Subdivision (City Parcel Identification No. 570136000, 570136001, 570136002, and 570136003), having an area of approximately 0.167 acres (7200 square feet); ("Subject Property"); and

WHEREAS, the Landowner proposes to modify the Build-To requirements on the Subject Property to build three (3) attached dwelling units behind the existing structure on site ("Project"); and

WHEREAS, the Project is described in more detail within the Applicant's Application materials submitted in connection with Applications PL-25-0033, as required by City Development Code § (“CDC”) 34-5.2.15.B.2 ("Application Materials"); and

WHEREAS, the Planning Commission (“PC”) made a recommendation of approval at its September 9th, 2025, Public Meeting, per CDC § 34-5.2.15.C.2, subject to the following condition:

1. The size, location, and use will be consistent with the materials in Applications PL-25-0033, both dated February 12, 2025.

NOW THEREFORE, BE IT RESOLVED, by the Council of the City of Charlottesville, Virginia (“City Council”), upon consideration of the PC's recommendation and the Staff Reports discussing this Application, as well as the factors set forth within CDC § 34-5.2.15.D, that this City Council finds and determines that granting the proposed Special Exception Permit (“SEP”) would serve the public necessity, convenience, general welfare, or good zoning practice.

BE IT FINALLY RESOLVED by City Council, that, pursuant to CDC §§ 34-2.4.3.A.5., 34-4.7, and 34-5.2.15, subject to and with the PC’s conditions contained above, a SEP is hereby approved and granted to authorize the Project and require a new building to be built outside of the Build-To Zone required on the primary street lot line in the R-A Zoning District.

10. RESOLUTION to appropriate funding from the Virginia Department of Housing and Community Development FY2026 CoC Capacity Building Funds - \$25,000 (layover)
11. RESOLUTION authorizing the Charlottesville Fire Department to donate Self- Contained Breathing Apparatus (SCBA) equipment to CATEC for its Fire Training Program

RESOLUTION

Authorizing Donation of FireHawk M7 Self-contained Breathing Apparatus to the Charlottesville Area Technical Education Center

WHEREAS, the City of Charlottesville, Virginia (“City”), through the Charlottesville Fire Department (“CFD”), owns seven (7) FireHawk M7 self-contained breathing apparatus, with plate number 7 MSA (the “Equipment”), which are valued at about \$400.00; and

WHEREAS, the Equipment is no longer needed by the City and the CFD, is obsolete, and appropriate to be declared surplus; and

WHEREAS, the City desires to donate the Equipment, as is, to the Charlottesville Area Technical Education Center (“CATEC”), a regional technical education center that develops workforce skills and careers, including firefighting, for both high school students and adults; and

WHEREAS, City Code § 2-98(a) allows City Council to authorize donation of property worth \$100.00 or more.

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville (“City Council”):

- (1) The City officially declares the Equipment as surplus; and
- (2) The City shall donate the Equipment, as is, to CATEC to be used for training in CATEC’s

Firefighter Program; and

- (3) The donated items may be transferred to CATEC upon City Council's adoption of this Resolution.

12. RESOLUTION to Appropriate Albemarle County's Human Services Fund for Community Attention Youth Internship Program (CAYIP) - \$60,000 (layover)

13. RESOLUTION to Appropriate Funds from the Virginia Risk Sharing Association - \$18,238.84 (layover)

14. RESOLUTION authorizing payment to Kokosing Construction Company, Inc for bridge repair contract claim (layover)

CITY MANAGER REPORT

Social Services Advisory Board Annual Report to City Council

Cherry Stewart, Chair of the Social Services Advisory Board, expressed thanks to Vice Mayor Brian Pinkston for his service on the board. She then presented the Social Services Advisory Board Annual Report. Foster Care caseloads increased by 50% in the last year. Federal funding cuts will impact the numbers as needs go unmet because of budget challenges and additional mandates.

Councilors expressed concerns about the effects of policy changes made at the federal and state levels.

Leon Henry, Director of Social Services, answered questions for Mayor Wade regarding the department's success with kinship placements for children in foster care, and funding for social work personnel.

City Manager Report

Deputy City Manager James Freas commented about a pedestrian fatality that occurred on US Route 29 the previous week, and stated pedestrian safety has been a focus for the city over the past year. He stated that the City will conduct an assessment in the vicinity of the incident and consider whether there are quick-build solutions that can be put in place. Mr. Freas asked for an initial assessment to be completed by the end of the week.

City Manager Samuel Sanders, Jr. introduced Steve King as the new Assistant to the City Manager, who previously worked at ICMA (International City/County Management Association). Mr. King made remarks in support of advancing the work of City Council.

ACTION ITEMS

15. PUBLIC HEARING and RESOLUTION Approving Lease Agreement with Cultivate Charlottesville

Brenda Kelley, Downtown Strategy Manager, introduced the item as a request to formalize the lease of space at 210 8th Street NW.

Alene Carey, Co-executive Director of Cultivate Charlottesville, stated that the organization was approached by City of Promise to steward the land and has been caring for the land for quite some time.

Mayor Wade opened the public hearing. With no speakers, the public hearing closed.

On motion by Pinkston, seconded by Payne, Council by a vote of 5-0 adopted the resolution (Ayes: Oschrin, Payne, Pinkston, Snook, Wade; Noes: none).

RESOLUTION

Approving a lease of property at 210 8th Street NW to Cultivate Charlottesville

WHEREAS, Cultivate Charlottesville desires to lease a portion of a certain City-owned property for a term of one (1) year, and with option for renewal for up to three additional one year terms, and City Council has considered the terms of the proposed lease, and has conducted a public hearing in accordance with the requirements of Virginia Code Sec. 15.2-1800(B);

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that the lease of a portion of City-owned property located at 210 8th Street NW, Charlottesville, Virginia, to Cultivate Charlottesville, presented to Council this same date for consideration, is hereby approved and the City Manager is hereby authorized to execute the approved lease on behalf of City Council.

16. PUBLIC HEARING and RESOLUTION to Approve Amendment of Lease Agreement with International Rescue Committee

Brenda Kelley, Downtown Strategy Manager, introduced the item as a request to formalize the lease with International Rescue Committee (IRC). The organization complied with requirements allowing renewal of their lease for a one-year term.

Cecelia Lapp Stoltzfus, IRC, thanked Council for support of the New Roots Farm property, and she updated Council on the public engagement efforts, leveraging of funds, site-stewarding work with local partners to improve the site.

Mayor Wade opened the public hearing. With no speakers, the public hearing closed.

On motion by Pinkston, seconded by Payne, Council by a vote of 5-0 adopted the resolution (Ayes: Oschrin, Payne, Pinkston, Snook, Wade; Noes: none).

RESOLUTION

Approving Amendment of Lease for City-owned Property Located at 410 Old Lynchburg Road, Charlottesville, Virginia, Leased to the International Rescue Committee ("IRC")

WHEREAS, IRC desires to renew its current Lease of certain City-owned property, located 410 Old Lynchburg Road, Charlottesville, Virginia, for an additional one (1)-year period commencing on January 1, 2026, and expiring at midnight on December 31, 2026; and

WHEREAS, following a duly advertised and lawfully conducted Public Hearing, City Council has considered IRC's Agreement for Amendment of Lease request.

NOW THEREFORE, BE IT RESOLVED, by the Council of the City of Charlottesville, Virginia, that the Agreement for Amendment of Lease for Lease of City-owned property, located at 410 Old Lynchburg Road, Charlottesville, Virginia, presented to City Council this same date for consideration, is hereby approved, and the City Manager, or his designee, is hereby authorized to execute the Agreement for Amendment of Lease on City Council's behalf.

17. RESOLUTION to allocate \$7,950,000 of Capital Improvement Program (CIP) Contingency Funds (layover; public hearing on 2nd reading)

Krisy Hammill, Budget Director, presented the request to appropriate Capital Improvement Program (CIP) Contingency Funds for several projects.

Mr. Sanders provided information about the proposed acquisition of a building at 2000 Holiday Drive, with the intention of addressing homelessness. He expressed that a real estate transaction is the request before Council at this time, and that it is one tool in the attempt to address homelessness from multiple angles.

Councilors asked about the request of \$1,500,000 for City Environmental Plan and Mobility Policy Plan studies. Kellie Brown, Director of Neighborhood Development Services, provided an explanation of a wide scope of work, stating that it would require a lot of consultation services.

Mr. Sanders explained that the planned renovations to City Hall will address placing people together in workspaces and retrofitting spaces such as conference rooms into offices.

Ms. Oschrein asked about the structure of the request.

Council agreed to move the item to the October 20 meeting for a public hearing, second reading and vote.

18. ORDINANCE to establish a Franchise Agreement with Cogent Fiber LLC (f/k/a Sprint)

Brennen Duncan, City Engineer, presented the request, stating that this and future Franchise Agreements will contain language to address utility pole remediation.

Councilor Snook asked for clarity about which section addresses management of a proliferation of utility poles. Mr. Duncan referenced Section 206.1.

On motion by Pinkston, seconded by Snook, Council voted 5-0 to adopt the following ordinance (Ayes: Oschrein, Payne, Pinkston, Snook, Wade; Noes: none):

AN ORDINANCE GRANTING A FRANCHISE TO COGENT FIBER LLC (FKA SPRINT COMMUNICATIONS COMPANY L.P.), ITS SUCCESSORS AND ASSIGNS TO USE THE STREETS AND OTHER PUBLIC PLACES OF THE CITY OF CHARLOTTESVILLE, VIRGINIA FOR ITS POLE, WIRES, CONDUITS, CABLES AND FIXTURES, FOR A PERIOD OF FIVE (5) YEARS

19. Ordinance for Temporary Easement to Rivanna Water and Sewer Authority at Heyward Community Forest for use during Reservoir Pool Raise Project

Chris Gensic, Trails Planner, presented the request. The Rivanna Water and Sewer Authority ("RWSA") will begin work to elevate the Ragged Mountain Reservoir level ("Project") in October 2025. As part of this Project, RWSA has requested use of the area located just above the lower Heyward Community Forest parking lot to serve as a borrow area and for equipment storage. City Staff have prepared a temporary easement to accommodate this request. In exchange for the use of this area, RWSA has agreed that, upon completion of the Project, that its contractor will grade the site to create additional public parking to benefit both Ragged Mountain and Heyward Community Forest visitors. Mr. Gensic noted that this area is City-owned property in the county.

Austin Bard, Senior Engineer with the Rivanna Water and Sewer Authority, provided information about the project and proposed grading for a future parking area.

Councilor Oschrein stated her guiding principle to not support any additional parking within city limits but understanding that it is included as part of the overall project.

The project is expected to be complete by the end of 2026.

On motion by Pinkston, seconded by Snook, Council voted 5-0 to adopt the following ordinance (Ayes: Oschrein, Payne, Pinkston, Snook, Wade; Noes: none).

**ORDINANCE GRANTING A TEMPORARY SITE DEVELOPMENT EASEMENT TO
RWSA FOR THE USE OF PORTION OF HEYWARD COMMUNITY FOREST FOR THE
RAGGED MOUNTAIN POOL RAISE PROJECT**

20. RESOLUTION Authorizing Purchase of 2000 Holiday Drive

Chris Engel, Director of Economic Development, presented the request.

As part of its Homeless Intervention Plan, the City of Charlottesville, Virginia ("City"), has been actively seeking a facility to serve as a low-barrier shelter for those experiencing homelessness in the community. During the search, the City became aware of an opportunity to acquire the property located at 2000 Holiday Drive ("Property") within the City. The Property consists of two contiguous land parcels totaling approximately 3.8 acres of land and a building with 27,000 gross square feet. The was most recently used as office space accommodating over 100 employees on-site. There are 69 off-street parking spaces, as well as several street spaces on Holiday Drive. The site is also served by a transit stop 800 feet east at the intersection of Emmet Street and Holiday Drive. Given the building's current configuration, it will require renovation to be suitable for overnight shelter purposes. Initial review by City Staff indicated the building is sound and its configuration is conducive to conversion to an overnight/day shelter use. At this point, plans have not been developed, and costs are unknown.

The proposed Purchase Agreement provides a short study period until October 30 to more fully identify any issues that would significantly prevent transition to a shelter use. The City plans to engage with various non-profit service providers regarding the operation of the facility, and the local philanthropic community to seek assistance in funding the necessary renovations. City Staff proposed to use available funds from the CIP Contingency account to acquire the Property.

Mr. Sanders and Mr. Engel answered questions about property easements, use of outdoor space, and the unknown cost of renovations. Mr. Sanders stated that conversation have been ongoing with local service providers and that a Low-barrier Shelter Workgroup has shifted weekly conversation from a potential site on Cherry Avenue to the Holiday Drive site, and Ashley Marshall with the City was tasked with facilitating this work, and she is working to outline a process for how the City will help the Workgroup.

Councilors discussed potential benefits of the site, in light of concerns expressed about the site not being centrally located.

Mr. Sanders stated that the concept of using the Cherry Avenue site has not concluded, given the scope of the problem, and the possibility of using that site in some way.

On motion by Pinkston, seconded by Payne, Council voted 5-0 (Ayes: Oschrein, Payne, Pinkston, Snook, Wade; Noes: none) to approve the following resolution:

RESOLUTION
Authorizing Contract to Acquire Property at 2000 Holiday Drive
by the City of Charlottesville, Virginia

WHEREAS, MIS PROPERTY, L.L.C. (“Owner”), owns certain property known by present street numbering as 2000 Holiday Drive Charlottesville, Virginia, and designated and shown on current City Tax Maps as Parcel ID 40A013000 and 40A014000 (“Property”), and the owner has offered the property for sale; and

WHEREAS, the City of Charlottesville, Virginia (“City”), is interested in purchasing the Property; and

WHEREAS, Owner and the City have engaged in mutual discussions and have tentatively agreed to terms of a proposed agreement for the purchase and sale of the Property, including, among other terms, a purchase price of \$6,200,000, conditioned upon approval of said terms by the Council of the City of Charlottesville, Virginia (“City Council”); and

WHEREAS funds are available for the City’s purchase of the Property, within CIP Contingency Account CP-080.

NOW, THEREFORE, BE IT RESOLVED by City Council **THAT**:

1. The purchase and acquisition of the Property is hereby **APPROVED** upon the following terms:
 - a. Purchase Price: The proposed purchase price for the property is \$6,200,000;
 - b. Closing Date: Closing would be scheduled to take place on November 20, 2025. Within three (3) days of executing a written Real Estate Purchase and Sale Agreement (“Agreement”), the City will pay a deposit to be held in escrow, which will be applied to the Purchase Price at closing.
 - c. Clear title: At Closing, the City will receive insurable title to the Property by special warranty deed. The Property will be acquired by the City in “as-is” condition.
 - d. Seller Costs: Owner will pay its own attorneys’ fees, including preparation of the deed, preparation of a lien affidavit, costs associated with releasing deeds of trust or other existing liens, if any, and recordation taxes applicable to grantors, and other closing documentation.
 - e. City Costs: The City is responsible for costs of title examination and title insurance, and all recording costs and recordation taxes other than the grantor’s tax, and other closing documentation necessary to complete the City’s purchase.
 - f. Taxes: The Owner must pay all real estate taxes due on the Property, through the date of Closing.
 - g. Other Terms: Such other or further administrative, procedural, or contractual provisions as deemed necessary by the City Attorney to effectuate the binding Agreement for the purchase and sale of the Property upon the terms set forth above.
2. Upon the approval of the City Attorney as to the form of the Agreement upon the terms stated above the City Manager is authorized to execute said Agreement and pay a \$100,000 deposit from the Citywide Reserve Account, and the City Attorney and City Manager are hereby authorized to execute any other necessary documents, in a form approved by the City

Attorney, as may be necessary to consummate the purchase of the Property by the City upon the terms herein stated and to complete the settlement and closing of the purchase/sale transaction and the recordation of a deed conveying insurable title to the City.

GENERAL BUSINESS

21. WRITTEN REPORT: Bennett's Village Project Report to City Council

Mr. Sanders acknowledged receipt of the obligated report from Bennett's Village, and spoke about his visit to the playground, which provides access for all abilities.

22. DISCUSSION: Legislative Agenda Discussion - Part 2

Mr. Sanders introduced the item for discussion and acknowledged David Blount from TJPDC (Thomas Jefferson Planning District Commission) in the audience.

Emily Irvine, Office of Sustainability, mentioned an additional funding request for an Energy Resource Hub placed on the list since the last Legislative Agenda discussion.

Council engaged in discussion. Councilors Snook and Oschrein discussed their recent meeting with Delegate Katrina Callsen and Senator Creigh Deeds to review legislative priorities and they will prepare a more succinct list of priorities with supporting data for approval at the next City Council meeting.

COMMUNITY MATTERS (2)

Mayor Wade opened the floor for comments from the public.

- Isis, city resident, expressed support for residents of the Westhaven and 10th & Page neighborhoods, in support of the City purchasing the property on Holiday Drive to move forward with plans for a low-barrier shelter, and in opposition to a camping ordinance. She brought up an issue about an unhoused person being ticketed.
- Zyahna Bryant, city resident, thanked Council and City staff for the work done toward establishing a low-barrier shelter.

On motion by Pinkston, seconded by Payne, Council voted unanimously to adjourn the meeting at 9:06 p.m.

BY Order of City Council

BY Kyna Thomas, Clerk of Council

Policy Briefing Summary

City Council



Regarding:	Ordinance amending City Code Article XVI. - Police Civilian Oversight Board (2nd reading)
Staff Contact(s):	James Walker, PCOB Management Analyst
Presenter:	James Walker, PCOB Management Analyst
Date of Proposed Action:	November 17, 2025

Issue

Council is asked to consider amendments to *Chapter 2 - Article XVI* of the City Code governing the Police Civilian Oversight Board (PCOB). The proposed ordinance amendments are intended to improve operational functionality, clarify roles and responsibilities, establish an Office of Police Civilian Oversight, and align oversight functions with city policies and state law.

Background / Rule

The stated purpose of the PCOB is to "establish and maintain trust between and among the Charlottesville Police Department (CPD), the City Council, the City Manager, and the public." The original ordinance was intended to authorize a fully independent, investigatory-dominant model of oversight. Since adoption, the application of this model has been hindered by structural inconsistencies, conflicting provisions, and procedural burdens that limit the Board's effectiveness and legitimacy. Critical gaps include unclear delineation between Board and Director responsibilities, misalignment with state law and CPD policies (including general orders and collective bargaining), conflicts with city procurement and operational procedures, and unrealistic expectations placed on volunteer Board members.

The amendments proposed address some of these deficiencies without altering the Board's core authority. These amendments align aspects of the ordinance with established city policies, state law, and current practices, while formalizing the Office of Police Civilian Oversight to improve the capacity and sustainability of oversight functions. The amendments help to clarify the distinct roles of the Director and the Board and streamline procedural requirements to reflect realistic expectations of Board members.

Analysis

The proposed amendments represent the first phase of ordinance reform focused on operational functionality and structural clarity. These changes do not alter the Board's powers or duties but rather address how those duties are implemented and by whom. The following links can be used to review the relevant amendments and supporting documents:

- [Current PCOB Ordinance \(Last Amended 11/18/2024\)](#)
- [PCOB Ordinance Amendments \(Redlined\)](#)
- [PCOB Ordinance Amendments \(Clean Rewrite\)](#)
- [Presentation of PCOB Ordinance Amendments \(Joint Council & PCOB Meeting 09/11/2025\)](#)

Establishing the Office and Clarifying Roles: The amendments formally establish the Office of Police Civilian Oversight (modeled on language from the Office of Human Rights ordinance) and delineate responsibilities between the Board, Director, and City Manager. Key changes include:

- Granting the Director authority to engage in oversight activities (policy review, departmental meetings, interview panels, use-of-force review) independently, or directed by Board majority vote, with summary reporting required.
- Authorizing the Director to conduct audits independently or at Board request.
- Shifting contract authority for legal counsel from the Board Chair to the Director, aligning with city procurement policies.
- Clarifying that the Director prepares the annual report, with Board review and approval.

Terminology and Organizational Improvements: The ordinance is updated throughout to replace "Executive Director" with "Director" for consistency with city organizational structure and to refer to the "Office of Police Civilian Oversight" uniformly. Multiple sections are reordered and consolidated (e.g., combining mediation and informal resolution; elevating subpoena and investigation conduct sections) to improve navigability and reduce fragmentation and redundancy. Some ordinance language has been removed entirely due to irrelevancy or duplication.

Aligning with Current Practice and Law: Several provisions are amended to reflect how oversight functions locally in practice and to reduce conflicts with state law, CPD policy, and collective bargaining agreements. Changes include:

- Updating language to reflect how information access is administered by the Director.
- Removing language directing Circuit Court actions (outside city ordinance authority).
- Clarifying confidentiality provisions and identifying the Chief of Police and City Attorney as sources for determinations on confidential information.
- Streamlining training requirements by reducing prescriptive timelines that create inefficiency with staggered appointments.

Supporting Volunteer Sustainability: The amendments reduce procedural burdens on volunteer Board members by shifting operational and administrative responsibilities to professional staff where appropriate, converting mandatory "shall" requirements to discretionary "may" options for certain community engagement activities and training mandates, and removing the fixed April 15 annual report deadline (aligning with other city boards and commissions).

These amendments balance the Council's oversight objectives with the operational realities of a part-time volunteer Board supported by a small, professionally staffed office.

Financial Impact

There is no anticipated financial impact from these amendments. The amendments assume a level budget for two full-time equivalent staff and operational expenses, as is currently allocated.

Recommendation

It is recommended that the City Council should adopt the ordinance amendments to Article XVI of the City Code governing the Police Civilian Oversight Board, as presented.

Recommended Motion (if Applicable)

Council moves to approve adoption of the ordinance amendments to Article XVI of the City Code governing the Police Civilian Oversight Board, as presented.

Attachments

1. Article XVI PCOB Ordinance Amendments - Clean Version
2. Article XVI PCOB Ordinance Amendments - Redlined Version

ARTICLE XVI. POLICE CIVILIAN OVERSIGHT BOARD¹

Sec. 2-450. Title.

This article shall be known as the Charlottesville Police Civilian Oversight Board Ordinance.

(Ord. No. O-21-183, §§ 1, 2, 12-20-21)

Sec. 2-451. Police civilian oversight board established.

Pursuant to Virginia Code § 9.1-601, there is hereby established a Charlottesville Police Civilian Oversight Board, which shall be referred to as "the board," with powers granted as provided within this article. The board is a body established and appointed by the city council of Charlottesville pursuant to Virginia Code § 9.1-601(B) to perform functions authorized by the city council in accordance with Virginia Code § 9.1-601(C). It shall not be able to bring suit or to be sued in its own name, except to the extent needed to request and defend subpoenas as authorized by this article.

(Ord. No. O-21-183, §§ 1, 2, 12-20-21)

Sec. 2-452. Office of police civilian oversight established.

- (a) *Office established.* There is hereby established an Office of Police Civilian Oversight, which shall be referred to as "the office," which is a division of the city manager's office, and shall have the powers granted as provided within this article to facilitate and support the authorized functions of the board. The office shall have the authority to carry out its duties and responsibilities under this article with respect to all law enforcement activities and all sworn and civilian personnel operating under the authority of the Charlottesville Police Department, which shall be referred to as "the department."
- (b) *Director.* There shall be a full-time director of the office. The director will be responsible for and report to the board on the day-to-day operational activities of the board and the office. The director shall report to the city manager, and the city manager shall delegate to the director the authority to employ such additional staff as funded by the city council for the board to effectively fulfill its obligations under this article, and any such additional staff shall report to the director.
 - (1) *Appointment.* The city manager shall appoint a director with the approval of a majority vote of the city council.
 - (2) *Interview process.* As a part of the director appointment process, the city manager shall convene an interview panel that includes two (2) members of the board. If those two (2) members recommend a candidate for appointment as director, the city manager shall provide a written justification to the board if a different candidate is appointed.

¹Editor's note(s)—Ord. No. O-21-183, §§ 1, 2, adopted Dec. 20, 2021, repealed the former Art. XVI, §§ 2-450—2-464, and enacted a new Art. XVI as set out herein. The former Art. XVI pertained to the police civilian review board, and derived from an ordinance adopted Nov. 4, 2019(1)); and Ord. No. O-21-062, 5-3-21.

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- (c) *Duties of the city manager.* The city manager shall have the following duties:
- (1) *Operating procedures.* The city council authorizes the city manager to establish operating procedures for the performance of duties by the board and the office, in consultation with the board and the director. Those procedures may be amended from time to time by the city council or by the city manager, in consultation with the board and the director.
 - (2) *Supervision.* The city manager or a designee shall supervise the work of the director. The city manager's annual evaluation of the director's performance shall consider a written performance review submitted by the board to the city manager. The board may request that the city manager meet with the board's chair to discuss the director's performance.
 - (3) *Vacancy.* If there is a vacancy in the position of director, the city manager may designate some other city employee who is not an employee of the department to act as director until a new director is hired.
- (d) *Duties of the director.* The director shall have the following duties:
- (1) *Duties.* The director shall support the board in the implementation and exercise of its oversight functions and undertake or ensure the performance of specific tasks assigned by majority vote of the board, pursuant to the powers and duties of the board authorized in this article. The director shall be responsible for management of all administrative and fiscal needs of the board and the office as authorized by the city manager.
 - (2) *Director's authority to conduct audits.* The director may conduct retrospective examinations and audits of patterns in internal affairs investigations, arrests and detentions, department expenditures, and other public-police interactions pursuant to the powers and duties of the board authorized in this article. The board may request the director to conduct additional audits by majority vote. The director will provide a summary report of any audit conducted to the board and the city manager upon completion.
 - (3) *Director's authority to engage in oversight activities on behalf of the board.* The director may engage in additional oversight activities which support and inform the functions of the board, consistent with the powers and duties of the board authorized in this article. This may include, but is not limited to, review of department data systems, attendance at department meetings, review of department policies, practices, and procedures, participation in interviews of candidates for employment with the department, participation in use of force and similar conduct review panels, and other activities which are reasonably necessary for the board to effectuate its lawful purpose. The board may request the director to conduct additional oversight activities by majority vote. The director shall report all activities to the board and the city manager in accordance with the limitations outlined in § 2-454 of this article.

(Ord. No. O-21-183, §§ 1, 2, 12-20-21)

Sec. 2-453. Powers and duties of the police civilian oversight board.

- (a) *Purpose.* The purpose of the board is to establish and maintain trust between and among the department, the city council, the city manager, and the public.
- (b) *Powers and duties.* The board shall have the following powers and duties:
 - (1) To receive, investigate, and issue findings on complaints from civilians regarding the conduct of law enforcement officers and civilian employees of the department;
 - (2) To investigate and issue findings on incidents, including the use of force by a law enforcement officer, death or serious injury to any individual held in custody, serious abuse of authority or misconduct as

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- defined in this section, allegedly discriminatory stops, and other incidents regarding the conduct of law enforcement officers and civilian employees of the department;
- (3) At the conclusion of any investigation conducted pursuant to paragraphs (1) and (2), above, if the board has found that an employee has committed misconduct, to recommend disciplinary action to the chief of police;
 - (4) To investigate policies, practices, and procedures of the department and to make recommendations regarding changes to such policies, practices and procedures;
 - (5) To review investigations conducted internally by the department and to issue findings regarding the accuracy, completeness, and impartiality of the investigations and the sufficiency of any discipline resulting from such investigations;
 - (6) To request reports of the annual expenditures of the department, and to make recommendations to the city council concerning future appropriations;
 - (7) To make public reports on the activities of the board, including investigations, hearings, findings, recommendations, determinations and oversight activities;
 - (8) To hold hearings and, if, after making a good faith effort to obtain the voluntary attendance of witnesses and the production of books, papers, and other evidence necessary to perform its duties, the board is unable to obtain such attendance or production, to apply to the Circuit Court for the City of Charlottesville for a subpoena compelling the attendance of such witness or the production of such books, papers and other evidence; and
 - (9) To undertake other duties, as reasonably necessary, for the board to effectuate its lawful purpose as provided for in this article, to effectively oversee the department.
- (c) *Definition of "serious abuse of authority or misconduct."* "Serious abuse of authority or misconduct" shall include the following:
- (1) Verbal or other conduct regarding an individual or group that maligns or shows hostility for the individual or group because of race, color, religion, gender, national origin, age, disability, sexual orientation, or gender identity and expression;
 - (2) Harassment or discrimination based on race, color, sexual orientation, gender, religion, national origin, marital status, age, familial status, immigration status or disability;
 - (3) Acting in a rude, careless, angry, retaliatory or threatening manner;
 - (4) Reckless endangerment of a citizen, detainee, or person in custody;
 - (5) Violation of laws or ordinances;
 - (6) Criminal or other misconduct occurring on or off the job which is related to job performance or is of such a nature that to continue the employee in the assigned position or in any city employment capacity would constitute negligence in regard to the city's duties to the public or to other city employees;
 - (7) In any matter within the jurisdiction of any officer, department or agency of the city:
 - a. The knowing falsification, concealment or cover-up of a material fact; and/or
 - b. The knowing making of any false, fictitious or fraudulent statement or representation, and/or the making or using of any writing or document knowing the same to contain a false, fictitious or fraudulent statement or entry;
 - (8) Sexual activity, including consensual sexual activity, on the job; and

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- (9) Other serious violations of Charlottesville or department policies or procedures, including the department code of conduct.

Sec. 2-454. Information access and limitations.

- (a) *Access to department information.* The board, administered by the director, is authorized to receive, and shall be provided full access to, all department reports, files and records determined by the board or the director to be necessary to carry out its authorized powers and responsibilities. All records, documents and materials in the possession of or provided to the board or the director shall be subject to board procedures adopted for the protection of confidential information as defined in such procedures. The city manager, in consultation with the chief of police and the board, shall establish a standard operating procedure setting forth how this access shall be given by the department to the board, how personal information shall be managed and protected by the board in accordance with the requirements of Virginia Code § 2.2-3800 et seq., and under what circumstances or conditions it may be made available to the parties.
- (b) *Department information to which the board may not have access.* The director and the board shall not have access to:
- (1) Juvenile records;
 - (2) Records that may reveal the identity or personal information, as defined in Virginia Code § 2.2-3801, of a confidential informant;
 - (3) Investigative files for an active civil or criminal investigation by the commonwealth attorney, the Virginia Attorney General, the Virginia State Police, or the United States Department of Justice;
 - (4) Files related to an active EEOC claim, human rights commission investigation, or civil claim involving a department employee;
 - (5) Files containing information exempt from public disclosure pursuant to Virginia Code §§ 2.2-3706(B)(2), (3), (4), (5), (6), (7), (8), (10), (11); 2.2-3706(C); 2.23706.1(C)(1) through (C)(6); 2.2-3706.1(D); and 2.2-3706.1(E); or
 - (6) Any information that the police department is not legally authorized to share.
- (c) *Disputes over access.* If the director and the board seek access to information the disclosure of which the department believes would compromise ongoing investigations, disclosure may be withheld until such time as the need for maintaining confidentiality is no longer present, or until the city manager has determined that the matter will not be compromised by the release of the information. If the board believes that the city manager is unreasonably withholding such information, the board may consider whether to seek a subpoena requiring the production of such information pursuant to section 2-459.
- (d) *Confidentiality.* Each member of the board and the director shall maintain the confidentiality of all confidential or privileged information, including, but not limited to:
- (1) Materials from police internal investigative files;
 - (2) Disciplinary actions, memos and reports;
 - (3) Statements of any police officer or civilian employee who was required by the department to give a statement;
 - (4) Criminal investigative files; or
 - (5) Any other information that the chief or city attorney's office has deemed confidential.

This requirement to maintain confidentiality continues indefinitely or until the information no longer meets the definition of confidential or privileged as defined in relevant board procedures.

- (e) *Records to remain department records.* The chief of police, as the custodian of the original records, shall be responsible for decisions as to whether copies of such records (or information contained in such records) may be publicly disclosed, subject to the direction and control of the city manager. Nothing in this paragraph shall preclude the city manager from including with the standard operating procedure guidelines for public disclosure of certain types of information contained within department records. In the standard operating procedure, the city manager shall issue guidelines for what information may be included in board or office reports or otherwise publicly disclosed.

(Ord. No. O-21-183, §§ 1, 2, 12-20-21)

Sec. 2-455. Board membership appointment, and terms.

- (a) *Objectivity.* It is of fundamental importance that members of the board be fair and objective in the conduct of their duties, and that they be perceived as fair and objective in the conduct of their duties.
- (b) *Appointment process.* The city council shall appoint the members of the board. The council shall announce a public application process with applications available online and by hardcopy in English and Spanish for individuals interested in serving on the board. Council will seek to appoint fair-minded and objective members with a demonstrated commitment to community service who have training and experience, including lived experience, with topics relevant to the business of the board, including law, police practices, human resources practices and procedures, trauma-informed mental health issues, and the sociology of historically overpoliced communities.
- (c) *Board composition.* The board shall reflect the demographic diversity of the City of Charlottesville. The board shall be composed of seven (7) voting members and one (1) non-voting member appointed by the city council. The members shall be removable by the city council for cause as specified in the board code of ethics, violating the duty of confidentiality, failing to participate in required training, or other good cause.
 - (1) Council shall appoint at least three (3) members who are residents of public housing or who come from historically disadvantaged communities that have traditionally experienced disparate policing.
 - (2) Council may appoint one (1) member who represents an organization that seeks racial or social justice on behalf of historically disadvantaged communities.
 - (3) The non-voting member of the board shall be an individual with policing expertise or experience. The non-voting member may be a retired law enforcement officer who prior to his or her retirement was employed in a locality similar to the City of Charlottesville.
 - (4) The seven (7) voting members of the board shall be residents of, or shall be employed in, the City of Charlottesville or Albemarle County, with priority given to city residents and those with significant and demonstrable ties to the city.
 - (5) No board member shall be a current candidate for public office, a former member of the department, an immediate family member of a current department employee, or a current employee of a law enforcement agency, the fire department, the emergency communications center, or the sheriff's office. If council considers appointing a board member who is employed by the City of Charlottesville, council will seek to avoid potential conflicts of interest.
- (d) *Terms.* Each board member shall be appointed for a term of three (3) years. Appointments and terms shall be subject to the provisions of chapter 2, article I § 2-8 of the city code.

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- (e) *Conflicts of interest.* No board member may participate in any matter before the board under circumstances in which the objectivity of the board member could reasonably be questioned, including, without limitation, the consideration of a complaint of someone who is a family member. For purposes of the Virginia State and Local Government Conflict of Interests Act, the board shall be deemed a "governmental agency" and each board member shall be an "officer," as those terms are defined in Virginia Code § 2.2-3101. All board members shall comply with the requirements of the Virginia State and Local Government Conflict of Interests Act.

(Ord. No. O-21-183, §§ 1, 2, 12-20-21; Ord. No. O-24-155, 11-18-24)

Sec. 2-456. Meetings.

- (a) *Number of meetings.* The board shall hold public meetings at least once per calendar quarter. Additional meetings may be called by the chair or any two (2) board members.
- (b) *FOIA.* The board shall comply with all applicable requirements of the Virginia Freedom of Information Act ("FOIA") pertaining to disclosure of public records and the conduct of its meetings, including the requirement that all meetings shall be open to the public except under circumstances when the topic is authorized by FOIA to be discussed in a closed meeting.
- (c) *Quorum.* A quorum of the board shall be four (4) members.
- (d) *Minutes.* The board shall keep minutes of its meetings, which shall include:
- (1) The date, time, and location of the meeting;
 - (2) The members present and absent;
 - (3) A summary of the discussion on matters proposed, deliberated, or decided;
 - (4) A record of any votes taken.
- (e) *Rules and procedures.* Meetings of the board shall be conducted in accordance with Robert's Rules of Order or such other procedures as the board may adopt.

(Ord. No. O-21-183, §§ 1, 2, 12-20-21)

Sec. 2-457. Board legal counsel.

The director may retain independent legal counsel to represent the board in all cases, hearings, controversies, or matters involving the interests of the board. Such independent legal counsel shall be chosen from a list of attorneys recommended by the city attorney. The director is authorized to execute a contract in the name of the board for legal services if the contract has first been approved by the board and endorsed by the city's finance director to verify that funding is available and has been appropriated to support performance of the payment obligations of the board under such contract. The board's legal counsel shall be paid only from funds that have been appropriated to the board's budget by city council. The board and the director are encouraged to consult the office of the city attorney for legal advice except in cases, hearings, investigations, controversies that are before the board, or in any other matter in which the board's and the department's interests may conflict.

(Ord. No. O-21-183, §§ 1, 2, 12-20-21)

Sec. 2-458. Investigation exclusions, limitations, and suspension.

- (a) *Compliance.* Any investigation shall comply with all federal, state, and local laws, as well as with requirements for the initiation and conduct of investigations described in the procedures promulgated by the city council as authorized in this article.
- (b) *Compelled statements.* The board may not compel a statement from any department employee, other than by means of its subpoena powers.
- (c) *Exclusions.* The board shall not consider complaints, incidents, claims or issues involving the following:
 - (1) Any incident that occurred more than one (1) year before the filing of the complaint, or one (1) year before the board received notice of the incident, except as otherwise authorized by subsection (d) of this section;
 - (2) Except as otherwise authorized by subsection (d) of this section, a matter that was the subject of an investigation where more than seventy-five (75) days has elapsed since the department sent notice to the complainant informing the complainant that the department's internal affairs investigation is complete (unless the board determines that there is good cause to extend the filing deadline);
 - (3) Matters that are the subject of a pending criminal proceeding in any trial court, a pending or anticipated civil proceeding in any trial court (as evidenced by a notice of claim or a filed complaint), or any pending City of Charlottesville grievance proceeding;
 - (4) Any financial management related issue;
 - (5) Any complaint, incident, claim or issue where the complainant requests that the board not have access to their files;
 - (6) Any complaint, incident, claim or issue that has previously been the subject of an investigation by the board, unless substantial new information has come to the attention of the board;
 - (7) An allegation of misconduct only by employees of law enforcement agencies other than the department. Such complainants should be referred to the appropriate law enforcement agency;
 - (8) An allegation of conduct that does not violate the Charlottesville Police Policies and Guidelines, Disciplinary Orders, or Code of Conduct;
 - (9) Any other claim outside the scope of the board's authority expressly set forth within this article.
- (d) *Exceptions to time limits.* With the concurrence of the city manager, the board may review investigations beyond the time limits specified in subsections (c)(1) and (c)(2) if:
 - (1) The board determines that there is good cause for doing so; or
 - (2) As part of an audit taking place under subsection 2-452(d).
- (e) *Suspension of investigations.* If a complaint asserts criminal conduct by an employee of the department, or if at any point in an investigation of a complaint or incident the board becomes aware that an employee may have committed a criminal offense, the board shall:
 - (1) Suspend the investigation and notify the chief of police and commonwealth's attorney of the alleged conduct, ensuring that no statements obtained from the police department employee(s) whose actions are the subject of the matter are shared with criminal investigators or any prosecuting authority except in accordance with applicable law; and
 - (2) Evaluate, in consultation with board legal counsel, the city attorney, and the commonwealth's attorney, whether competing public interests and civil rights involved permit the resumption of continued, parallel investigation by the board.

Sec. 2-459. Subpoenas.

- (a) *Application for subpoenas.* If the board determines that there is evidence (including witnesses) not within the control of the department that the board is unable to obtain voluntarily, the board by two-thirds ($\frac{2}{3}$) vote may authorize the director, on behalf of the board, to apply to the Charlottesville Circuit Court for a subpoena compelling the attendance of such witness or the production of such books, papers, and other evidence.
- (b) *Requests for access.* If the director is denied access to material witnesses, records, books, papers, or other evidence within the control of the department that the director deems necessary to perform their duties and the duties of the board, the director may request the city manager to require the department to produce the requested witnesses and documents. The city manager, or their designee, shall not unreasonably deny such a request, but may place conditions on the production of the requested witnesses and documents as necessary to preserve confidentiality for the reasons set forth in this article. The city manager, or their designee, shall issue a decision on the director's request within five (5) business days from the date of that request.
- (c) *Scope of subpoenas.* If the city manager, or their designee, denies the director's request made pursuant to subparagraph (b) above, the board by two-thirds ($\frac{2}{3}$) vote may authorize the director, on behalf of the board, to apply to the Charlottesville Circuit Court for a subpoena compelling the attendance of such witnesses or the production of such books, papers, and other evidence. The board shall give the city manager and the department reasonable notice of its intent to subpoena such witness or records and shall give the city attorney a copy of the request for subpoena. The board shall not unreasonably withhold its agreement to limitations on the scope of the subpoena requested by the city manager that may be necessary to protect confidential information. The parties may request that any hearing to be held in the circuit court on the request for a subpoena be conducted in a closed courtroom, to the extent permitted by state law. Upon request, the court file for any such subpoena request shall be kept under seal to the extent permitted by state law.
- (d) *Retention of subpoena records.* If a subpoena is granted, the board shall digitally record any interviews or depositions conducted pursuant to the subpoena and shall make copies of any documents obtained by subpoena. The board shall provide the department with copies of any such interview/deposition recordings and documents. The board shall delegate its authority to subpoena and question witnesses to the director, who shall conduct any interviews, depositions, or questioning of witnesses in a non-public forum that adequately protects the privacy of the individual being subpoenaed, the confidentiality or sensitivity of information shared or sought, and the integrity of any pending or concurrent investigation.

Sec. 2-460. Conduct of investigations.

- (a) *Conduct of complaint investigations.* If the complainant asks that their complaint be investigated by the department, the complaint will be investigated by the department with monitoring by the director. When the department's investigation is concluded, the department will provide the complainant with a closure letter of its findings and the resolution of the complaint and will provide the board a summary of the department's resolution of the complaint.
- (b) *Monitoring of investigations.* The director may actively monitor investigations of complaints of employee misconduct conducted by the department and shall have access to records and witnesses to the same extent as the department, subject to the limitations or requirements set out in this article. Such monitoring may include reviewing the investigative plan of the department, reviewing any records within the department's digital evidence management system, reviewing any pertinent law enforcement records

within the department's records management system, observing any real-time interviews of witnesses with the department, reviewing any recorded interviews which the director chooses not to attend in real time, providing feedback during the interview to be relayed to department staff conducting the interview, providing feedback to department staff in determining next steps in the investigative process, and reviewing facts gained from investigation. For active criminal investigations, the director shall be limited in their participation to the same extent the department is limited in its participation in such investigations. The director may monitor the department's administrative investigation of employee misconduct after the close of the active criminal investigation in the same manner as all other investigations of employee conduct handled by the department as described in this section. When monitoring department investigations, during the pendency of the investigations the director shall not disclose information about the investigation to the board, any board member, or any person other than as authorized in writing by the chief of police or the city manager.

- (c) *Investigative reports.* If the complainant asks that the complaint be investigated only by the board, the director shall initiate an investigation on behalf of the board. The director will provide the chief of police with enough identifying information to allow the department to give the director access to information, records and witnesses as may be relevant to the complaint. When the investigation is concluded, the director will provide the board, the complainant and the department with an investigative report that includes a summary of the circumstances of the incident(s) of alleged misconduct, the evidence related to whether there was any misconduct, and any suggested findings related to each allegation.
- (d) *Conduct of incident investigations.* If the board is investigating an incident, the board may request information from the department, may seek subpoenas as authorized above, and may conduct an investigation of the incident. When the investigation is concluded, the director will provide the board, the department, and (if a complaint has been filed) the complainant, with an investigative report that includes, at a minimum, a summary of the circumstances of the incident, the evidence related to whether the incident involved any police or employee misconduct, and any suggested findings related to the incident. The director may make recommendations as to whether an allegation, if substantiated, could constitute serious abuse of authority or misconduct as defined in subsection 2-453(c). The investigative report shall also be provided to any employees identified within the investigative report as having committed employee misconduct.
- (e) *Duration of investigations.* Investigations of complaints and incidents will be completed, and any investigative report will be submitted, within seventy-five (75) days from the date the complaint is received, or the board received notice of the incident. The board may extend the seventy-five-day period upon request of the police chief or the director to protect an ongoing investigation or prosecution, or for other good cause, with notice to the complainant and the city manager.

(Ord. No. O-21-183, §§ 1, 2, 12-20-21; Ord. No. O-22-164, § 1, 12-19-22)

Sec. 2-461. Matters on which the board may conduct hearings.

- (a) *Hearings.* Hearings of the board shall be conducted in accordance with board operating procedures.
 - (1) At the conclusion of an investigation of an incident or a complaint the board may conduct a review hearing whose scope and procedures are described in the board's operating procedures. Review hearings shall be defined as any hearing conducted by the board to review the facts, issues and findings of a closure letter of the department related to an internal affairs investigation, or of an investigative report of the director related to a complaint or incident investigation.
 - (2) The board may conclude that no hearing, or a hearing only on a limited issue, is necessary to support the board's decision related to a particular complaint or incident. If so, the board may issue a report without a hearing.

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- (b) *Hearing findings.* Within thirty (30) days of a review hearing of an internal affairs investigation, the board shall report their findings publicly and to the city manager, the police chief, and the complainant with respect to each allegation or issue under review as follows:
- (1) That the board finds that the investigation of the complaint was satisfactory, and the board concurs with the findings of the investigation;
 - (2) That the board finds that the investigation of the complaint was satisfactory, but the board does not concur with the findings of the investigation, in which case the board may make recommendations to the city manager concerning disposition of the review request; or
 - (3) That the board finds that the investigation is incomplete or otherwise unsatisfactory and provides a detailed written explanation of the basis for such finding.
- (c) *Independent investigation findings.* If the board makes a finding under subsection (b)(3) above, the board may conduct an independent investigation of the matter that is the subject of the complaint. The board shall report publicly and to the city manager, the chief of police and the complainant that the board has made one (1) of the following findings:
- (1) That the board now finds that, despite the defects in the original internal affairs investigation, the board's own investigation has produced no material evidence to dispute the original findings of the internal affairs department.
 - (2) The board's independent investigation has produced substantive new information that causes them to disagree with the findings of the internal affairs investigation. In this case, the board shall make recommendations to the city manager concerning disposition of the complaint; or
 - (3) That despite the board's best efforts, the evidence is insufficient to allow the board to determine whether the findings of the internal affairs investigative report are correct.
- (d) *Allegation findings.* Within thirty (30) days of a review hearing of a complaint or incident investigation, the board shall report their findings publicly and to the city manager, the police chief, and the complainant with respect to each allegation or issue under review as follows:
- (1) That the board finds that the department employee committed misconduct;
 - (2) That the board finds that no department employee committed misconduct; or
 - (3) That despite the board's best efforts, the evidence is insufficient to allow the board to determine whether any department employee committed misconduct.

(Ord. No. O-21-183, §§ 1, 2, 12-20-21; Ord. No. O-22-164, § 2, 12-19-22)

Sec. 2-462. Alternative resolution.

- (a) *Mediation.* The board may propose procedures for the use of mediation or other alternative dispute resolution techniques to resolve complaints against employees of the department. Such procedures shall not affect the ability of complainants to pursue remedies under other sections of this article.
- (b) *Informal resolution.* At any time after receiving a complaint and before issuance of the written findings required at the conclusion of a hearing, the board and any party may propose an informal resolution within the scope of the express authority granted to the board within this article, which informal resolution may be adopted if all parties and the board agree to such a resolution. At any time, the parties may agree to refer the matter to mediation or other alternative dispute resolution methods, without prejudice to the right to have a hearing on the review request.

(Ord. No. O-21-183, §§ 1, 2, 12-20-21)

Sec. 2-463. Disciplinary recommendations.

The board shall be authorized to make disciplinary recommendations regarding department employees in a manner that protects personnel information regarding identifiable employees against public disclosure, in accordance with the operating procedures established pursuant to subsection 2-452(c) and the standard operating procedures established pursuant to subsection 2-454(a). Subject to the foregoing provisions, the following process may be used, as appropriate:

- (a) *Board recommendations for discipline.* Upon making a finding that a department employee has engaged in a serious breach of departmental and professional standards, the board shall meet to discuss appropriate recommendations for disciplinary action. Prior to commencement of any such disciplinary deliberations, the subject employee shall be given notice of the proceedings and of the range of disciplinary actions under consideration for recommendation, and the employee shall be offered an opportunity to be heard. If permitted by FOIA, some or all of the disciplinary hearing may be held in closed session. No department employee, and no other city employee, shall be compelled to provide statements to the board during its deliberations. Disciplinary action to be considered for recommendation by the board shall only include those specified within any applicable disciplinary matrix utilized by the department. After considering these sources of information, the board may make a disciplinary recommendation to the department.
- (b) *Decline of discipline recommendations.* If the board makes a disciplinary recommendation to the department, and the department declines to implement the board's disciplinary recommendations, the chief of police shall, within thirty (30) days of the board's recommendation, provide a written explanation of the reason for declining to implement the board's recommendation. This explanation shall be made available to the board, the city council, the city manager, and the public.

(Ord. No. O-21-183, §§ 1, 2, 12-20-21)

Sec. 2-464. Board review of law enforcement policies, practices and procedures.

The board may review and make recommendations regarding policies, practices, and procedures of the department, including written policies, procedures and standing orders. The board shall present in writing its findings and recommendations with supporting rationale to the city manager and chief of police. If the department declines to implement any changes recommended by the board, the chief of police shall explain in writing, which shall be made available for public inspection, why the department declines to implement the board's recommendation, unless the board instead withdraws the recommendation based on the rationale provided. The board's withdrawal of any such recommendation shall be made available for public inspection.

(Ord. No. O-21-183, §§ 1, 2, 12-20-21)

Sec. 2-465. Request annual reports of police expenditures.

During the city manager's preparation of a proposed city budget, the budget office shall provide the director with annual expenditure estimates and future year projections for the department, itemized to the same level of detail as provided to the city manager. The estimates shall be presented to the board by the director. The board may review the estimates and may make budgetary recommendations to the city manager or to the city council during the annual budget process.

(Ord. No. O-21-183, §§ 1, 2, 12-20-21)

Sec. 2-466. Community engagement, legislative recommendations, and reporting.

- (a) *Community engagement.* The board and the director shall engage in regular community outreach and collaboration to seek the assistance and input of community members and to provide education, awareness, and guidance on policing matters. The board may host public community listening and discussion sessions regarding policing matters of pressing public concern, such as questions about transparency, availability, legitimacy, mutual respect and trust, and community safety and order. The board and the director may also host or participate in public police-community relations meetings focused on topics such as the impacts of local policing on historically disadvantaged communities that currently experience or traditionally have experienced disparate policing.
- (b) *Legislative recommendations.* The board may make recommendations to city council of any proposed changes in state law, for the council's consideration to include in its annual legislative program to present to the General Assembly. These recommendations shall be presented to the city attorney's office by August 15 of each year.
- (c) *Reporting.* Each calendar year, the director shall provide the board and city council with an annual report of activities conducted during the preceding calendar year. The report shall detail activities of the board and the office in the prior calendar year, with sections related to the appointment of committees and their actions; the establishment of any community advisory panels; an overview of complaints received during the calendar year including the number of complaints, the complaints' findings, and the number of complaints deferred due to pending proceedings; the number and outcome of any independent investigations; an overview of proposed policy recommendations and amendments to department policies and whether the recommendations and amendments were implemented by the department; the number, type, and attendance at community listening sessions; a summary of public input and recommendations of the public during those sessions; recommendations of the board about policing within the city; and any other information necessary to provide an overview of board and office activities. The director may provide the board, city council, and the city manager additional reports as deemed appropriate by the director to provide transparency into oversight activities of the board and the office.

(Ord. No. O-21-183, §§ 1, 2, 12-20-21)

Sec. 2-467. Board member training.

- (a) *NACOLE training.* At least once every two (2) years, and within six (6) months of any new board appointments, the director shall facilitate or provide board members with at least four (4) hours of training, presented using training content from the National Association for Civilian Oversight of Law Enforcement or a comparable professional organization. The training shall be consistent with the board's mission, this article, and the board's operating procedures.
- (b) *City and CPD training.* At least once every two (2) years, and within six (6) months of any new board appointments, the city, the director, and the chief of police or their designees, shall facilitate or provide board members with at least two (2) hours of training or information:
 - (1) Describing the legal and ethical obligations of members of a public board, including the need to comply with FOIA and other statutes and ordinances governing their service;
 - (2) Explaining police department procedures, policies, and regulations;
 - (3) Describing the substance of police department personnel record-keeping;
 - (4) Describing such other city policies, procedures and systems relevant to the duties of the board; and

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(Supp. No. 61, Update 1)

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- (5) Explaining the board's operating procedures and code of ethics.
- (c) *Additional training.* As needed, the board may request additional relevant training by subject matter experts on subjects that may include mental health, trauma-informed policing, civil rights and constitutional law, race and racism, community outreach, mediation, investigation, and policing practices. The board may also request opportunities for ride-along experiences with the department and participation in the Community Police Academy. The director shall facilitate or provide this training as is feasible with available funding and other relevant considerations.
- (Ord. No. O-21-183, §§ 1, 2, 12-20-21)

Sec. 2-468. Commendations for exceptional community service.

- (a) *Soliciting public comment.* The board may solicit comments from the public concerning incidents of exceptional performance by employees of the department.
- (b) *Exemplary employees.* The board may consult with the chief of police regarding individual employees who have made outstanding contributions exemplary of equitable, just, and professional policing.
- (c) *Recognition of outstanding contributions.* The board may issue public citations recognizing individuals deemed to have made such contributions.

(Ord. No. O-21-183, §§ 1, 2, 12-20-21)

Secs. 2-469—2-479. Reserved.

ARTICLE XVI. POLICE CIVILIAN OVERSIGHT BOARD¹

Sec. 2-450. Title.

This article shall be known as the Charlottesville Police Civilian Oversight Board Ordinance.

(Ord. No. O-21-183, §§ 1, 2, 12-20-21)

Sec. 2-451. Police civilian oversight board established.

Pursuant to Virginia Code § 9.1-601, there is hereby established a Charlottesville Police Civilian Oversight Board, which shall be referred to as "the board," with powers granted as provided within this article. The board is a body established and appointed by the city council of Charlottesville pursuant to Virginia Code § 9.1-601(B) to perform functions authorized by the city council in accordance with Virginia Code § 9.1-601(C). It shall not be able to bring suit or to be sued in its own name, except to the extent needed to request and defend subpoenas as authorized by this article.

(Ord. No. O-21-183, §§ 1, 2, 12-20-21)

Sec. 2-452. Office of police civilian oversight established.

- (a) Office established. There is hereby established an Office of Police Civilian Oversight, which shall be referred to as "the office," which is a division of the city manager's office, and shall have the powers granted as provided within this article to facilitate and support the authorized functions of the board. The office shall have the authority to carry out its duties and responsibilities under this article with respect to all law enforcement activities and all sworn and civilian personnel operating under the authority of the Charlottesville Police Department, which shall be referred to as "the department."
- (b) Director. There shall be a full-time director of the office. The director will be responsible for and report to the board on the day-to-day operational activities of the board and the office. The director shall report to the city manager, and the city manager shall delegate to the director the authority to employ such additional staff as funded by the city council for the board to effectively fulfill its obligations under this article, and any such additional staff shall report to the director.
- (1) Appointment. The city manager shall appoint an ~~executive~~ director with the approval of a majority vote of the city council.
- (2) Interview process. As a part of the ~~executive~~ director appointment process, the city manager shall convene an interview panel that includes two (2) members of the board. If those two (2) members recommend a candidate for appointment as ~~executive~~ director, the city manager shall provide a written justification to the board if a different candidate is appointed.
- (c) Duties of the city manager. The city manager shall have the following duties:

¹Editor's note(s)—Ord. No. O-21-183, §§ 1, 2, adopted Dec. 20, 2021, repealed the former Art. XVI, §§ 2-450—2-464, and enacted a new Art. XVI as set out herein. The former Art. XVI pertained to the police civilian review board, and derived from an ordinance adopted Nov. 4, 2019(1)); and Ord. No. O-21-062, 5-3-21.

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- (1) *Operating procedures.* The city council ~~shall approve~~ authorizes the city manager to establish operating procedures for the performance of duties by the board and the office, in consultation with the board and the director. Those procedures may be amended from time to time by the city council or by the city manager, in consultation with the board and the director.
- (2) *Supervision.* The city manager or a designee shall supervise the work of the ~~executive~~director and may delegate that responsibility to a deputy city manager. The city manager's annual evaluation of the ~~executive~~director's performance shall consider a written performance review submitted by the board to the city manager. The board may request that the city manager meet with the board's chair to discuss the ~~executive~~director's performance.
- (3) *Vacancy.* If there is a vacancy in the position of ~~executive~~director, the city manager ~~or their designee~~ may designate some other city employee who is not an employee of the department to act as ~~executive~~director until a new ~~executive~~director is hired.
- (d) *Duties of the director.* The director shall have the following duties:
- (1) *Duties.* The ~~executive~~director shall support the board in the implementation and exercise ~~of all~~ of its oversight functions authorized under this article and ~~to~~ undertake or ensure the performance of specific tasks assigned by majority vote of the board, pursuant to the powers and duties of the board authorized in this article. The director shall be responsible for management of all administrative and fiscal needs of the board and the office as authorized by the city manager, ~~including the monitoring of investigations conducted by the department. If authorized by the city manager or their designee, the executive director may engage the services of such investigators as may be necessary to perform the executive director's duties to conduct or to monitor investigations.~~
- (2) *Executive Director's authority to conduct audits.* The ~~board may direct the executive director, its behalf to may~~ conduct retrospective examinations and audits of patterns in internal affairs investigations, arrests and detentions, department expenditures, and other public-police interactions pursuant to the powers and duties of the board authorized in this article. The board may request the director to conduct additional audits by majority vote. The director will provide a summary report of any audit conducted to the board and the city manager upon completion. ~~The board may request information from the department, may seek subpoenas as authorized above, and may conduct such an investigation as is necessary to permit the board to perform the audit.~~
- (3) *Director's authority to engage in oversight activities on behalf of the board.* The director may engage in additional oversight activities which support and inform the functions of the board, consistent with the powers and duties of the board authorized in this article. This may include, but is not limited to, review of department data systems, attendance at department meetings, review of department policies, practices, and procedures, participation in interviews of candidates for employment with the department, participation in use of force and similar conduct review panels, and other activities which are reasonably necessary for the board to effectuate its lawful purpose. The board may request the director to conduct additional oversight activities by majority vote. The director shall report all activities to the board and the city manager in accordance with the limitations outlined in § 2-454 of this article.

(Ord. No. O-21-183, §§ 1, 2, 12-20-21)

Sec. ~~2-452.~~2-453. Powers and duties of the police civilian oversight board.

- (a) *Purpose.* The purpose of the board is to establish and maintain trust between and among ~~the Charlottesville Police Department, which shall be referred to as "~~the department," the city council, the city manager, and the public.

~~(b) *Objectivity.* It is of fundamental importance that members of the board be fair and objective in the conduct of their duties, and that they be perceived as fair and objective in the conduct of their duties.~~

(b) *Powers and duties.* The board shall have the following powers and duties:

- (1) To receive, investigate, and issue findings on complaints from civilians regarding the conduct of law enforcement officers and civilian employees of the department;
- (2) To investigate and issue findings on incidents, including the use of force by a law enforcement officer, death or serious injury to any individual held in custody, serious abuse of authority or misconduct as defined in this section, allegedly discriminatory stops, and other incidents regarding the conduct of law enforcement officers and civilian employees of the department;
- (3) At the conclusion of any investigation conducted pursuant to paragraphs (1) and (2), above, if the board has found that an employee has committed misconduct, to recommend disciplinary action to the chief of police;
- (4) To investigate policies, practices, and procedures of the department and to make recommendations regarding changes to such policies, practices and procedures, ~~as set forth within section 2-462 of this article;~~
- (5) To review investigations conducted internally by the department, ~~as set forth in section 2-458 of this article,~~ and to issue findings regarding the accuracy, completeness, and impartiality of the investigations and the sufficiency of any discipline resulting from such investigations;
- (6) To request reports of the annual expenditures of the department, and to make recommendations to the city council concerning future appropriations;
- (7) To make public reports on the activities of the board, including investigations, hearings, findings, recommendations, determinations and oversight activities;
- (8) To hold hearings and, if, after making a good faith effort to obtain the voluntary attendance of witnesses and the production of books, papers, and other evidence necessary to perform its duties, the board is unable to obtain such attendance or production, to apply to the Circuit Court for the City of Charlottesville for a subpoena compelling the attendance of such witness or the production of such books, papers and other evidence; and
- (9) To undertake other duties, as reasonably necessary, for the board to effectuate its lawful purpose as provided for in this article, to effectively oversee the department.

(c) *Definition of "serious abuse of authority or misconduct."* "Serious abuse of authority or misconduct" shall include the following:

- (1) Verbal or other conduct regarding an individual or group that maligns or shows hostility for the individual or group because of race, color, religion, gender, national origin, age, disability, sexual orientation, or gender identity and expression;
- (2) Harassment or discrimination based on race, color, sexual orientation, gender, religion, national origin, marital status, age, familial status, immigration status or disability;
- (3) Acting in a rude, careless, angry, retaliatory or threatening manner ~~not necessary for self defense;~~
- (4) Reckless endangerment of a citizen, detainee, or person in custody;
- (5) Violation of laws or ordinances;
- (6) Criminal or other misconduct occurring on or off the job which is related to job performance or is of such a nature that to continue the employee in the assigned position or in any city employment

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- capacity would constitute negligence in regard to the city's duties to the public or to other city employees;
- (7) In any matter within the jurisdiction of any officer, department or agency of the city:
- a. The knowing falsification, concealment or cover-up of a material fact; and/or
 - b. The knowing making of any false, fictitious or fraudulent statement or representation, and/or the making or using of any writing or document knowing the same to contain a false, fictitious or fraudulent statement or entry;
- (8) Sexual activity, including consensual sexual activity, on the job; and
- (9) Other serious violations of Charlottesville or department policies or procedures, including the department code of conduct.

Sec. 2-454. Information access and limitations.

- (a) *Access to department information.* The board, administered by the director, is authorized to receive, and shall be provided full access to, all department reports, files and records determined by the board or the director to be necessary to carry out its authorized powers and responsibilities~~investigations of complaints and incidents or to its review of department internal affairs investigations, as authorized in this article~~. All records, documents and materials in the possession of ~~the department or the city~~ provided to the board or the director that are determined by the board to be necessary and requested by the board to carry out its authorized powers and responsibilities shall be ~~provided to the board~~ subject to board procedures adopted ~~with council approval~~, for the protection of confidential information as defined in such procedures. ~~Within forty-five (45) days of the enactment of this article,~~ The city manager, in consultation with the chief of police and the board, shall establish a standard operating procedure setting forth how this access shall be given by the department to the board, how personal information shall be managed and protected by the board in accordance with the requirements of Virginia Code § 2.2-3800 et seq., and under what circumstances or conditions it may be made available to the parties.
- (b) *Department information to which the board may not have access.* ~~The executive~~ director and the board shall not have access to:
- (1) Juvenile records;
 - (2) Records that may reveal the identity or personal information, as defined in Virginia Code § 2.2-3801, of a confidential informant;
 - (3) Investigative files for an active civil or criminal investigation by the commonwealth attorney, the Virginia Attorney General, the Virginia State Police, or the United States Department of Justice;
 - (4) Files related to an active EEOC claim, human rights commission investigation, or civil claim involving a department employee;
 - (5) Files containing information exempt from public disclosure pursuant to Virginia Code §§ 2.2-3706(B)(2), (3), (4), (5), (6), (7), (8), (10), (11); 2.2-3706(C); 2.2-3706.1(C)(1) through (C)(6); 2.2-3706.1(D); and 2.2-3706.1(E); or
 - (6) Any information that the police department is not legally authorized to share.
- (c) *Disputes over access.* If the ~~executive~~ director and the board seek access to information the disclosure of which the department believes would compromise ongoing investigations, disclosure may be withheld until such time as the need for maintaining confidentiality is no longer present, or until the city manager has determined that the matter will not be compromised by the release of the information. If the board believes

that the city manager is unreasonably withholding such information, the board may consider whether to seek a subpoena requiring the production of such information pursuant to ~~subsection 2-458(f)~~section 2-459.

~~(h) Procedures must be adopted before the board begins to operate. The board shall not exercise the powers and duties set forth within paragraphs (c)(1) — (9) until city council approves operating procedures, after consultation with the board, pursuant to subsection 2-460(a).~~

(d) *Confidentiality.* Each member of the board and the director shall maintain the confidentiality of all confidential or privileged information, including, but not limited to:

- (1) Materials from police internal investigative files;
- (2) Disciplinary actions, memos and reports;
- (3) Statements of any police officer or civilian employee who was required by the department to give a statement;
- (4) Criminal investigative files; or
- (5) Any other information that the ~~board~~chief or city attorney's office has deemed confidential.

This requirement to maintain confidentiality continues indefinitely or until the information no longer meets the definition of confidential or privileged as defined in relevant board procedures.

(e) *Records to remain department records.* The chief of police, as the custodian of the original records~~of which copies may be provided to the board by the department~~, shall be responsible for decisions as to whether copies of such records (or information contained in such records) may be publicly disclosed, subject to the direction and control of the city manager. Nothing in this paragraph shall preclude the city manager from including with the standard operating procedure~~required by subsection 2-452(e)~~ guidelines for public disclosure of certain types of information contained within department records. In the standard operating procedure~~required by subsection 2-452(e)~~, the city manager shall issue guidelines for what information may be included in board or office reports or otherwise publicly disclosed.

(Ord. No. O-21-183, §§ 1, 2, 12-20-21)

Sec. ~~2-453-2-455~~. Board membership appointment, and terms.

(a) *Objectivity.* It is of fundamental importance that members of the board be fair and objective in the conduct of their duties, and that they be perceived as fair and objective in the conduct of their duties.

(b) *Appointment process.* The city council shall appoint the members of the board. The council shall announce a public application process with applications available online and by hardcopy in English and Spanish for individuals interested in serving on the board. Council will seek to appoint fair-minded and objective members with a demonstrated commitment to community service who have training and experience, including lived experience, with topics relevant to the business of the board, including law, police practices, human resources practices and procedures, trauma-informed mental health issues, and the sociology of historically overpoliced communities.

(c) *Board composition.* The board shall reflect the demographic diversity of the City of Charlottesville. The board shall be composed of seven (7) voting members and one (1) non-voting member appointed by the city council. The members shall be removable by the city council for cause as specified in the board code of ethics, violating the duty of confidentiality, failing to participate in required training, or other good cause.

- (1) Council shall appoint at least three (3) members who are residents of public housing or who come from historically disadvantaged communities that have traditionally experienced disparate policing.

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- (2) Council may appoint one (1) member who represents an organization that seeks racial or social justice on behalf of historically disadvantaged communities.
- (3) The non-voting member of the board shall be an individual with policing expertise or experience. The non-voting member may be a retired law enforcement officer who prior to his or her retirement was employed in a locality similar to the City of Charlottesville.
- (4) The seven (7) voting members of the board shall be residents of, or shall be employed in, the City of Charlottesville or Albemarle County, with priority given to city residents and those with significant and demonstrable ties to the city.
- (5) No board member shall be a current candidate for public office, a former member of the department, an immediate family member of a current department employee, or a current employee of a law enforcement agency, the fire department, the emergency communications center, or the sheriff's office. If council considers appointing a board member who is employed by the City of Charlottesville, council will seek to avoid potential conflicts of interest.
- (d) *Terms.* Each board member shall be appointed for a term of three (3) years. Appointments and terms shall be subject to the provisions of ~~section~~chapter 2, article I § 2-8 of thisthe city code. ~~The membership of the board, and the terms of each board member, shall be the same as for the police civilian review board that was serving as of December 20, 2021, and that membership shall continue as the police civilian oversight board established by this article, with no change in the date of appointment, or length of term, for any member.~~
- (e) *Conflicts of interest.* No board member may participate in any matter before the board under circumstances in which the objectivity of the board member could reasonably be questioned, including, without limitation, the consideration of a complaint of someone who is a family member. For purposes of the Virginia State and Local Government Conflict of Interests Act, the board shall be deemed a "governmental agency" and each board member shall be an "officer," as those terms are defined in Virginia Code § 2.2-3101. All board members shall comply with the requirements of the Virginia State and Local Government Conflict of Interests Act.
- ~~(e) — Confidentiality. Each member shall maintain the confidentiality of all confidential or privileged information, including, but not limited to:~~
- ~~(1) — Materials from police internal investigative files;~~
- ~~(2) — Disciplinary actions, memos and reports;~~
- ~~(3) — Statements of any police officer or civilian employee who was required by the department to give a statement;~~
- ~~(4) — Criminal investigative files; or~~
- ~~(5) — Any other information that the board has deemed confidential.~~
- ~~(f) — Records to remain department records. The chief of police, as the custodian of the original records of which copies may be provided to the board by the department, shall be responsible for decisions as to whether copies of such records (or information contained in such records) may be publicly disclosed, subject to the direction and control of the city manager. Nothing in this paragraph shall preclude the city manager from including with the standard operating procedure required by subsection 2-452(e) guidelines for public disclosure of certain types of information contained within department records. In the standard operating procedure required by subsection 2-452(e), the city manager shall issue guidelines for what information may be included in board reports or otherwise publicly disclosed.~~

(Ord. No. O-21-183, §§ 1, 2, 12-20-21; Ord. No. O-24-155, 11-18-24)

Sec. ~~2-454.2-456.~~ Meetings.

- (a) *Number of meetings.* The board shall hold public meetings at least once per calendar quarter. Additional meetings may be called by the chair or any two (2) board members.
- (b) *FOIA.* The board shall comply with all applicable requirements of the Virginia Freedom of Information Act ("FOIA") pertaining to disclosure of public records and the conduct of its meetings, including the requirement that all meetings shall be open to the public except under circumstances when the topic is authorized by FOIA to be discussed in a closed meeting.
- (c) *Quorum.* A quorum of the board shall be four (4) members.
- (d) *Minutes.* The board shall keep minutes of its meetings, which shall include:
 - (1) The date, time, and location of the meeting;
 - (2) The members present and absent;
 - (3) A summary of the discussion on matters proposed, deliberated, or decided;
 - (4) A record of any votes taken.
- (e) *Rules and procedures.* Meetings of the board shall be conducted in accordance with Robert's Rules of Order or such other procedures as the board may adopt. ~~Hearings of the board shall be conducted in accordance with the operating procedures approved by city council for the board.~~

(Ord. No. O-21-183, §§ 1, 2, 12-20-21)

~~Sec. 2-455. Executive director.~~

- ~~(a) *Appointment.* The city manager shall appoint an executive director with the approval of a majority vote of the city council.~~
- ~~(b) *Interview process.* As a part of the executive director appointment process, the city manager shall convene an interview panel that includes two (2) members of the board. If those two (2) members recommend a candidate for appointment as executive director, the city manager shall provide a written justification to the board if a different candidate is appointed.~~
- ~~(c) *Duties.* The executive director shall support the board in the implementation and exercise of all of its functions authorized under this article and to undertake or ensure the performance of specific tasks assigned by the board, including the monitoring of investigations conducted by the department. If authorized by the city manager or their designee, the executive director may engage the services of such investigators as may be necessary to perform the executive director's duties to conduct or to monitor investigations.~~
- ~~(d) *Supervision.* The city manager shall supervise the work of the executive director and may delegate that responsibility to a deputy city manager. The city manager's annual evaluation of the executive director's performance shall consider a written performance review submitted by the board to the city manager. The board may request that the city manager meet with the board's chair to discuss the executive director's performance.~~
- ~~(e) *Vacancy.* If there is a vacancy in the position of executive director, the city manager or their designee may designate some other city employee who is not an employee of the department to act as executive director until a new executive director is hired.~~

~~(Ord. No. O-21-183, §§ 1, 2, 12-20-21)~~

Sec. ~~2-456.2-457.~~ Board legal counsel.

The ~~board~~director may retain independent legal counsel to represent the board in all cases, hearings, controversies, or matters involving the interests of the board. Such independent legal counsel shall be chosen from a list of attorneys recommended by the city attorney. The ~~board's chair~~director is authorized to execute a contract in the name of the board for legal services if the contract has first been approved by the board and endorsed by the city's finance director to verify that funding is available and has been appropriated to support performance of the payment obligations of the board under such contract. The board's legal counsel shall be paid only from funds that have been appropriated to the board's budget by city council. The board and the ~~executive~~director are encouraged to consult the office of the city attorney for legal advice except in cases, hearings, investigations, controversies that are before the board, or in any other matter in which the board's and the department's interests may conflict.

(Ord. No. O-21-183, §§ 1, 2, 12-20-21)

Sec. ~~2-457.~~ Matters that the board may investigate.

- ~~(a) — Investigate complaints. The board and the city manager shall jointly develop and administer a process for receiving and investigating complaints from members of the public regarding the misconduct of law enforcement employees of the department and referring complaints to the department for investigation. The process, to be set out in detail in a standard operating procedure established by the city manager in consultation with the chief of police and the executive director, shall permit complainants to file complaints online, in writing, or orally. The SOP shall permit the complainant to choose whether the complaint will be investigated by the board only or by the department with monitoring by the executive director. Regardless of how a complaint is received, it shall be promptly provided to the department and to the executive director. The executive director, in consultation with the board, may decline to investigate a complaint.~~
- ~~(b) — Investigate incidents. If the board becomes aware of an incident, including the use of force by a law enforcement officer, death or serious injury to any individual held in custody, serious abuse of authority or misconduct as defined in this article, an allegedly discriminatory stop, or another incident regarding the conduct of an employee of the department, even if no complaint has been filed, the board may initiate its own investigation of the incident, by notice from the board chair to the city manager and the chief of police, who shall ensure the department's cooperation with the investigation.~~

~~(Ord. No. O-21-183, §§ 1, 2, 12-20-21)~~

Sec. 2-458. Investigations ~~of complaints and incidents~~ exclusions, limitations, and suspension.

- (a) *Compliance.* Any investigation shall comply with all federal, state, and local laws, as well as with requirements for the initiation and conduct of investigations described in the procedures promulgated by the city council ~~under section 2-460~~as authorized in this article.
- (b) *Compelled statements.* The board may not compel a statement from any department employee, other than by means of its subpoena powers.
- (c) *Exclusions.* The board shall not consider complaints, incidents, claims or issues involving the following:
- (1) Any incident that occurred more than one (1) year before the filing of the complaint, or one (1) year before the board received notice of the incident, except as otherwise authorized by subsection (d) of this section;

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- (2) Except as otherwise authorized by subsection (d) of this section, a matter that was the subject of an investigation where more than seventy-five (75) days has elapsed since the department sent notice to the complainant informing the complainant that the department's internal affairs investigation is complete (unless the board determines that there is good cause to extend the filing deadline);
 - (3) Matters that are the subject of a pending criminal proceeding in any trial court, a pending or anticipated civil proceeding in any trial court (as evidenced by a notice of claim or a filed complaint), or any pending City of Charlottesville grievance proceeding;
 - (4) Any financial management related issue;
 - (5) Any complaint, incident, claim or issue where the complainant requests that the board not have access to their files;
 - (6) Any complaint, incident, claim or issue that has previously been the subject of an investigation by the board, unless substantial new information has come to the attention of the board;
 - (7) An allegation of misconduct only by employees of law enforcement agencies other than the department. Such ~~complaints~~complainants should be referred to the appropriate law enforcement agency;
 - (8) An allegation of conduct that does not violate the Charlottesville Police Policies and Guidelines, Disciplinary Orders, or Code of Conduct;
 - (9) Any other claim outside the scope of the board's authority expressly set forth within this article.
- (d) *Exceptions to time limits.* With the concurrence of the city manager, the board may review investigations beyond the time limits specified in subsections (c)(1) and (c)(2) if:
- (1) The board determines that there is good cause for doing so; or
 - (2) As part of an audit taking place under subsection ~~2-462(b)~~2-452(d).
- (e) *Suspension of investigations.* If a complaint asserts criminal conduct by an employee of the department, or if at any point in an investigation of a complaint or incident the board becomes aware that an employee may have committed a criminal offense, the board shall:
- (1) Suspend the investigation and notify the chief of police and commonwealth's attorney of the alleged conduct, ensuring that no statements obtained from the police department employee(s) whose actions are the subject of the matter are shared with criminal investigators or any prosecuting authority except in accordance with applicable law; and
 - (2) Evaluate, in consultation with board legal counsel, the city attorney, and the commonwealth's attorney, whether competing public interests and civil rights involved permit the resumption of continued, parallel investigation by the board.

Sec. 2-459. Subpoenas.

~~(f) —Subpoenas.~~

- (a) *Application for subpoenas.* If the board determines that there is evidence (including witnesses) not within the control of the department that the board is unable to obtain voluntarily, the board by two-thirds (⅔) vote may ~~authorizedirect~~ the ~~executive~~director, on behalf of the board, to apply to the Charlottesville Circuit Court for a subpoena compelling the attendance of such witness or the production of such books, papers, and other evidence, ~~and the court, on finding that the witness or evidence is material to the discharge of the board's duties, may issue the requested subpoena.~~

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- (b) Requests for access. If the ~~executive~~ director is denied access to material witnesses, records, books, papers, or other evidence within the control of the department that the ~~executive~~ director deems necessary to perform their duties and the duties of the board, the ~~executive~~ director may request the city manager to require the department to produce the requested witnesses and documents. The city manager, or their designee, shall not unreasonably deny such a request, but may place conditions on the production of the requested witnesses and documents as necessary to preserve confidentiality for the reasons set forth in this article. The city manager, or their designee, shall issue a decision on the ~~executive~~ director's request within five (5) business days from the date of that request.
- (c) Scope of subpoenas. If the city manager, or their designee, denies the ~~executive~~ director's request made pursuant to subparagraph (2b) above, the board by two-thirds (⅔) vote may ~~direct~~authorize the ~~executive~~ director, on behalf of the board, to apply to the Charlottesville Circuit Court for a subpoena compelling the attendance of such witnesses or the production of such books, papers, and other evidence. ~~The court, on finding that the witness or evidence is material to the discharge of the board's duties, shall cause the subpoena to be issued with such conditions as the court may deem necessary to protect the department's concerns about the need for confidentiality.~~ The board shall give the city manager and the department reasonable notice of its intent to subpoena such witness or records and shall give the city attorney a copy of the request for subpoena. The board shall not unreasonably withhold its agreement to limitations on the scope of the subpoena requested by the city manager that may be necessary to protect confidential information. The parties may request that any hearing to be held in the circuit court on the request for a subpoena be conducted in a closed courtroom, to the extent permitted by state law. Upon request, the court file for any such subpoena request shall be kept under seal to the extent permitted by state law.
- (d) Retention of subpoena records. If a subpoena is granted, the board shall digitally record any interviews or depositions conducted pursuant to the subpoena and shall make copies of any documents obtained by subpoena. The board shall provide the department with copies of any such interview/deposition recordings and documents. The board shall delegate its authority to subpoena and question witnesses to the ~~executive~~ director, who shall conduct any interviews, depositions, or questioning of witnesses in a non-public forum that adequately protects the privacy of the individual being subpoenaed, the confidentiality or sensitivity of information shared or sought, and the integrity of any pending or concurrent investigation.
- ~~(e) In deciding whether, and under what conditions, the circuit court will issue any subpoena, the court shall refer to procedures and case law decided under Rule 3A:12 of the Rules of the Supreme Court of Virginia.~~

Sec. 2-460. Conduct of investigations.

~~(g) Conduct of investigations pursuant to subsection 2-457(a).~~

- (a) Conduct of complaint investigations. If the complainant asks that their complaint be investigated by the department, the complaint will be investigated by the department with monitoring by the ~~executive~~ director. When the department's investigation is concluded, the department will provide the complainant with an ~~investigative report~~ closure letter of its findings and the resolution of the complaint and will provide the board a summary of the department's resolution of the complaint.
- (b) Monitoring of investigations. The ~~executive~~ director may actively monitor ~~all~~ investigations of complaints of employee misconduct conducted by the department and shall have access to records and witnesses to the same extent as the department, subject to the limitations or requirements set out in this article. Such monitoring may include reviewing the investigative plan of the department, reviewing ~~with the department~~ any records within the department's digital evidence management system, reviewing ~~with the department~~ any pertinent law enforcement records within the department's records management system, observing any ~~and all~~ real-time interviews of witnesses with the department, reviewing ~~all~~ any recorded

interviews which the ~~executive~~ director chooses not to attend in real time, providing feedback during the interview to be relayed to department staff conducting the interview, providing feedback to department staff in determining next steps in the investigative process, and reviewing facts gained from investigation ~~with department staff~~. For active criminal investigations, the ~~executive~~ director shall be limited in their participation to the same extent the department is limited in its participation in such investigations. The ~~executive~~ director may monitor the department's administrative investigation of employee misconduct after the close of the active criminal investigation in the same manner as all other investigations of employee conduct handled by the department as described in this section. When monitoring department investigations, during the pendency of the investigations the ~~executive~~ director shall not disclose information about the investigation to the board, any board member, or any person other than as authorized in writing by the chief of police or the city manager.

- (c) Investigative reports. If the complainant asks that the complaint be investigated only by the board, the ~~executive~~ director shall initiate an investigation on behalf of the board. The ~~executive~~ director will provide the chief of police with enough identifying information to allow the department to give the ~~executive~~ director access to information, records and witnesses ~~as required by subsections 2-452(e) and (f)~~ as may be relevant to the complaint. When the ~~board's~~ investigation is concluded, the ~~executive~~ director will provide the board, the complainant and the department with an investigative report that includes a summary of the circumstances of the incident(s) of alleged misconduct, the evidence related to whether there was any misconduct, and any suggested findings related to each allegation.
- (d) Conduct of ~~incident~~ investigations pursuant to subsection 2-457(b). If the board is investigating an incident ~~under the authority of subsection 2-457(b)~~, the board may request information from the department, may seek subpoenas as authorized above, and may conduct an investigation of the incident. When the ~~board's~~ investigation is concluded, the ~~executive~~ director will provide the board, the department, and (if a complaint has been filed) the complainant, with an investigative report that includes, at a minimum, a summary of the circumstances of the incident, the evidence related to whether the incident involved any police or employee misconduct, and any suggested findings related to the incident. The ~~executive~~ director may make recommendations as to whether an allegation, if substantiated, could constitute serious abuse of authority or misconduct as defined in subsection ~~2-452(d)2-453(c)~~. The investigative report shall also be provided to any employees identified within the investigative report as having committed employee misconduct.
- (e) Duration of investigations. Investigations of complaints and incidents will be completed, and any investigative report will be submitted, within seventy-five (75) days from the date the complaint is received, or the board received notice of the incident. The board may extend the seventy-five-day period upon request of the police chief or the ~~executive~~ director to protect an ongoing investigation or prosecution, or for other good cause, with notice to the complainant and the city manager.

(Ord. No. O-21-183, §§ 1, 2, 12-20-21; Ord. No. O-22-164, § 1, 12-19-22)

Sec. ~~2-459, 2-461~~. Matters on which the board may conduct hearings.

- (a) Hearings. Hearings of the board shall be conducted in accordance with ~~the board~~ operating procedures ~~approved by city council for the board~~.
- (1) At the conclusion of an investigation of an incident or a complaint the board may conduct a review hearing whose scope and procedures are described in the board's operating procedures, ~~approved by city council~~. Review hearings shall be defined as any hearing conducted by the board to review the facts, issues and findings of an investigative report closure letter of the department related to an internal affairs investigation, or of an investigative report of the ~~executive~~ director related to a complaint or incident investigation.

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- (2) The board may conclude that no hearing, or a hearing only on a limited issue, is necessary to support the board's decision related to a particular complaint or incident. If so, the board may issue a report without a hearing.
- (b) Hearing findings. Within thirty (30) days of a review hearing of an internal affairs investigation, the board shall report their findings publicly and to the city manager, the police chief, and the complainant with respect to each allegation or issue under review as follows:
- (1) That the board finds that the investigation of the complaint was satisfactory, and the board concurs with the findings of the investigation;
 - (2) That the board finds that the investigation of the complaint was satisfactory, but the board does not concur with the findings of the investigation, in which case the board may make recommendations to the city manager concerning disposition of the review request; or
 - (3) That the board finds that the investigation is incomplete or otherwise unsatisfactory and provides a detailed written explanation of the basis for such finding.
- (c) Independent investigation findings. If the board makes a finding under subsection (b)(3) above, the board may conduct an independent investigation of the matter that is the subject of the complaint. The board shall report publicly and to the city manager, the chief of police and the complainant that the board has made one (1) of the following findings:
- (1) That the board now finds that, despite the defects in the original internal affairs investigation, the board's own investigation has produced no material evidence to dispute the original findings of the internal affairs department.
 - (2) The board's independent investigation has produced substantive new information that causes them to disagree with the findings of the internal affairs investigation. In this case, the board shall make recommendations to the city manager concerning disposition of the complaint; or
 - (3) That despite the board's best efforts, the evidence is insufficient to allow the board to determine whether the findings of the internal affairs investigative report are correct.
- (d) Allegation findings. Within thirty (30) days of a review hearing of a complaint or incident investigation, the board shall report their findings publicly and to the city manager, the police chief, and the complainant with respect to each allegation or issue under review as follows:
- (1) That the board finds that the department employee committed misconduct;
 - (2) That the board finds that no department employee committed misconduct; or
 - (3) That despite the board's best efforts, the evidence is insufficient to allow the board to determine whether any department employee committed misconduct.

(Ord. No. O-21-183, §§ 1, 2, 12-20-21; Ord. No. O-22-164, § 2, 12-19-22)

Sec. 2-460. Operating procedures.

- ~~(a) —Operating procedures. The city council shall approve operating procedures for the performance of duties by the board. Those procedures may be amended from time to time by city council, in consultation with the board. The board shall conduct all hearings in accordance with hearing procedures set forth within the operating procedures approved by city council. A hearing examiner, chosen as set out in the operating procedures, shall preside over the hearing; however, the board shall serve as the factfinding body. Parties to the hearing shall have no right to a particular set of procedures. The hearing examiner may make reasonable modifications to the procedures as circumstances concerning a particular complaint may require, provided that:~~

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- ~~(1) Any such modifications are within the authority of the board under this article or the approved operating procedures; and~~
- ~~(2) No such modification deprives any party to a hearing of substantial justice.~~

Sec. 2-462. Alternative resolution.

- (a) Mediation.** The board may propose procedures for the use of mediation or other alternative dispute resolution techniques to resolve complaints against employees of the department. Such procedures shall not affect the ability of complainants to pursue remedies under other sections of this article.
- (b) Informal resolution.** At any time after receiving a complaint and before issuance of the written findings required at the conclusion of a hearing, the board and any party may propose an informal resolution within the scope of the express authority granted to the board within this article, which informal resolution may be adopted if all parties and the board agree to such a resolution. At any time, the parties may agree to refer the matter to mediation or other alternative dispute resolution methods, without prejudice to the right to have a hearing on the review request.

(Ord. No. O-21-183, §§ 1, 2, 12-20-21)

Sec. ~~2-461.2-463.~~ Disciplinary recommendations.

~~Prerequisite to the board making disciplinary recommendations:~~ The board shall be authorized to make disciplinary recommendations regarding department employees in a manner that protects personnel information regarding identifiable employees against public disclosure, in accordance with the operating procedures established ~~by city council~~ pursuant to subsection ~~2-460(a)2-452(c)~~ and the standard operating procedures established pursuant to subsection ~~2-452(e)2-454(a)~~. Subject to the foregoing provisions, the following process may be used, as appropriate:

- (a) Board recommendations for discipline.** Upon making a finding that ~~a~~ department employee has engaged in a serious breach of departmental and professional standards, the board shall meet to discuss appropriate recommendations for disciplinary action. ~~The board shall consult with the employee's direct supervisor or commander, complainants and witnesses when discussing the appropriate disciplinary action to be recommended.~~ Prior to commencement of any such disciplinary deliberations, the subject employee shall be given notice of the proceedings and of the range of disciplinary actions under consideration for recommendation, and the employee shall be offered an opportunity to be heard. If permitted by FOIA, some or all of the disciplinary hearing may be held in closed session. No department employee, and no other city employee, shall be compelled to provide statements to the board during its deliberations. Disciplinary action to be considered for recommendation by the board shall only include those specified within any applicable disciplinary matrix utilized by the department. After considering these sources of information, the board may make a disciplinary recommendation to the department.
- (b) Decline of discipline recommendations.** If the board makes a disciplinary recommendation to the department, and the department declines to implement the board's disciplinary recommendations, the chief of police shall, within thirty (30) days of the board's recommendation, provide a written explanation of the ~~ir~~ reason for declining to implement the board's recommendation. This explanation shall be made available to the board, the city council, the city manager, and the public.
- ~~(b) Grievance rights.~~ Nothing in this article shall affect in any way any right of an employee to file a grievance requesting a hearing before the city's personnel appeals board, which right shall be governed by the provisions of Virginia Code §§ 9.01-507 and 9.1-601(F), or the provisions of Virginia Code § 15.2-1507(A)(3)

~~and the city's employee grievance procedures, as may be applicable. No finding by the board, nor any recommendation of the board, shall be admitted in any personnel appeal or grievance hearing.~~

(Ord. No. O-21-183, §§ 1, 2, 12-20-21)

Sec. ~~2-462.2-464.~~ Board review of law enforcement policies, practices and procedures.

~~Authority to make policy recommendations.~~ The board may review and make recommendations regarding policies, practices, and procedures of the department, including written policies, procedures and standing orders. The board shall present in writing its findings and recommendations with supporting rationale to the city manager and chief of police. If the department declines to implement any changes recommended by the board, the chief of police shall explain in writing, which shall be made available for public inspection, why the department declines to implement the board's recommendation, unless the board instead withdraws the recommendation based on the rationale provided. The board's withdrawal of any such recommendation shall be made available for public inspection.

~~(b) —Executive director's authority to conduct audits. The board may direct the executive director on its behalf to conduct retrospective examinations and audits of patterns in internal affairs investigations, arrest and detention, and other public-police interactions. The board may request information from the department, may seek subpoenas as authorized above, and may conduct such an investigation as is necessary to permit the board to perform the audit.~~

(Ord. No. O-21-183, §§ 1, 2, 12-20-21)

Sec. ~~2-463.2-465.~~ Request annual reports of police expenditures.

During the city manager's preparation of a proposed city budget, the budget office shall provide the ~~board~~director with annual expenditure estimates and future year projections for the department, itemized to the same level of detail as provided to the city manager. The estimates shall be presented to the board by the director at the same time they are presented to the city manager. The board may review the estimates and may make budgetary recommendations to the city manager ~~and/or~~ to the city council during the annual budget process.

(Ord. No. O-21-183, §§ 1, 2, 12-20-21)

Sec. ~~2-464.2-466.~~ Community engagement, legislative recommendations, and annual reporting.

(a) Community outreach engagement. The board and the ~~executive~~director shall engage in regular community outreach and collaboration to seek the assistance and input of community members and to provide education, awareness, and guidance on policing matters. ~~At least twice a year,~~The board ~~shall~~may host public community listening and discussion sessions ~~to discuss regarding~~ policing matters of pressing public concern, such as questions about transparency, availability, legitimacy, mutual respect and trust, and community safety and order. The board and the director may also host or participate in public police-community relations meetings focused on topics such as including the impacts of local policing on historically disadvantaged communities that currently experience or traditionally have experienced disparate policing.

(b) Legislative recommendations. The board may make recommendations to city council of any proposed changes in state law, for the council's consideration to include in its annual legislative program to present to the General Assembly. These recommendations shall be presented to the city attorney's office by August 15 of each year.

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(Supp. No. 61, Update 1)

(c) ~~Annual Report~~ing. ~~On or before April 15 of~~ Each calendar year, the ~~board~~director shall provide the ~~board and~~ city council with an annual report of activities conducted during the preceding calendar year. The report shall detail activities of the board's activities and the office in the prior calendar year, with sections related to the appointment of committees and their actions; the establishment of any community advisory panels; an overview of complaints received during the calendar year including the number of complaints, the complaints' findings, and the number of complaints deferred due to pending proceedings; the number and outcome of any independent investigations; an overview of proposed policy recommendations and amendments to department policies and whether the recommendations and amendments were implemented by the department; the number, type, and attendance at community listening sessions; a summary of public input and recommendations of the public during those sessions; recommendations of the board about policing within the city; and any other information necessary to provide an overview of ~~the board's and office~~ activities. The director may provide the board, city council, and the city manager additional reports as deemed appropriate by the director to provide transparency into oversight activities of the board and the office.

(Ord. No. O-21-183, §§ 1, 2, 12-20-21)

Sec. 2-465. Community engagement and community relations.

- (a) ~~Community outreach.~~ The board and the executive director shall engage in community outreach to seek the assistance and input of community members. At least twice a year, the board shall host public community listening sessions to discuss policing matters of pressing public concern, including the impacts of local policing on historically disadvantaged communities that currently experience or traditionally have experienced disparate policing.
- (b) ~~Community meetings.~~ The board may also host or participate in public police-community relations meetings, in which board members, supported by the executive director, department officials, designated by the chief of police, and community members discuss policing matters of pressing public concern, including questions about transparency, availability, legitimacy, mutual respect and trust, equitable treatment, social and racial justice, equal rights, and community safety and order.
- (c) ~~Include in reports.~~ The board shall report on its community outreach and engagement activities, public input, and any recommendations for community-policing initiatives or for improved police-community relations at least annually as part of the annual report provided for in subsection 2-464(b).

(Ord. No. O-21-183, §§ 1, 2, 12-20-21)

Sec. 2-466-2-467. Board member training.

- (a) NACOLE training. At least once every two (2) years, and within ~~ninety (90) days~~six (6) months of any new board appointments, the ~~city, assisted by the executive~~director, shall facilitate or provide board members with at least ~~eight (8)~~four (4) hours of training, presented ~~by using training content from~~ the National Association for Civilian Oversight of Law Enforcement or a comparable professional organization. The training shall be consistent with the board's mission, this article, and the board's operating procedures.
- (b) City ~~or~~and CPD training. At least once every two (2) years, and within six (6) months of any new board appointments, the city, ~~assisted by the executive~~director, and the chief of police or their designees, shall facilitate or provide board members with at least two (2) hours of training or information:
- (1) Describing the legal and ethical obligations of members of a public board, including the need to comply with FOIA and other statutes and ordinances governing their service;
 - (2) Explaining police department procedures, policies, and regulations;

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(Supp. No. 61, Update 1)

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- (3) Describing the substance of police department personnel record-keeping;
 - (4) Describing such other city policies, procedures and systems relevant to the duties of the board; and
 - (5) Explaining the board's operating procedures and code of ethics ~~for the board.~~
- (c) *Additional training.* As needed, the ~~city shall provide~~ board may request members with additional relevant training by subject matter experts on subjects that may include mental health, trauma-informed policing, civil rights and constitutional law, race and racism, community outreach, mediation, investigation, and policing practices. The board may also request opportunities for ride-along experiences with the department and participation in the Community Police Academy. The director shall facilitate or provide this training as is feasible with available funding and other relevant considerations.
- (Ord. No. O-21-183, §§ 1, 2, 12-20-21)

Sec. ~~2-467.~~2-468. Commendations for exceptional community service.

- (a) *Soliciting public comment.* The board may solicit comments from the public concerning incidents of exceptional performance by employees of the department.
- (b) *Exemplary employees.* The board may consult with the chief of police regarding individual employees who have made outstanding contributions exemplary of equitable, just, and professional policing.
- (c) *Recognition of outstanding contributions.* The board may issue public citations recognizing individuals deemed to have made such contributions.

(Ord. No. O-21-183, §§ 1, 2, 12-20-21)

~~Sec. 2-468. Mediation.~~

~~The board may propose procedures for the use of mediation or other alternative dispute resolution techniques to resolve complaints against employees of the department. Such procedures shall not affect the ability of complainants to pursue remedies under other sections of this article.~~

~~(Ord. No. O-21-183, §§ 1, 2, 12-20-21)~~

Secs. 2-469—2-479. Reserved.

Policy Briefing Summary

City Council



Regarding:	Resolution to appropriate Virginia Department of Historic Resources Grant Funds to Jefferson School African American Heritage Center - \$500,000 (1 of 2 readings)
Staff Contact(s):	Taylor Harvey-Ryan, Grants Program Manager
Presenter:	Dr. Andrea Douglas
Date of Proposed Action:	November 17, 2025

Issue

Appropriate grants funds for the Jefferson School African American Heritage Center

Background / Rule

The Office of Budget and Grants Management was notified of a grant award received from the Virginia Department of Historic Resources in the amount of \$500,000 to support the Jefferson School African American Heritage Center and its Center for Local Knowledge.

Analysis

The Department of Historic Resources (DHR) is the State Historic Preservation Office of the Commonwealth. DHR fosters, encourages, and supports the stewardship and use of Virginia's significant architectural, archaeological, and historic resources as valuable assets for the economic, educational, social, and cultural benefit of citizens and communities. A significant responsibility is the administration and review of state and federal historic preservation grant programs for financial and programmatic compliance. DHR is authorized to administer state grants to non-state agencies under the Code of Virginia.

Located in the Jefferson School City Center, The Jefferson School African American Heritage Center's mission is to honor and preserve the rich heritage and legacy of the African-American community of Charlottesville-Albemarle, Virginia and to promote a greater appreciation for, and understanding of, the contributions of African Americans and peoples of the Diaspora locally, nationally and globally. The Center features a permanent historical exhibit, a rotating contemporary art gallery, and a robust calendar of events, all of which combine to highlight Charlottesville's African American history and culture of the African diaspora.

The Commonwealth of Virginia through the Department of Historic Resources will provide \$500,000 to the Jefferson School African American Heritage Center for the exclusive support of the Jefferson School African American Heritage Center Operations and Center for Local Knowledge project.

Funds will be used to support operating cost and for staffing for the Center for Local Knowledge. The JSAAHC's programs acknowledge the reciprocal relationship that give rise to local public history while emphasizing the reality that our research into our community narrative must have an impact on social change. A core purpose of the Center for Local Knowledge is to give voice to local authority by uplifting and amplifying local custodians of the history, memory and lived experiences. We understand that our past informs our present and our future. Thus, JSAAHC endeavors to make our research accessible and useful to improving the lives of local residents while enriching the sense of place in the region and our nation.

Financial Impact

There is no financial impact tot he City as these funds will be provided by the Commonwealth as pass-thru funds to be distributed to JSAAHC.

Recommendation

Staff recommends the appropriation of the DHR funds for JSAAC.

Recommended Motion (if Applicable)

I move to approve the resolution appropriating \$500,000 from the Virginia Department of Historic Resources for the Jefferson School African American Heritage Center as indicated in the attached resolution.

Attachments

1. DHR JSAAHC Resolution 2025

RESOLUTION

Appropriating funds from the Virginia Department of Historic Resources (DHR) for the Jefferson School African American Heritage Center

\$500,000

WHEREAS, the City of Charlottesville through the Virginia Department of Historic Resources has received a grant award of \$500,000 to be given to the Jefferson School African American Heritage Center (JSAAHC) to be used to support operating cost and staffing for the Center for Local Knowledge.

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia that the sum of \$500,00 received from the Virginia Department of Historic Resources is hereby appropriated in the following manner:

Revenues- \$500,000

\$500,000	Fund:209	Internal Order: 1900618	G/L Code: 430110
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Expenditures- \$500,000

\$500,000	Fund:209	Internal Order: 1900618	G/L Code: 540100
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BE IT FURTHER RESOLVED that this is appropriation is conditioned upon the receipt of \$500,000 from the Virginia Department of Historic Resources.

Approved by Council

Kyna Thomas, CMC
Clerk of Council

Policy Briefing Summary

City Council



Regarding:	Resolution to approve Critical Slope Special Exception at 1000 2nd Street SE
Staff Contact(s):	Benjamin Koby, Planner II, Matthew Alfele, City Planner
Presenter:	Benjamin Koby, Planner II
Date of Proposed Action:	November 17, 2025

Issue

Applicant and property owner, Joseph Barber, is proposing improvements to subplot B located at 1000 2nd Street SE ("Subject Property") that could include between two (2) and five (5) residential dwelling units as permitted by the R-A Zoning District. Applicant has yet to determine a final unit count, as securing a Critical Slope Exception is a determining factor that needs to be addressed prior to applicant's development of a Final Site Plan.

Background / Rule

Any improvements on site will impact Critical Slopes on-site as defined by Development Code ("DC") Section 34-4.10.1.B.1. and must be approved by City Council. Existing Critical Slopes areas located on the Subject Property include around 1,314 square feet or twenty-seven percent (27%) of the total site. Applicant is proposing to disturb one-hundred percent (100%) of the slopes on site. Critical Slopes are defined as: A grade of twenty-five percent (25%) or greater; a portion of the slope has a horizontal run of greater than twenty (20) feet; an area of 6,000 square feet or greater; and a portion of the slope is within two-hundred (200) feet of any waterway protected by the Standard and Design Manual or Chapter 10 of the Charlottesville Code of Ordinances, or shown on the map entitled "Properties Impacted by Critical Slopes," maintained by Neighborhood Development Services ("NDS"); (DC Sec. 34-4.10.1.B.2).

Analysis

The Planning Commission ("PC") held a hybrid virtual and in-person regular meeting on October 14, 2025, on this matter. The Planning Commission reviewed the application based on the standard of review under Section 34-5.2.16 and had no concerns with the request. The PC recommended approval of the Critical Slope Special Exception with conditions as listed in the NDS Staff Report.

Financial Impact

This has no impact on the City's General Fund.

Recommendation

NDS Staff recommends City Council adopt the attached Resolution approving the Critical Slope Special Exception for 1000 2nd Street SE.

Recommended Motion (if Applicable)

"I make a Motion to adopt the attached Resolution approving the Critical Slope Special Exception for 1000 2nd Street SE."

Attachments

1. CSEResolution

RESOLUTION NO. R-_____ - _____

**RESOLUTION APPROVING A REQUEST FOR A CRITICAL SLOPES SPECIAL
EXCEPTION FOR PROPERTY LOCATED AT 1000 2nd STREET SE, TMP #270050001
SUB-LOT 6-B**

WHEREAS, Joseph Baber (“Landowner”) is the current owner of a lot identified on the 2025 City Tax Map 27 as Parcel No. 50001 (City Parcel Identification No. 270050001), having an area of approximately 0.084 acres (2,340 square feet); (“Subject Property”); and

WHEREAS, the Landowner wishes to improve the Subject Property by building between two (2) and five (5) residential dwelling units (“Project”); and

WHEREAS, the Project is described in more detail within the Landowner’s application materials submitted in connection with Application PL-25-0066 (“Application”), as required by City Development Code (“DC”) Sec. 34-5.2.16.B.2 (collectively, “Application Materials”); and

WHEREAS, the City of Charlottesville Planning Commission (“PC”) made a recommendation of approval at its October 14, 2025, Public Meeting per City Development Code Sec. 34-5.2.16.C.3.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Charlottesville, Virginia (“City Council”), upon consideration of the PC’s recommendation and the City Staff Report discussing the Application, as well as the factors set forth within City DC Sec. 34-5.2.16.D, that City Council finds and determines that granting the proposed Critical Slopes Special Exception would serve the public necessity, convenience, general welfare, or good zoning practice; and

BE IT FURTHER RESOLVED, by City Council, pursuant to City DC Secs. 4.10.1.D and 34-5.2.16, a Critical Slopes Special Exception is hereby approved and granted to authorize the Project and permit installation of between two (2) and five (5) residential dwelling units consistent with the Application Materials for the Subject Property with the following conditions:

1. An advanced erosion and sediment control measures to be in place before, during, and after construction as approved by the VSMP Administrator;
2. Engineered retaining structures designed to blend with the natural landscape; and
3. A detailed landscaping and re-vegetation plan using native species to permanently stabilize all disturbed areas upon completion of the project.

Approved by Council
November 17, 2025

Kyna Thomas
Clerk of Council



City Manager's Report

City Departments

11-17-2025

City Manager – Sam Sanders (he/him)

- November 5:
 - Attended a low-barrier shelter workgroup meeting to review considerations for the proposed facility at 2000 Holiday Drive.
- November 7:
 - Held a full-day LEADTeam retreat to engage with the leadership team of the City organization. We reviewed the key operating principle of Organizational Excellence.
- November 11:
 - Had a monthly check-in with Dr. Gurlery to discuss school priorities and the upcoming budget cycle.
 - Attended the Emergency Communications Center Board Meeting.

Deputy City Manager (DCM) – James Freas (he/him)

- DCM Freas attended the 2025 International City/County Management Association (ICMA) conference in Tampa at the end of October. The event afforded him the opportunity to connect with city managers and other staff from communities across the country, hear about how other cities are addressing challenges similar to those we are facing in Charlottesville, and take courses in specific areas of public management practices. Of note was a half-day course in current best practices in performance management systems. Not only was the course itself informative, but James later connected with the instructor who has organized a network of performance management practitioners across local governments in the Mid-Atlantic region, creating an opportunity for ongoing peer-to-peer exchanges in best practices for Charlottesville to tap into.

Utilities – Director Lauren Hildebrand (she/her)

- The Department of Utilities has resources to help customers avoid the headaches of disruptive plumbing pitfalls during the holiday season and this coming winter. The arrival of the holidays brings an increase in food preparation, and Utilities wants to remind households of the importance of the proper disposal of fats, oils, and grease (FOG) produced by cooking and baking. FOG buildup can clog sewer and household pipes, resulting in messy and costly overflows. And with the colder months of winter approaching, Utilities wants to emphasize the importance of winterizing a home's plumbing. Preventing frozen pipes will save customers the hassle and inconvenience of costly repairs and interrupted service.
- More information on FOG, how to receive a free FOG kit, and simple step-by-step instructions on measures that help prevent pipes from freezing, will be sent

to customers in Utilities' November electronic newsletter. This information can also be found by going to www.charlottesville.gov/utilities and clicking the links to Water and Wastewater.

- The Department of Utilities is excited to launch Charlottesville's first-ever Storm Drain Art Contest! In celebration of National Stormwater Day, observed November 17 this year, we invite the community to put on their thinking caps and grab their paint brushes to creatively illustrate the importance of stormwater pollution prevention through the theme "Only Rain Down the Drain" with the painting of three stormwater drain inlets. Designed to help engage, educate, and motivate the community to prevent pollutants from entering our local waterways through storm drains, this artwork will serve the community for years to come!
- The contest is open to participants aged 12 years or older. Three winners will be chosen through a combination of in-house judging by a panel of City staff and community-wide voting for a fan favorite. Winners will paint their artwork on a storm drain and receive prizes. Submissions can be made now until 5 PM Monday, February 9, 2026, with a judging and voting period to follow, and the painting of the storm drains to occur in spring. More information on the contest, as well as the official entry form, can be found at www.charlottesville.gov/stormwater.

Human Services – Director Misty Graves (she/her)

- ANCHOR Peer Navigator, Pam Coburn, will be involved in presenting at the 7th Annual National Co-Responder conference (CoRCon) taking place June 8 – 10, 2026. The proposal includes members from the County's HART team and Partner from Mental Health, "From Crisis to Connections: Building trust through Peer & Police collaboration," was selected from over 170 submissions, the most proposals in CoRCon history!
- Community Attention Foster Families (CAFF): The Virginia Department of Social Services revamped their foster parent training. Our first local cohort finished the foster parent training and participants were able to engage positively. Family Services Specialist Erica Shortridge was applauded for her skills and training acumen. CAFF will also be hosting their annual foster parent celebration on December 9 to recognize the people who sign on to provide a home to youth in care.
- Community Based Services launched school initiatives such as Charlottesville Middle School – Pathways students participating in Teens GIVE service learning as part of their school day. Knight School will start their Community Attention Youth Internship Program (CAYIP) GO Program which is a new partnership with the Office of Economic Development and CAYIP. They will learn soft skills and take classes to be certified in ServSafe or CPR and First Aid prior to going to their internship sites.

- Our Youth Opportunity Coordinator, Juanika Howard, is working with partners such as the YMCA and Parks and Recreation to expand teen events to keep youth positively and safely engaged.
- Lastly, the Vibrant Community Fund (VCF) review process is underway! Community members and City staff review and evaluate applications from non-profits requesting funds from City Council. This process will conclude in February and be incorporated in the budget review process for Council's final approval in April.

Parks & Recreation – Director Riaan Anthony (he/him)

- The Charlottesville Parks and Recreation Department had a strong showing at the recent Virginia Recreation and Park Society (VRPS) State Conference, bringing home three prestigious awards:
 - Best New Sustainability Initiative – Interpretive QR Code Trail
 - Most Creative Marketing Piece – Farmers Market Cookbook
 - Best Snapshot Award – Parks and Recreation Brochure Cover
- Congratulations to all staff involved for their creativity and dedication in showcasing the department's innovation and commitment to community engagement.
- The Downtown Safe Halloween event, held on Saturday, October 25 was a tremendous success, drawing an estimated 2,000 attendees. The event also featured participation from other City departments, including Police, Fire, Charlottesville Albemarle Rescue Squad (CARS), and Neighborhood Development Services, making it a true community effort.
- The Fall Session II programs are currently underway, offering 55 weekly classes for both youth and adults.
- Looking ahead, Winter Program registration opens November 17 at 10 AM
- As we transition into the winter season, Parks staff are preparing for winterization. All outdoor restrooms and water fountains will be closed to the public by the end of November. In addition, holiday decorations throughout the City will be completed by the end of the month.
- Great job to the entire Parks and Recreation team for another productive and successful season!

Charlottesville Fire Department (CFD) – Chief Michael Thomas (he/him)

- Battalion Chief Jonathan Williams has announced his retirement, which is scheduled for December 1, 2025.
- Firefighter/Medic Paul Fortunato resigned on October 8, 2025, to become a flight medic for the Maryland State Police.

Key Metrics:

Type	FY 23	Fiscal Year FY 24	FY 25 YTD
EMS	5,167	4,879	1,513
Fire	173	204	49
Other	2,322	2,843	937
Total	7,662	7,926	2,499

- From July through the 28th of October of FY25, call volume decreased by 12.17% overall compared to the same months in FY24. EMS call volume over the equivalent period decreased by 12.90%. Fire calls changed from an average of 16 to an average of 12 between July and September.

Trends and Patterns		
Average Monthly EMS Incidents July-October: 378	Average Fire Incidents July- October: 12	Average Monthly Other Incidents July-September: 234
Change in Average Monthly EMS Incidents Since This Time Last Year: -12.90%	Average Change in Monthly Fire Incidents Since This Time Last Year: -25%	Average Change in Monthly Other Incidents Since This Time Last Year: -8.24%

- On average, CFD has run 378 EMS incidents, 12 fire incidents, and 234 other types of incidents each month this fiscal year. Comparing those monthly averages to the year before, EMS incidents decreased by a significant margin. Fire slightly decreased, and other incident types decreased. Please note that this information does not include Halloween, a holiday typically marked with increased call volume.

Opioid Overdoses

City EMS System Opioid Overdose Incidents

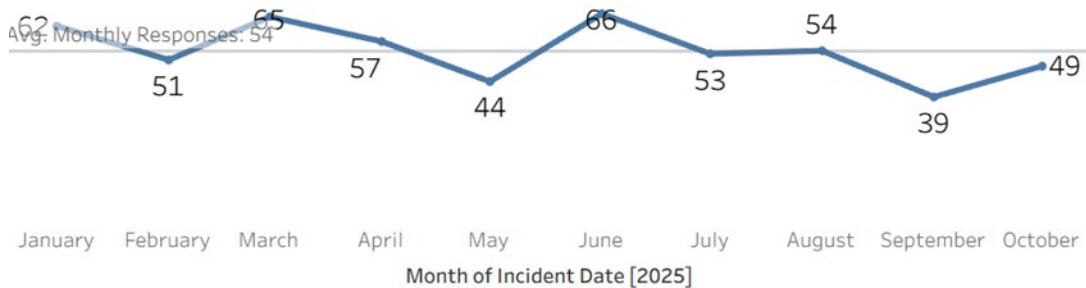


- Opioid overdoses in the City have decreased in 2025. CFD and Charlottesville Albemarle Rescue Squad (CARS) have run an average of about three overdoses monthly in 2025, a decrease from 2024's average of six overdoses monthly.

Unhoused EMS Patients

EMS Calls for Service

1/2/25-10/28/25



- Our records show that since January 2025, CFD & CARS have responded to 54 unhoused patients monthly on average. The top findings of attendants in charge of these incidents were non-traumatic pain (11.9% of calls), bodily injuries (15.1%), behavioral health (12.1%), and alcohol abuse (8.6%).



1st Quarter FY26 Financial Report

Focus: City Retirement Plans

- November 17, 2025

Retirement Plans Overview

- Traditional Defined Benefit Pension Plan and OPEB (Other Post-Employment Benefits)
 - Started in the 1950s
 - 678 active members
 - Benefit formula based on salary and years of service
- Optional Defined Contribution Plan (401a)
 - Started in 2001
 - 471 active members
 - Set City contribution and employee-led investment account
- Optional Deferred Compensation Plan (457b)
 - Started in 1987
 - 415 active members
 - Employee contributions and employee-led investment account



Plan Oversight- Retirement Commission

Three employees

Member of City Council

City Manager

Finance Director

Treasurer

HR Director

Retiree

Two Community Members

Plan Assets



Traditional Defined Benefit Plan

Pension - \$194 Million

OPEB - \$68 Million



Defined Contribution Plan

\$36.6 Million



Deferred Compensation Plan

\$42.7 Million



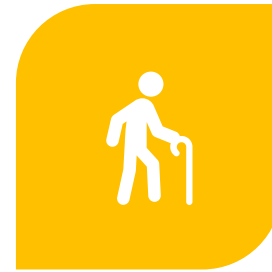
Services for Plan Participants



HR RETIREMENT
ADMINISTRATOR



REGULAR EDUCATION
ON RETIREMENT
TOPICS



ACCESS TO
RETIREMENT
PLANNING SPECIALIST



ACCESS TO A
CERTIFIED FINANCIAL
PLANNER

FY2025 Accomplishments

Improved Funded Status of Pension Plan by 7.1%

Fully funded Actuarially Determined Contribution and all impacts of Collective Bargaining

Utilized lower-cost investment structures to save DC Plan participants over \$30k in management fees annually

Added participant friendly provisions to DC Plan enabled by Secure 2.0

Created and adopted bylaws and Electronic Meeting Provisions for Retirement Commission

Updated City Code to clarify Public Safety Disability Provisions and added Pension eligibility for EMS Only Role

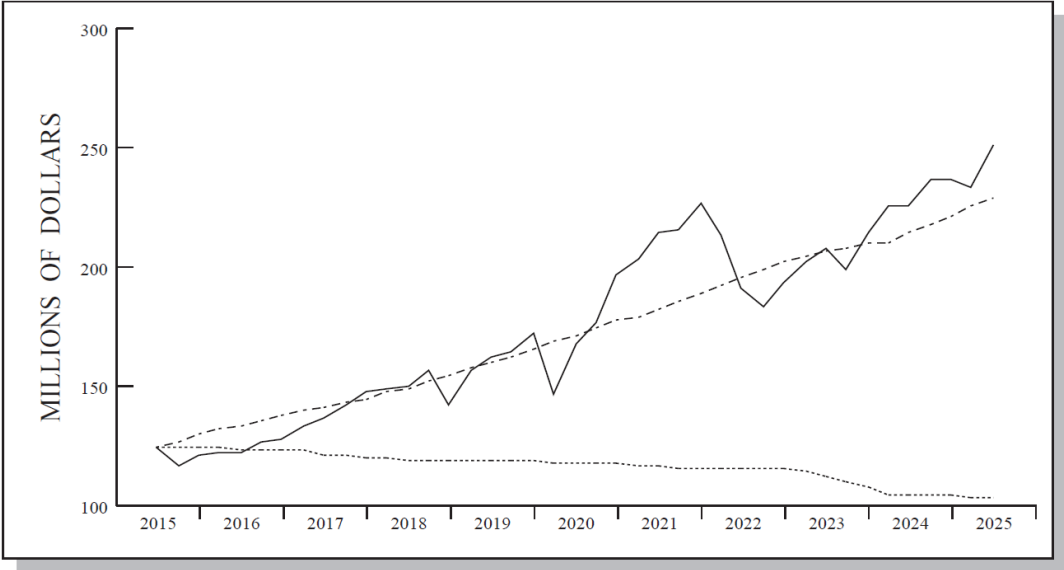


Pension Plan Focus-Asset Allocation

ASSET ALLOCATION

Large Cap Equity	35.5%	\$ 89,456,722
Mid Cap Equity	14.0%	35,281,373
Small Cap	7.8%	19,663,992
Int'l Developed	10.1%	25,379,327
Emerging Markets	3.5%	8,741,571
Real Assets	13.3%	33,390,640
Fixed Income	14.5%	36,550,671
Cash	1.4%	3,461,977
Total Portfolio	100.0%	\$ 251,926,273

Pension Plan Focus- Investment Performance



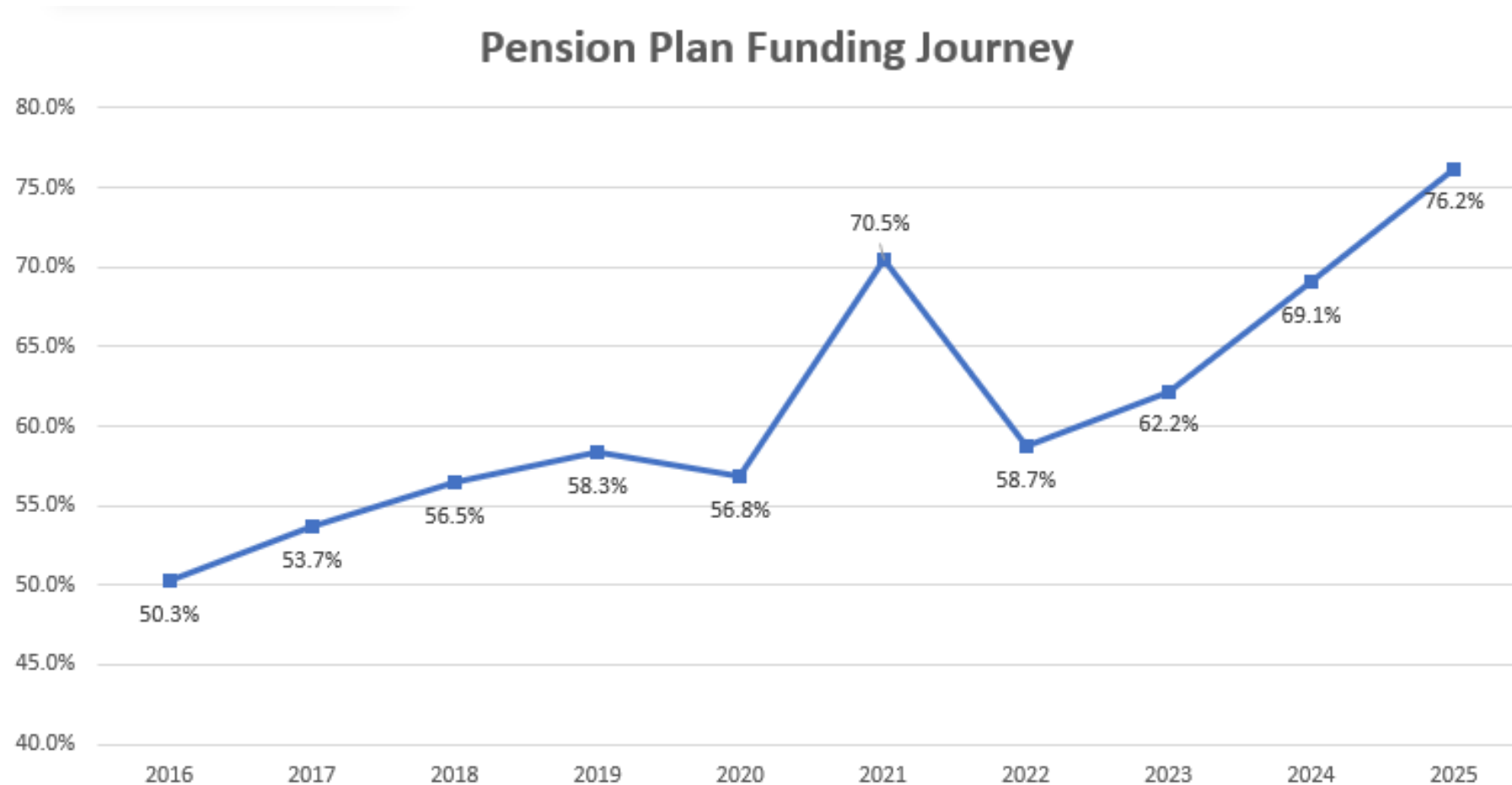
10 Year return compared to 7.5% assumption

Plan returns compared to policy index

1 Year	3 Years	5 Years	Inception or 10 Years	
12.2 (15)	11.7 (18)	10.0 (19)	8.5 (11)	06/15
11.5 ---	10.9 ---	9.6 ---	8.4 ---	06/15

Pension Plan Focus-Funding Plan

On track to reach an 80% funded status around 2027



Highlight-OPEB Trust

- The OPEB Trust (Other Post-Employment Benefits) pays medical, dental, and life insurance benefits for eligible retirees
- Localities must disclose OPEB liabilities, but most have failed to prefund those liabilities
- The City's OPEB trust fund has \$68 Million invested and is funded at 93% of plan liabilities
- The combined funded status for the Pension and OPEB plans is 80%

Retirement Plan Summary

- 2015 Sustainability Study set the stage for progress and the City has honored the commitments it made
 - Modernizing plan assumptions
 - Implementing cost-sharing (employee contribution)
 - Pre-funding retiree COLAs
 - Funding all new liabilities, including CBAs
 - Making all required contributions
 - Making excess pension contributions
- Active and engaged Retirement Commission
- Continue to leverage plan partners, internal staff, and external expertise



Questions?

The Retirement
Commission meets at
8:30 AM on the first
Wednesday of each
month



CITY OF CHARLOTTESVILLE

To be a place where everyone thrives

To: City Council

From: Sam Sanders, City Manager
Krisy Hammill, Director, Budget and Grants Management

Date: November 17, 2025

Topic: FY 2026 Q1 Financial Review

A review of the City's Q1 financial performance for FY 2026 has completed and some highlights have been compiled and noted within this memorandum.

General Fund

Expenditures

As of September 30, 2025, 27.4% or \$73,664,334 of the total General Fund budget has been spent. Salary/Benefit Expenses account for \$17.2M and other expenses totaled \$56.5M.

Total General Fund Other Expense spending is slightly up for FY26 at 30.6% compared to FY25's 23.4%. Timing on the payments for annual software licenses and contracted services are contributing to the increased Q1 spending when compared with Q1 last year. While the trend indicates increased spending, these expenses were planned for in the budget and as such there are no major concerns or red flags regarding Q1 budget spending.

Revenues

As of September 30, 2025, 12.5% or \$33,224,403 of the total General Fund Budget has been collected. Real Estate and Personal Property tax payments for the second half of 2025 are due on December 5th and represent two of the City's largest revenue sources. Current revised projections indicate that revenues are tracking slightly over budget, by \$921,707 or 0.43%.

The chart below indicates revenue projections which have been revised for FY 2026 based on performance. Of good news, after multiple months of declines, we have begun to see a slight upward trend for both meals and sales tax. Public Service Tax reflects a slight increase based on completed assessments and will and deeds continue to perform stronger than expected. Interest earnings are continuing to perform strong with rates staying higher than originally anticipated. Refunds from a Prior Year are higher than expected with Jaunt returning \$131,989 in excess funds from FY2024 and with the \$13,803 in FY 2024 funds returned from the Blue

Ridge Health District. Several state revenues have been adjusted to reflect the adopted state budget figures that were not available at the time the budget was adopted.

FY 2026 Revenue Revised Projections

<u>Local Taxes</u>	FY 2026 Budget	FY 2026 Revised*	Change
Real Estate Tax	\$ 116,989,377	\$ 116,711,274	\$ (278,103)
Personal Property Tax	15,000,000	14,500,000	(500,000)
Public Service Tax	1,961,548	2,099,227	137,679
Tax on Wills & Deeds	600,000	763,000	163,000
Sales & Use Tax	14,500,000	14,800,000	300,000
Meals Tax	18,200,000	18,500,000	300,000
Vehicle Daily Rental	140,000	135,000	(5,000)
<u>Revenue from State Agencies</u>			
State Highway Assistance	\$ 5,742,410	\$ 5,810,627	68,217
Reimbursement/Constitutional Offices	2,430,032	2,485,704	55,672
State Aid for Police Protection	2,734,706	2,681,144	(53,562)
<u>Miscellaneous Revenues</u>			
Interest Income	\$ 2,700,000	\$ 3,300,000	600,000
Refund of Prior Year Expenses	\$ 50,000	\$ 150,000	100,000
<u>Designated Revenues</u>			
Meals Tax Designated for the Debt Service Fund	\$ 3,000,000	\$ 3,033,804	\$ 33,804
Total Revenue Budget Surplus			\$ 921,707

**Projected as of September 30, 2025*

Surplus/Deficit as a % of Total Adopted Budget 0.35%

Capital (CIP) Fund

The City's current capital budget totals \$261.7M with \$201M in unspent budget carrying over from prior years and \$60.7M being added in FY 2026. As of the end of Q1, 24.95% or \$65.3M was spent or encumbered for various projects.

Individual project budget details can be reviewed using the Budget Explorer Tool described below.

Budget Explorer Tool

Expenditure details can be viewed using the [Budget Explorer Tool](http://www.charlottesville.gov/budget) which can be found on the City's Budget webpage at www.charlottesville.gov/budget. These quarterly tabs are automatically updated at the end of each quarter and are available for public viewing. The 1st quarter visualization contains financial information through September 30, 2025. The tool gives

you the ability to review the results of other City funds in addition to the General Fund as well as the ability to drill-down to the individual department expenditure detail. The information presented in the visualization comes directly from SAP, the City's financial system, and represents dollars that have been received and/or paid out as of the chosen date.

New for this Quarter

A new expanded CIP Quarterly Report has been added to the Budget Explorer Tool. The CIP Quarterly Report will highlight selected projects by providing more depth detail beyond just the financials. Using this dashboard, you will be able to locate the project on a map and access detailed project summary and description information including the objectives and status of the project.

Policy Briefing Summary

City Council



Regarding:	Dairy Road Bridge Public Hearing Summary Presentation for Endorsement
Staff Contact(s):	Michael Goddard, Deputy Director, Eric Morris
Presenter:	Najeeb Behnam
Date of Proposed Action:	November 17, 2025

Issue

Updates and Q&A on Dairy Road Bridge

Background / Rule

The City of Charlottesville Department of Public Works has received \$12,620,000 in grant funding through the Virginia Department of Transportation (VDOT) to reconstruct the Dairy Road bridge over the Route 250 bypass. The existing bridge has reached the end of its useful life. Recent inspection data dated March 6, 2025, shows the overall condition of the bridge as “poor.” A full replacement of the bridge is necessary and has been funded through VDOT’s State of Good Repair (SGR) program using a combination of state and federal dollars.

Analysis

A design public hearing was held on July 15, 2025, at Walker Upper Elementary School to inform the public and adjacent neighborhoods about the project needs, background, and construction impacts. A 10-day comment period was provided after the meeting to allow any citizen to provide comment on the project. A total of 16 formal comments were received in writing or orally through the City-provided court reporter present at the public hearing. In general, feedback was focused on the inconvenience of the detour, the appearance of the bridge, and the duration of construction and detour.

The City of Charlottesville will do the following based on feedback received at the Public Hearing:

1. Numerous requests were received to make the bridge more visually appealing. The City will add aesthetic and architectural treatments to the proposed bridge design. These will include painting the girders, adding a decorative steel railing in lieu of a concrete-only barrier, and finishing all foundation walls with an architectural stone finish. The bridge will more closely mimic the Route 250 bridge at McIntire Road/John W. Warner Parkway when construction is complete.
2. The length of construction was commonly cited as longer than desired. The City will explore ways to design the bridge in a way that allows for quicker construction and plans to provide monetary incentives for the contractor to open the bridge ahead of the contractual schedule, to the extent possible.
3. Finally, the impacts of the proposed detour were a common concern. The City plans to closely monitor traffic patterns once the detour is implemented to see if additional mitigation measures are necessary.

A second public meeting is planned in mid-2026 prior to construction to update the public on the project progress, provide a rendering of the proposed bridge, and hear concerns/comments regarding the project and detour.

Financial Impact

The entire project is funded through State and Federal sources provided by VDOT. Delay in issuing design approval could impact the anticipated schedule to advertise the project for construction in mid-2026. Significant delays could increase the project costs as inflation continues to push construction costs upwards over time. Additional funds are not guaranteed from VDOT, and the City of Charlottesville should expect to be required to fund any shortfalls to complete the project beyond the allocated grant funds.

Recommendation

City staff recommends Council issue “design approval” to proceed with the current project design, which will require closure of the bridge and a full detour during construction.

Recommended Motion (if Applicable)

Motion to proceed with bridge design as initiated with the inclusion of aesthetic treatments as approved for funding by VDOT

Attachments

1. Dairy Road PublicHearing Transcript Appendices v2
2. Dairy Road Bridge Replacement - Council Presentation..
3. 20251029_Dairy Rd Bridge Renderings_rev

DESIGN PUBLIC HEARING TRANSCRIPT



Dairy Road Bridge Replacement
City of Charlottesville, Virginia

VDOT PROJECT NO. U000-104-365, UPC 118295

Public Hearing Held: July 15, 2025

6 PM to 8 PM
Walker Upper Elementary School
1564 Dairy Rd
Charlottesville, VA 22903

Prepared By:

Kimley-Horn and Associates, Inc.
210 Ridge McIntire Road, Suite 325
Charlottesville, VA 22903

Kimley»Horn

September 22, 2025

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ATTACHMENT D - ORIGINAL COMMENT SHEETS, ORAL COMMENTS, AND E-MAILS

ATTACHMENT E - ADVERTISEMENT

ATTACHMENT F – DESIGN PUBLIC HEARING PLANS

ATTACHMENT G – DESIGN PUBLIC HEARING HANDOUT

ATTACHMENT H – DESIGN PUBLIC HEARING DISPLAYS

ATTACHMENT I – PUBLIC HEARING PRESENTATION

ATTACHMENT J – NEPA DOCUMENT COVER

HEARING SUMMARY

Meeting Date and Time: Tuesday – July 15th, 2025 6:00pm – 8:00pm

Location:

Walker Upper Elementary School, Auditorium
1564 Dairy Rd
Charlottesville, VA 22903

Meeting Notification Advertisement: Attachment E

Local Newspaper:

The Daily Progress:

- 1) June 19, 2025
- 2) July 3, 2025

C-VILLE Weekly:

- 1) June 25, 2025 (print)
- 2) July 2, 2025 (online)
- 3) July 9, 2025 (print)

www.dairyroadbridge.org

Public Hearing Handout: Attachment G

Public Hearing Displays: Attachment H

Public Hearing Presentation: Attachment I

NEPA Document Cover: Attachment J

Design Approval: Attachment A

Number of attendees based on Sign-In sheet: 44

Number of comments received: 16 (14 online, 1 email, and 1 verbal)

Percent of online commenters in support of the project: 38% (5 of 13)

Percent of online commenters neutral to the project: 23% (3 of 13)

Percent of online commenters opposed to the project: 38% (5 of 13)

General Response to comments and survey feedback:

The City of Charlottesville will do the following based on feedback received at the Public Hearing:

1. *Numerous requests were received to make the bridge more visually appealing. The City will add aesthetic and architectural treatments to the proposed bridge design. These will include: painting the girders, adding a decorative steel railing in lieu of concrete-only barrier, and finishing all foundation walls with an architectural stone finish. The bridge will more closely mimic the Route 250 bridge over McIntire when construction is complete.*
2. *The length of construction was commonly cited as longer than desired. The City will explore ways to design the bridge in a way that allows for quicker construction and plans to provide monetary incentives for the contractor to open the bridge ahead of the contractual schedule, to the extent possible.*
3. *Finally, the impacts of the proposed detour were a common concern. The City plans to closely monitor traffic patterns once the detour is implemented to see if additional mitigation measures are necessary.*

ATTACHMENT A

DESIGN APPROVAL
(in progress)

ATTACHMENT B

SIGN-IN SHEET

SIGN-IN SHEET



Dairy Road Bridge Replacement

Public Hearing

Tuesday, July 15, 2025

Name	Home Address	Email (to communicate only about this project)
Jane Tirrell	1715 Meadowbrook Heights Rd City 22901	JCTeek@gmail.com
Gross M Allen	1670 Merrifields Ln, Rixtersville, VA	
Jim Bowling	107 Warren Ln, Culla	jmb@stlawva.com
Sally Barber	1448 Grove Rd 22901	Reganwa@gmail.com
Becky Calvert	1501 Greenleaf lane 22903	beckycalvert@gmail.com
Russell Marks	1001 Grove Rd 22901	Russmarks@msn.com
Nancy Fischer	107 Wilson Ct	FischerNew@aol.com
Sheila Haughey	2408 Hillwood Pl. 22901	sheila.haughey@comcast.net
JAMES WEISSMAN	2206 BANBURY ST 22901	info@vexaway.com
JIM ROUNSBUELL	1113 MONTICELLO ROAD	JIR@JNRSTUDIO.COM
RETE MARSHALL	1422 GENTRY LANE	

SIGN-IN SHEET

Dairy Road Bridge Replacement

Public Hearing

Tuesday, July 15, 2025



Name	Home Address	Email (to communicate only about this project)
JANES RUFFLER	1705 Kenwood Ln	Car
LOUIS BATTUELLO	1618 KING MOUNTAIN RD	LOUIS.BATTUELLO@GMAIL.COM
LINDA HANSON	106 WILSON CT	singingout@centurylink.net
Sally Neill	1708 Essex Rd	SALLYNNEILL@gmail.com
Holly Robertson	1824 Meadowbrook Heights Rd.	hollyrobertson21@gmail.com
SARAH BROOKS	1702 Yonkton Dr 22901	Sarah+brooks@gmail.
Bruce & Ellis Hively	1603 Keith Valley Rd 22903	1603KVR@gmail.com
IRA BASHKOW	2101 TARLETON DR 22901	BASHKOW@OUTLOOK.COM
Serena Hagerty	1510 Dairy Rd	serenahagerty@gmail.com

SIGN-IN SHEET

Dairy Road Bridge Replacement

Public Hearing

Tuesday, July 15, 2025



Name	Home Address	Email (to communicate only about this project)
Jean Hiatt	1719 Meadowbrook Heights RD Cville	jhiatt3@gmail.com
Alan Wong	1442 Grove Rd.	alancw5e@gmail.com
Susan Rice	2104 Tarleton Dr	susanrice616@gmail.com
Rus Perry	1626 Saint Annes Rd	jeanetterosenberg@gmail.com
Jeanette Rosenberg		
FRANZ KOGLER	1508 HOLLY RD	FK2218@GMAIL.com
Debra A Stergios	1632 Meadowbrook Hts. Rd.	deb.sterg.132@gmail.com
Andrew Kahl	1623 Keith Valley Rd	akahl1@gmail.com
Sam Kunitz-Lery	1510 Dairy Rd	SKunitzLery@gmail.com

SIGN-IN SHEET

Dairy Road Bridge Replacement

Public Hearing

Tuesday, July 15, 2025



Name	Home Address	Email (to communicate only about this project)
Lee Scott	1711 KING MTN RD	
Rebecca Barns	1607 Greenleaf Ln	
Heidi Jones	1615 Rose Hill Dr.	
Don Higgins	1625 Bradywine Dr.	ArtLink@patho.com
Susan Marks	1601 Grove Rd	
Deborah Johnson	1614 Keith Valley R	dgi7p@virginia.edu
LLOYD SNOOK	2408 HILWOOD PLACE	LLOYD.SNOOK@ATHA.COM
Sarah French	1506 Grove Rd	spin yarn2@gmail.com
Linda McGee	100 Wilson Ct	wilsonet102@gmail.com
ELKE ROST-RUFFNER	1705 KENTWOOD LN	erl@virginia.edu
JAKE MOONEY	1816 YORKTOWN DR	JAKEMOONEY@GMAIL.COM

SIGN-IN SHEET

Dairy Road Bridge Replacement

Public Hearing

Tuesday, July 15, 2025



Name	Home Address	Email (to communicate only about this project)
ROB WINSTEAD	912 OLD FARM ROAD	rbwinstead@gmail.com
Kevin Lynch	1632 Meadowbrook Heights Rd	kevin.r.lynch@hey.com
Gabrielle Hall	1623 Concord Dr	mayghallrentals@gmail.com

ATTACHMENT C

COMMENT MATRIX

Comment No.	Submission Date	Submission Method	First Name	Last Name	Email	Street Address	City	State	Zip	Have you had the opportunity to review and consider the information provided in the website or the public forum event or project website, prior to answering these questions?	How frequently do you use the Dairy Road bridge?	What is your opinion regarding the proposed project?	Do you feel the information provided at the July 15th Public Hearing adequately answered your questions?	You may elaborate on the previous question answer in this space.	Please use the following space for documenting other comments.	City Response	Action To Take by City
															ask that the city consider creating a cut through in the median on 250 (along with a temporary traffic signal) at the intersection with Meadowbrook Heights that would allow cars leaving from the Greenbrier neighborhood to turn east on 250. This would relieve cars seeking to drive east on 250 from having to drive all the way to the Hydraulic roundabout to do so. It would also address the serious, long-standing problem of cars speeding on 250 West in the area between the fire station and Hydraulic Road, and the dangers it poses to cars attempting to turn west on 250 from Meadowbrook Heights. If such technology exists, you could place a sensor at this intersection that would only turn the traffic light on 250 from green to red when there is a car at the intersection of 250 and Meadowbrook with its left turn signal on (so that it would not turn red whenever there's a car attempting to turn right on 250 West). This modification to the current plan for rerouting traffic would slow down traffic on 250, but do so in a manner that would promote public safety and alleviate congestion further down the road at the intersection of 250 and Hydraulic. Under the current plan, I foresee many drivers not driving all the way to the roundabout but instead doing a U-turn at the intersection of 200 and Hydraulic whenever the opportunity presents itself.	It is not recommended to allow left turning vehicles from Meadowbrook Heights onto Route 250 bypass with a new median break, as this would increase the potential for vehicle crashes by creating new points of conflict. Therefore, creating a cut-through in the existing median for left turns is not being considered at this time. The city will continue to monitor the intersection at Meadowbrook Heights and Grove Road while the detour is in place, and may consider a temporary traffic signal in the future to facilitate entry onto the westbound Route 250 Bypass. Local traffic will be encouraged to find alternative routes where possible to avoid areas of heavy congestion during peak periods.	Monitor traffic when the detour is implemented
14	Jul 15, 2025	Online Form	Andrew	Kahrl	akahrl@gmail.com	1628 Keith Valley Rd	Charlottesville	VA	22905-3018	Yes	Daily	Neutral	Yes		<p>1) I attended the Public Hearing meeting on July 15, 2025 at Walker School, regarding the planned Dairy Road Bridge Replacement Project. I wanted to submit the following comments.</p> <p>2) I use the Dairy Road Bridge 1-2 times/week.</p> <p>3) I am grateful that the bridge in poor condition can be replaced.</p> <p>4) The public hearing did not address what the proposed bridge would look like. It was not provided as part of the slideshow and should have been. Only a 2D technical line drawing was available to view after the presentation. For such a visible and major project, a rendering of the bridge in context should have been mandatory for a public hearing.</p> <p>My requests and recommendations are as follows- please review and forward to the Kimley-Horn representatives who gave the presentation at the public hearing.</p> <p>A realistic rendering of the bridge in its context should be made available for public review as soon as possible, before further documentation work is done by Kimley-Horn.</p> <p>The replacement bridge design should align with the existing pedestrian bridge and complement it- not just by matching colors. The Kimley-Horn engineer was not correct in saying that the pedestrian bridge would obscure the view of the new replacement bridge. Refer to the attached photo to see that the vehicular bridge CAN be seen beyond the pedestrian bridge and that the two present an uncoordinated appearance. The replacement bridge design has the opportunity to coordinate the two bridges- without unduly adding to the scope of the project.</p> <p>align the structure of the new bridge with the slight camber/cantilever of the existing bridge bottom chord. This will make them a unified and coordinated pair- in profile. This might even address the concern another Public Hearing attendee had about having one bridge for both vehicles and pedestrians. Two coordinated bridges might provide an even better effect, if they can mirror each other where possible.</p> <p>to match the guardrail components used by the existing pedestrian bridge. While the replacement bridge will not have a fence, the guardrail that must be on the replacement bridge, as noted by Kimley-Horn.</p> <p>to allow for future signage to be attached to the side of the bridge.</p> <p>to allow for future well-designed linear LED indirect lighting to be applied at guardrail height, shining downwards. This would have 2 effects: safety and allowing the bridge to take on the role of a gateway to Charlottesville. With water shoulders, lighting both sides may be more important, as pedestrians or bikes may attempt to use the shoulder.</p>	<p>A rendering of the bridge will be made available to the public at the Citizen Information Meeting to be held in 2026.</p> <p>The design of the bridge elevations are controlled by many factors, including roadway geometrics, structural capacity, and material selection. Prioritizing alignment of the bridge shape with the pedestrian bridge would result in significantly more roadway approach work, a longer construction duration, and a more expensive overall project. The bridge will generally follow the existing alignment with respect of having a deeper section than the existing bridge.</p> <p>Due to public comments the City has elected to add aesthetic treatments to the bridge railing, walls, and painting of the girders. Due to the funding mechanism for this project, VDOT's "State of Good Repair" program, no more than 1% of the total cost can be for aesthetic treatments. More significant treatments, such as decorative LED lighting, would not comply with this requirement as would require the City to allocate additional funding to the project, which is not available.</p>	Add aesthetic treatments to railings, walls, paint girders.
15	July 29, 2025	Email	Alan	Wong	alanw@ic@gmail.com	1463 Grove Road	Charlottesville	VA	22901		1-2 times/week				<p>will be coming from Brandwine to turn onto Hydraulic Road, and with the increase in traffic, an experience that's already tricky will be more complicated. I'm concerned about managing that. I would encourage the city to look for funding to make it a - a more beautiful bridge.</p>	<p>A traffic analysis was performed for the right turn movement from Brandwine Drive to Hydraulic Road. It is expected this movement will see a minor increase in delay, however the increase is insignificant and does not warrant changes to this intersection while the detour is in place. The City will monitor traffic in the area once the detour is implemented to see if additional mitigation measures are necessary.</p> <p>Due to public comments the City has elected to add aesthetic treatments to the bridge railing, walls, and painting of the girders. Due to the funding mechanism for this project, VDOT's "State of Good Repair" program, no more than 1% of the total cost can be for aesthetic treatments. More significant treatments would not comply with this requirement as would require the City to allocate additional funding to the project, which is not available.</p>	Monitor traffic when the detour is implemented Add aesthetic treatments to railings, walls, paint girders.
16	July 15, 2025	Verbal, in person	Mh	Hanson													

ATTACHMENT D

ORIGINAL COMMENT FORMS, ORAL COMMENTS, AND E-MAILS

Dairy Road Bridge Replacement Project

VDOT Project Number: U000-104-365, UPC 118295
Federal Project Number: STP-5104(326)

Comments may be submitted on or before July 25, 2025

Name Andrew Kahrl
Email akahrl@gmail.com
Address 1628 Keith Valley Rd
Charlottesville, VA, 22901-3018

Please respond to the following statements by checking the box that best expresses your opinion.

Have you had the opportunity to review and consider the information provided in the exhibits at the public forum event or project website, prior to answering these questions?

Yes

How frequently do you use the Dairy Road bridge?

Daily

What is your opinion regarding the proposed project?

Neutral

Do you feel the information provided at the July 15th Public Hearing adequately answered your questions?

Yes

Please use the following space for documenting other comments:

I ask that the city consider creating a cut-through in the median on 250 (along with a temporary traffic signal) at the intersection with Meadowbrook Heights that would allow cars leaving from the Greenbrier neighborhood to turn east on 250. This would relieve cars seeking to drive east on 250 from having to drive all the way to the Hydraulic roundabout to do so. It would also address the serious, long-standing problem of cars speeding on 250 West in the area between the fire station and Hydraulic Road, and the dangers it poses to cars attempting to turn west on 250 from Meadowbrook Heights. If such technology exists, you could place a sensor at this intersection that would only turn the traffic light on 250 from green to red when there is a car at the intersection of 250 and Meadowbrook with its left turn signal on (so that it would not turn red whenever there's a car attempting to turn right on 250 West). This modification to the current plan for rerouting traffic would slow down traffic on 250, but do so in a manner that would promote public safety and alleviate congestion further down the road at the intersection of 250 and Hydraulic. Under the current plan, I foresee many drivers not driving all the way to the roundabout but instead doing a U-turn at the intersection of 250 and Hydraulic whenever the opportunity presents itself.

Also: at the meeting tonight, it was inferred that the roundabout on Hydraulic is not popular among some (perhaps many) residents. Those people are insane. That roundabout is the best thing this city/county has ever done, traffic-wise. It has dramatically alleviated congestion on Hydraulic. The only people it

inconveniences are those who don't know how to drive and who, frankly, shouldn't be on the roads. Intersections are dangerous (I was nearly t-boned by a driver who flew through a red light 4 days ago), they slow down traffic, and they waste gas. Any road project this city undertakes should always include an evaluation of opportunities to replace intersections with roundabouts wherever possible.

Dairy Road Bridge Replacement Project

VDOT Project Number: U000-104-365, UPC 118295
Federal Project Number: STP-5104(326)

Comments may be submitted on or before July 25, 2025

Name Kevin Huang
Email kh4372016@yahoo.com
Address Kerry Ln
Charlottesville, VA, 22901

Please respond to the following statements by checking the box that best expresses your opinion.

Have you had the opportunity to review and consider the information provided in the exhibits at the public forum event or project website, prior to answering these questions?

Yes

How frequently do you use the Dairy Road bridge?

Daily

What is your opinion regarding the proposed project?

Neutral

Do you feel the information provided at the July 15th Public Hearing adequately answered your questions?

No

You may elaborate on the previous question answer in this space:

About construction technology

Please use the following space for documenting other comments:

Considering the time of construction and inconvenience of detour for people traveling between Greenbrier neighborhoods and UVA, is it possible to use pre-made structural bridge and just install it on concrete support on both sides so as to finish the construction in less than half a year?

Dairy Road Bridge Replacement Project

VDOT Project Number: U000-104-365, UPC 118295
Federal Project Number: STP-5104(326)

Comments may be submitted on or before July 25, 2025

Name Walter Gilpin
Email wdgjrfaia@comcast.net
Address 1665 Brandywine Drive
Charlottesville, VA, 22901

Please respond to the following statements by checking the box that best expresses your opinion.

Have you had the opportunity to review and consider the information provided in the exhibits at the public forum event or project website, prior to answering these questions?

No

How frequently do you use the Dairy Road bridge?

Daily

What is your opinion regarding the proposed project?

Strongly Support

Do you feel the information provided at the July 15th Public Hearing adequately answered your questions?

I did not attend the meeting

You may elaborate on the previous question answer in this space:

Was out of state...is there a YouTube or equal video of the meeting?

Please use the following space for documenting other comments:

See above.

Dairy Road Bridge Replacement Project

VDOT Project Number: U000-104-365, UPC 118295
Federal Project Number: STP-5104(326)

Comments may be submitted on or before July 25, 2025

Name Andrew Pennock
Email andrew.pennock@gmail.com
Address 1721 Concord Dr
Charlottesville, VIRGINIA, 22901-3118

Please respond to the following statements by checking the box that best expresses your opinion.

Have you had the opportunity to review and consider the information provided in the exhibits at the public forum event or project website, prior to answering these questions?

Yes

How frequently do you use the Dairy Road bridge?

Daily

What is your opinion regarding the proposed project?

Strongly Support

Do you feel the information provided at the July 15th Public Hearing adequately answered your questions?

I did not attend the meeting

Please use the following space for documenting other comments:

This plan is a reasonable response to a series of difficult tradeoffs. Thank you to everyone involved for navigating such a difficult situation both from an engineering and an neighborhood relationship perspective.

Dairy Road Bridge Replacement Project

VDOT Project Number: U000-104-365, UPC 118295
Federal Project Number: STP-5104(326)

Comments may be submitted on or before July 25, 2025

Name Susannah Wood
Email susannahgwood@gmail.com
Address 1279 KENWOOD LN
CHARLOTTESVILLE, VA, 22901

Please respond to the following statements by checking the box that best expresses your opinion.

Have you had the opportunity to review and consider the information provided in the exhibits at the public forum event or project website, prior to answering these questions?

Yes

How frequently do you use the Dairy Road bridge?

Daily

What is your opinion regarding the proposed project?

While feeling gratitude that I live in a city that assesses the safety of its bridges and replaces them as necessary, I don't feel quite settled that the current proposed plan makes the sense that it could.

Do you feel the information provided at the July 15th Public Hearing adequately answered your questions?

I did not attend the meeting

You may elaborate on the previous question answer in this space:

I read all material on the project's website, and have kept informed through neighborhood communication.

Please use the following space for documenting other comments:

I'm concerned by the pattern I see in this project. In 2017, the City put in a new pedestrian bridge alongside the Dairy Road bridge. Wonderful! And yet the existence of that bridge is now given as a reason that bridge construction cannot be staged in a way to reduce the length of time that the bridge will be fully closed. The intersection under the bridge – where Meadowbrook Heights dumps onto the bypass – is a disaster. Does a more comprehensive plan address its improvement? I understand that the bridge is broken; it needs to be fixed. That intersection is also dreadfully broken. Might there be a way to work in concert to improve that area in entirety? Without having to return in a few years' time to create a plan that will then be stifled in unforeseen ways by the new bridge, and neighbors utterly tired of perpetual construction and detours? Basically, it feels to me that projects are occurring inside a vacuum. Without relation to one another. Is there a way to more congruently integrate the various parts into a cohesive whole?

Dairy Road Bridge Replacement Project

VDOT Project Number: U000-104-365, UPC 118295
Federal Project Number: STP-5104(326)

Comments may be submitted on or before July 25, 2025

Name Tina Strealy-Colom
Email ronceverte_63@yahoo.com
Address 1402 Holly Rd
Charlottesville, VA, 22901

Please respond to the following statements by checking the box that best expresses your opinion.

Have you had the opportunity to review and consider the information provided in the exhibits at the public forum event or project website, prior to answering these questions?

Yes

How frequently do you use the Dairy Road bridge?

1-2 times/week

What is your opinion regarding the proposed project?

Support

Do you feel the information provided at the July 15th Public Hearing adequately answered your questions?

I did not attend the meeting

Please use the following space for documenting other comments:

I agree with fully replacing the bridge due to its age and condition and mostly agree with the detour plans described, however, I do have a question about access to westbound 250 from north of the bypass. Currently, when accessing the westbound 250 bypass from Meadowbrook Heights, it can be very difficult to do this in the morning and evening when traffic is heaviest. This causes the traffic to back up at the 4-way Stop intersection of Meadowbrook Heights and Grove. I believe this is because there are very few impediments to the 250 westbound traffic coming from the downtown area so the traffic flow is almost constant making it very difficult for cars to enter the bypass from Meadowbrook Heights. Is there something that can be done to create more breaks in the traffic flow from the downtown direction going westbound on 250 so that people needing to enter the westbound 250 bypass can do so more easily and without a lot of wait time? I think this is less an issue going eastbound because the Dairy Rd/Gentry ramp allows cars from the neighborhood to merge, but it's possible it could also be an issue if use of this ramp increases significantly during detour use especially during the busiest times of the day which could make traffic backup on the ramp a possibility.

Another question, does the city have any plans to increase traffic monitoring or increase police presence on streets being used as alternative routes including other roads within the affected neighborhoods (such as Brandywine Dr) to mitigate speeding issues and to gauge how traffic is being impacted in the neighborhoods?

thank you

Dairy Road Bridge Replacement Project

VDOT Project Number: U000-104-365, UPC 118295
Federal Project Number: STP-5104(326)

Comments may be submitted on or before July 25, 2025

Name Pete Marshall
Email pete@mandomafia.com
Address 1422 Gentry Lane
Charlottesville, VA, 22903

Please respond to the following statements by checking the box that best expresses your opinion.

Have you had the opportunity to review and consider the information provided in the exhibits at the public forum event or project website, prior to answering these questions?

Yes

How frequently do you use the Dairy Road bridge?

Daily

What is your opinion regarding the proposed project?

Support

Do you feel the information provided at the July 15th Public Hearing adequately answered your questions?

Yes

Please use the following space for documenting other comments:

1. I concur with the comment made by Rus Perry at the meeting, that the new bridge will be the western gateway to the city and so should not be 'just' utilitarian, some thought should be given to aesthetics...I'd prefer not to have an eyesore there.
2. I agree with the commenter who suggested allowing left hand turns off the bypass onto Rugby Road, at least for the duration of the construction.
3. It was stated that the new bridge would not use piers at either edge of the bypass. If so, surely there is no need to remove the foundations of the existing piers below the grade. That could save some money that could potentially then go to improved aesthetics of the new bridge.

Thanks.

Dairy Road Bridge Replacement Project

VDOT Project Number: U000-104-365, UPC 118295
Federal Project Number: STP-5104(326)

Comments may be submitted on or before July 25, 2025

Name Susan Shane
Email sejshane@gmail.com
Address 1719 Yorktown Dr
Charlottesville, VA, 22901-3035

Please respond to the following statements by checking the box that best expresses your opinion.

Have you had the opportunity to review and consider the information provided in the exhibits at the public forum event or project website, prior to answering these questions?

No

How frequently do you use the Dairy Road bridge?

1-2 times/week

What is your opinion regarding the proposed project?

Strongly Oppose

Do you feel the information provided at the July 15th Public Hearing adequately answered your questions?

I did not attend the meeting

You may elaborate on the previous question answer in this space:

I read the notes and read all the neighborhood emails about it

Please use the following space for documenting other comments:

14+ months is extremely long for the bridge to be out, especially since the high school has a lot of traffic which will be disrupted and will make a mess in the neighborhood. Not to mention the bridge connects the neighborhood to the city. And the traffic added to the roundabout to be used as a u-turn which is already crowded and not well-designed will be problematic. And JW Parkway is already overloaded. At least let us turn up Rugby. The city has had to buy out multiple high-ranking officials. It's raised our property and personal property taxes, re-zoned our neighborhoods against our desires. Why can't it spring to help pay to keep the bridge open? Charlottesville has changed. It is disappointing. For the high taxes on raised assessments, it would be nice to spend money to be kind to residents.

Dairy Road Bridge Replacement Project

VDOT Project Number: U000-104-365, UPC 118295
Federal Project Number: STP-5104(326)

Comments may be submitted on or before July 25, 2025

Name Jeff Shane
Email jresvet@gmail.com
Address 1719 Yorktown Drive
Charlottesville, VA, 22901

Please respond to the following statements by checking the box that best expresses your opinion.

Have you had the opportunity to review and consider the information provided in the exhibits at the public forum event or project website, prior to answering these questions?

Yes

How frequently do you use the Dairy Road bridge?

Daily

What is your opinion regarding the proposed project?

Strongly Oppose

Do you feel the information provided at the July 15th Public Hearing adequately answered your questions?

I did not attend the meeting

You may elaborate on the previous question answer in this space:

Unable to make meeting but read notes

Please use the following space for documenting other comments:

It seems to me that you could build another bridge next to the old one if you took down the pedestrian bridge next to it without severely impacting private land or structural integrity. This would not impact as many people as closing the whole bridge for a year. Also, most of these excuses for not doing the alternative seem to come down to money. The city clearly does not see the huge negative impact this will have on the lives of so many in the area of CHS. This bridge closed for a full year will cause chaos every school day. I am sure if this were closer to UVA, (where all the money comes from), this would be a much quicker project. A whole year for this small bridge is insane.

Dairy Road Bridge Replacement Project

VDOT Project Number: U000-104-365, UPC 118295
Federal Project Number: STP-5104(326)

Comments may be submitted on or before July 25, 2025

Name Anne Pfister
Email pfister.anne@gmail.com
Address 1701 kenwood lane
Charlottesville, VA, 22901

Please respond to the following statements by checking the box that best expresses your opinion.

Have you had the opportunity to review and consider the information provided in the exhibits at the public forum event or project website, prior to answering these questions?

Yes

How frequently do you use the Dairy Road bridge?

1-2 times/week

What is your opinion regarding the proposed project?

Strongly Oppose

Do you feel the information provided at the July 15th Public Hearing adequately answered your questions?

I did not attend the meeting

You may elaborate on the previous question answer in this space:

I couldn't attend the meeting but read the notes taken by a neighbor who was there and I also read your website. I understand that the bridge needs to be replaced but I am opposed to the closure project.

Please use the following space for documenting other comments:

I am concerned by the fact that the bridge will be closed for more than a year and its consequent traffic issues. I had hoped that the hydraulic round-about would have alleviated the traffic issues considering how difficult it had become to leave and enter this side of the Greenbrier neighborhood (we live on Kenwood Lane but part of the lot is on Meadowbrook heights). Unfortunately, the Hydraulic/Brandywine construction had not helped as well as the exit from Meadowbrook heights to the 250 (a ramp would have been great there). The constant flow of traffic on the 250 makes it difficult to exit Meadowbrook Heights on the 250, same from Brandywine to Hydraulic, and the parkway is often backup because of the lights. The Greenbrier/Rio Rd exit is still the best option. I hope that the significant increase in taxes the past few years would be reflected into the budget. Adding the bridge closure to this already congested area sounds nightmarish, and I hope the issues we already have are taken into consideration. Thank you very much for reaching out to the neighborhood!

Dairy Road Bridge Replacement Project

VDOT Project Number: U000-104-365, UPC 118295
Federal Project Number: STP-5104(326)

Comments may be submitted on or before July 25, 2025

Name Olivier Pfister
Email olivier.pfister@gmail.com
Address 1701 Kenwood Ln
Charlottesville, VA, 22901

Please respond to the following statements by checking the box that best expresses your opinion.

Have you had the opportunity to review and consider the information provided in the exhibits at the public forum event or project website, prior to answering these questions?

Yes

How frequently do you use the Dairy Road bridge?

Daily

What is your opinion regarding the proposed project?

Oppose

Do you feel the information provided at the July 15th Public Hearing adequately answered your questions?

I did not attend the meeting

You may elaborate on the previous question answer in this space:

I read the extensive meeting notes from a neighbor who was there and perused the presentation slides and information on <https://www.dairyroadbridge.org/>

Please use the following space for documenting other comments:

No question the bridge needs to be replaced before it collapses! I'm of course in support of that.

However I find the lack of attention to the traffic issues quite disappointing. As of today, left turns from Hydraulic to Brandywine are impossible at busy times of the day. I always continue to the bypass and take the ramp to Dairy Rd and then the bridge to get to our neighborhood. Coming from Brandywine onto Hydraulic is getting congested as well, as the roundabout fluidified traffic some but not that much. This will not get any better when the bridge is closed.

Likewise, getting onto the 250 bypass from Meadowbrook Heights can take a while in the morning. I expect this to become a zoo when the bridge is closed.

The single-lane parkway was obsolete from day one. It's already too busy, it's not going to get better.

My plan is to escape to the North via Rio Road and add 15 minutes to all my travel times.

I strongly suggest using temporary traffic lights between Brandywine and Hydraulic and even between Meadowbrook Heights and the 250 bypass!

Dairy Road Bridge Replacement Project

VDOT Project Number: U000-104-365, UPC 118295
Federal Project Number: STP-5104(326)

Comments may be submitted on or before July 25, 2025

Name David Mellor
Email mellor.david@gmail.com
Address 1612 Del Mar Dr
Charlottesville, VA, 22903

Please respond to the following statements by checking the box that best expresses your opinion.

Have you had the opportunity to review and consider the information provided in the exhibits at the public forum event or project website, prior to answering these questions?

Yes

How frequently do you use the Dairy Road bridge?

Daily

What is your opinion regarding the proposed project?

Support

Do you feel the information provided at the July 15th Public Hearing adequately answered your questions?

I did not attend the meeting

Please use the following space for documenting other comments:

Given that this will likely increase traffic on Rugby Ave (<https://maps.app.goo.gl/XjcSbnq4Hj9MVaSa7>) can there please be improvements for pedestrians crossing that street? The only safe crossing area is at Rose Hill thanks to the new stoplight, but that road has lots of traffic that makes crossing difficult for pedestrians or bikes coming to and from the YMCA and McIntire Park area.

Dairy Road Bridge Replacement Project

VDOT Project Number: U000-104-365, UPC 118295
Federal Project Number: STP-5104(326)

Comments may be submitted on or before July 25, 2025

Name Russell Perry
Email rusperry54@gmail.com
Address 1626 Saint Annes Road
Charlottesville, VA, 22901

Please respond to the following statements by checking the box that best expresses your opinion.

Have you had the opportunity to review and consider the information provided in the exhibits at the public forum event or project website, prior to answering these questions?

Yes

How frequently do you use the Dairy Road bridge?

Daily

What is your opinion regarding the proposed project?

Neutral

Do you feel the information provided at the July 15th Public Hearing adequately answered your questions?

No

Please use the following space for documenting other comments:

Given that the budget is fixed and the need is documented, the only issues before the public were the sequence of construction / the maintenance of vehicular access and what the bridge will look like.

Unfortunately only the former issue was addressed, and that adequately. The public review is not complete until the consultant / the city present what the bridge will look like for public comment. The traffic inconvenience lasts a year or so. We will be seeing this bridge daily for the next 50 years. Some visitors will see the bridge as they enter the city, becoming part of the way they remember the city.

Given the disdain with which the consultant did not address the issue of aesthetics, one can only conclude that it doesn't matter to them and that the city has not prioritized the appearance of the bridge. I also reject the argument that "adding aesthetics" only adds to the cost and that there is no cost flexibility, therefore no "added aesthetics."

There are a thousand decisions that are being made / have been made regarding the looks of the bridge. The public should participate in these decisions. I look forward to attending that public review.

Dairy Road Bridge Replacement Project

VDOT Project Number: U000-104-365, UPC 118295
Federal Project Number: STP-5104(326)

Comments may be submitted on or before July 25, 2025

Name jim rounsevell
Email j1R@jnrstudio.com
Address 1113 monticello road
cville, va, 22902

Please respond to the following statements by checking the box that best expresses your opinion.

Have you had the opportunity to review and consider the information provided in the exhibits at the public forum event or project website, prior to answering these questions?

Yes

How frequently do you use the Dairy Road bridge?

rarely

What is your opinion regarding the proposed project?

Strongly Oppose

Do you feel the information provided at the July 15th Public Hearing adequately answered your questions?

No

You may elaborate on the previous question answer in this space:

The hearing was entitled "Design Public Hearing" and yet the consultants failed to present any relevant information about what the bridge looks like.

Please use the following space for documenting other comments:

Once again, the city and its consultant are failing to grasp the importance of a significant piece of infrastructure. It's the Belmont bridge fiasco all over again. Instead of soliciting public input at the inception of the process to identify stakeholders and establish a direction, the city and its consultant are choosing to essentially foist this on the public with little to no input from the community. The attitude of the consultants that this is a done deal with no thought to what this looks like is frankly a bit offensive. This site is a prominent threshold in the city's landscape and warrants much greater care in how a replacement is executed. As a bridge designer, I am appalled to think that the consultants think that "aesthetics" is some sort of sauce to be poured over structural utility. One only need to look at the work of talented firms in London, Brussels, or Berlin to see how to do this properly. It is imperative that design and engineering go hand in hand. City staff and Council owe it to the general public to seriously reconsider this procurement and the potential disastrous results.

Oliver, Jonathan

From: A W <alancw5e@gmail.com>
Sent: Tuesday, July 29, 2025 10:02 PM
To: Behhnam, Najeebullah
Subject: RE: VDOT PROJECT #U000-104-365, UPC 118295
Attachments: Dairy Road Bridges from 250 heading West.JPG

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To: Mr. Najeeb Behhnam, Project Manager, Capital Development Division.

Dear Mr. Behhnam:

- 1) I attended the Public Hearing meeting on July 15, 2025 at Walker School, regarding the planned Dairy Road Bridge Replacement Project. I wanted to submit the following comments.
- 2) I use the Dairy Road Bridge 1-2 times/week.
- 3) I am grateful that the bridge in poor condition can be replaced.
- 4) The public hearing did **not** address what the proposed bridge would look like. It was **not** provided as part of the slideshow and should have been. Only a 2D technical line drawing was available to view after the presentation. For such a visible and major project, a rendering of the bridge in context should have been mandatory for a public hearing.

My requests and recommendations are as follows--please review and forward to the Kimley-Horn representatives who gave the presentation at the public hearing.

- A realistic rendering of the bridge in its context should be made available for public review as soon as possible, before further documentation work is done by Kimley-Horn.
- The replacement bridge design should align with the existing pedestrian bridge and complement it--not just by matching colors. The Kimley-Horn engineer was not correct in saying that the pedestrian bridge would obscure the view of the new replacement bridge. Refer to the attached photo to see that the vehicular bridge CAN be seen beyond the pedestrian bridge and that the two present an uncoordinated appearance. *The replacement bridge design has the opportunity to coordinate the two bridges--without unduly adding to the scope of the project.*
 - align the structure of the new bridge with the slight camber/curvature of the existing bridge **bottom** chord. This will make them a unified and coordinated pair, in profile. This might even address the concern another Public Hearing attendee had about having one bridge for

both vehicles and pedestrians. Two coordinated bridges might provide an even better effect, if they can mirror each other where possible.

- match the guardrail components used by the existing pedestrian bridge. While the replacement bridge will not have a truss, the guardrail that must be on the replacement bridge, as noted by Kimley-Horn.
- allow for future signage to be attached to the side of the bridge.
- allow for future well-designed linear LED indirect lighting to be applied at guardrail height, shining downwards. This would have 2 effects: safety and allowing the bridge to take on the role of a gateway to Charlottesville. With wider shoulders, lighting both sides may be more important, as pedestrians or bikes may attempt to use the shoulder.

Thank you for your efforts so far. Please do review this letter and forward it to the Kimley-Horn presenters at the Public Hearing meeting, as well as any other key stakeholders.

Many thanks,

Alan Wong
1442 Grove Road

Oliver, Jonathan

From: >NoReply <email@dairyroadbridge.org>
Sent: Friday, July 18, 2025 1:52 PM
To: Oliver, Jonathan; Davis, Danny
Subject: New message from "Dairy Road Bridge Replacement"

Categories: External

Name: Linda Hanson

Email: singingout@centurylink.net

Message: I am intrigued by the suggestion of others that the pedestrian bridge currently in place could be moved to address the McIntyre Park problem and that the new bridge could include pedestrian and bicycle lanes.

I'm also intrigued by the suggestion that the bridge could be more beautiful than the design presented to us. I would be in favor of using taxpayer funds to enhance the design of the bridge. This is a very lively city. Creativity is a hallmark. The city has a commitment to making public space is beautiful. Much of Charlottesville is a very beautiful city. I wish this bridge were., too.

Date: July 18, 2025

Time: 5:51 pm

Page URL: <https://www.dairyroadbridge.org/contact/>

User Agent: Mozilla/5.0 (iPhone; CPU iPhone OS 18_5 like Mac OS X) AppleWebKit/605.1.15 (KHTML, like Gecko) Version/18.5 Mobile/15E148 Safari/604.1 Ddg/18.5

Remote IP: 73.251.208.201

Powered by: Elementor



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We Make It *Happen*™

Transcript of Public Hearing

Date: July 15, 2025

Case: Dairy Road Project, In Re:

Planet Depos

Phone: 888.433.3767 | **Email:** transcripts@planetdepos.com

www.planetdepos.com

Michigan #8598 | Nevada #089F | New Mexico #566

1 -----x
2 PUBLIC HEARING :
3 IN RE: Dairy Road Bridge Replacement :
4 Project :
5 City of Charlottesville :
6 -----x

7
8 PUBLIC HEARING: DAIRY ROAD BRIDGE
9 REPLACEMENT PROJECT
10 Charlottesville, Virginia
11 Tuesday, July 15, 2025
12 7:17 p.m.

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14
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18
19
20 Job No.: 590260
21 Pages: 1 - 6
22 Recorded By: Kai Gibson

1 PUBLIC HEARING, held at the location of:

2

3

4 WALKER UPPER ELEMENTARY SCHOOL

5 1564 Dairy Road

6 Charlottesville, VA 22903

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9 Pursuant to agreement, before Kai Gibson, Notary
10 Public in and for the Commonwealth of Virginia.

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C O N T E N T S

PUBLIC COMMENTS

PAGE

By Ms. Hanson

5

E X H I B I T S

(None marked)

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P R O C E E D I N G S

(Whereupon, the court reporter was duly sworn.

MS. HANSON: I will be coming from Brandywine to turn onto Hydraulic Road, and with the increase in traffic, an experience that's already tricky will be more complicated. I'm concerned about managing that. I would encourage the city to look for funding to make it a -- a more beautiful bridge.

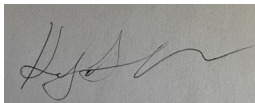
(Off the record at 7:17 p.m.)

CERTIFICATE OF COURT REPORTER - NOTARY PUBLIC

I, Kai Gibson, the officer
before whom the foregoing proceedings were
taken, do hereby certify that any witness(es) in
the foregoing proceedings were fully sworn;
that the proceedings were recorded by me and
thereafter reduced to typewriting by a
qualified transcriptionist; that said digital
audio recording of said proceedings are a
true and accurate record to the best of my
knowledge, skills, and ability; and that I am
neither counsel for, related to, nor employed
by any of the parties to this case and have no
interest, financial or otherwise, in its outcome.

Notary Registration No.: 7999733

My Commission Expires: 06/30/2026



KAI GIBSON, NOTARY PUBLIC,

FOR THE COMMONWEALTH OF VIRGINIA

July 24, 2025

CERTIFICATE OF TRANSCRIBER

I, Grace Markarian, do hereby certify
that this transcript was prepared from the digital
audio recording of the foregoing proceeding; that
said proceedings were reduced to typewriting under
my supervision; that said transcript is a true and
accurate record of the proceedings to the best of
my knowledge, skills, and ability; and that I am
neither counsel for, related to, nor employed by
any of the parties to the case and have no
interest, financial or otherwise, in its outcome.

GRACE MARKARIAN

GRACE MARKARIAN

PLANET DEPOS, LLC

July 24, 2025

Transcript of Public Hearing
Conducted on July 15, 2025

7

<p>A</p> <p>ability 5:11, 6:8</p> <p>about 4:8</p> <p>accurate 5:10, 6:7</p> <p>agreement 2:9</p> <p>already 4:7</p> <p>any 5:4, 5:13, 6:10</p> <p>audio 5:9, 6:4</p>	<p>complicated 4:7</p> <p>concerned 4:8</p> <p>counsel 5:12, 6:9</p> <p>court 4:2, 5:1</p>	<p>hearing 1:2, 1:8, 2:1</p> <p>held 2:1</p> <p>hereby 5:4, 6:2</p> <p>hydraulic 4:5</p>	<p>N</p> <p>neither 5:12, 6:9</p> <p>none 3:6</p> <p>notary 2:9, 5:1, 5:16, 5:20</p>
<p>B</p> <p>beautiful 4:10</p> <p>before 2:9, 5:3</p> <p>best 5:10, 6:7</p> <p>brandywine 4:5</p> <p>bridge 1:3, 1:8, 4:10</p>	<p>D</p> <p>dairy 1:3, 1:8, 2:5</p> <p>depos 6:16</p> <p>digital 5:8, 6:3</p> <p>duly 4:2</p>	<p>I</p> <p>increase 4:6</p> <p>interest 5:14, 6:11</p>	<p>O</p> <p>officer 5:2</p> <p>otherwise 5:14, 6:11</p> <p>outcome 5:14, 6:11</p>
<p>C</p> <p>case 5:13, 6:10</p> <p>certificate 5:1, 6:1</p> <p>certify 5:4, 6:2</p> <p>charlottesville 1:5, 1:10, 2:6</p> <p>city 1:5, 4:9</p> <p>coming 4:4</p> <p>comments 3:2</p> <p>commission 5:17</p> <p>commonwealth 2:10, 5:21</p>	<p>E</p> <p>elementary 2:4</p> <p>employed 5:12, 6:9</p> <p>encourage 4:8</p> <p>experience 4:6</p> <p>expires 5:17</p>	<p>J</p> <p>job 1:20</p> <p>july 1:11, 5:22, 6:17</p>	<p>P</p> <p>page 3:2</p> <p>pages 1:21</p> <p>parties 5:13, 6:10</p> <p>planet 6:16</p> <p>prepared 6:3</p> <p>proceeding 6:4</p> <p>proceedings 5:3, 5:5, 5:6, 5:9, 6:5, 6:7</p> <p>project 1:4, 1:9</p> <p>public 1:2, 1:8, 2:1, 2:10, 3:2, 5:1, 5:20</p> <p>pursuant 2:9</p>
	<p>F</p> <p>financial 5:14, 6:11</p> <p>foregoing 5:3, 5:5, 6:4</p> <p>fully 5:5</p> <p>funding 4:9</p>	<p>K</p> <p>kai 1:22, 2:9, 5:2, 5:20</p> <p>knowledge 5:11, 6:8</p>	<p>Q</p> <p>qualified 5:8</p>
	<p>G</p> <p>gibson 1:22, 2:9, 5:2, 5:20</p> <p>grace 6:2, 6:15</p>	<p>L</p> <p>llc 6:16</p> <p>location 2:1</p> <p>look 4:9</p>	<p>R</p> <p>record 4:11, 5:10, 6:7</p>
	<p>H</p> <p>hanson 3:3, 4:4</p>	<p>M</p> <p>make 4:9</p> <p>managing 4:8</p> <p>markarian 6:2, 6:15</p> <p>marked 3:6</p> <p>more 4:7, 4:10</p>	

Transcript of Public Hearing
Conducted on July 15, 2025

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ATTACHMENT E

ADVERTISEMENT

DESIGN PUBLIC HEARING

Dairy Road Bridge Replacement
State Project: U000-104-365, UPC 113835
Federal Project: STP-5104(326)

Tuesday, July 15, 2025

Open House: 6:00 PM to 8:00 PM
Walker Upper Elementary School –
1564 Dairy Rd., Charlottesville, VA 22903

The City of Charlottesville will hold a Public Hearing for the Dairy Road Bridge Replacement Project. Come see plans for the replacement of the Dairy Road Bridge Project. This project will replace the aging and load restricted Dairy Road bridge over the US Route 250 bypass. The City of Charlottesville has secured funding through VDOT's State of Good Repair program to complete the bridge replacement. Dairy Road over Route 250 bypass will be closed during construction beginning in late 2026 for approximately one year to complete the construction.

Review the proposed project plans depicting the major design features and the National

Environmental Policy Act (NEPA) documentation at the Informal Plan Review. The environmental document will be available for review and comment for 30 days beginning July 1, 2025.

Project materials may be viewed at City of Charlottesville Public Works, Capital Development Division, 305 4th Street NW, Charlottesville, VA 22903 beginning July 1, 2025 and will be available at the public hearing.

Give your written or oral comments at the hearing or submit written comments post-marked by July 25, 2025 to Najeeb Behnam, City of Charlottesville Public Works, Capital Development Division, 305 4th Street NW, Charlottesville, VA 22903 or behnamn@charlottesville.gov.

The City of Charlottesville ensures non-discrimination and equal employment in all programs and activities in accordance with Title VI and Title VII of the Civil Rights Act of 1964. No person shall be excluded from participation in or be denied the benefits of, or be subjected to, discrimination under any program or activity receiving Federal financial assistance.

If you feel you have been denied participation in, or denied benefits of, or been subjected to discrimination, in regard to this project or otherwise discriminated against because of your race, color, national origin, gender, age or disability, you may contact the City of Charlottesville, Clerk of Council at (434) 970-3113.

Questions regarding this project should be directed to Najeeb Behnam at 434-459-9763 or behnamn@charlottesville.gov. Any persons with questions on the accessibility of the facility or need for reasonable accommodations should contact Najeeb Behnam.

PUBLIC NOTICE

DESIGN PUBLIC HEARING: Dairy Road Bridge Replacement

State Project: U000-104-365, UPC 118295
Federal Project: STP-5104(326)

Tuesday, July 15, 2025

Open House: 6:00 PM to 8:00 PM

Walker Upper Elementary School – 1564 Dairy Rd., Charlottesville, VA
22903

The City of Charlottesville will hold a Public Hearing for the Dairy Road Bridge Replacement Project. Come see plans for the replacement of the Dairy Road Bridge Project. This project will replace the aging and load restricted Dairy Road bridge over the US Route 250 bypass. The City of Charlottesville has secured funding through VDOT's State of Good Repair program to complete the bridge replacement. Dairy Road over Route 250 bypass will be closed during construction beginning in late 2026 for approximately one year to complete the construction..

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PUBLIC NOTICE

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ATTACHMENT F

DESIGN PUBLIC HEARING PLANS

FOR INDEX OF SHEETS SEE SHEET 1A

THIS PROJECT WAS DEVELOPED UTILIZING THE DEPARTMENT'S ENGINEERING DESIGN PACKAGE (OpenRoads Designer). COMPUTER IDENTIFICATION NO 118295.

WILLINGNESS PLANS

THESE PLANS ARE UNFINISHED AND UNAPPROVED AND ARE NOT TO BE USED FOR ANY TYPE OF CONSTRUCTION OR THE ACQUISITION OF RIGHT OF WAY.

ADDITIONAL EASEMENTS FOR UTILITY RELOCATIONS MAY BE REQUIRED BEYOND THE PROPOSED RIGHT-OF-WAY SHOWN ON THESE PLANS.

CITY OF CHARLOTTESVILLE
DEPARTMENT OF PUBLIC WORKSPLAN AND PROFILE OF PROPOSED
STATE HIGHWAYCITY OF CHARLOTTESVILLE
DAIRY ROAD BRIDGE
FROM: 0.03 M.S. OF ROUTE 250 EB OFF RAMP
TO: 0.06 M.N. OF ROUTE 250 EB OFF RAMP

FHWA-534 DATA 35011

STATE	FEDERAL AID PROJECT	ROUTE	STATE PROJECT	SHEET NO.
VA.	STP-5104(326)	N/A	U000-104-365 SEE TABULATION BELOW FOR SECTION NUMBERS	1

FUNCTIONAL CLASSIFICATION AND TRAFFIC DATA

	DAIRY ROAD MAJOR COLLECTOR (GS-7)	US 250-EB OFF-RAMP	US 250-BYPASS OTHER FREEWAYS AND EXPRESSWAYS (GS-5)
Fr: Gentry Lane To: Grove Road		Fr: US 250 EB To: Dairy Road	Fr: Hydraulic Road To: Rugby Ave
ADT (2023)	1,500	2,000	41,000
ADT (2047)	1,680	2,240	45,960
DHV	110	280	2,000
D (X) (design hour)	62.3	100	51.6
T (X) (design hour)	1	1	2
V (MPH)	25 MPH	25 MPH	45 MPH
TERRAIN	ROLLING	ROLLING	ROLLING
DIVIDED/UNDIVIDED	UNDIVIDED	UNDIVIDED	DIVIDED

*SEE PLAN AND PROFILE SHEETS FOR HORIZONTAL CURVE AND DESIGN SPEED DATA

CONVENTIONAL SIGNS

STATE LINE	---S---
COUNTY LINE	---C---
CITY/TOWN OR VILLAGE	---T---
RIGHT OF WAY LINE	---R---
FENCE LINE	---F---
UNFENCED PROPERTY LINE	---U---
FENCED PROPERTY LINE	---P---
WATER LINE	---W---
SANITARY SEWER LINE	---S---
GAS LINE	---G---
ELECTRIC UNDERGROUND CABLE	---E---
TRAVELED WAY	---T---
RAILROAD	---R---
RETAINING WALL	---W---
RAILROAD	---R---
BASE OF SURVEY LINE	---B---

LEVEE OR EMBANKMENT	---L---
BRIDGES	---B---
CULVERTS	---C---
DROP INLET	---D---
POWER POLES	---P---
TELEPHONE OR TELEGRAPH POLES	---T---
TELEPHONE OR TELEGRAPH LINES	---L---
HEDGE	---H---
TREES	---T---
HEAVY WOODS	---W---
GROUND ELEVATION	---G---
GRADE ELEVATION	---E---

THE COMPLETE ELECTRONIC PDF VERSION OF THE PLAN ASSEMBLY AS AWARDED, HAS BEEN SEALED AND SIGNED USING DIGITAL SIGNATURES AND THE OFFICIAL PLAN ASSEMBLY IN ELECTRONIC FORMAT IS STORED IN THE VDOT CENTRAL OFFICE PLAN LIBRARY, INCLUDING ALL SUBSEQUENT REVISIONS, WILL BE THE OFFICIAL CONSTRUCTION PLANS, FOR INFORMATION RELATIVE TO ELECTRONIC FILES AND LAYERED PLANS, SEE THE GENERAL NOTES.

DESIGN FEATURES RELATING TO CONSTRUCTION OR TO REGULATION AND CONTROL OF TRAFFIC MAY BE SUBJECT TO CHANGE AS DEEMED NECESSARY BY THE DEPARTMENT.

THIS PROJECT IS TO BE CONSTRUCTED IN ACCORDANCE WITH THE DEPARTMENT'S 2020 ROAD AND BRIDGE SPECIFICATIONS, 2016 ROAD AND BRIDGE STANDARDS, 2009 MUTCD, 2011 VIRGINIA SUPPLEMENT TO THE MUTCD, 2011 VIRGINIA WORK AREA PROTECTION MANUAL REV. 2.1 AND AS AMENDED BY CONTRACT PROVISIONS AND THE COMPLETE ELECTRONIC PDF VERSION OF THE PLAN ASSEMBLY.

ALL CURVES ARE TO BE SUPERELEVATED, TRANSITIONED AND WIDENED IN ACCORDANCE WITH STANDARD TC-5.11ULS OR TC-5.11U, EXCEPT WHERE OTHERWISE NOTED.

THE ORIGINAL APPROVED TITLE SHEET(S), INCLUDING ORIGINAL SIGNATURES, ARE FILED IN THE VDOT CENTRAL OFFICE PLAN LIBRARY. ANY MISUSE OF ELECTRONIC FILES, INCLUDING SCANNED SIGNATURES, IS ILLEGAL AND ENFORCED TO THE FULL EXTENT OF THE LAW.

Population City of Charlottesville 46,553 (2020 Census)

STATE PROJECT NO.	SECTION	FEDERAL AID PROJECT NO.	TYPE CODE	UPC NO.	EQUALITIES	LENGTH INCLUDING BRIDGE(S)		LENGTH EXCLUDING BRIDGE(S)		BRIDGE PROJECT NO.	TYPE PROJECT	DESCRIPTION
					FEET	FEET	MILES	FEET	MILES			
U000-04-365	C-501	STP-5104(326)	1000	118295		465.40	0.09	291.06	0.06	B-620	Const.	Fr: 0.026 M. S. OF RT. 250 EB OFF RA To: 0.063 M. N. OF RT. 250 EB OFF RA
	PE-101	STP-5104(326)	PENG	118295		465.40	0.09	291.06	0.06		Prel Engr.	Fr: 0.026 M. S. OF RT. 250 EB OFF RA To: 0.063 M. N. OF RT. 250 EB OFF RA

Project Lengths are based on Dairy Road Construction Baseline.

Right of Way areas in white cloud will require further investigation. Plans illegible in this area.

SCALE
0 25 50

TIER 1 PROJECT

RECOMMENDED FOR APPROVAL FOR RIGHT OF WAY ACQUISITION

DATE	DISTRICT PLANNING AND INVESTMENT MANAGER
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DATE	DISTRICT PLANNING AND INVESTMENT MANAGER
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DATE	DISTRICT PROJECT DEVELOPMENT ENGINEER
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DATE	DISTRICT PROJECT DEVELOPMENT ENGINEER
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PROJECT MANAGER: NAJEE BULLAH, BEHNAM (434-453-9161) (CITY OF CHARLOTTESVILLE)
SURVEYED BY: DATE: 1992, Survey and Mapping, Inc. 11/11/2024
DESIGN BY: KIMMEL HORN & Associates, Inc.
SUBSURFACE UTILITY BY: DATE: INFRAMAP CORP. 10/30/2024

INDEX OF SHEETS

REVISED	STATE	ROUTE	PROJECT	SHEET NO.
	VA.	N/A	U000-104-365 C-501	1A

DESIGN FEATURES RELATING TO CONSTRUCTION
OR TO REGULATION AND CONTROL OF TRAFFIC
MAY BE SUBJECT TO CHANGE AS DEEMED
NECESSARY BY THE DEPARTMENT

SHEET NO	DESCRIPTION	STATIONS
1	TITLE SHEET	
1A	INDEX OF SHEETS/LOCATION MAP	
*1B	RIGHT OF WAY DATA SHEET	
*1C	REVISION DATA SHEET	
1D	SURVEY ALIGNMENT DATA SHEET	
1E	CONSTRUCTION ALIGNMENT DATA SHEET	
*1F	UNDERGROUND UTILITY TEST HOLE INFORMATION	
1G	TRAFFIC MAINTENANCE PLAN & SEQUENCE OF CONSTRUCTION	
1H(1) thru 1H(3)	DETOUR PLAN	
*2	GENERAL NOTES	
2A	TYPICAL SECTIONS	
3	PLAN DAIRY ROAD	100+51.27 to 105+00.00
3A	PROFILE DAIRY ROAD	100+51.27 to 105+00.00
3A2	SIDE STREET PROFILES	
3B	PHASED EROSION AND SEDIMENT CONTROL DAIRY ROAD	100+51.27 to 105+00.00
*3RW	RIGHT OF WAY PLAN SHEET DAIRY ROAD	100+51.27 to 105+00.00
*4(1) THRU 4(X)	DRAINAGE DESCRIPTIONS AND STORM PROFILES	
*5(1) THRU 5(3)	SIGNING AND PAVEMENT MARKING PLANS	

* INDICATES SHEET IS NOT INCLUDED IN THIS SUBMITTAL



PH PLANS

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ACQUISITION OF RIGHT OF WAY.

ADDITIONAL EASEMENTS FOR UTILITY
RELOCATIONS MAY BE REQUIRED
BEYOND THE PROPOSED RIGHT OF WAY
SHOWN ON THESE PLANS.

TOTAL CROSS SECTION SHEETS 3. (SEE CROSS SECTION SHEET NUMBER 1 FOR INDEX OF SHEETS)

SCALE	PROJECT	SHEET NO.
0 25' 50'	U000-104-365	1A

PROJECT MANAGER: NAJEE BULLAH, BEHNAM (434-459-9161) (CITY OF CHARLOTTEVILLE)
SURVEYED BY: DATE 1961, Survey and Mapping, LLC 11/20/2024
DESIGN BY: KIM HORN & Associates, Inc.
SUBSURFACE UTILITY BY: DATE INFRA MAP CORP 10/30/2024

SURVEY ALIGNMENT DATA SHEET

EXISTING STORM DATA

- *1026
Drop inlet
Rim +510.18'
Inv. In +507.12' (12" DI From *1342)
Inv. OJ +505.62' (15' RCP To *1557)
- *1208
Drop inlet
Rim +519.99'
Inv. In +516.46' (15' RCP From *1574)
Inv. OJ +516.32' (15' RCP To *1419)
- *1342
Drop inlet
Rim +510.02'
Inv. OJ +510.02' (Full of Debris)
- *1419
Storm Manhole
Rim +516.52'
Inv. In +512.97' (15' RCP From *1208)
Inv. OJ +516.7' (15' RCP To *1557)
- *1458
Outlet Pipe
Inv. OJ +508.59' (4" PVC From Metal Gate)
- *1557
Drop inlet
Rim +510.99'
Inv. In +505.07' (15' RCP From *1419)
Inv. In +504.71' (15' RCP From *1026)
Inv. OJ +504.69' (15' RCP To AD)
- *1574
Storm Manhole
Rim +526.27'
Inv. In +520.90' (15' RCP From AD)
Inv. OJ +520.11' (15' RCP To *1208)
- *1602
Drop inlet
Rim +515.08'
Inv. OJ +513.42' (4" PVC To *1555)
- *1617
Drop inlet
Rim +485.99'
Inv. OJ +482.12' (15' Sleeve To *1618)
- *1618
Drop inlet
Rim +482.48'
Inv. In +477.61' (15' Sleeve From *1617)
Inv. In +477.80' (15' Sleeve From AD)
Inv. In +477.75' (18" RCP From AD)
Inv. OJ +477.59' (18" Sleeve To AD)

THIS SURVEY WAS UPDATED UNDER THE DIRECT RESPONSIBLE CHARGE OF LESLIE R. BYRNESIDE, L.S., FROM AN ACTUAL GROUND SURVEY MADE UNDER HIS SUPERVISION THAT THE ADDITIONAL DATA WAS OBTAINED SEPTEMBER 2024 THROUGH OCTOBER 2024, AND THAT THIS PLAT, MAP OR DIGITAL GEOSPATIAL DATA INCLUDING METADATA MEETS MINIMUM ACCURACY STANDARDS UNLESS OTHERWISE NOTED.

THIS ROUTE SURVEY TO THE BEST OF MY KNOWLEDGE AND BELIEF IS CORRECT AND COMPLIES WITH THE STANDARDS AND PROCEDURES AS ESTABLISHED BY THE VIRGINIA DEPARTMENT OF TRANSPORTATION LOCATION AND DESIGN DIVISION SURVEY MANUAL 2021.

PROPERTY INFORMATION IS BASED ON DEEDS, PLATS OF RECORD, HIGHWAY PLANS AND PHYSICAL EVIDENCE FOUND IN THE FIELD AND WAS PLACED IN THE DRAWING.

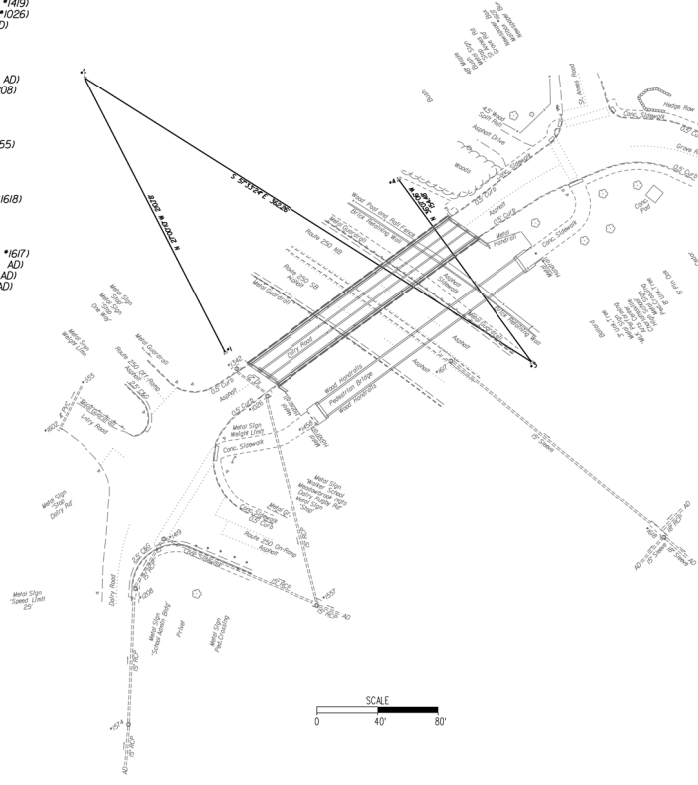
THE INFORMATION SHOWN IN THIS DRAWING WAS COMPILED FROM EXISTING LAND RECORDS AND DOES NOT REPRESENT A BOUNDARY SURVEY. BEARINGS AND DISTANCES IN PARENTHESES ARE FROM RECORDED PLATS OR DEED DATA.

NO TITLE REPORT FURNISHED WHICH MAY REVEAL OR DISCOVER EASEMENTS NOT SHOWN HEREON.

NO CEMETERY SITES WERE OBSERVED WITHIN THE SURVEY LIMITS. THIS DOES NOT PRECLUDE THEIR EXISTENCE.

INFRA MAP IS RESPONSIBLE FOR THE LOCATION OF ALL THE UTILITIES TO INCLUDE SANITARY SEWER.

Survey Control - VDOT State Plane Coordinates				
NAD 83/NAVD 88 - VA South Zone - US Survey Feet				
Point	Northing	Eastings	Elevation	Description
1	3907932.750	11487338.660	508.355	CS-R-C
2	3908120.550	11487242.960	485.984	CS-R-C
3	3907926.210	11487548.680	486.297	CS-R-C
4	3908051.000	11487457.620	508.070	CS-R-C



PLANIMETRIC LEGEND

- Advertising Sign
- Bore Hole
- Bench Mark
- Ballard Post
- PHOTO CP
- Control Station
- Drainage Flow Arrow (Storm Drainage)
- Filter Cap (Gas Stations)
- Flow Arrow (Streams & Rivers)
- Flag Pole
- Secondary Control Point
- Filter Pipe (Gas Stations)
- Gas Tank Access Manhole (Gas Stations)
- Gravelite Marker
- Guard Post
- Gas Vent Pipe (Gas Stations)
- Mail Box
- Mine Entrance
- Node Point
- Property Line Symbol
- Found Monumentation
- Property Monument
- Metal or Wooden Post
- Monitoring Well
- Road Arrow
- Reference
- Right of Way Monument
- VDOT Commission Monument
- Iron Right of Way Pin
- Railroad Mile Marker
- Railroad Right of Way Monument
- Railroad Signal Pole or Gate
- Railroad Telegraph Pole
- Railroad Telephone Pole
- Railroad Switch
- Shrub
- Storm Sewer Manhole
- Photogrammetric Target
- Tree
- Traffic Left Turn Arrow
- Traffic Left-Right Arrow
- Traffic Left-Thru Arrow
- Traffic Left-Thru-Right Arrow
- Traffic Right Turn Arrow
- Traffic Thru Arrow
- Traffic Thru-Right Arrow
- Traffic Springmark Marker
- Wetland Flag Automatic
- Wetland Flag Manual
- Bridge Elevation
- Plan Elevation
- Water Elevation
- Elevation Tick Mark
- Connected Plot Symbol
- Brush Line
- Pipe Culverts
- City Line
- County Line
- Curb Only
- Curb and Gutter
- Fence Line
- Guardrail
- Hedge Row
- Jersey Barrier
- Obscure Areas
- Paved Ditches
- Railroad
- Right of Way
- State Line
- Edges of Water
- Sidewalks
- Wetlands
- Woods
- * Designate size of culverts (Variable from 12" to 120")

PH PLANS

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ADDITIONAL EASEMENTS FOR UTILITY RELOCATIONS MAY BE REQUIRED BEYOND THE PROPOSED RIGHT OF WAY SHOWN ON THESE PLANS.

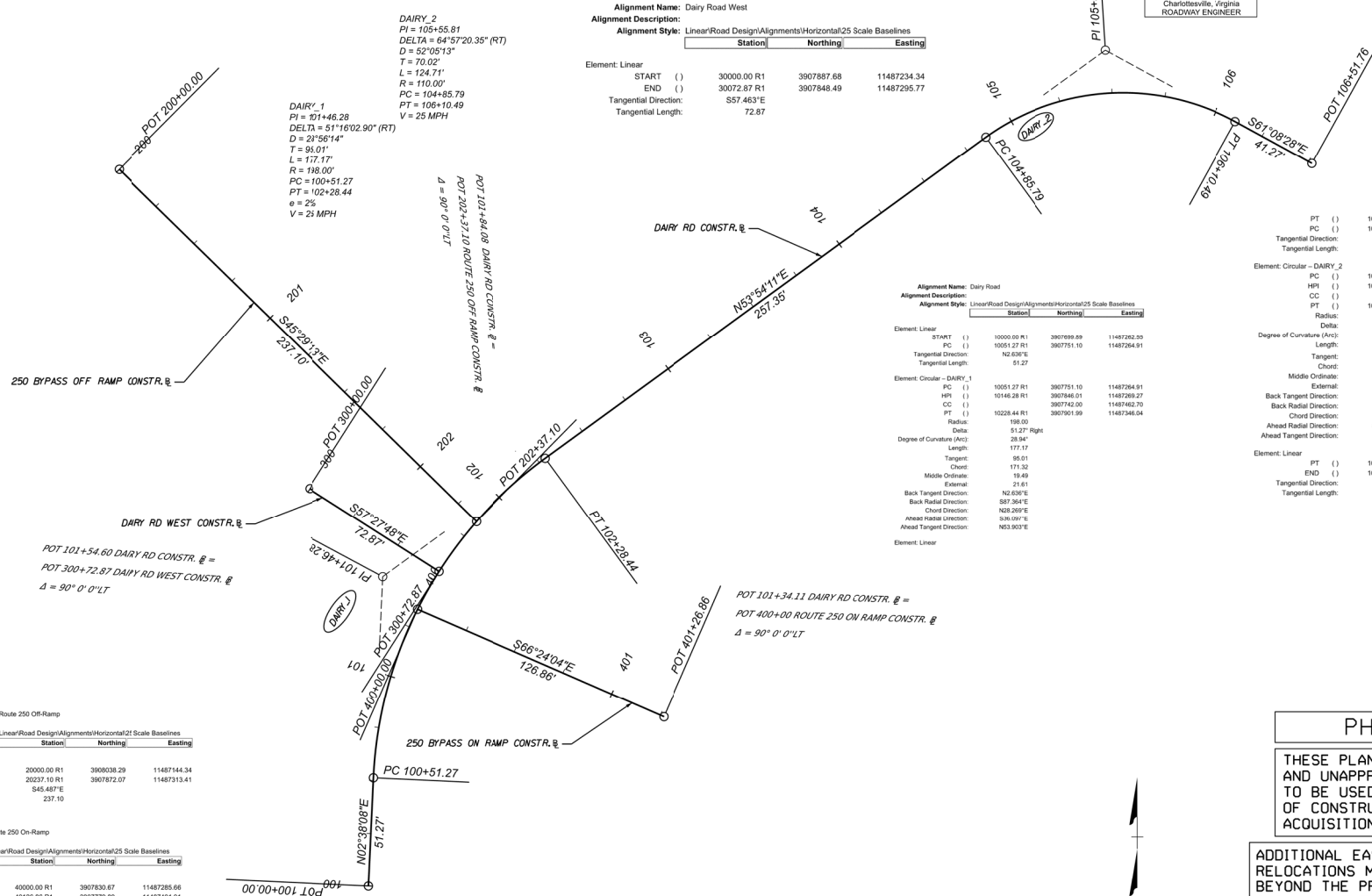
PROJECT MANAGER: NAJEE BULLAH, BEHNAM (434-453-9161) (CITY OF CHARLOTTEVILLE)
SURVEYED BY: DATE 1998, SURVEY 001, MOD 001, LUC 11/11/2024
DESIGN BY: KIMLEY-HORN & ASSOCIATES, INC.
SUBSURFACE UTILITY BY: DATE 11/11/2024, CORP 10/30/2024

REVISED	STATE	ROUTE	PROJECT	SHEET NO
	VA.	N/A	U000-104-365 P-101 C-501	1E

DESIGN FEATURES RELATING TO CONSTRUCTION OR TO REGULATION AND CONTROL OF TRAFFIC MAY BE SUBJECT TO CHANGE AS DEEMED NECESSARY BY THE DEPARTMENT

Kimley-Horn & Associates
Charlottesville, Virginia
ROADWAY ENGINEER

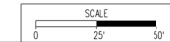
CONSTRUCTION ALIGNMENT DATA SHEET



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PROJECT: U000-104-365
SHEET NO: 1E

PROJECT MANAGER: NAJEE BULLAH, BEHNAM, (434-459-9161) (CITY OF CHARLOTTESVILLE)
SURVEYED BY: DATE 1998, SURFING AND MODIFIED: 11/11/2024
DESIGN BY: KIMLEY-HORN & ASSOCIATES, INC.
SUBSURFACE UTILITY BY: DATE 1998, MAP: CORP-1073072024

TRAFFIC MANAGEMENT
PLAN (TMP)

REVISED	STATE	ROUTE	STATE	SHEET NO
			PROJECT	
	VA.	N/A	U000-104-365 C-501	IG
DESIGN FEATURES RELATING TO CONSTRUCTION OR TO REGULATION AND CONTROL OF TRAFFIC MAY BE SUBJECT TO CHANGE AS DEEMED NECESSARY BY THE DEPARTMENT				
Kimley-Horn & Associates Charlottesville, Virginia ROADWAY ENGINEER				

INTRODUCTION

THE PROPOSED IMPROVEMENTS TOTAL APPROXIMATELY XXX LINEAR FEET AND INVOLVE THE REPLACEMENT OF THE EXISTING DAIRY ROAD BRIDGE OVER ROUTE 250 BYPASS IN CHARLOTTESVILLE, VIRGINIA. THE PROJECT INCLUDES ANCILLARY ROADWAY IMPROVEMENTS TO BOTH THE NORTHERN AND SOUTHERN APPROACH TO THE BRIDGE.

TEMPORARY TRAFFIC CONTROL PLAN

GENERAL NOTES

- THE PROPOSED IMPROVEMENTS FALL UNDER THE TMP TYPE B PROJECT.
- THE PROJECT LOCATION IS ON DAIRY ROAD AT THE ROUTE 250 BYPASS IN THE CITY OF CHARLOTTESVILLE.
- THE CONTRACTOR IS RESPONSIBLE FOR PROVIDING ALL TRAFFIC CONTROL DEVICES, SIGNAGE, EQUIPMENT, PERSONNEL, INCLUDING CERTIFIED TRAFFIC CONTROL PERSONNEL TO CONTROL TRAFFIC DURING CONSTRUCTION WITHIN CITY-MAINTAINED RIGHT-OF-WAY. ALL TRAFFIC CONTROL SHALL BE IN STRICT ACCORDANCE WITH THE STANDARDS, GUIDELINES, POLICIES, AND OBJECTIVES OF THE 2011 VIRGINIA WORK AREA PROTECTION MANUAL, REVISION 2, 2009 MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, AND ALL CITY PERMITS. CONTRACTOR SHALL HAVE BOTH INTERMEDIATE AND BASIS WORK ZONE TRAFFIC CONTROL CERTIFIED EMPLOYEE ON SITE AT ALL TIMES DURING LANE CLOSURES, TRAFFIC SHIFTS, AND AT LEAST DAILY TO REVIEW WORK ZONE.
- THE CONTRACTOR IS RESPONSIBLE FOR ACQUIRING AREAS FOR EQUIPMENT STORAGE AND STAGING OF MATERIALS. ALL COSTS FOR TCD AND E&S REQUIREMENTS FOR LAYDOWN YARD SHALL BE INCIDENTAL WITH OTHER ITEMS WITH NO SEPARATE PAYMENT THERETO.
- THE WORK ZONE SHALL BE MAINTAINED ACCORDING TO THE TEMPORARY TRAFFIC CONTROL PLANS AS SHOWN IN THE CONTRACT DOCUMENTS.
- THE FOLLOWING TRAFFIC CONTROL SPECIFICATIONS FROM THE VIRGINIA WORK AREA PROTECTION MANUAL, REVISION 2, APPLY TO THIS PROJECT: TTC-4, TTC-4.2, TTC-16.2, TTC-17.2, TTC-34.2, TTC-35.1, TTC-36.2, TTC-45.2, TTC-48.2, TTC-53.D AND OTHERS AS REQUIRED.
- MAXIMUM CHANNELIZING DEVICE SPACING SHALL BE AS FOLLOWS:
 - DAIRY ROAD:
 - TRAVELWAY SPACING - 40'
 - TRANSITION SPACING - 20'
 - ROUTE 250 BYPASS:
 - TRAVELWAY SPACING - 80'
 - TRANSITION SPACING - 40'
- ENTRANCES ALONG DAIRY ROAD WILL BE AFFECTED BY THE WORK ZONE AND ACCESS SHALL BE MAINTAINED AT ALL TIMES.
- THIS TMP PLAN HAS BEEN DESIGNED UNDER THE ASSUMPTION THAT THE FOLLOWING TYPES OF TRAFFIC UTILIZE THE WORK ZONE: COMMUTERS, SCHOOL BUSES, TRANSIT BUSES, PEDESTRIANS, PASSENGER VEHICLES, BICYCLES, AND TRUCKS.
- ALL AREAS EXCAVATED BELOW THE EXISTING PAVEMENT SURFACE AND WITHIN THE CLEAR ZONE (NOT PROTECTED BY BARRIER) AT THE CONCLUSION OF EACH WORKDAY, SHALL BE BACK-FILLED TO FORM AN APPROXIMATE 6" WEDGE AGAINST THE EXISTING PAVEMENT SURFACE FOR SAFETY AND PROTECTION OF VEHICULAR TRAFFIC. THE 6" WEDGE SHALL PRESENT NO MORE THAN A 2" DROP OFF FROM THE EDGE OF PAVEMENT WITHIN THE WORK ZONE CLEAR ZONE. ALL COST OF PLACING, MAINTAINING, AND REMOVING THE WEDGE SHALL BE INCLUDED IN THE PRICE BID FOR OTHER ITEMS IN THE CONTRACT AND NO ADDITIONAL COMPENSATION WILL BE ALLOWED. THE 6" WEDGE SHALL BE REMOVED IN ITS ENTIRETY PRIOR TO PLACEMENT OF SUBBASE AGGREGATE AND/OR ASPHALT AS REQUIRED BY THE INSPECTOR.
- NIGHT TIME WORK HOURS ARE ALLOWABLE AS DESCRIBED ALLOWABLE BY THE CITY OF CHARLOTTESVILLE AND UPON APPROVAL BY THE ENGINEER.
- ALLOWABLE WORK HOURS SHALL BE FROM 7AM TO 9PM MONDAY THROUGH SATURDAY EXCEPT HOLIDAYS AND WHEN NIGHT WORK IS APPROVED BY THE ENGINEER AND CITY TRAFFIC ENGINEER. ALLOWABLE LANE CLOSURE HOURS ARE TO BE DETERMINED. WORK PERFORMED OUTSIDE THESE HOURS THAT IS NOT SPECIFICALLY ALLOWED FOR IN WRITING BY ENGINEER WILL BE IMMEDIATELY SHUT DOWN BY THE INSPECTOR AND/OR CITY.
- WORK DURATION FOR THIS PROJECT HAS BEEN ESTIMATED TO TAKE 12 MONTHS WITH THE NOT SHOWN.
- THE CONTRACTOR SHALL BE REQUIRED TO AND MAINTAIN ACCESS TO THE ADJACENT PEDESTRIAN BRIDGE AT ALL TIMES, EXCEPT WHEN THE WORK REQUIRES SHORT-TERM CLOSURE FOR SAFETY REASONS. SUCH CLOSURES CAN ONLY BE MADE UPON APPROVAL OF A REQUEST MADE OF THE ENGINEER.

PUBLIC COMMUNICATIONS PLAN

THE CONTRACTOR IS TO COORDINATE WITH THE CITY OF CHARLOTTESVILLE TO PUBLISH ANNOUNCEMENTS REGARDING WORK ACTIVITIES FOR THIS PROJECT. EACH ACTIVITY WILL BE GOVERNED BY THE TIMES ESTABLISHED BY THE CITY TRAFFIC ENGINEER. THE CONTRACTOR SHALL PROVIDE LANE CLOSURE INFORMATION A MINIMUM OF TWO WEEKS IN ADVANCE OF WORK SO IT CAN BE PUBLISHED. THE CONTRACTOR SHALL SUBMIT TO THE ENGINEER A TWO WEEK LOOK AHEAD EVERY WEDNESDAY BY NOON TO AID IN THE CITY NOTIFYING PUBLIC OF WORK ACTIVITIES.

TRANSPORTATION OPERATIONS PLAN

- THE CONTRACTOR OR THE INSPECTOR (AS IDENTIFIED BELOW) SHALL BE RESPONSIBLE FOR NOTIFICATION THE DAY PRIOR TO LANE CLOSURES EACH DAY BY CALLING THOSE BELOW AND OTHERS AS REQUIRED:
 - CONTRACTOR SHALL CALL THE PROJECT INSPECTOR, TBD
 - INSPECTOR SHALL NOTIFY THE CONSTRUCTION MANAGER, TBD
 - INSPECTOR SHALL NOTIFY THE CITY PROJECT MANAGER, TBD
- THE FOLLOWING IS A LIST OF LOCAL EMERGENCY CONTACT AGENCIES:
CITY OF CHARLOTTESVILLE POLICE DEPARTMENT, (434) 970-3280 OR 911 (IN EMERGENCY)
- PROCEDURES TO RESPOND TO TRAFFIC INCIDENTS THAT MAY OCCUR IN THE WORK ZONE ARE GENERALLY AS FOLLOWS:
 - CONTRACTOR TO NOTIFY THE INSPECTOR.
 - CONTRACTOR TO REQUEST PRESENCE OF EMERGENCY MEDICAL SERVICES AS APPROPRIATE (WHEN EMERGENCY) OR IF NOT ALREADY ON SCENE OR ENROUTE.
 - THE INSPECTOR SHALL NOTIFY THE CONSTRUCTION MANAGER, TBD
 - THE CONSTRUCTION MANAGER SHALL NOTIFY THE CITY PROJECT MANAGER, TBD
 - DEPENDING ON THE SEVERITY OF INCIDENT, AND IF DIRECTED BY THE INSPECTOR, THE CONTRACTOR MAY BE DIRECTED TO CEASE OPERATIONS TEMPORARILY TO ALLOW FOR CLEARANCE OF THE INCIDENT.
 - UPON ARRIVAL ON SCENE, CITY OF CHARLOTTESVILLE POLICE DEPARTMENT STAFF WILL DETERMINE RESPONSE NECESSARY TO ALLOW TRAVELING PUBLIC AROUND THE INCIDENT.
 - THE CITY OF CHARLOTTESVILLE POLICE DEPARTMENT WILL TAKE CONTROL OF THE INCIDENT AND DIRECT ITS CLEARING AND RESTORATION TO NORMAL TRAFFIC OPERATIONS. THE CONTRACTOR MAY BE DIRECTED BY THE INSPECTOR TO COOPERATE WITH THE CHARLOTTESVILLE POLICE DEPARTMENT TO CLEAR TRAFFIC AND RESTORE NORMAL OPERATIONS.
- IN THE EVENT OF AN INCIDENT WITHIN THE WORK ZONE THE FOLLOWING DOCUMENTATION PROCESS IS TO BE FOLLOWED DURING AND AFTER THE INCIDENT:
 - BE ADVISED THAT THE INSPECTOR WILL TAKE PICTURES AS NECESSARY, ESPECIALLY PICTURES OF CONTRACTOR'S WORK ZONE SET UP TO VERIFY COMPLIANCE WITH STANDARDS.
 - CONTRACTOR IS TO DISCUSS SITUATION WITH THE PROJECT INSPECTOR AND MAKE NECESSARY ADJUSTMENTS TO THE WORK ZONE IN LIGHT OF AND IN RESPONSE TO THE INCIDENT.
 - THE CITY OF CHARLOTTESVILLE POLICE DEPARTMENT REPORT OF THE INCIDENT WILL BE REVIEWED BY THE CITY TO DETERMINE IF ANY MODIFICATION OF THE TEMPORARY TRAFFIC CONTROL PLAN IS NECESSARY. IF IT IS DETERMINED THAT IT IS NECESSARY TO ALTER THE PLAN, THEN A MEETING WILL BE CALLED WITH THE CONTRACTOR, CITY OF CHARLOTTESVILLE PROJECT PERSONNEL, AND THE CITY OF CHARLOTTESVILLE POLICE DEPARTMENT STAFF (IF NECESSARY) TO DISCUSS MODIFICATION AND IMPLEMENTATION OF AN IMPROVED TRAFFIC CONTROL PLAN.

SEQUENCE OF CONSTRUCTION

GENERAL SEQUENCE OF CONSTRUCTION IS AS FOLLOWS:

- STAGE 1: DEMOLISH EXISTING BRIDGE
 - STAGE 2: CONSTRUCT BRIDGE FOUNDATIONS AND PIERS.
 - STAGE 3: CONSTRUCT BRIDGE SUBSTRUCTURE OVER ROUTE 250
 - STAGE 4: CONSTRUCT BRIDGE SUPERSTRUCTURE AND APPROACHES.
- STAGE 1:
- CONTRACTOR SHALL INSTALL PCMS SIGNS AT NOTED LOCATIONS NEAR PROJECT TO ALERT PUBLIC OF PENDING ROAD CLOSURE AND DETOUR AT LEAST ONE WEEK IN ADVANCE OF DETOUR IMPLEMENTATION. PCMS SIGNS SHALL REMAIN IN PLACE AT LEAST ONE WEEK AFTER IMPLEMENTATION OF DETOUR.
 - CONTRACTOR SHALL INSTALL TEMPORARY TRAFFIC CONTROL MEASURES TO IMPLEMENT DAIRY ROAD BRIDGE CLOSURE AND DETOUR.
 - CONTRACTOR TO DEMOLISH DAIRY ROAD BRIDGE.
 - CONTRACTOR SHALL USE ROUTE 250 BYPASS DETOUR ONLY WHEN OPERATIONS NECESSITATE FOR THE SAFETY OF THE TRAVELLING PUBLIC.
- STAGE 2:
- CONTRACTOR TO CLOSE OUTSIDE LANE OF ROUTE 250 IN NIGHT-TIME OPERATIONS ONLY TO COMPLETE FOUNDATION AND PIER WORK.
- STAGE 3, PHASE 1:
- CONTRACTOR TO CLOSE ROUTE 250 BYPASS EB USING THE STAGING DETOUR.
 - CONTRACTOR TO DELIVER AND PREPARE GIRDERS 3 & 4.
- STAGE 3, PHASE 2:
- CONTRACTOR TO CLOSE ROUTE 250 BYPASS USING DETOUR.
 - CONTRACTOR TO ERECT GIRDERS 3 & 4.
 - CONTRACTOR TO REOPEN ROUTE 250 TO TRAFFIC.
- STAGE 3, PHASE 3:
- CONTRACTOR TO CLOSE ROUTE 250 BYPASS EB USING THE STAGING DETOUR.
 - CONTRACTOR TO DELIVER AND PREPARE GIRDERS 1 & 2.
- STAGE 3, PHASE 2:
- CONTRACTOR TO CLOSE ROUTE 250 BYPASS USING DETOUR.
 - CONTRACTOR TO ERECT GIRDERS 1 & 2.
 - CONTRACTOR TO REOPEN ROUTE 250 TO TRAFFIC.
- STAGE 3 PHASE 5:
- CONTRACTOR TO CLOSE ROUTE 250 BYPASS USING DETOUR.
 - CONTRACTOR TO INSTALL CROSS FRAMES BETWEEN GIRDERS 3 & 4 AND FORMS.
 - CONTRACTOR TO REOPEN ROUTE 250 TO TRAFFIC.
- STAGE 4:
- CONTRACTOR TO COMPLETE BRIDGE SUPERSTRUCTURE AND APPROACHES.
 - CONTRACTOR TO REOPEN DAIRY ROAD TO TRAFFIC.

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PROJECT	SHEET NO
U000-104-365	IG

PROJECT MANAGER: NAJEEB ULLAH BEHNAM (434-453-9161) (CITY OF CHARLOTTESVILLE)
SURVEYED BY: DATE: 1968, SURVEY OR: MODIFIED: 11/21/2024
DESIGN BY: KIMLEY-HORN & ASSOCIATES, INC.
SUBSURFACE UTILITY BY: DATE: INFRAMAP_CORP 10/30/2024

MAINTENANCE OF TRAFFIC - DAIRY RD DETOUR

REVISED	STATE	ROUTE	PROJECT	SHEET NO.
	VA.	N/A	U000-104-365 C-501	1H(1)

DESIGN FEATURES RELATING TO CONSTRUCTION
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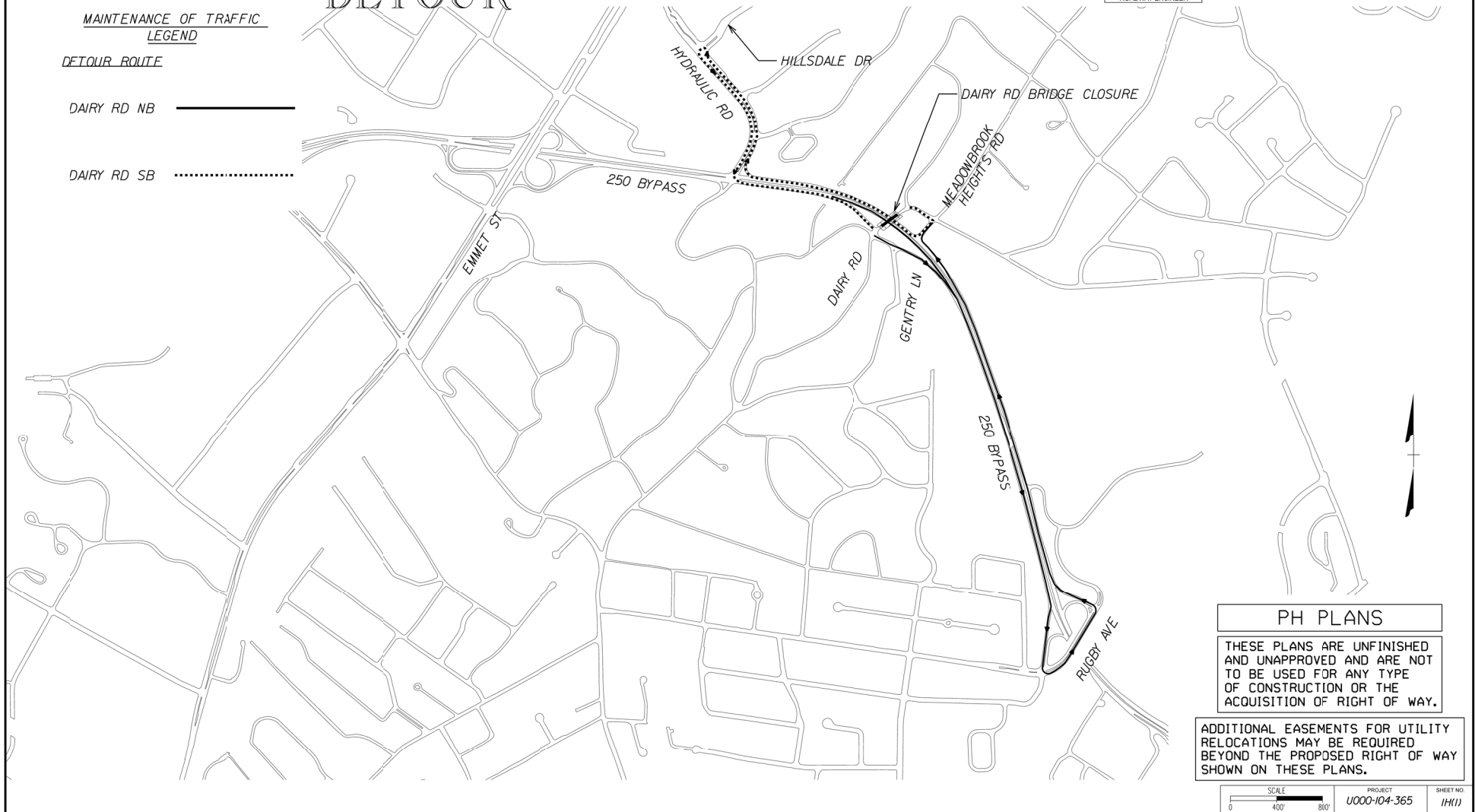
Kimley-Horn & Associates
Charlottesville, Virginia
ROADWAY ENGINEER

MAINTENANCE OF TRAFFIC
LEGEND

DETOUR ROUTE

DAIRY RD NB —————

DAIRY RD SB



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BEYOND THE PROPOSED RIGHT OF WAY
SHOWN ON THESE PLANS.

SCALE	PROJECT	SHEET NO.
0 400' 800'	U000-104-365	1H(1)

PROJECT MANAGER: NAJEEB ULLAH BEHNAM (434-453-9161) (CITY OF CHARLOTTESVILLE)
SURVEYED BY: DATE: 1992, Survey and Map of UIC 11/21/2024
DESIGN BY: KIMLEY-HORN & ASSOCIATES, INC.
SUBSURFACE UTILITY BY: DATE: INFRAMAP CORP. 10/30/2024

REVISED	STATE	ROUTE	PROJECT	SHEET NO.
	VA.	N/A	U000-104-365 C-501	1H(2)

DESIGN FEATURES RELATING TO CONSTRUCTION OR TO REGULATION AND CONTROL OF TRAFFIC MAY BE SUBJECT TO CHANGE AS DEEMED NECESSARY BY THE DEPARTMENT

Kimley-Horn & Associates
Charlottesville, Virginia
ROADWAY ENGINEER

MAINTENANCE OF TRAFFIC - OVERNIGHT DETOUR

MAINTENANCE OF TRAFFIC LEGEND

DETOUR ROUTE

OVERNIGHT WB (dashed line)

OVERNIGHT EB ——— (solid line)



PH PLANS

THESE PLANS ARE UNFINISHED AND UNAPPROVED AND ARE NOT TO BE USED FOR ANY TYPE OF CONSTRUCTION OR THE ACQUISITION OF RIGHT OF WAY.

ADDITIONAL EASEMENTS FOR UTILITY RELOCATIONS MAY BE REQUIRED BEYOND THE PROPOSED RIGHT OF WAY SHOWN ON THESE PLANS.

SCALE	PROJECT	SHEET NO.
0 400' 800'	U000-104-365	1H(2)

7/11/2025
10:37:01 AM

dl829500H3.dgn
Plotted By: Zach Tapp

PROJECT MANAGER: NAJEE BULLAH (434-453-9163) (CITY OF CHARLOTTESVILLE)
SURVEYED BY: DATE: 1992, SURVEY OR: MODIFIED: 11/21/2024
DESIGN BY: KIMLEY-HORN & ASSOCIATES, INC.
SUBSURFACE UTILITY BY: DATE: INFRAMAP_CORP 10/30/2024

REVISED	STATE	ROUTE	PROJECT	SHEET NO.
	VA.	N/A	U000-104-365 C-501	1H(3)
DESIGN FEATURES RELATING TO CONSTRUCTION OR TO REGULATION AND CONTROL OF TRAFFIC MAY BE SUBJECT TO CHANGE AS DEEMED NECESSARY BY THE DEPARTMENT				
Kimley-Horn & Associates Charlottesville, Virginia ROADWAY ENGINEER				

MAINTENANCE OF TRAFFIC STAGING DETOUR

MAINTENANCE OF TRAFFIC LEGEND

DETOUR ROUTE

250 BYPASS EB



PH PLANS

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AND UNAPPROVED AND ARE NOT
TO BE USED FOR ANY TYPE
OF CONSTRUCTION OR THE
ACQUISITION OF RIGHT OF WAY.

ADDITIONAL EASEMENTS FOR UTILITY
RELOCATIONS MAY BE REQUIRED
BEYOND THE PROPOSED RIGHT OF WAY
SHOWN ON THESE PLANS.

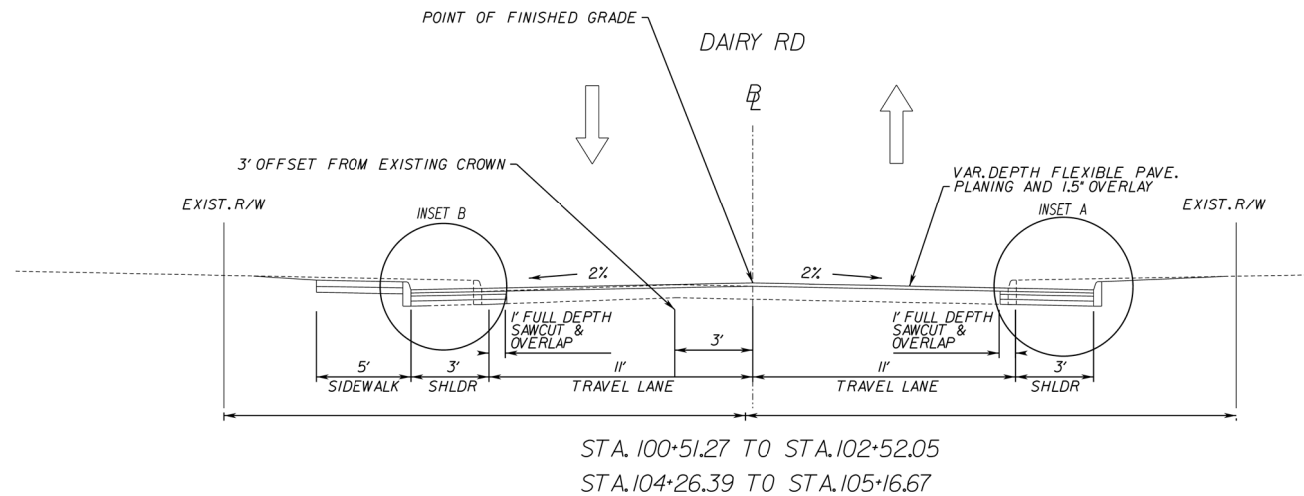
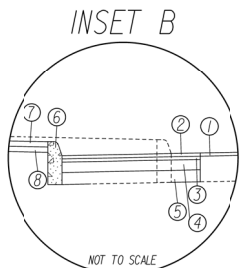
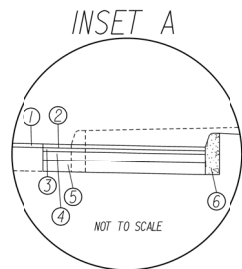
SCALE	PROJECT	SHEET NO.
0 200 400	U000-104-365	1H(3)

PROJECT MANAGER: NAJEE BULLAH, BEHNAM (434-453-9161) (CITY OF CHARLOTTESVILLE)
SURVEYED BY: DATE 1992, SURVEY AND MAPPING, LLC, 11/11/2024
DESIGN BY: KIMLEY-HORN & ASSOCIATES, INC.
SUBSURFACE UTILITY BY: DATE INFRAMAP CORP. 10/30/2024

TYPICAL SECTIONS

(Not to Scale)

REVISED	STATE	ROUTE	PROJECT	SHEET NO.
	VA.	N/A	U000-104-365 C-501	2A
DESIGN FEATURES RELATING TO CONSTRUCTION OR TO REGULATION AND CONTROL OF TRAFFIC MAY BE SUBJECT TO CHANGE AS DEEMED NECESSARY BY THE DEPARTMENT				
Froehling & Robertson Roanoke, Virginia MATERIALS ENGINEER		Kimley-Horn & Associates Charlottesville, Virginia ROADWAY ENGINEER		



PH PLANS

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ADDITIONAL EASEMENTS FOR UTILITY RELOCATIONS MAY BE REQUIRED BEYOND THE PROPOSED RIGHT OF WAY SHOWN ON THESE PLANS.

SCALE	PROJECT	SHEET NO.
0 25' 50'	U000-104-365	2A

PROJECT MANAGER: NAJEE BULLAH (434-453-9161) (CITY OF CHARLOTTESVILLE)
SURVEYED BY: DATE 1991, Survey and Mapping, Inc. 11/11/2024
DESIGN BY: Kimley-Horn & Associates, Inc.
SUBSURFACE UTILITY BY: DATE 11/11/2024, CORP. 10/30/2024

UTILITY OWNER INFORMATION:

Water, Sewer & Gas:

City of Charlottesville - (CVU)
Contact: Gavin Chan
Email: gchan@charlottesville.gov
Record Received

Electric:

Dominion Power - (DOM)
Contact: Timothy Gossett
Email: timothy.gossett@dominionenergy.com

Cable Television - Fiber Optic:
Comcast - (CMC)
324 West Main Street
Charlottesville, VA 22903
Contact: Phil Perry
Phone: (434) 326-3529
Email: Phil.Perry@comcast.com

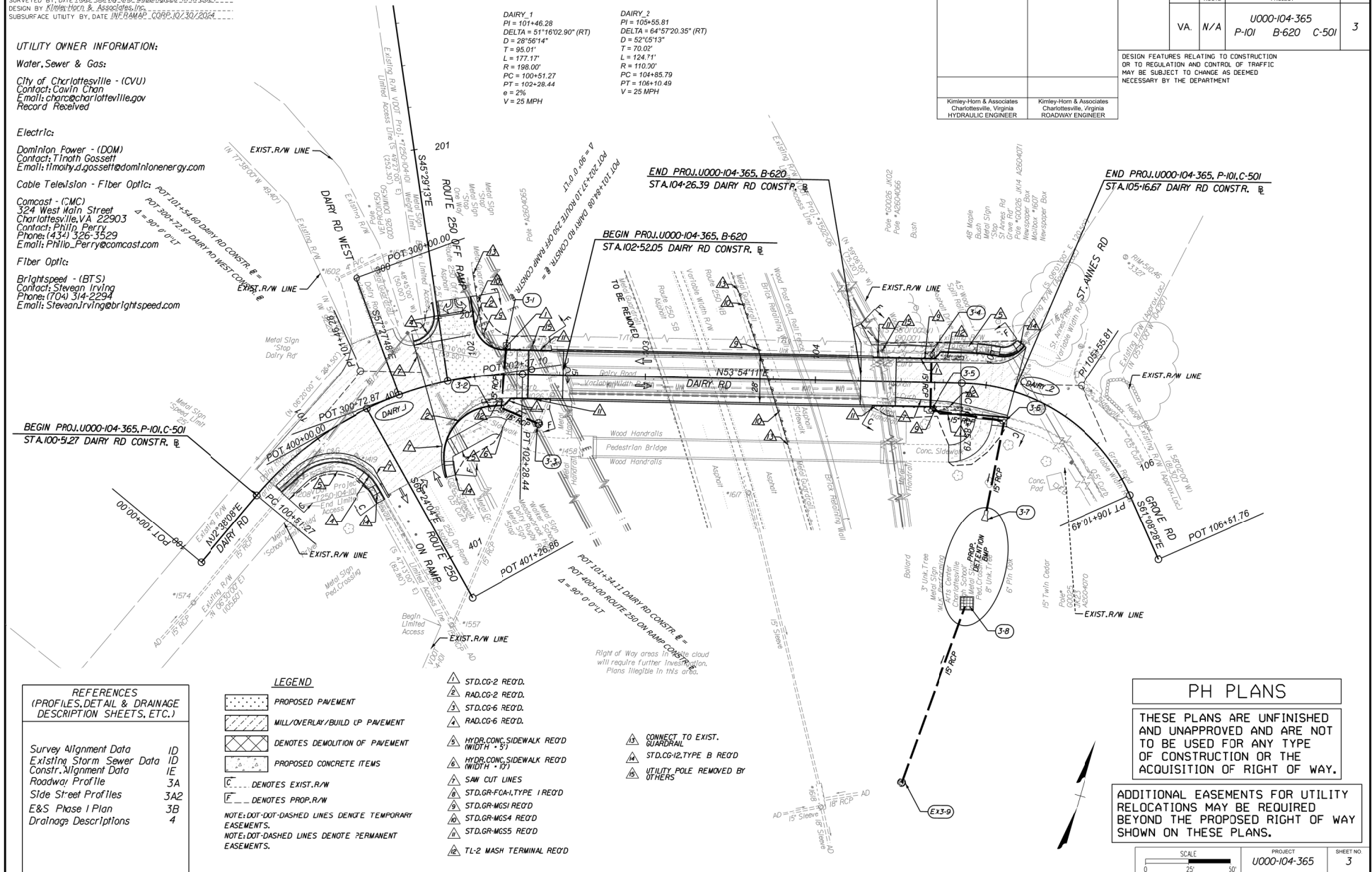
Fiber Optic:

Brightspeed - (BTS)
Contact: Steven Irving
Phone: (704) 314-2294
Email: Steven.Irving@brightspeed.com

DAIRY 1
PI = 101+46.28
DELTA = 51°16'02.90" (RT)
D = 28°56'14"
T = 95.01'
L = 177.17'
R = 198.00'
PC = 100+51.27
PT = 102+26.44
e = 2%
V = 25 MPH

DAIRY 2
PI = 105+55.81
DELTA = 64°57'20.35" (RT)
D = 52°05'13"
T = 70.02'
L = 124.71'
R = 110.30'
PC = 104+85.79
PT = 106+10.49
e = 2%
V = 25 MPH

REVISED	STATE	ROUTE	STATE PROJECT	SHEET NO
VA.	N/A		U000-104-365 P-101 B-620 C-501	3
DESIGN FEATURES RELATING TO CONSTRUCTION OR TO REGULATION AND CONTROL OF TRAFFIC MAY BE SUBJECT TO CHANGE AS DEEMED NECESSARY BY THE DEPARTMENT				
Kimley-Horn & Associates Charlottesville, Virginia HYDRAULIC ENGINEER		Kimley-Horn & Associates Charlottesville, Virginia ROADWAY ENGINEER		



PH PLANS

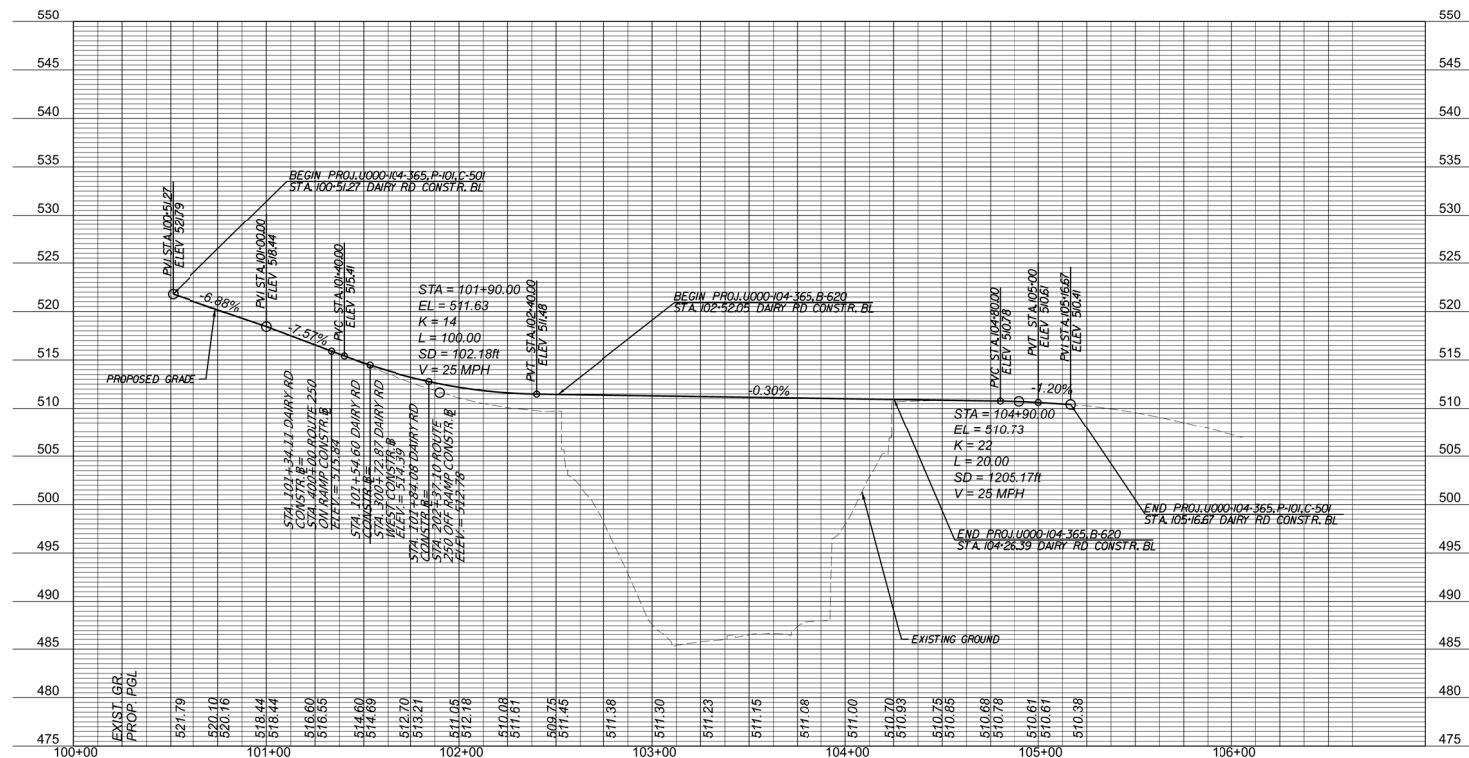
THESE PLANS ARE UNFINISHED AND UNAPPROVED AND ARE NOT TO BE USED FOR ANY TYPE OF CONSTRUCTION OR THE ACQUISITION OF RIGHT OF WAY.

ADDITIONAL EASEMENTS FOR UTILITY RELOCATIONS MAY BE REQUIRED BEYOND THE PROPOSED RIGHT OF WAY SHOWN ON THESE PLANS.

PROJECT MANAGER: NAJEEBULLAH BEHNAVAN (434-459-9163) (CITY OF CHARLOTTESVILLE)
SURVEYED BY, DATE: R&B Survey and Mapping, LLC 11/11/2024
DESIGN BY: Kimley-Horn & Associates, Inc.
SUBSURFACE UTILITY BY, DATE: "INFRAMAP" CORP. 10/30/2024

REVISED	STATE	ROUTE	PROJECT	SHEET NO.
	VA.	N/A	U000-104-365 PE-101 RW-201 C-501 B-620	3A
DESIGN FEATURES RELATING TO CONSTRUCTION OR TO REGULATION AND CONTROL OF TRAFFIC MAY BE SUBJECT TO CHANGE AS DEEMED NECESSARY BY THE DEPARTMENT				
Kimley-Horn & Associates Richmond, Virginia HYDRAULIC ENGINEER		Kimley-Horn & Associates Richmond, Virginia ROADWAY ENGINEER		

DAIRY ROAD



PH PLANS

THESE PLANS ARE UNFINISHED AND UNAPPROVED AND ARE NOT TO BE USED FOR ANY TYPE OF CONSTRUCTION OR THE ACQUISITION OF RIGHT OF WAY.

ADDITIONAL EASEMENTS FOR UTILITY RELOCATIONS MAY BE REQUIRED BEYOND THE PROPOSED RIGHT OF WAY SHOWN ON THESE PLANS.

VERT. 1" = 5'
HORIZ. 1" = 25'

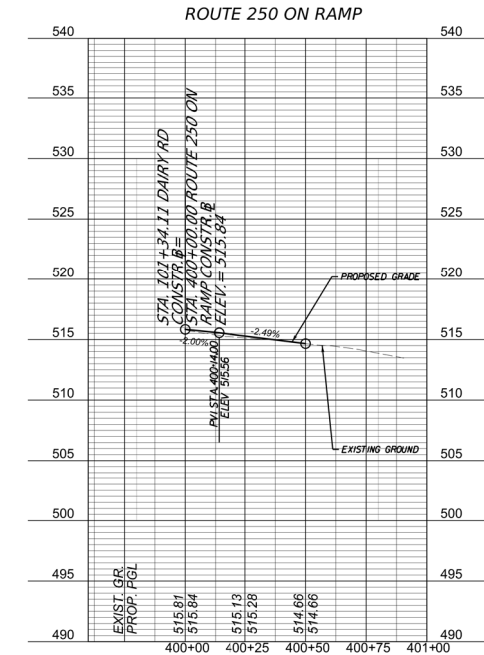
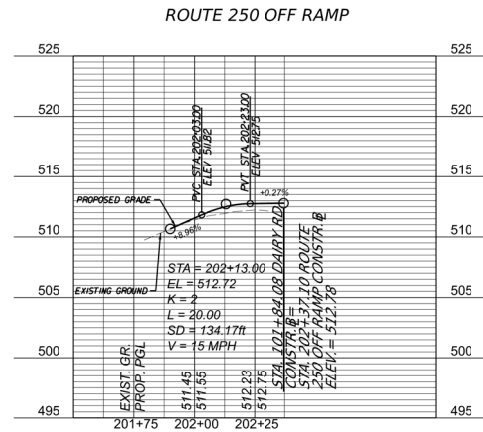
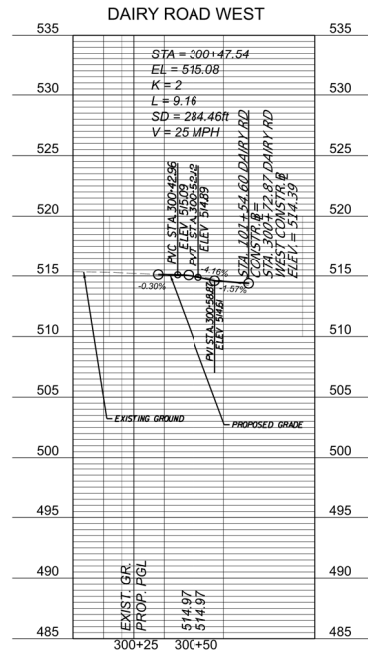
PROJECT: U000-104-365
SHEET NO.: 3A

7/11/2025
10:42:34 AM

dlR295003A.dgn
Plotted By: Zach Tapp

PROJECT MANAGER: NAJEEBULLAH BEHHAN (434-459-9763) (CITY OF CHARLOTTESVILLE)
SURVEYED BY DATE: R&B Survey and Mapping, LLC 11/11/2024
DESIGN BY: Kimley-Horn & Associates, Inc.
SUBSURFACE UTILITY BY DATE: "INFRAMAP" CORP. 10/30/2024

REVISED	STATE	ROUTE	PROJECT		SHEET NO.
			U000-104-365		
	VA.	N/A	PE-101 RW-201 C-501 B-620		3A2
DESIGN FEATURES RELATING TO CONSTRUCTION OR TO REGULATION AND CONTROL OF TRAFFIC MAY BE SUBJECT TO CHANGE AS DEEMED NECESSARY BY THE DEPARTMENT					
Kimley-Horn & Associates Richmond, Virginia HYDRAULIC ENGINEER			Kimley-Horn & Associates Richmond, Virginia ROADWAY ENGINEER		



VERT. 1" = 5'
HORIZ. 1" = 25'

PH PLANS

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ADDITIONAL EASEMENTS FOR UTILITY RELOCATIONS MAY BE REQUIRED BEYOND THE PROPOSED RIGHT OF WAY SHOWN ON THESE PLANS.

PROJECT: U000-104-365
SHEET NO.: 3A2

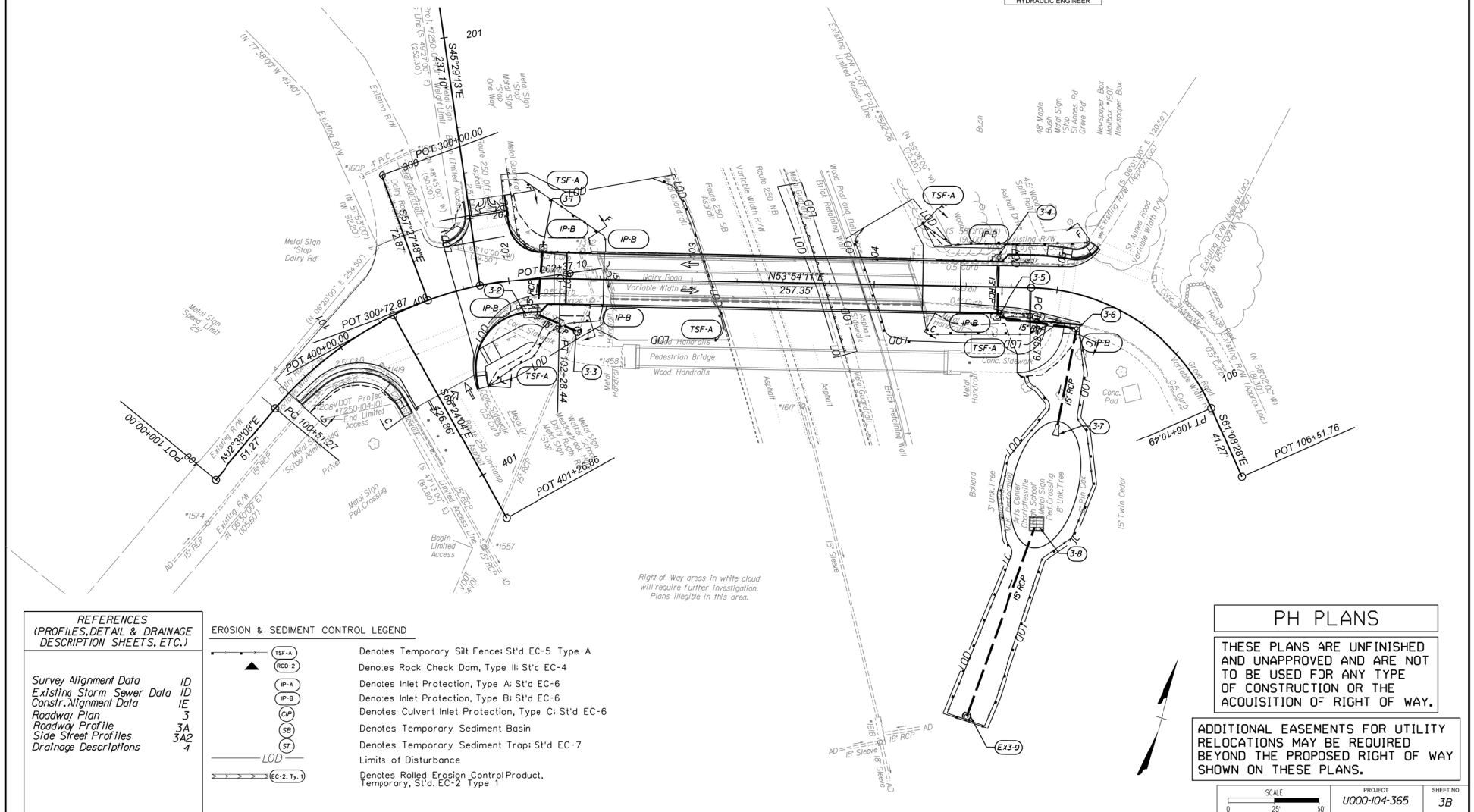
PROJECT MANAGER: NAJEE BULLAH, BEHNAM (434-453-9161) (CITY OF CHARLOTTESVILLE)
SURVEYED BY: DATE: 1991, Survey and Mapping Lic. 11/11/2024
DESIGN BY: Kimley-Horn & Associates, Inc.
SUBSURFACE UTILITY BY: DATE: INFRAMAP CORP. 10/30/2024

REVISED	STATE	ROUTE	STATE PROJECT	SHEET NO.
	VA.	N/A	U000-104-365 C-501	3B

DESIGN FEATURES RELATING TO CONSTRUCTION OR TO REGULATION AND CONTROL OF TRAFFIC MAY BE SUBJECT TO CHANGE AS DEEMED NECESSARY BY THE DEPARTMENT

Kimley-Horn & Associates
Charlottesville, Virginia
HYDRAULIC ENGINEER

THIS SHEET IS FOR E&S CONTROL ONLY





Beginning of bridge
End of Slab
Sta. 102+53.49

174'-4"

End of Bridge
End of Slab
Sta. 104+27.83

To Barracks Rd.
(Dairy Road)

90° (typ.)

EL 511.440

EL 511.438

Face of rail

Abutment and line
thru center of piles
Sta. 102+54.16

Point of min.
vertical cl.

Construction B
Dairy Road

N 53°54'11" E

Sta. 250
Bypass Rd.

Sta. 250
Bypass Rd.

Abutment and line
thru center of piles
Sta. 104+27.16

Face of rail

EL 510.917

EL 510.919

To St. Annes Rd.
(Dairy Road)

Approach slab

PLAN

-6.88%
-1.57%

-0.30%

-1.20%

C.G. Sta. 101+90.00
C.G. Elev. 511.63
V.C. 100.000

C.G. Sta. 104+90.00
C.G. Elev. 510.73
V.C. 20.00

Beginning of bridge
End of Slab
Sta. 102+53.49

174'-4"

End of Bridge
End of Slab
Sta. 104+27.83

Finished grade

4" Concrete slab
slope protection

17'-10 3/4" of min.
vertical cl.

17'-2 1/4" of min.
vertical cl.

4" Concrete slab
slope protection

Existing profile along
Dairy Road

DEVELOPED SECTION ALONG CONSTRUCTION B

STATE	FEDERAL AID	STATE	SHEET
ROUTE	PROJECT	ROUTE	PROJECT
VA.	STP-5104 (326)	U000-104-365, B620, C501, P101	1
Federal Structure No. 20073		FHWA Construction and Scour Code: —	
Federal Stewardship and Oversight Code:		UPC No. 118295	

DESIGN EXCEPTION(S):

None

GENERAL NOTES:

Width: 3'-0" shoulder, 22'-0" roadway
30'-0" overall width

Span layout: 174'-4" Steel girder, single span

Capacity: HL-93 loading.

Specifications:

Construction: Virginia Department of Transportation Road and Bridge Specifications, 2020; and SP407-000500 (Special Provision for Superstructure Erection Stability).

Design: AASHTO LRFD Bridge Design Specifications 8th Edition; and VDOT Modifications.

Standards: Virginia Department of Transportation Road and Bridge Standards, 2016; including all current revisions.

These plans are incomplete unless accompanied by the Supplemental Specifications and Special Provisions included in the contract documents.

Note:

"Existing Bridge Not Shown for Clarity"



CITY OF CHARLOTTESVILLE NEIGHBORHOOD DEVELOPMENT SERVICES

PROPOSED BRIDGE REPLACEMENT ON

DAIRY ROAD BRIDGE OVER ROUTE 250 BYPASS CITY OF CHARLOTTESVILLE

PROJ. U000-104-365, B620, C501, P101

Recommended for Approval: City Engineer

Date

No.	Description	Date
REVISIONS		
For Table of Revisions, see Sheet ...		

Date: September 2025

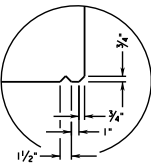
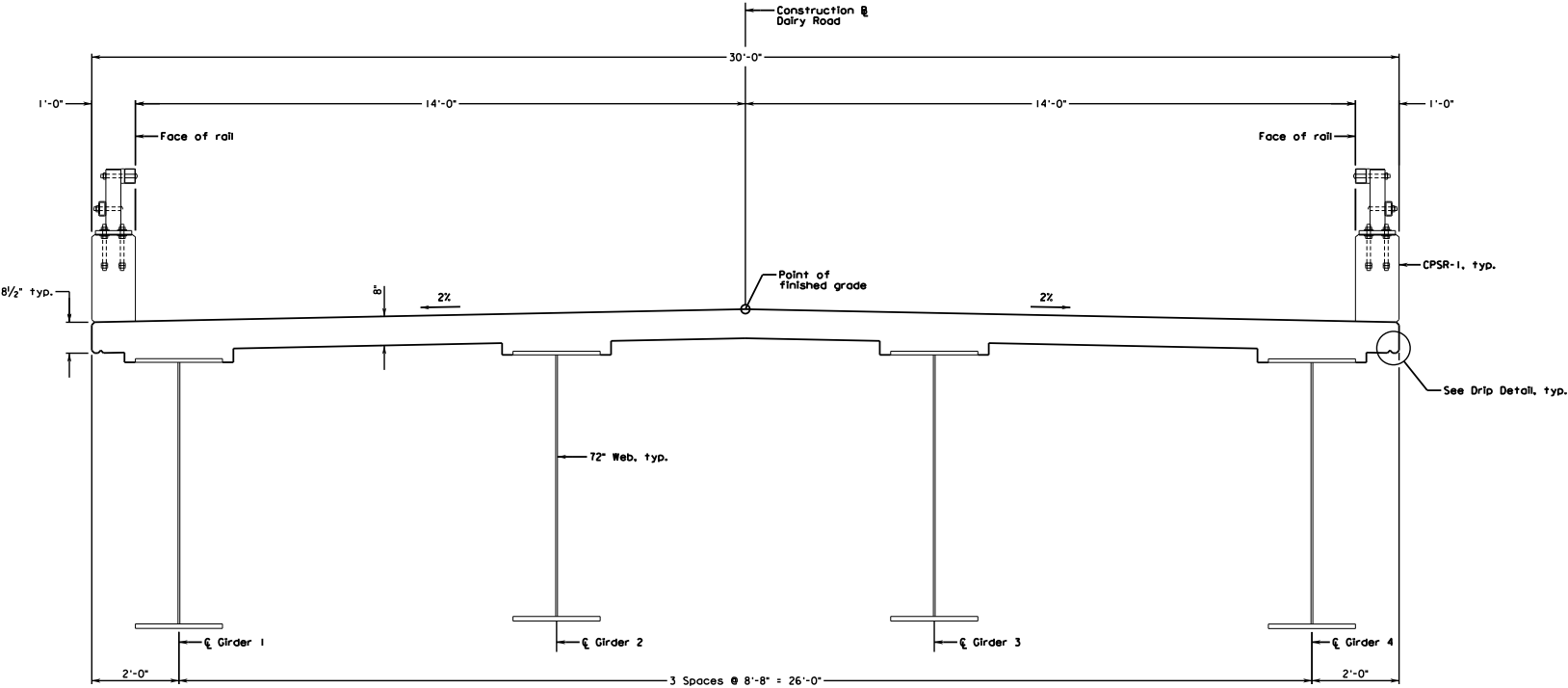
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XXX-XX
Sheet 1 of 8

Albemarle Co. GPE.dwg

KIMLEY-HORN & ASSOC. RICHMOND, VA STRUCTURAL ENGINEER
PLANS BY: —
COORDINATED: —
SUPERVISED: —
DESIGNED: —
DRAWN: —
CHECKED: —

STATE	FEDERAL AID		STATE	SHEET
	ROUTE	PROJECT		
VA	---	STP-5104 (326)	U000-104-365, B620, C501, P10	---



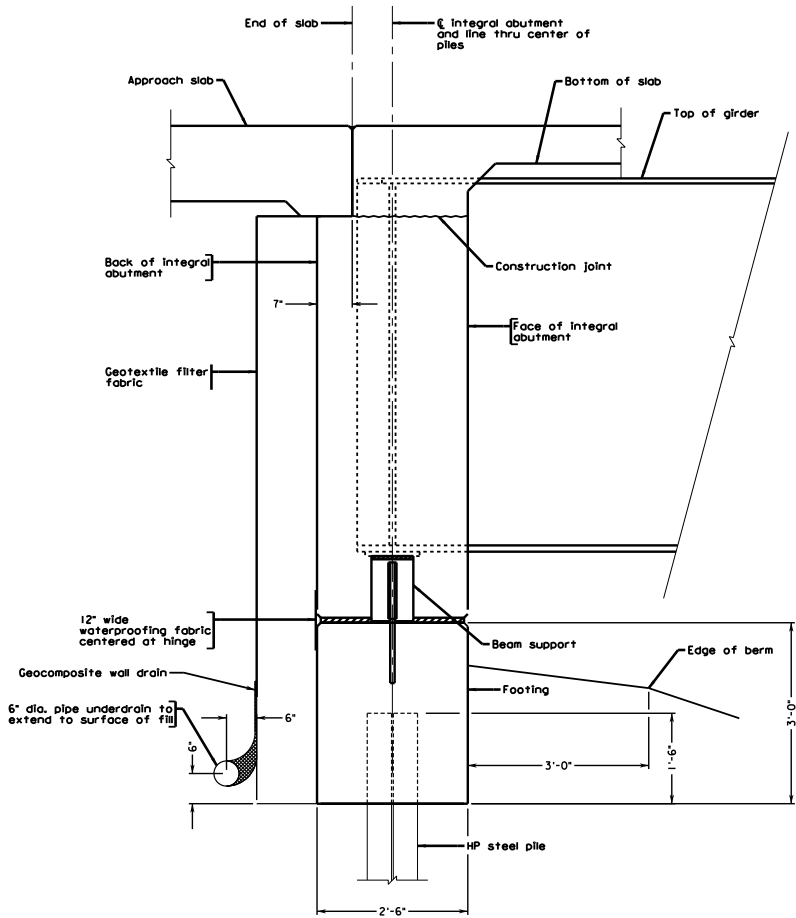
DETAIL
SCALE: 1 1/2" = 1'-0"

KIMLEY-HORN & ASSOC.
RICHMOND, VA
STRUCTURAL ENGINEER

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CITY OF CHARLOTTESVILLE			
TRANSVERSE SECTION			
No.	Description	Date	Revisions
1	Design: KMR	March 2025	XXX-XX
2	Drawn: RKA		
3	Checked: DGD		
4			
5			
6			
7			
8			
9			
10			

STATE	FEDERAL AID		STATE		SHEET NO.
	ROUTE	PROJECT	ROUTE	PROJECT	
VA	---	STP-5104 (326)	---	U000-104-365, B620, C501, P101	---

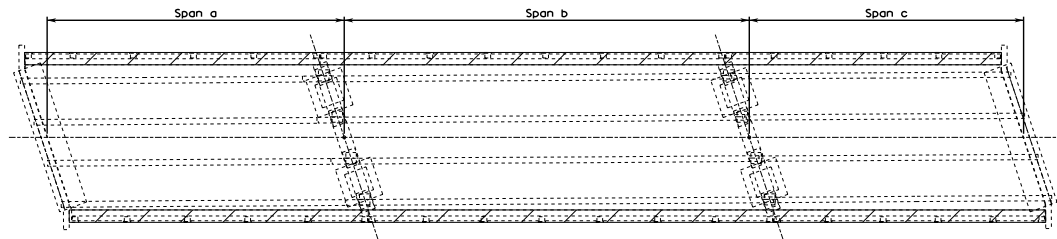


ABUTMENT TYPICAL DETAIL
 Scale: 1" = 1'-0"

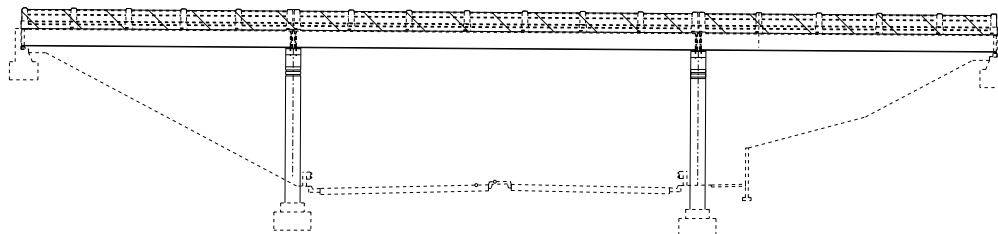
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 RICHMOND, VA
 STRUCTURAL ENGINEER

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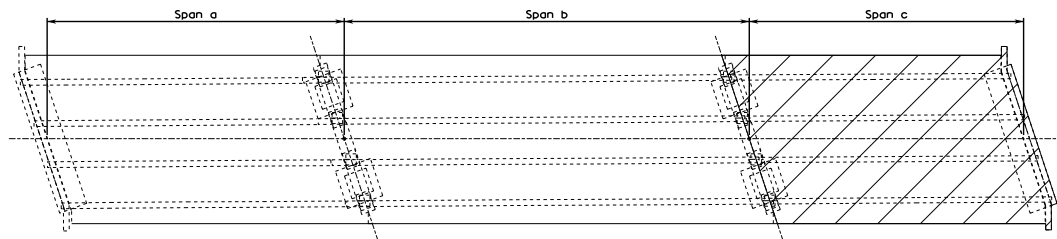
				CITY OF CHARLOTTESVILLE			
				ABUTMENT DETAILS			
No.	Description	Date	Designed: DGD	Date	Plan No.	Sheet No.	
Revisions			Drawn: RCA	March 2025	XXX-XX	3 of 8	
			Checked: KMF				



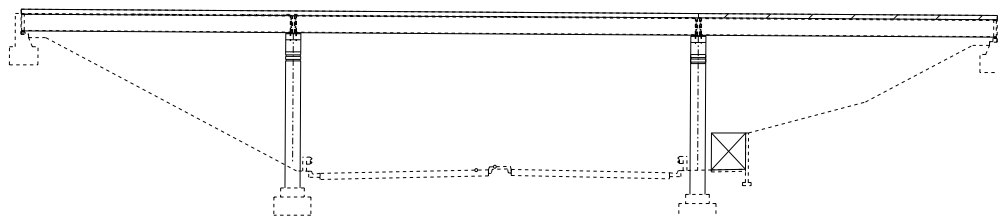
PLAN



ELEVATION
PHASE I



PLAN



ELEVATION
PHASE 2a

STATE	FEDERAL AID		STATE		SHEET NO.
	ROUTE	PROJECT	ROUTE	PROJECT	
VA	---	STP-5104 (326)	---	J000-104-365, B620, C501, P101	---



PHASE I:

1. Close Dairy Road bridge to traffic
2. Remove railing and curb for both sides of bridge.

PHASE 2a:

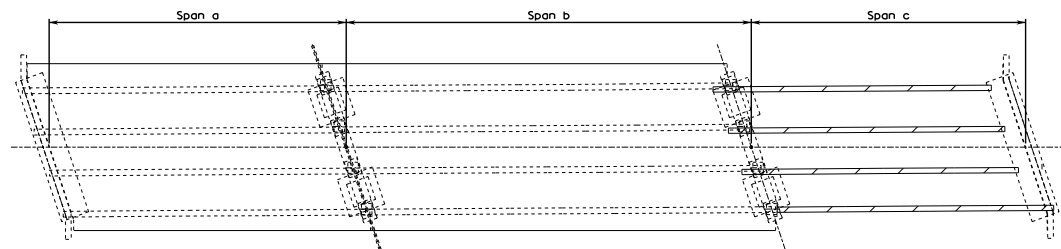
1. Close Shared path.
2. Remove slab on Span c.

Note: Contractor to check stability of Pier 2 prior to the removal of slab on Span c.

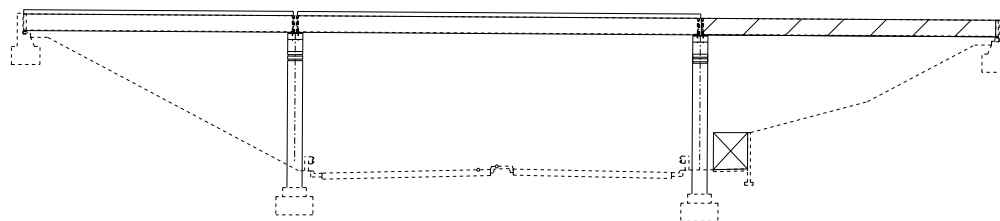
KIMLEY-HORN & ASSOC.
RICHMOND, VA
STRUCTURAL ENGINEER

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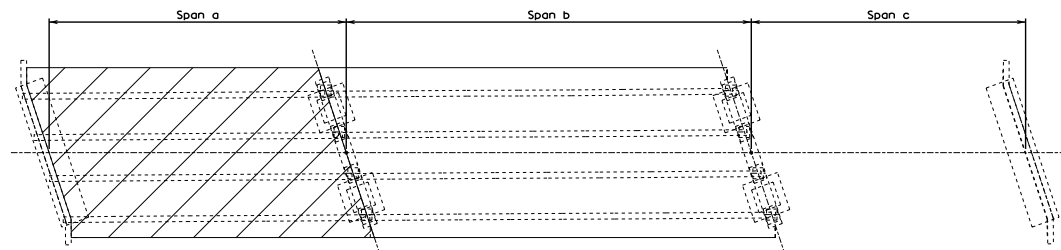
CITY OF CHARLOTTESVILLE					
ERECTION SCHEMATICS 1 OF 4					
No.	Description	Date	Designed: DGD Drawn: RCA Checked: KMF	Date	Plan No.
Revisions				March 2025	XXX-XX
					Sheet No.
					4 of 8



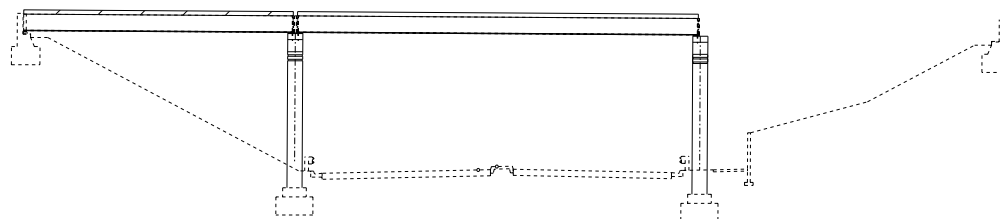
PLAN



ELEVATION
PHASE 2b



PLAN



ELEVATION
PHASE 3a



STATE	ROUTE	FEDERAL AID	ROUTE	STATE	SHEET
		PROJECT		PROJECT	
VA	---	STP-5104 (326)	---	U000-104-365, B620, C501, P101	---

PHASE 2b:

1. Remove diaphragms in center bay.
2. Remove Girders 1 and 2.
3. Remove Girders 3 and 4.

PHASE 3a:

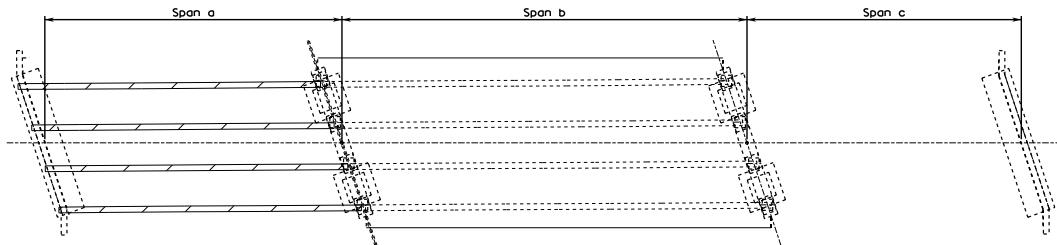
1. Remove slab on Span a.

Note: Contractor to check stability of Pier 2 prior to the removal of girders in Span c. Contractor to check stability of Pier 1 prior to the removal of slab on Span a.

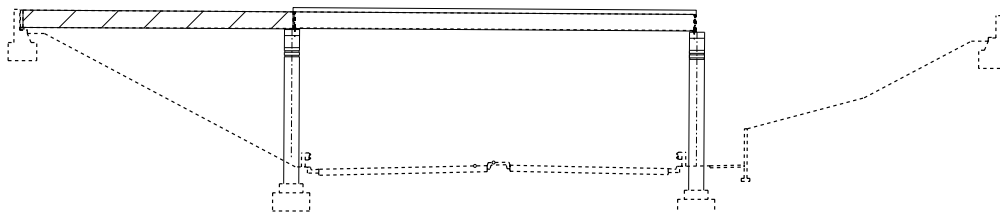
KIMLEY-HORN & ASSOC.
RICHMOND, VA
STRUCTURAL ENGINEER

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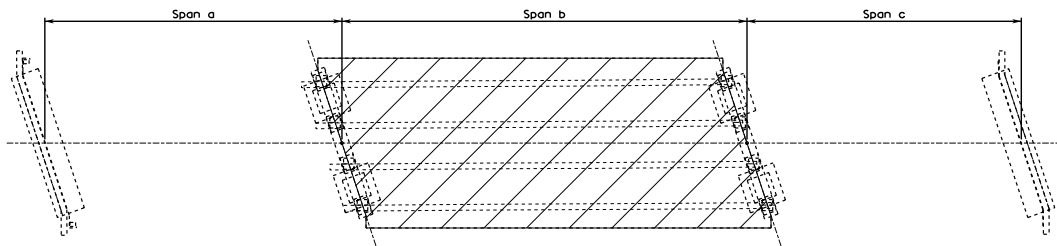
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			ERECTION SCHEMATICS 2 OF 4			
No.	Description	Date	Designed: DGD Drawn: RCA Checked: KMF	Date March 2025	Plan No. XXX-XX	Sheet No. 5 of 8



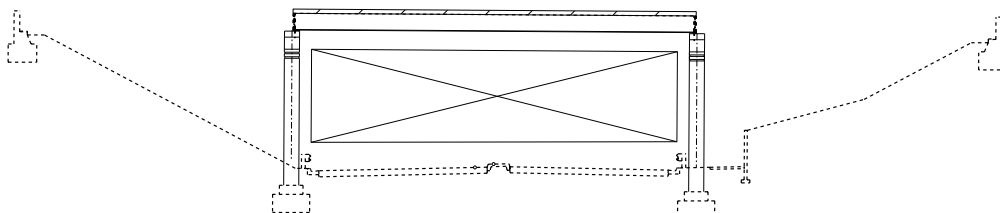
PLAN



ELEVATION
PHASE 3b



PLAN



ELEVATION
PHASE 4a

STATE	FEDERAL AID	STATE	SHEET
ROUTE	PROJECT	ROUTE	NO.
VA	STP-5104 (326)	U000-104-365, B620, C501, P101	---

PHASE 3b:

1. Remove diaphragms in center bay.
2. Remove Girders 1 and 2.
3. Remove Girders 3 and 4.

PHASE 4a:

1. Close Route 250.
2. Remove slab for Span b.

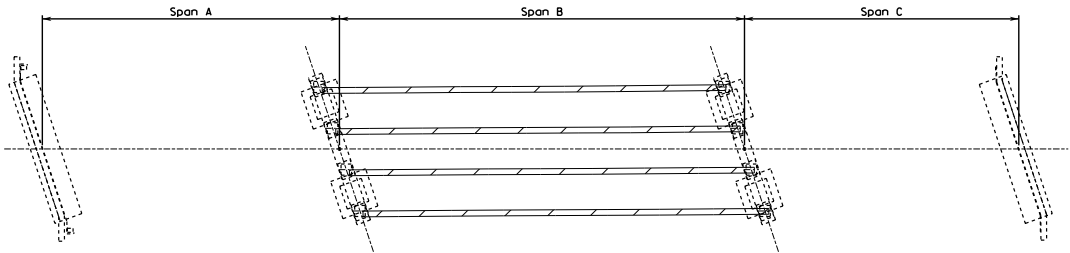
Note: Constructor to check stability of Pier 1 prior to the removal of girders in Span a.

KIMLEY-HORN & ASSOC.
RICHMOND, VA
STRUCTURAL ENGINEER

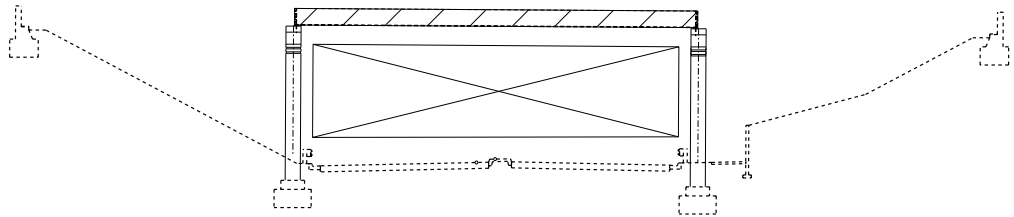
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CITY OF CHARLOTTESVILLE			
ERECTION SCHEMATICS 3 OF 4			
No.	Description	Date	Designed: DGD Drawn: RCA Checked: KMF
Revisions			
Date		Plan No.	Sheet No.
March 2025		XXX-XX	6 of 8

STATE	FEDERAL AID		STATE	SHEET
	ROUTE	PROJECT		
VA	---	STP-5104 (326)	---	NO.
			ROUTE	PROJECT
			---	U000-104-365, B620, C501, P101



PLAN



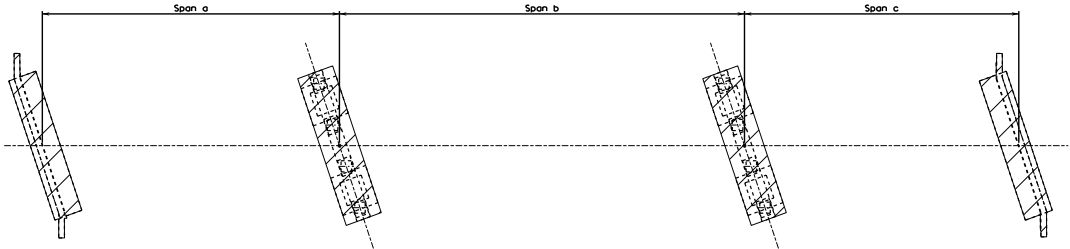
ELEVATION
PHASE 4b

PHASE 4b:

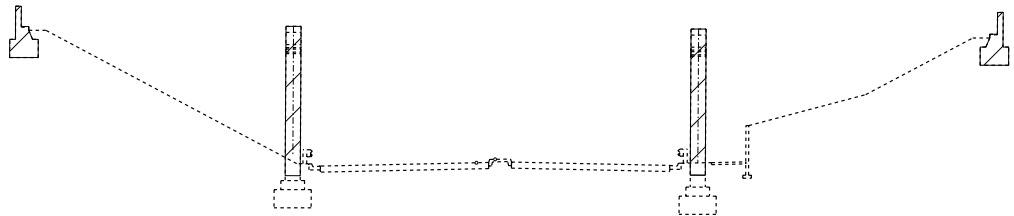
1. Remove diaphragms in center bay.
2. Remove Girders 1 and 2.
3. Remove Girders 3 and 4.

PHASE 5:

1. Demo Piers to 2ft below ground.
2. Remove Abutments.



PLAN



ELEVATION
PHASE 5

KIMLEY-HORN & ASSOC.
RICHMOND, VA
STRUCTURAL ENGINEER

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				CITY OF CHARLOTTESVILLE			
				ERECTION SCHEMATICS 4 OF 4			
No.	Description	Date	Designed: DGD Drawn: RCA Checked: KMF	Date	Plan No.	Sheet No.	
Revisions				March 2025	XXX-XX	7 of 8	

STATE	FEDERAL AID		ROUTE	STATE		SHEET
	PROJECT	NO.		PROJECT	NO.	
VA	STP-5104 (326)			J000-104-365, B620, C501, P101		



GENERAL NOTES:

- Phase 1

 1. Close Rte. 250 Bypass EB.
 2. Deliver Girders 3 and 4.
 3. Complete assembly of Girders 3 and 4 with Field Splices.
 4. Install Cross Frames between Girders 3 and 4.
- Phase 2

 1. Close Rte. 250 Bypass EB and WB and Shared Use Path during nighttime closure allowance times.
 2. Pick Girders 3 and 4 with Cross Frames using 2 - XXXXW Cranes - XXXft Boom, Min. : Boom Angle = 62 Deg., Oper. Rad. = XX'.
 3. Secure Girders in place.
 4. Open Rte. 250 Bypass EB and WB.
- Phase 3

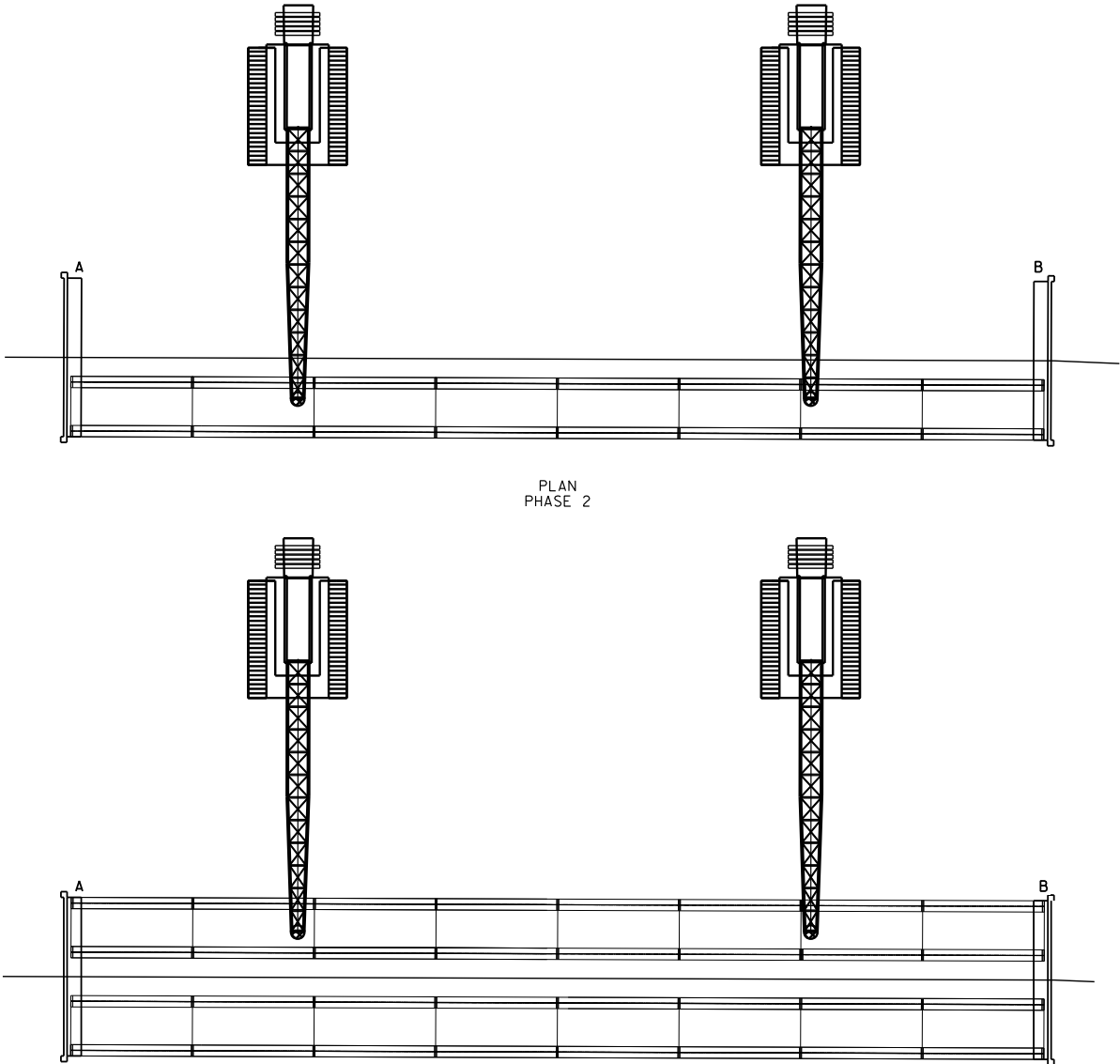
 1. Close Rte. 250 Bypass EB.
 2. Deliver Girders 1 and 2.
 3. Complete assembly of Girders 1 and 2 with Field Splices.
 4. Install Cross Frames between Girders 1 and 2.
- Phase 4

 1. Close Rte. 250 Bypass EB and WB and Shared Use Path during nighttime closure allowance times.
 2. Pick Girders 1 and 2 with Cross Frames using 2 - XXXXW Cranes - XXXft Boom, Min. : Boom Angle = 62 Deg., Oper. Rad. = XX'.
 2. Secure Girders in place.
 4. Open Rte. 250 Bypass EB and WB.
- Phase 5

 1. Install Cross Frames between Girders 2 and 3. No installation is allowed over live traffic (pedestrian traffic included).
 2. Install Stay-in-place forms between Girders 1, 2, 3, and 4. No installation is allowed over live traffic (pedestrian traffic included).

Erection will occur at night with a total lane closer of Route 250 Bypass.

Note:
This is a schematic only. It is not a working drawing. The Contractor shall submit complete details of proposed erection methods and equipment in accordance with the specifications.



KIMLEY-HORN & ASSOC.
RICHMOND, VA
STRUCTURAL ENGINEER

PLAN
PHASE 4

© 2025, Commonwealth of Virginia

				CITY OF CHARLOTTESVILLE			
				ERECTION PLAN			
No.	Description	Date	Designed: DGD Drawn: RCA Checked: KMF	Date	Plan No.	Sheet No.	
Revisions				March 2025	XXX-XX	8 of 8	

ATTACHMENT G

DESIGN PUBLIC HEARING HANDOUTS

DESIGN PUBLIC HEARING - JULY 15, 2025

Dairy Road Bridge Replacement Project

VDOT PROJECT NUMBER: U000-104-365, UPC 118295

FEDERAL PROJECT NUMBER: STP-5104(326)

www.dairyroadbridge.org

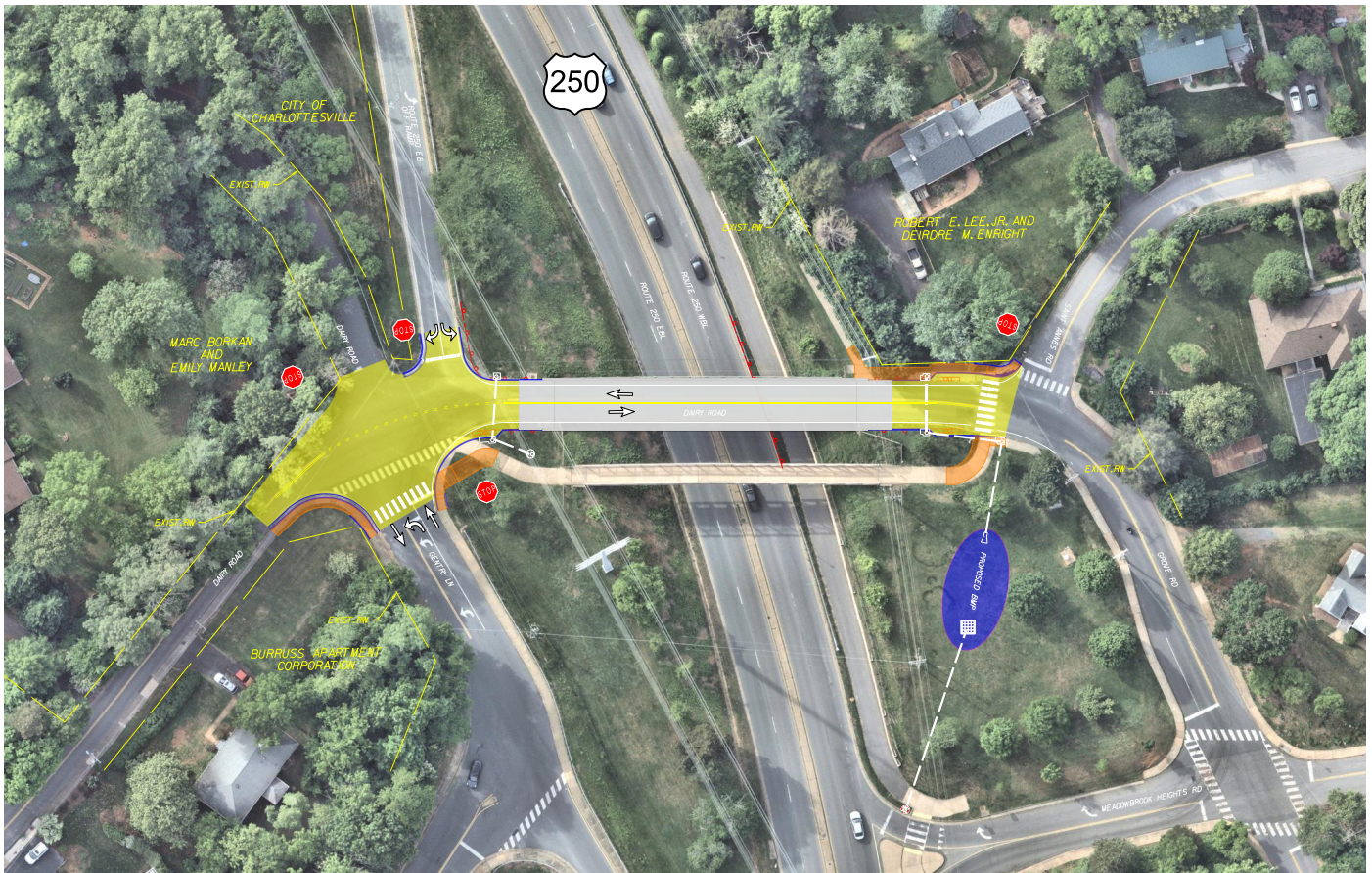


Design Public Hearing

Welcome to the Design Public Hearing for the Dairy Road bridge replacement project. This meeting provides an opportunity for any person, acting on his or her behalf or representing a group or governmental agency, to review the displayed project exhibits and give the City of

Charlottesville comments and/or suggestions on this project. Verbal comments will be accepted during tonight's hearing. Written statements may be submitted via comment forms, in writing to the City on or before July 25, 2025, via email or mail (address included on back page of this brochure).

Project Overview



Project Description

The existing Dairy Road bridge over Route 250 Bypass has reached the end of its useful life. Recent inspection data dated March 6, 2025, shows an overall condition of the bridge as “poor.” A full replacement of the bridge is necessary and has been funded through the State of Good Repair (SGR) program using a combination of state and federal dollars.

An engineering review of the existing bridge substructure has determined that phasing construction of the new bridge while maintaining traffic on half of the existing bridge is not feasible due to the nature of the foundation work required and the structural needs of current bridge design standards. Building a bridge “off alignment” to either the east or west of the existing bridge while maintaining traffic will require considerable permanent impacts to adjacent private properties, significant and costly reconstruction of the approach roadways, and/or removal of the dedicated pedestrian bridge

the City completed in 2017. Therefore, the most cost-effective and least impactful replacement method is to close the bridge entirely, demolish the existing bridge, and build a new bridge in its place. A complete structure replacement presents the most effective solution for extending the bridge’s service life while offering the greatest potential to optimize the bridge’s geometric design and substantially enhance safety.

The pedestrian bridge will remain open during construction, except for short-term closures as bridge construction activities dictate the closure of the bridge for the safety of pedestrians/cyclists.

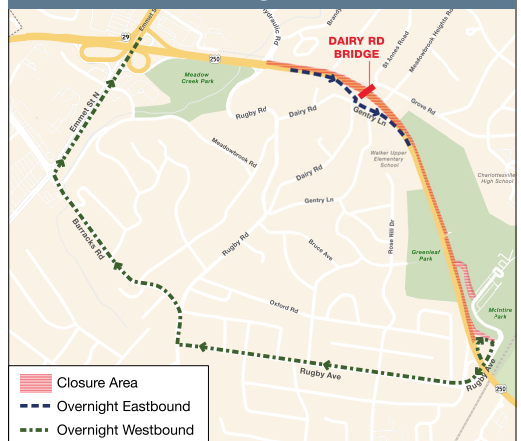
Proposed Detours

The Dairy Road bridge over the Route 250 Bypass is expected to be closed for 12-14 months during construction. The City of Charlottesville has developed official detour routes that will be signed for the duration of construction. The routes were analyzed

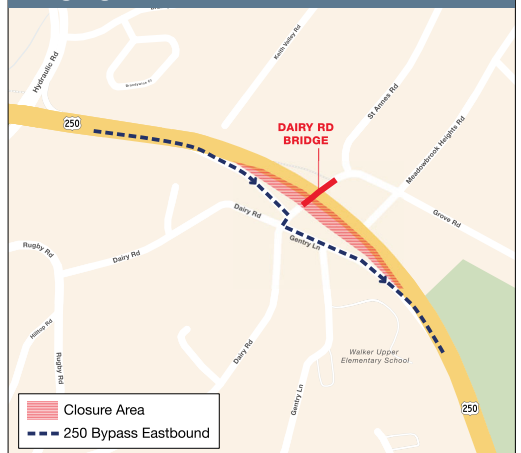
Maintenance of Traffic - Dairy Road Detour



Intermittent Overnight Detour



Staging Detour



and selected to minimize inconvenience to the traveling public. During construction activities, the City will perform the following temporary improvements along the proposed detour routes to help minimize the impacts of traffic:

- Install a temporary traffic signal at the intersection of Rugby Avenue and the US-250 Bypass eastbound off-ramp to help facilitate traffic flow through this intersection
- Review and adjust traffic signal timings along the detour routes while the detour is in place

The City will continue to monitor traffic conditions on the detour route during construction and will consider additional improvements, as needed.

Estimated Project Schedule

Milestone	Planned Date*
Public Hearing	July 15, 2025
Advertisement for Construction	August 2026
Construction Activities Begin	December 2026
Bridge Closed	February 2027
New Bridge Reopened	March 2028
Construction Complete	May 2028

** Future dates are an estimate and subject to change. The City of Charlottesville’s goal is to complete this project as quickly, efficiently, and safely as possible with minimal inconvenience to the public. The safety of the public is paramount to the City of Charlottesville.*

Right-of-Way

Improvements are not expected to require the acquisition of land for right-of-way and easements. However, as the City of Charlottesville further develops the design of the project, should easements or right-of-way be required impacted property owners will be informed of the exact location of right-of-way and easements during the formal right-of-way acquisition process.

Information about right-of-way acquisitions is provided in VDOT’s brochure entitled Right-of-Way and Utilities: A Guide for Property Owners and Tenants, which is available at the right-of-way table at the public hearing or online at

www.vdot.virginia.gov/media/vdotvirginiagov/doing-business/technical-guidance-and-support/right-of-way-and-utilities/a-guide-for-property-owners-and-tenants_acc-2025-06-04.pdf. After this meeting, information regarding right-of-way acquisition may be obtained from the City of Charlottesville Department of Public Works located at 305 4th Street NW, Charlottesville, VA 22903.

Estimated Project Cost and Funding

The City of Charlottesville is a recipient of a “State of Good Repair” program grant from VDOT, which will use a combination of state and federal funds. The current project is estimated to cost \$12,620,000, inclusive of engineering and construction.

The State of Good Repair (SGR) bridge program provides funding for National Bridge Inventory (NBI) bridges in poor condition or in fair condition that are owned by the Virginia Department of Transportation and/or localities. Project scopes for the SGR program are established to preserve, reconstruct, or replace damaged or deteriorated elements in the most practical and cost-effective manner and include measures (materials, technologies or details) to mitigate future deterioration. Costs associated with additional scope elements beyond the recommended bridge repair/replacement are the responsibility of the City of Charlottesville.

Environmental Review

VDOT has prepared environmental reviews and performed coordination efforts to obtain information about environmental resources within the project vicinity. Natural and historic resource agencies have been provided with an opportunity to review and comment on the project during its development. Opportunities for avoidance, minimization, and mitigation of environmental impacts have been identified. The National Environmental Policy Act (NEPA) is applicable to this project and a NEPA document (Programmatic Categorical Exclusion) has been prepared in cooperation with the Federal Highway Administration (FHWA) and in accordance with federal guidelines.

The NEPA document includes information from various technical reviews including those related to natural resources, water quality, water resources, threatened and endangered species,

and other quantifiable impacts. In compliance with the National Historic Preservation Act, Section 106 and 36 CFR Part 800, information concerning the potential effects of the proposed project on properties listed in or eligible for listing in the National Register of Historic Places also has been evaluated.

The draft environmental document is available for review at this meeting and on the project website. At this time, the project has received a ruling of no adverse effect from the Virginia Department of Historic Resources (VDHR) due to little or no impact on historic resources.

Federal Aid

This is a federal aid project; FHWA must approve the need for the proposed highway improvements as well as the environmental documents, plans, specifications, cost estimates, right-of-way acquisitions, and construction procedures. This process provides additional assurance that federal, state, and local goals and objectives are met and that opportunity for public participation is provided. Federal and state regulations require that a wide range of factors and impacts are considered and that the final decisions are made in the best overall public interest.

Civil Rights

It is the responsibility of the City of Charlottesville to ensure that all members of the community are afforded an opportunity to participate in public decisions about transportation systems and projects affecting them, which is why your input is greatly encouraged.

The City of Charlottesville and VDOT ensures non-discrimination and equal employment in all programs and activities in accordance with Title VI and Title VII of the Civil Rights Act of 1964. No person shall be excluded from participation in or be denied the benefits of, or be subjected to, discrimination under any program or activity receiving federal financial assistance. If you feel you have been denied participation in, or denied benefits of, or been subjected to discrimination, in regard to this project or otherwise discriminated against because of your race, color, national origin, gender, age, or disability, you may contact the Virginia Department of Transportation, Office of Equal Opportunity, 1401 E. Broad Street, Richmond, Virginia 23219 or phone (804) 786-2835 or TDD (800) 307-4630, TTY/TDD 711.

Get Involved

The public is encouraged to submit written comments about the design plans at the meeting by mail or email. All comments need to be submitted to the City of Charlottesville, Department of Public Works, Attn: Najeeb

Behnam, 305 4th Street NW, Charlottesville, VA 22903 or to behnamn@charlottesville.gov by July 25, 2025 in order to be included in the official meeting record.

Contact Information

Primary Contact:
Najeeb Behnam

434-459-9763
behnamn@charlottesville.gov

Project Manager, Capital Development Division,
Department of Public Works

305 4th Street NW
Charlottesville, VA 22903



Visit the project website for updates and relevant documents: www.dairyroadbridge.org

Use the QR code or visit the project website to submit your comments:



Dairy Road Bridge Replacement Project

VDOT PROJECT NUMBER: U000-104-365, UPC 118295

FEDERAL PROJECT NUMBER: STP-5104(326)



Frequently Asked Questions (“FAQs”)

Project Need

1. What’s wrong with the current bridge?

The Dairy Road Bridge over Route 250 Bypass was originally constructed 72 years ago in 1953. Historically, bridges built during this period of time were designed for a 50-year life expectancy. The most recent bridge inspection report provided to the City of Charlottesville, dated March 6, 2025, classified the overall condition of the bridge as “poor.” The bridge has exceeded its original design life, and any lower condition of the bridge will require more frequent monitoring, further load restrictions, and/or corrective actions to be taken.

2. Is the current bridge safe to drive on now?

Yes. The bridge is required by FHWA to be inspected every 2 years by a licensed Professional Engineer. It was last inspected in March 2025 and is on a 12-month inspection cycle. While heavier loads are restricted from the bridge, it is safe for small trucks and passenger vehicles.

Cost and Funding

1. How much will this project cost? Who is paying for the project?

The current project is estimated to cost \$12,620,000, inclusive of engineering and construction. The City of Charlottesville is a recipient of a “State of Good Repair” (SGR) program grant from VDOT, which will use a combination of state and federal funds to complete the project. Project scopes for the SGR program are established to preserve, reconstruct, or replace damaged or deteriorated elements in the most practical and cost-effective manner and include measures (materials, technologies or details) to mitigate future deterioration.

2. Can we make enhancements to the bridge with the SGR funds?

No. Costs associated with additional scope elements beyond the recommended bridge repair/replacement are not reimbursable from the SGR program and would be the responsibility of the City of Charlottesville.

Plan and Alternatives

1. How will the current bridge be replaced?

The current bridge will be closed to traffic and then the structure and foundations will be demolished. New foundations, supports, and bridge structure will be constructed.

2. So the bridge will be completely closed during construction? How long will it take to open the new bridge?

Yes – construction will require a total closure of the current bridge. It’s expected to be closed for 12-14 months while the existing bridge is demolished and a new bridge constructed in its place.

3. Can the bridge be built in phases to keep it partially open during construction?

A phased construction approach has been investigated for feasibility. This would allow for keeping one lane open and signaling movement across the bridge with temporary traffic signals. The cycle length necessary to allow vehicles to cross the one lane bridge in the phased construction option was estimated to be upwards of a 4+ minute cycle length (or wait time) to allow each individual approaching roadway adequate time to safely traverse the work zone. Additionally, at times of peak traffic demand for vehicles waiting to cross Dairy Road bridge, it is expected that the queue length of traffic waiting to cross Dairy Road bridge will back up onto Route 250 Bypass, which poses safety concerns and potential hazards for the travelling public on the bypass. Therefore, in a phased approach the travel time benefits would be minimal, create safety problems, and would not justify the additional cost or longer construction duration required to build the bridge in this method.

The phased construction approach was also reviewed from a structural and foundation approach, in which a section of the existing Dairy Road bridge would be demolished to construct a section of the new proposed Dairy Road bridge adjacent to the existing. Additional heavier loads from the new construction would have adverse effects on the nearby existing foundations, potentially causing instability of the existing Dairy Road bridge in the phased condition. Costs to stabilize and monitor the existing Dairy Road bridge in the phased condition could be incurred, making the phased construction option more expensive than full closure of the bridge.

4. Can a new bridge be built to the side of the current bridge so that the current bridge can remain open until the new bridge is complete?

While possible, the option to either side has considerable drawbacks that offset the convenience to the public. Both are more expensive and/or more impactful to adjacent properties. Building a new bridge to the west would cause significant impacts to the private property at the northwest corner of the bridge and require the 250 off-ramp to be completely reconstructed due to its uphill grade, both of which would result in a significantly more expensive project. Building a new bridge to the east would require considerably more roadway approach work, would remove the pedestrian bridge the City completed in 2017, and could even impact Dominion's overhead transmission line tower – all of which would add significantly to the project's overall cost.

Given the state and federal funding from the SGR program is fixed, cost increases would be the responsibility of the City of Charlottesville, redirecting funding from other City programs, and delaying the project while funds are identified – which further increases the overall costs as inflation continues upwards pressure on construction costs.

5. I've heard of Accelerated Bridge Construction (ABC) where bridges can be built nearby and then slid into place to reduce the duration of the roadway closure. Is this an option for Dairy Road?

Accelerated Bridge Construction (ABC) utilizes prefabricated bridge elements to minimize typical issues associated with conventional construction, such as prolonged construction time, disruption to traffic, and project safety. Constructing the Dairy Road bridge using ABC methods to erect the bridge faster will likely add an additional 20- 30 % to the overall construction cost of this local bridge. As a rule of thumb, ABC methods are cost effective for bridges that carry a high volume of average daily traffic (ADT), such as an interstate corridor, where closures will incur a high user cost to the travelling public. It should also be noted that ABC methods do not mean accelerated bridge design. Time for design and fabrication of bridge elements will be extended beyond that of a conventional bridge project. This additional time is imperative to ensure that complex elements and ABC procedures are carefully planned and ready for execution in the field. Considering the added cost and schedule impacts, using ABC methods is not the most practical choice for this project.

Detours

1. How long will the bridge be closed?

The bridge is anticipated to be closed for 12-14 months to allow for demolition of the existing bridge and construction of a new bridge in its place.

2. How will I navigate the area with Dairy Road closed?

The City of Charlottesville has developed official detour routes that will be signed for the duration of construction. The routes were analyzed and selected to minimize inconvenience to the traveling public. However, the general public may choose any alternative route at their convenience. Maps of the signed detours are included in this brochure. They are as follows:

- **Southbound Dairy Road:** Take Meadowbrook Heights Road south, turn right onto the 250-Bypass westbound, turn right on Hydraulic Road, use the roundabout at Hillsdale Drive to make a u-turn, turn left onto 250-Bypass eastbound, exit to Dairy Road.
- **Northbound Dairy Road:** Take Gentry Lane to the 250-Bypass eastbound on ramp to 250-Bypass eastbound, exit to Rugby Ave, turn left on Rugby Ave, turn left onto the 250-Bypass westbound on-ramp, follow the 250-Bypass and turn right onto Meadowbrook Heights Road.

3. What will the City do to address traffic on the detour routes?

During construction activities, the City will perform the following temporary improvements along the proposed detour routes to help minimize the impacts of traffic:

- Install a temporary traffic signal at the intersection of Rugby Avenue and the US-250 Bypass eastbound off-ramp to help facilitate traffic flow through this intersection
- Review and adjust traffic signal timings along the detour routes while the detour is in place.

The City will continue to monitor traffic conditions on the detour route during construction and will consider additional improvements, as needed.

4. Will there be other roadway closures during construction?

Yes, bridge construction activities will require the closure of the Route 250 Bypass for short-term activities. This will only occur when absolutely necessary for bridge demolition and construction activities and will be limited to nights and limited weekends.

Construction Impacts

1. Will the existing pedestrian bridge remain open during construction?

Yes, the pedestrian bridge will remain open during construction, except for short-term closures as bridge construction activities dictate the closure of the bridge for the imminent safety of pedestrians/cyclists.

2. What time of day will construction be done? Daytime? Nighttime?

Most activities will occur during the daytime. However, to limit the impact on traffic operations on Route 250, some activities will occur overnight.

3. How will noise be abated during construction?

The construction will be bound by the City of Charlottesville's noise ordinance (City Code Section 16). Construction activities are exempt from the daytime (6:00am to 10:00pm) prohibition on noise set forth in city code Section 16-8(b). The contractor will generally be required to comply with nighttime (10:00pm to 6:00am) noise ordinance requirements.

4. What effect will the bridge construction have on emergency services?

Public Works has begun coordination with City police, fire, and the Charlottesville-Albemarle Rescue Squad to ensure their awareness of the closure. Public Works will work closely with each to notify them of the exact timing and duration of closures prior to and during construction.

5. What will happen with the CAT bus route that uses Dairy Road?

Public Works has begun coordination with CAT regarding the operations of the Route 9, which uses Dairy Road. CAT is working on an alternative route and will communicate in advance of and during construction with system patrons of the route changes.

Dairy Road Bridge Replacement Project

VDOT PROJECT NUMBER: U000-104-365, UPC 118295

FEDERAL PROJECT NUMBER: STP-5104(326)

Walker Upper Elementary School
1564 Dairy Road
Charlottesville, VA 22903

Wednesday, July 15, 2025
Open House: 6:00 PM to 8:00 PM



Comment Sheet

Name: _____

Email: _____

Address: _____

Zip Code: _____

Please respond to the following statements by checking the box that best expresses your opinion.

1. Have you had the opportunity to review and consider the information provided in the exhibits at the public forum event or project website, prior to answering these questions?

☐ Yes ☐ No

2. How frequently do you use the Dairy Road bridge?

☐ Daily ☐ 1-2 times/week ☐ a few times of month ☐ rarely

3. What is your opinion regarding the proposed project?

☐ Strongly Oppose ☐ Oppose ☐ Neutral ☐ Support ☐ Strongly Support

Optional: Expand on why you selected this answer.

4. Do you feel the information provided at this Public Hearing adequately answered your questions?

☐ Yes ☐ No

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Primary Contact:
Najeeb Behhnam

434-459-9763
behnamn@charlottesville.gov



ATTACHMENT H

DESIGN PUBLIC HEARING DISPLAYS



CITY OF
CHARLOTTESVILLE

Plan View - Proposed Condition

DAIRY ROAD BRIDGE REPLACEMENT

Virginia Department
of Transportation

VDOT

July 15, 2025 -- Public Hearing

Project Location



Charlottesville,
Virginia

North Arrow & Scale



Legend

- Proposed Asphalt
- Proposed Sidewalk
- Proposed Curb or Curb and Gutter
- Existing Right of Way
- Proposed Limits of Construction
- Proposed Guardrail

Contact Information

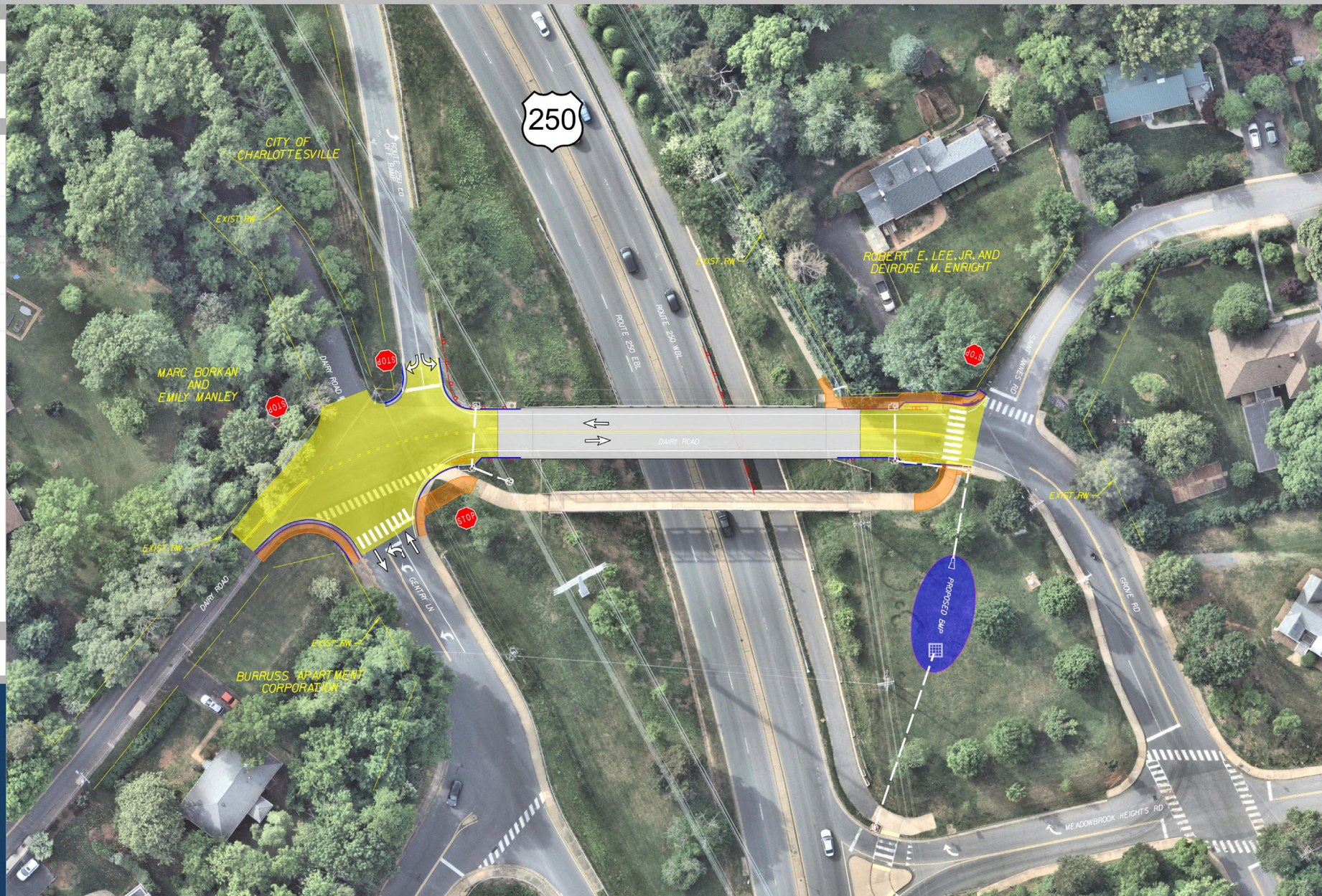
Written comments may be sent by July 25, 2025 to: Najeebullah Behnam
Project Manager - City of Charlottesville

Dairy Road Bridge Replacement

State Project: U000-104-365
UPC: 118295

These plans are unfinished and unapproved and are not to be used for any type of construction. Additional easements for utility relocations may be required beyond what is shown on these plans.

Imagery Courtesy of Nearmap US, Inc.



Maintenance of Traffic - Dairy Road Detour



Intermittent Overnight Detour



Staging Detour



ATTACHMENT I

DESIGN PUBLIC HEARING PRESENTATION

dairyroadbridge.org



Comment form:





Dairy Road Bridge Replacement

Public Hearing
July 15, 2025

dairyroadbridge.org



Bridge Condition

- Current bridge was built in 1953, with a 50-year expected design life (2003)
- Bridge condition is rated “poor”
- Inspected annually, including most recently spring 2025
- Load restricted since 2007





Background

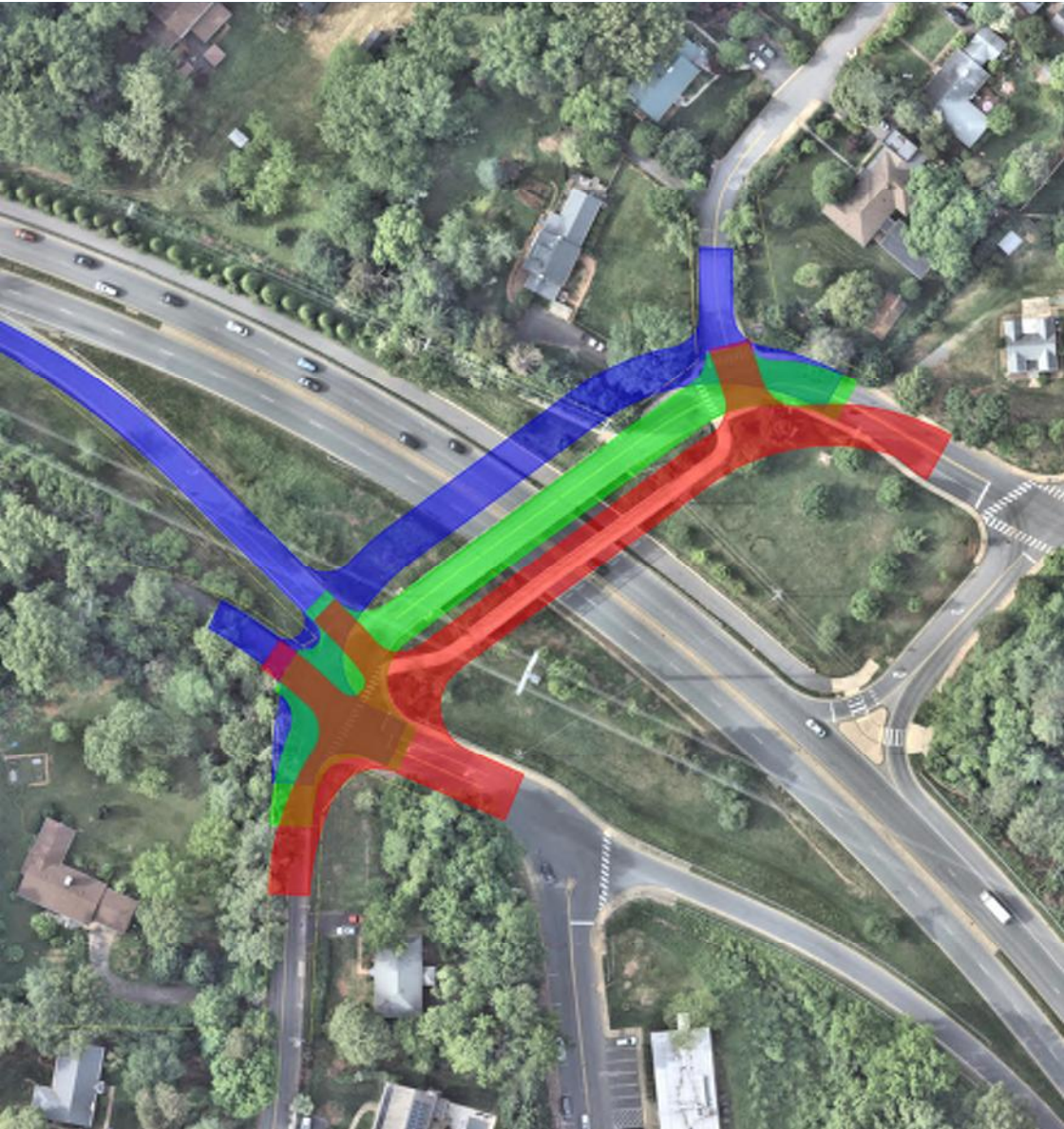
- Awarded \$7.2 Million in VDOT “State of Good Repair” funding to begin in FY2021
- Funding increase for FY2024 to \$8.1 Million
- Funding increase for FY2025 to \$12.6 Million



Funding and Cost

- VDOT's **STATE OF GOOD REPAIR** Program
- State and Federal funds
- **No City matching funds required**
- Scope limited to “replace deteriorated elements in the most practical and cost-effective manner”
- **Funding and scope is fixed**





Alternatives Considered

- **Current plan: Demolish and rebuild in place (green option)**
- Eliminated options due to cost and/or other impacts:
 - A) Build parallel bridge (to east or west)
 - B) Build bridge in half
 - C) Innovative/accelerated methods to build “slide-in” bridge



Parallel Alternatives



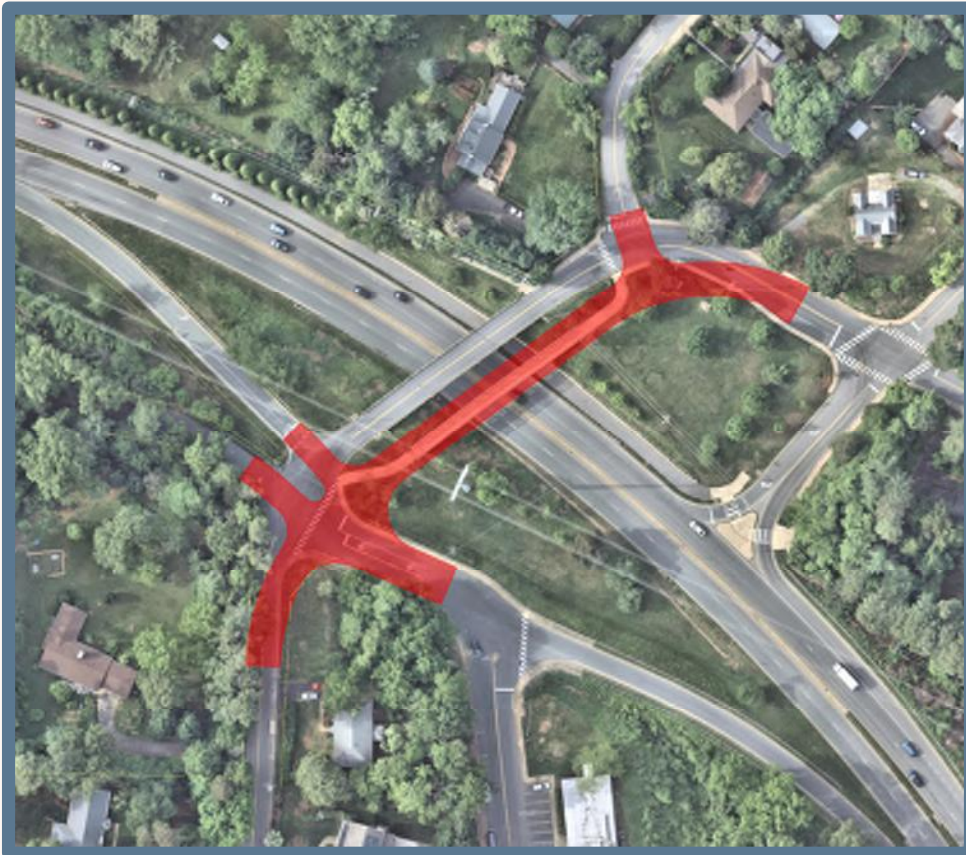
Dairy Road Bridge Replacement – Public Hearing

Western Option

- Costly impacts to 250-Bypass off-ramp
- Significant property impacts at St. Anne's Road
- Property impacts at southwest corner
- More significant utility impacts
- Construction start delayed ~18 months
- ~50% higher total project cost



Parallel Alternatives



Dairy Road Bridge Replacement – Public Hearing

Eastern Option

- Removes pedestrian bridge during construction
- More significant utility impacts
- Potential impacts to Dominion overhead transmission lines
- Property impacts at Dairy Road and Gentry Lane
- Construction start delayed ~18 month
- ~45% higher total project cost

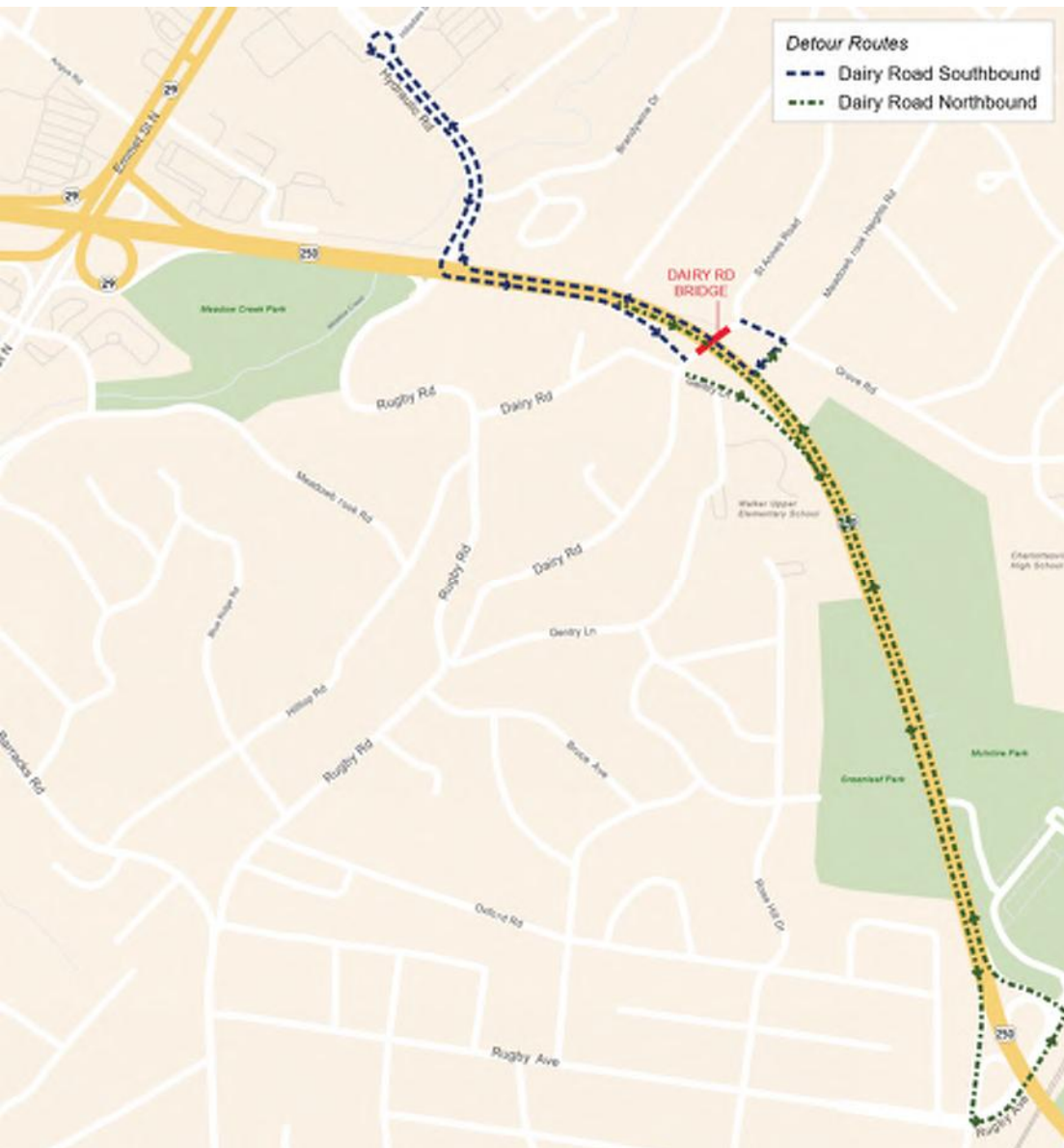


In-Place Alternative (Staged Construction)

- \$\$** Partial demolition and reconstruction
- \$\$** Uses temporary signal trailer for one-way operations
- \$\$** Signal wait times of 4+ minutes (higher in peak hours) (detour is 3 – 7 minutes)
- X** Existing bridge foundation prevents staged construction



Source: aasafetyinc.com

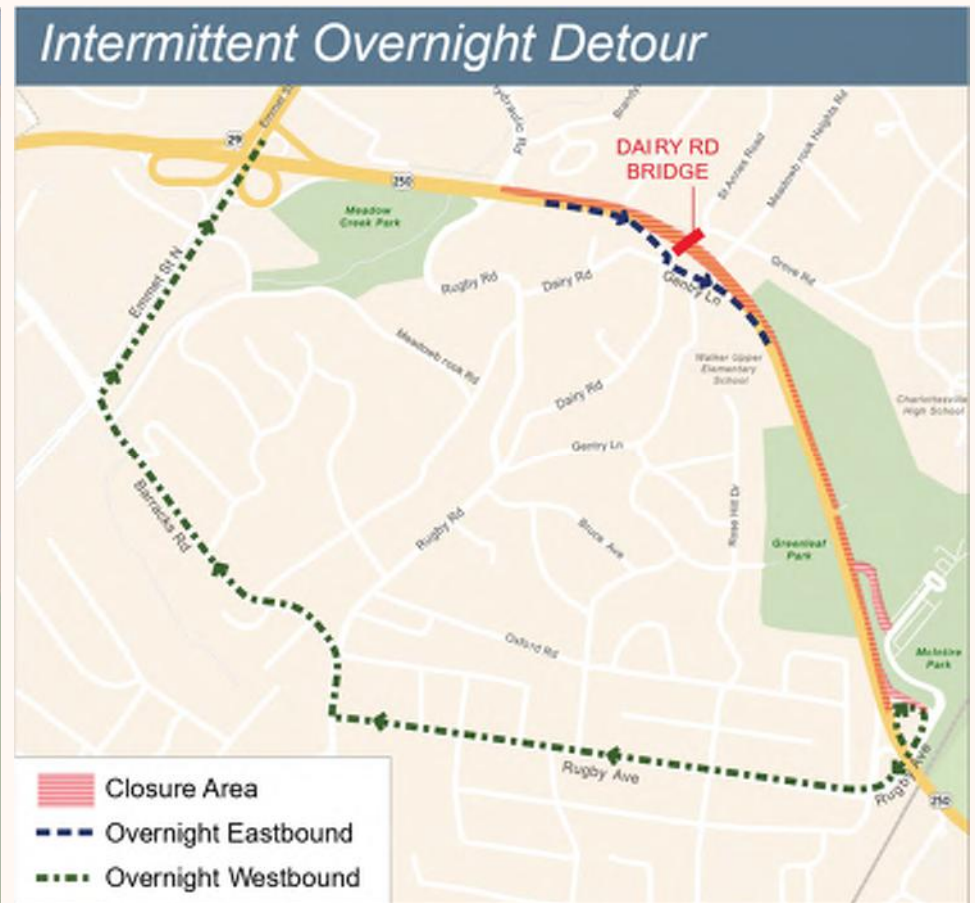


Detours

- Dairy Road bridge to be closed 12-14 months
- Temporary improvements to minimize impacts
 - Temporary signal at Route 250 eastbound off-ramp at Rugby Ave
 - Review signal timing at Hydraulic Road and Route 250 bypass
- Limited (night and/or weekend) closure of 250-Bypass



Detours



Dairy Road Bridge Replacement – Public Hearing



Schedule

Milestone	Planned Date
Public Hearing	July 15, 2025
Advertisement for Construction	August 2026
Construction Activities Begin	December 2026
Bridge Closed	February 2027
New Bridge Reopened	March 2028
Construction Complete	May 2028



dairyroadbridge.org



Comment form:



ATTACHMENT J

NEPA DOCUMENT COVER


**Environmental Division
NEPA Programs**
Programmatic Categorical Exclusion (PCE)

Project Information			
Project Name:	Dairy Road Bridge	Federal Project#:	STP-PM07(326)
Project Number:	U000-104-365, B620, C501, P101	Project Type:	Construction
UPC:	118295	Charge Number:	
Project Number(Assoc)(UPC):			
Route Number:	9999	Route Type:	Urban
Project Limit--From:	DAIRY RD OVER RTE. 250 BYPASS	To:	DAIRY RD OVER RTE. 250 BYPASS
IPM Project Description:	#SGR21LB - DAIRY ROAD OVER RTE 250 BYPASS (FED ID 20073)		
Additional Project Description:	To remove an existing structure (bridge) with a sufficiency rating of 15/100 and install a new structure (bridge).		
Purpose And Need:	The purpose of this project is to improve the existing crossing of Dairy Road bridge over the Route 250 bypass by providing a legal load bridge, in context with the geometry and setting of the existing bridge, capable of carrying emergency equipment and passenger vehicles.		
District:	City/County:	Residency:	
Culpeper	Charlottesville	Charlottesville	

The subject project meets the criteria for a Programmatic Categorical Exclusion in accordance with:

X 23 CFR 771.117

Description of PCE Category:

c28 Bridge rehabilitation, reconstruction, or replacement or the construction of grade separation to replace existing at-grade railroad crossings, if the actions meet the constraints in paragraph (e) of this section.

UNUSUAL CIRCUMSTANCES:

NO Significant environmental impacts

Determination: There are no significant environmental impacts, as per the City of Charlottesville Project Manager and VDOT Culpeper District Document Staff.

NO Substantial controversy on environmental grounds

Determination: There is no controversy on environmental grounds, as per the City of Charlottesville Project Manager and the VDOT Culpeper District Document Staff.

- NO** Significant impact on properties protected by Section 4(f) of the Department of Transportation Act or Section 106 of the National Historic Preservation Act
Determination: There are no significant impacts on properties protected by Section 4(f) of the Department of Transportation Act or Section 106 of the National Historic Preservation Act, as per the VDOT Culpeper District Document Staff and the VDOT Fredericksburg District Regional Cultural Resources Staff.
- NO** Inconsistencies with any Federal, State, or local law, requirement or administrative determination relating to the environmental aspects of the action
Determination: There are no inconsistencies with any Federal, State, or local law, requirement or administrative determination relating to the environmental aspects of the action, as per the City of Charlottesville Project Manager and the VDOT Culpeper District Document Staff.

IMPACTS:

- NO** Involves acquisition of more than minor amounts of temporary or permanent right of way acquisition
Determination: Minimal right of way or easements will be necessary to construct this project, as per the City of Charlottesville Project Manager and the EQ429 dated 07/28/22.
- NO** Involves acquisitions that result in more than limited residential and non-residential displacements, based on the context and intensity of the impact
Determination: The project will not result in any displacements, as per the City of Charlottesville Project Manager.
- NO** Results in capacity expansion of a roadway by addition of through lanes
Determination: This project will not result in any capacity improvements.
- NO** Involves the construction of temporary access, or the closure of an existing road, bridge, or ramps, that would result in major traffic disruptions, based on the context and intensity of the impact
Determination: The scope is limited to the existing facility and does not require construction of temporary access routes. Any potential lane or roadway closures would be temporary in nature and short in duration, as per the City of Charlottesville Project Manager.
- NO** Results in a determination of adverse effect on historic properties pursuant to Section 106 of the National Historic Preservation Act (54 U.S.C. §306108)
Determination: The project will have no effect on historic properties, as per the VDOT Fredericksburg District Regional Cultural Resource Staff.
- NO** Requires the use of properties protected by Section 4(f) (49 U.S.C. § 303/23 U.S.C. § 138) that cannot be documented with an FHWA de minimis determination, or a programmatic Section 4(f) evaluation signed by FHWA
Determination: There is no use of Section 4(f) resources in the project area, as per the VDOT Culpeper District Document Staff.
- NO** Requires the acquisition of lands under the protection of Section 6(f) of the Land and Water Conservation Act of 1965 (54 U.S.C. § 200305) or other unique areas or special lands that were acquired in fee or easement with federal public-use-money and have deed restrictions or covenants on the property
Determination: The project will not require Section 6(f) land or other unique areas or special lands, as per the VDOT Culpeper District Document Staff.
- NO** Requires a U.S. Army Corps of Engineers Section 404 (33 U.S.C. § 1344 permit other than a Nationwide or a General Permit)
Determination: The scope of work included in the project description does not involve any work that would impact or affect water quality, regulated wetlands, streams or navigable waters that would result in an Individual Permit.
- NO** Requires a U.S. Coast Guard bridge permit (33 U.S.C. § 401)
Determination: The project will not require a U. S. Coast Guard bridge permit, as per the VDOT Culpeper District Document Staff.

- NO** Requires work that will cause an increase of the flood level by more than one foot within a regulatory floodway of water courses or water bodies or work affecting the base floodplain (100-year flood) elevations of a water course or lake, pursuant to 23 CFR §650 subpart A
Determination: The scope of work included in the project description would not result in any new water crossings, additional fill, or increased impervious surface area encroaching on existing floodways; therefore the work will not increase existing flood levels.
- NO** Is defined as a "Type I project" per 23 CFR §772.5 and the VDOT noise manual for purposes of a noise analysis
Determination: A Noise study is not required, as per the VDOT Central Office Noise Staff.
- NO** Is likely to adversely affect federally listed species or designated critical habitat, with the exception of a "may affect, likely to adversely affect" (MALAA) determination for the Northern Long-Eared Bat or Indiana Bat when the project is within the scope of the range-wide programmatic consultation for those species
Determination: Based on a review of the appropriate data sources, No T&E resources are documented or are suspected to be a concern for this project, as per the VDOT Culpeper District Natural Resource Staff.
- NO** Involves any known or potential hazardous materials issues that represent a substantial liability or require substantial regulatory negotiation to resolve. Sites representing substantial liability would not include minor issues such as low-level petroleum impacts or minimal solid waste
Determination: The project will not have hazardous materials issues that represent a substantial liability or require substantial regulatory negotiation to resolve. As a Locally Administered Project (LAP) Clearance will result from the locality signing the EQ 121 attesting completion of its HAZMAT investigation including the screening of the structure for Asbestos containing materials (ACMs) and conducting the BAT Survey. Considering that the City and the contractor will comply with the above requirements, the project will be cleared for advertisement once VDOT obtain the Signed EQ121 Form.
- NO** Does not meet the provisions of the "Planning Documents and NEPA Approvals" document. In accordance with 23 CFR §450 and the FHWA/VDOT/Federal Transit Administration/Virginia Department of Rail and Public Transportation MOA Statewide Transportation Improvement Program (STIP) Procedures MOA, actions listed in 23 CFR §771.117(c) and 23 CFR §771.117(d) may be grouped
Determination: This project is consistent with applicable provisions, as per the VDOT Culpeper District STIP grouping "Preventative Maintenance and System Preservation."
- NO** Causes disproportionately high and adverse effects on any minority or low-income populations
Determination: The project will not result in any relocations, displacements, major traffic disruptions or disruption of community or emergency services, as per the VDOT Culpeper District Document Staff.
- NO** Involves consideration of multiple NEPA alternatives
Determination: The project will not require additional NEPA review beyond what is covered under this document.
- NO** Is an action listed in 23 CFR §771.115(a)
Determination: The project does not significantly effect the environment requiring the preparation of an Environmental Impact Statement, as per the VDOT Culpeper District Document Staff.
- NO** Involves unusual circumstances, pursuant to 23 CFR §771.117(b)
Determination: The project does not involve unusual circumstances, as per the VDOT Culpeper District Document Staff.

Crofford, Richard O

12/02/2022

Environmental Manager, CE Determination

Date

Dairy Road Bridge Replacement

City Council Design Approval
November 17, 2025

dairyroadbridge.org



Project Purpose

- Current bridge was built in 1953, with a 50-year expected design life (2003)
- Bridge condition is rated “poor”
- Inspected annually, including most recently spring 2025
- Load restricted since 2007





Background

- Awarded \$7.2 Million in VDOT “State of Good Repair” funding to begin in FY2021
- Funding increase for FY2024 to \$8.1 Million
- Funding increase for FY2025 to \$12.6 Million

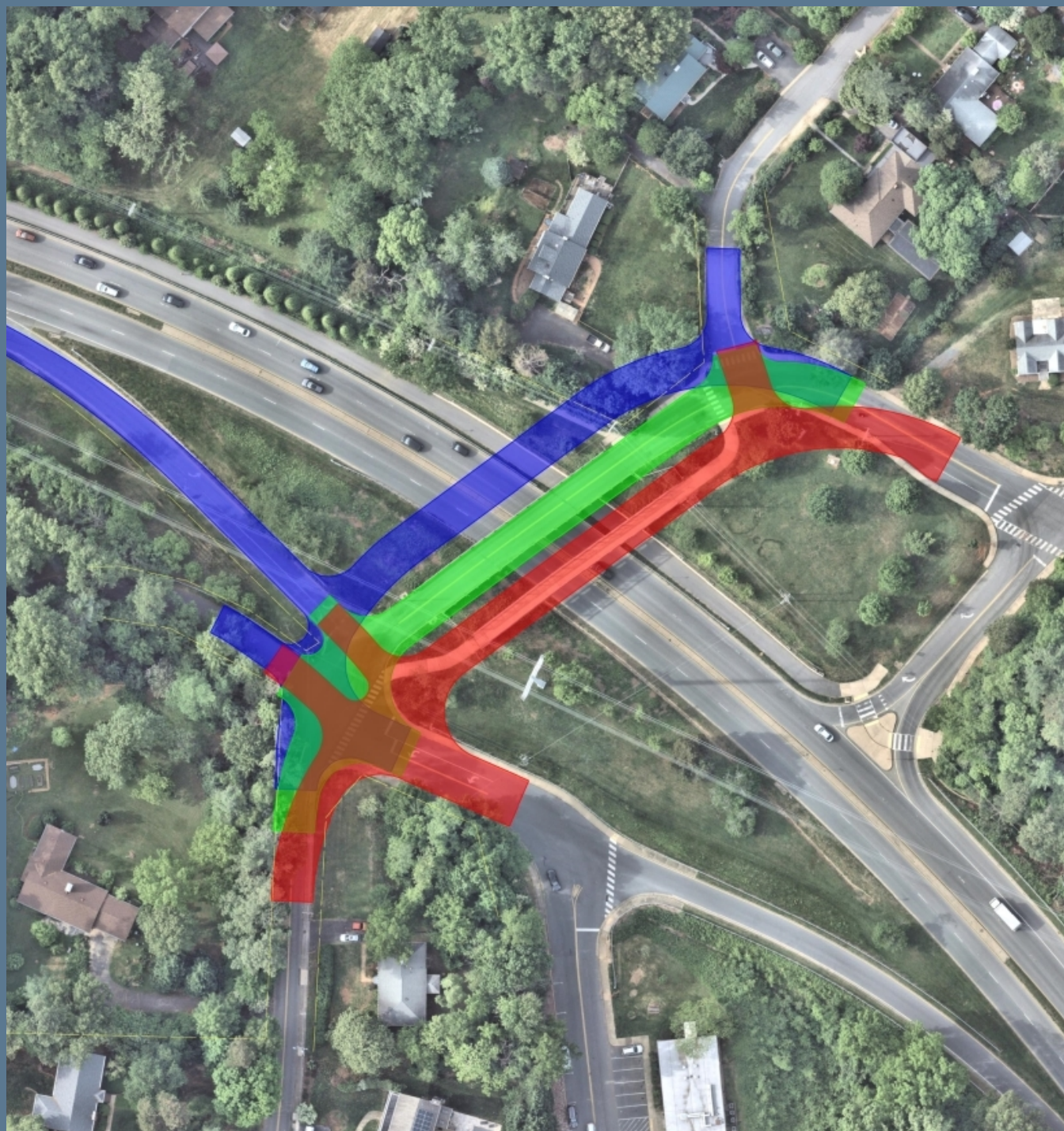
Funding and Cost

- VDOT's STATE OF GOOD REPAIR Program
- State and Federal funds
- No City matching funds required
- Scope limited to “replace deteriorated elements in the most practical and cost-effective manner”
- **Funding and scope is fixed**



Alternatives Considered

- **Current plan: Demolish and rebuild in place (green option)**
- Eliminated options due to cost and/or other impacts:
 - A) Build parallel bridge (to **east** or **west**)
 - B) Build bridge in half
 - C) Innovative/accelerated methods to build “slide-in” bridge



Parallel Alternatives

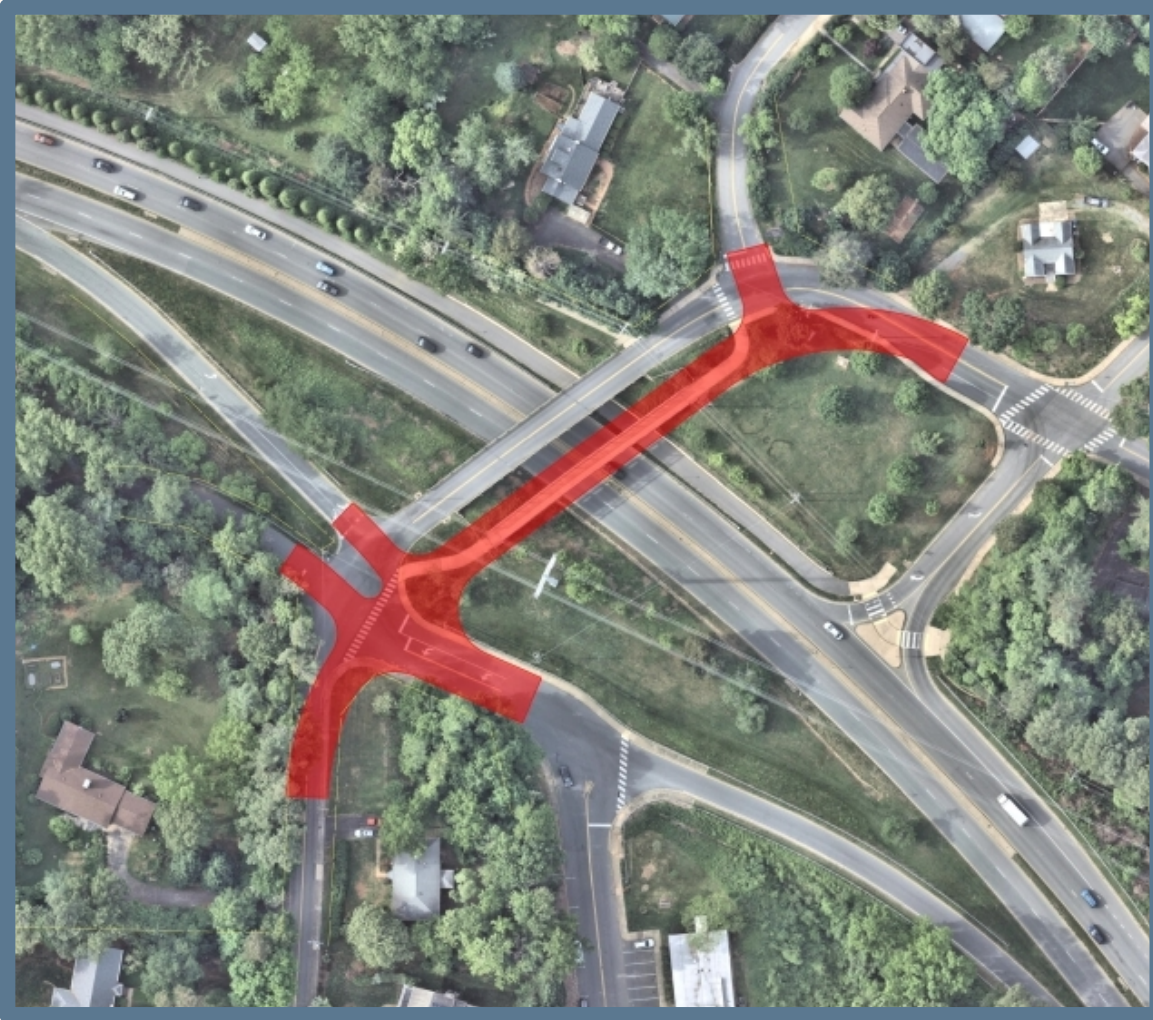


Western Alt.

- Costly impacts to 250-Bypass off-ramp to make up grade change
- Significant property impacts at St. Anne's Road
- Property impacts at southwest corner
- More significant utility impacts
- Redesign would delay construction approximately 18 months
- Estimated ~50% higher total project cost



Parallel Alternatives



Eastern Alt.

- Removes pedestrian bridge during construction
- More significant utility impacts
- Potential impacts to Dominion overhead transmission lines (extremely costly)
- Property impacts at Dairy Road and Gentry Lane
- Redesign would delay construction approximately 18 months
- Estimate ~45% higher total project cost



In-Place Alternative (Staged Construction)

Demolish half of bridge, maintain traffic on one half while reconstruction occurs on other half

- \$\$** More complex staging/prolonged construction
- \$\$** Uses temporary signal trailer for one-way operations
- \$\$** Signal wait times of 4+ minutes (higher in peak hours) (detour is 3 – 7 minutes)
- X** Existing bridge foundation prevents staged construction in place



Source: aasafetyinc.com



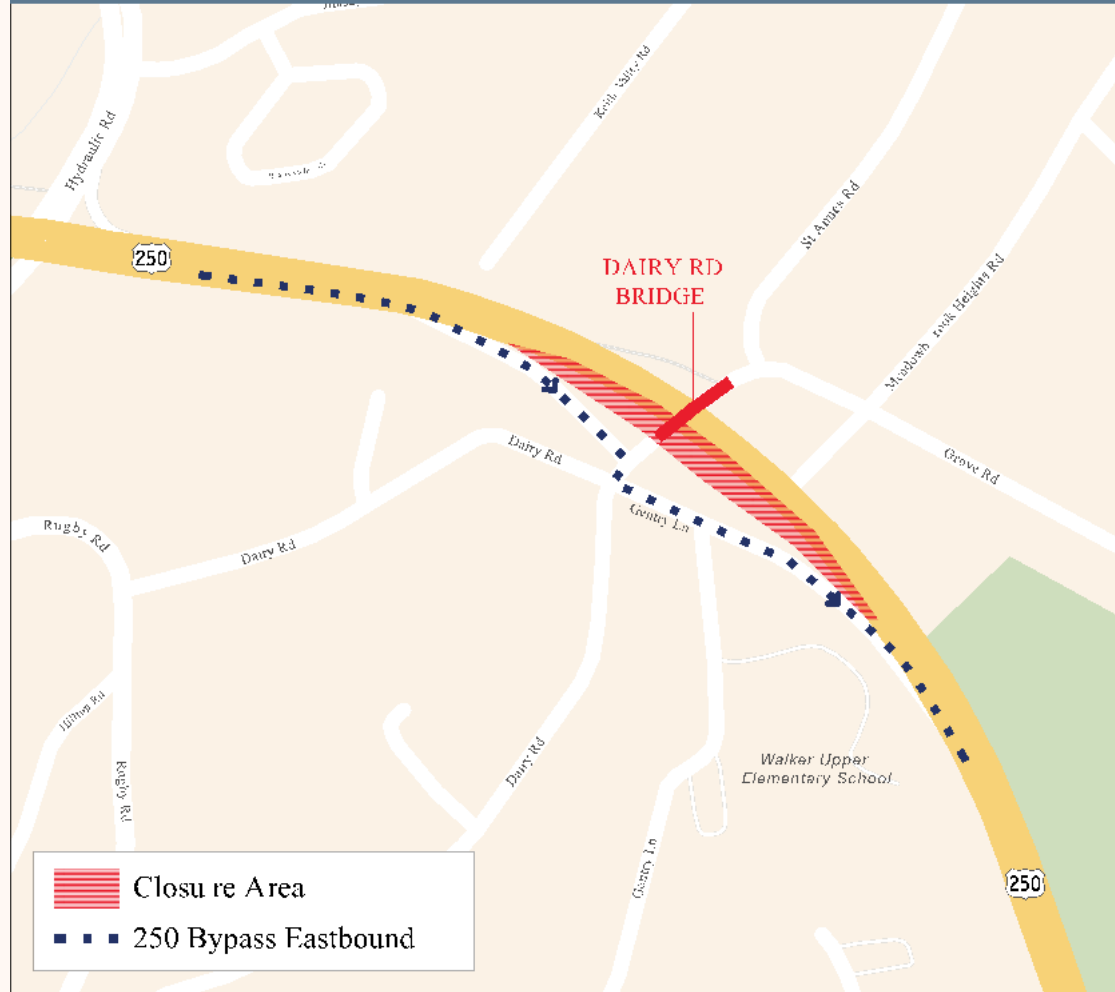


Detours

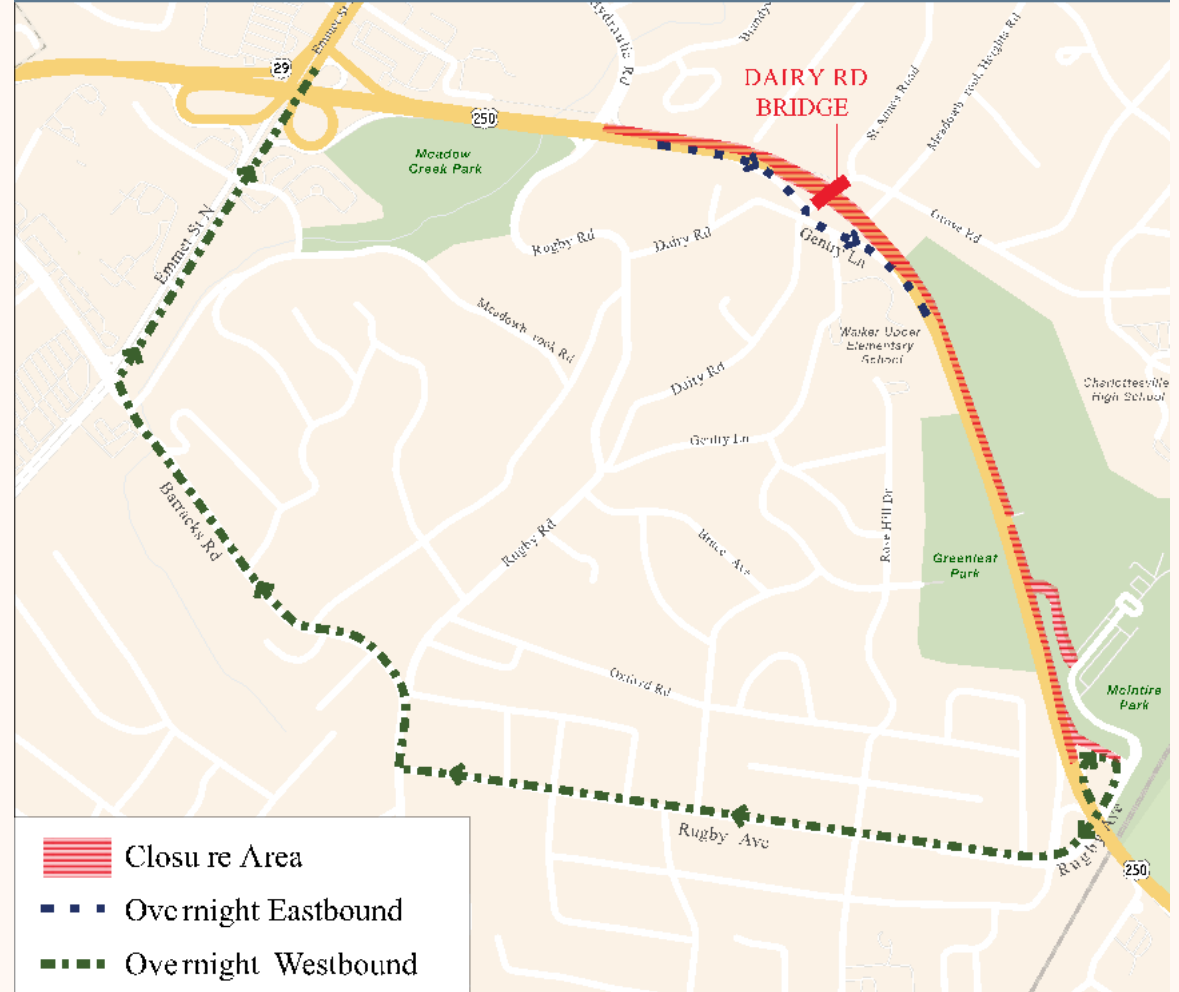
- Dairy Road bridge to be closed 12-14 months
- All local roadways remain open as options, however there will be two signed detour routes
- Temporary improvements to minimize impacts
 - Temporary signal at Route 250 eastbound off-ramp at Rugby Ave
 - Review signal timing at Hydraulic Road and Route 250 bypass
- Limited (night and/or weekend) closure of 250-Bypass

Detours

Staging Detour



Intermittent Overnight Detour



Public Hearing Summary

- Public Hearing was held at Walker Upper Elementary School, July 15, 2025
 - Total attendance (signed-in): 44 people
- Total of 16 official comments received
 - 14 via online form
 - 1 email
 - 1 verbal
- Online comments:
 - 38% in support of project
 - 23% neutral
 - 38% opposed

DESIGN PUBLIC HEARING - JULY 15, 2025

Dairy Road Bridge Replacement Project

VDOT PROJECT NUMBER: U000-104-365, UPC 118295

FEDERAL PROJECT NUMBER: STP-5104(326)

www.dairyroadbridge.org

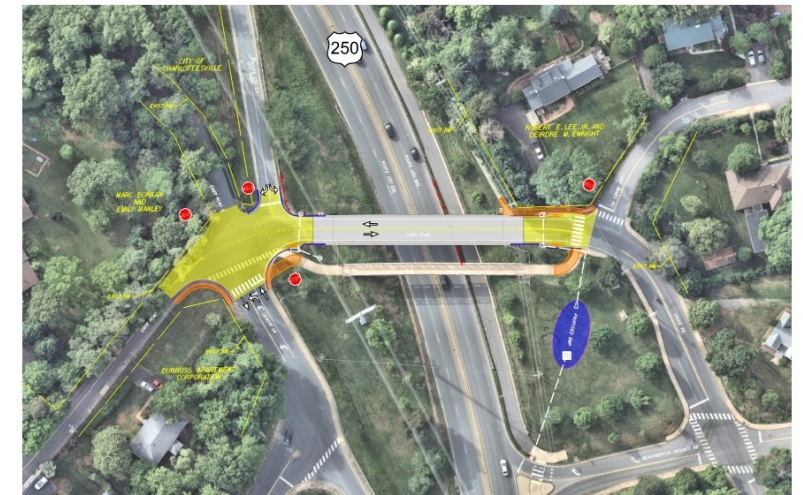


Design Public Hearing

Welcome to the Design Public Hearing for the Dairy Road bridge replacement project. This meeting provides an opportunity for any person, acting on his or her behalf or representing a group or governmental agency, to review the displayed project exhibits and give the City of

Charlottesville comments and/or suggestions on this project. Verbal comments will be accepted during tonight's hearing. Written statements may be submitted via comment forms, in writing to the City on or before July 25, 2025, via email or mail (address included on back page of this brochure).

Project Overview



City of Charlottesville



Public Comments

Three main themes/concerns:

1. Numerous requests were received to **make the bridge more visually appealing**.
 - a. The City will **add aesthetic and architectural treatments** to the proposed bridge design. These will include: painting the girders, adding a decorative steel railing in lieu of concrete-only barrier, and finishing all foundation walls with an architectural stone finish.
 - b. The bridge will more closely mimic the Route 250 bridge at McIntire Road/John W. Warner Parkway when construction is complete.



Public Comments

Three main themes/concerns:

2. The **length of construction** was commonly cited as **longer than desired**.
 - a. The City will explore ways to design the bridge in a way that allows for **quicker construction**
 - b. The City plans to explore **providing monetary incentives** for the contractor to open the bridge ahead of the contractual schedule



Public Comments

Three main themes/concerns:

3. The **impacts of the proposed detour** were a common concern. This was the most-cited complaint of the project.
 - a. The City plans to closely monitor traffic patterns once the detour is implemented to see if additional mitigation measures are necessary.
 - b. Mitigations may include:
 - Signal timing adjustments
 - Temporary changes to signing/markings along affected routes
 - Increased traffic enforcement on affected neighborhood streets



Projected Schedule

Milestone	Planned Date
Public Hearing	July 15, 2025
Advertisement for Construction	August 2026
Construction Activities Begin	December 2026
Bridge Closed	February 2027
New Bridge Reopened	March 2028
Construction Complete	May 2028



Questions?

dairyroadbridge.org





Proposed Bridge

Dairy Rd

Existing Pedestrian Bridge

Existing Multi-Use Path and Retaining Wall



Dairy Road Bridge - View from the West





Dairy Road Bridge - View from the East



Policy Briefing Summary

City Council



Regarding:	Resolution authorizing a Lease Agreement Extension for Carver Recreation Center
Staff Contact(s):	Riaan Anthony, Director of Parks & Recreation
Presenter:	Riaan Anthony, Director of Parks & Recreation
Date of Proposed Action:	November 17, 2025

Issue

The current fifteen (15)-year Lease Agreement between the City of Charlottesville, Virginia ("City"), and the Jefferson School Foundation ("JSF") for operation of the Carver Recreation Center ("Carver") is set to expire in March 2026. Because the City operates on a fiscal year cycle of July 1 – June 30, the existing Lease Agreement's Term does not align with the City's financial and budget management practices. To maintain the uninterrupted operation of Carver and ensure proper fiscal alignment, the City must extend the current Lease Agreement's Term through June 30, 2026, while the City's Parks and Recreation Staff, with assistance from the City Attorney's Office, finalize negotiations for a new long-term Lease Agreement. For City Council's review and consideration, attached is a Carver Lease Agreement Amendment and a Resolution authorizing the execution of the same.

Background / Rule

The City, through its Parks and Recreation Department, has maintained a fifteen (15)-year Lease Agreement with JSF—a Virginia nonprofit, nonstock corporation, and successor in interest to the Jefferson School Community Partnership, L.L.L.P.—for the operation of Carver, located within the Jefferson School City Center.

Carver is a cornerstone of the community, offering accessible recreation, fitness, and cultural programs for residents of all ages. Beyond its role as a recreation center, Carver honors the historic legacy of the Jefferson School as a center of African American education and community life. It remains a symbol of resilience and inclusion, fostering wellness, learning, and social connection across the City.

Analysis

Carver continues to serve as a vital community hub offering fitness, wellness, and recreational programming for residents of all ages. The current Lease Agreement is set to expire in March 2026. To ensure continuity of operations and alignment with the City's fiscal year cycle of July 1 – June 30, Parks and Recreation Staff, in consultation with the City Attorney's Office, recommends extending the existing Lease Agreement through June 30, 2026. This short-term extension will allow Parks and Recreation Staff and the City Attorney's Office adequate time to negotiate a new long-term Lease Agreement that reflects current operational needs, fiscal responsibility, and community use priorities.

Financial Impact

There is no fiscal impact associated with this action, as operational funding for Carver has already been budgeted within the Parks and Recreation Department's FY2026 Operating Budget.

Recommendation

City Parks and Recreation Staff recommends that City Council adopt the attached Resolution authorizing the execution of the attached Lease Agreement Extension through June 30, 2026, and authorize Parks and Recreation Staff to finalize the long-term Lease Agreement with the JSF.

Recommended Motion (if Applicable)

"I move adoption of the Resolution authorizing the execution of the attached Lease Agreement Extension through June 30, 2026, and authorize Parks and Recreation staff to finalize the long-term Lease Agreement with the Jefferson School Foundation."

Attachments

1. 2025.10.16 Carver Amendment
2. RESOLUTION AUTHORIZING THE EXTENSION OF THE CARVER RECREATION CENTER LEASE AGREEMENT

FIRST AMENDMENT TO LEASE AGREEMENT

THIS FIRST AMENDMENT TO LEASE AGREEMENT ("First Amendment") is made and entered into on _____, 2025, by and between **JEFFERSON SCHOOL FOUNDATION**, a Virginia nonprofit, nonstock corporation, successor in interest to Jefferson School Community Partnership, L.L.L.P. ("Landlord"), and the **CITY OF CHARLOTTESVILLE, VIRGINIA**, a municipal corporation and a political subdivision of the Commonwealth of Virginia ("Tenant"). Landlord and Tenant are hereafter referred to collectively as the "Parties," and each individually as a "Party."

WHEREAS, the Landlord and Tenant are parties to a Lease Agreement dated March 1, 2011 ("Lease"), for certain space within the Jefferson School located at 233 Fourth Street NW, Charlottesville, Virginia 22902 ("Property"); and

WHEREAS, Landlord and Tenant desire to extend the term of the Lease, while negotiating a new, long-term lease for the Property.

NOW, THEREFORE, in consideration of the mutual terms and conditions contained herein, the Parties agree as follows:

1. The term of the Lease is hereby extended as follows: Year fifteen (15) Rent, as set forth in Exhibit "B" to the Lease, shall be applicable from the date of this First Amendment through November 30, 2025. Beginning on December 1, 2025 and extending through June 30, 2026, the Base Rent shall be equal to the Year 15 Rent increased by the lesser of (a) the percentage increase in the Consumer Price Index for Urban Earners and Clerical Works, United States and Selected Areas, All Items (CPI-W) as published by the Bureau of Labor Statistics, U.S. Department of Labor from the preceding twelve (12)-month period or (b) three percent (3%). Landlord shall notify the City's Director of Parks and Recreation in writing of the new Base Rent amount thirty (30) days prior to December 1, 2025. The Lease term shall expire at 11:59 pm on June 30, 2026.
2. Except as set forth herein, any and all provisions of the Lease shall remain in full force and legal effect.

IN WITNESS THEREOF, the Parties hereto have caused this First Amendment to be executed on the day, month, and year first written above.

[SIGNATURE PAGE FOLLOWS]

TENANT

CITY OF CHARLOTTESVILLE, VIRGINIA,
a municipal corporation and a political subdivision
of the Commonwealth of Virginia

By: _____

Date: _____

Name: _____

Title: _____

Approved as to Form:

City Attorney

LANDLORD

JEFFERSON SCHOOL FOUNDATION,
a Virginia nonprofit, nonstock corporation

By: _____
Martin Burks, III, President

Date: _____



RESOLUTION # 2025-406

RESOLUTION AUTHORIZING THE EXTENSION OF THE CARVER RECREATION CENTER LEASE AGREEMENT WITH THE JEFFERSON SCHOOL FOUNDATION THROUGH JUNE 30, 2026

WHEREAS, the City of Charlottesville, through its Department of Parks and Recreation, has maintained a 15-year lease agreement with the Jefferson School Foundation (JSF), a Virginia nonprofit, nonstock corporation and successor in interest to the Jefferson School Community Partnership, L.L.L.P., for the operation of the Carver Recreation Center located within the Jefferson School City Center; and

WHEREAS, Carver Recreation Center continues to serve as a vital hub for wellness, learning, and social connection, promoting the values of resilience, inclusion, and community well-being; and

WHEREAS, the current lease agreement between the City of Charlottesville and the Jefferson School Foundation is set to expire in March 2026, and an extension is necessary to align the agreement with the City's fiscal year cycle (July 1 – June 30); and

WHEREAS, extending the current lease through June 30, 2026, will ensure uninterrupted operations and allow sufficient time for staff to negotiate a new long-term lease that reflects current operational needs, fiscal responsibility, and community use priorities; and

WHEREAS, there is no fiscal impact associated with this action, as operational funding for the Carver Recreation Center has already been appropriated within the Parks and Recreation Department's Fiscal Year 2026 budget;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that the City Council hereby authorizes the extension of the existing lease agreement with the Jefferson School Foundation through June 30, 2026; and

BE IT FURTHER RESOLVED that City staff are authorized to finalize and execute all necessary documents to effectuate this lease extension and to continue negotiations toward a new long-term lease agreement that will ensure the ongoing success and community value of the Carver Recreation Center.

Policy Briefing Summary

City Council



Regarding:	Resolution to approve establishment of a Sister City partnership with Huehuetenango, Guatemala
Staff Contact(s):	Maxicelia Robinson, Deputy Clerk of Council
Presenter:	Edward Herring - Chairperson
Date of Proposed Action:	November 17, 2025

Issue

N/A

Background / Rule

The mission of the Charlottesville Sister Cities Commission (CSCC) is to promote understanding and foster relationships between citizens and organizations in the Charlottesville area and our sister cities through cultural, economic, educational, and humanitarian activities. The City of Charlottesville is currently a Sister City partner with Besançon, France; Poggio, Italy; and Winneba, Ghana.

Since the establishment of the Friendship City relationship between the City of Charlottesville and Huehuetenango, Guatemala, our cities have engaged in mutually beneficial exchanges rooted in cultural appreciation, educational connections, and community engagement. This relationship has grown steadily through active participation from both cities and with the support of local organizations, including the GuateMaya Alliance (formerly the Ixtatan Foundation), which has played a key role in fostering ties between our communities.

This partnership reflects values that align with the mission of the Sister City program, including cross-cultural understanding, grassroots collaboration, and people-to-people diplomacy. Huehuetenango and Charlottesville share many areas of mutual interest and potential for continued collaboration, from arts and education to sustainable development and civic engagement. Given the demonstrated commitment on both sides and the growing momentum of engagement, the CSCC and New City Committee fully supports the elevation of Huehuetenango to official Sister City status and recommends the City Council to approve this next step.

Analysis

On December 7, 2020, the Charlottesville City Council approved the establishment of a Friendship City relationship with Huehuetenango, Guatemala. Since that time, the conditions to advance to full Sister City status have been fulfilled:

1. Initiating the Request

- Proposals accepted by the Charlottesville Sister Cities Commission
- Community engagement conducted
- Proposal vetted and approved by vote for Friendship City status
- New City Committee formed

2. Active Engagement in a 3-Year Friendship City Relationship

- Regular Zoom meetings and communications with partners in Huehuetenango
- Visit to Huehuetenango in February 2023 by New City Committee Chair, Edward Herring
- CSCC grant-funded project for Huehue
- Huehue Book Drive initiative

3. Exploratory Visits Between Cities

- Huehuetenango delegation visited Charlottesville in November 2023
- Charlottesville delegation visited Huehuetenango in October 2025

4. Demonstrated Community Support

- Local volunteers from Charlottesville City Schools and the community have expressed interest in supporting the partnership.
- Commissioner Kristen Petros de Guex, a member of the Guatemalan community, is coordinating an informal community group of individuals and families from Huehuetenango and Central America, along with local residents who have cultural, linguistic, or personal ties to the region.
- The GuateMaya Alliance (formerly Ixtatán Foundation) will serve as the local advocacy group. Founded 23 years ago in the wake of the 1996 Guatemala Peace Accords, GuateMaya is a nonprofit organization operating in Huehuetenango and based in Charlottesville, VA.

Financial Impact

There will be no impact on the City's FY2027 budget.

Recommendation

It is staff's recommendation that the Charlottesville City Council elevate our existing relationship with Huehuetenango, Guatemala, from Friendship City to Sister City status.

Recommended Motion (if Applicable)

Motion to approve the resolution authorizing the establishment of a Sister City partnership between the City of Charlottesville, Virginia, and Huehuetenango, Guatemala, as well as approval of the Memorandum of Understanding as written and agreed upon by both cities.

Attachments

1. RES_Establish Charlottesville and Huehue Sister City Partnership
2. MOU_Charlottesville and Huehue Sister City Partnership
3. Draft Two-year Activity Plan



#R-__-__

**RESOLUTION to Authorize Establishment of a Sister City Partnership
with Huehuetenango, Guatemala**

WHEREAS, the Charlottesville Sister Cities Commission (CSCC), a member of Sister Cities International, received authorization by resolution approved by the City Council on December 7, 2020, to initiate a sistering partnership between the City of Charlottesville, USA, and Huehuetenango City, Guatemala; and

WHEREAS, on May 23, 2021, the Mayor of Huehuetenango, Gustavo Adolfo Cano, accepted the invitation for the two cities to partner as "Friendship Cities," and since then, both cities have remained actively engaged in the process of mutual discovery, including an exploratory visit by a Huehuetenango delegation to Charlottesville in November 2023, followed by a reciprocal visit from a Charlottesville delegation to Huehuetenango in October 2025; and

WHEREAS, in response to community interest in establishing a Spanish-speaking Sister City, the CSCC conducted a robust selection process with significant community engagement and recommended Huehuetenango as Charlottesville's newest candidate for a Sister City partnership; and

WHEREAS, Huehuetenango and Charlottesville are well-matched as Sister Cities, based on shared values, cultural similarities, and strong support from individuals and organizations in both communities, including ongoing collaboration with the local advocacy group, GuateMaya Alliance; and

WHEREAS, the Charlottesville Sister Cities Commission has formally approved the advancement of the partnership between the two cities;

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, USA, that a Sister City partnership between Charlottesville and Huehuetenango is hereby officially established; and

BE IT FURTHER RESOLVED, that the City Council approves the Memorandum of Understanding between the two cities, which formalizes the terms, goals, and commitments of the Sister City partnership.

Date Adopted:

Certified: _____
Clerk of Council

Memorandum of Understanding Between the City of Charlottesville, Virginia, USA and the City of Huehuetenango, Guatemala

Background

The City of Charlottesville and the City of Huehuetenango have actively maintained a Friendship City relationship since July 1, 2021, based on mutual respect and a shared commitment to cultural exchange, community engagement and economic development. Both cities seek to strengthen ties through collaboration in areas such as education, culture, commerce and public service, fostering goodwill and understanding between their communities.

Purpose

The purpose of this Memorandum of Understanding (MOU) is to formalize the Sister City relationship between Charlottesville and Huehuetenango to promote ongoing cooperation, mutual learning and sustainable partnerships for the benefit of both communities.

Scope of Collaboration

The Sister City partnership aims to encourage and support the following activities:

- Promote cultural exchanges and shared celebrations to foster cross-cultural understanding and appreciation.
- Facilitate educational collaborations, including academic exchanges, language programs and shared research opportunities.
- Support economic development initiatives that benefit both communities, including business networking and sustainable and fair-trade practices.
- Encourage community and youth engagement through joint programs, volunteerism and capacity-building activities.
- Share best practices in municipal governance, public health, environmental stewardship and social services.
- Explore opportunities for future collaborative projects in areas of mutual interest (e.g., textile weaving, storytelling, food sovereignty, land justice, murals, music and art education and exchange).
- Explore historical and eco-tourism tour opportunities between both geographical regions.

Roles and Responsibilities

Both cities commit to:

- Foster open and respectful communication between partners.
- Seek opportunities to involve local organizations, educational institutions and residents in partnership activities.
- Promote awareness of the Sister City relationship within their respective communities.

Duration and Review

This MOU shall take effect upon the date of signing by the authorized representatives of both cities and shall remain in effect indefinitely. The parties agree to periodically review the terms and activities of this Memorandum of Understanding to ensure it continues to meet the interests and needs of both communities.

Acknowledgments

The parties recognize and appreciate the important role of community organizations that have supported this relationship, including the GuateMaya Alliance.

Signatories:

Signed: _____
Juandiego R. Wade Date
Mayor, City of Charlottesville, Virginia, USA

Signed: _____
Gustavo Cano Date
Mayor, City of Huehuetenango, Guatemala

Charlottesville–Huehuetenango Sister City Partnership

Draft Two-year Activity Plan

Total Preliminary Budget: \$15,000

This list represents initial ideas developed in Charlottesville to guide discussion with our colleagues in Huehuetenango. It is meant as a starting point for collaboration, to be refined jointly so the first phase of our partnership reflects shared priorities and true reciprocity.

Activity / Project	Proposed Timing	Preliminary Budget (USD)	Notes / Purpose
Community Reception (Charlottesville)	February 2026 (annually)	\$500	Annual public gathering to celebrate and build awareness of the Huehuetenango–Charlottesville partnership.
Books for Huehuetenango Schools / Libraries	December 2025	\$2,000 (fundraised)	Support access to educational materials. Explore shifting from paying for international shipping to purchasing books locally in Huehuetenango, supporting local vendors.
Visit by Mayor Cano & Delegation to Charlottesville	May 2026	\$2,000	Strengthen official and community ties; opportunities for cultural exchange and planning. (Seek cost-sharing or external funding.)
Teacher Exchange – Pilot Program	August 2026	\$2,000	One educator from each city participates in a reciprocal exchange. Prioritize schools serving underserved or first-generation students to ensure equitable access.
Marimba Music & Dance Performance	Summer 2026	\$2,000	Bring Huehuetenango musicians to Charlottesville for a joint concert with local and UVA performers. Celebrate shared cultural heritage and encourage community engagement.

Activity / Project	Proposed Timing	Preliminary Budget (USD)	Notes / Purpose
Traditional Arts and Textiles Collaboration	January–September 2027	\$1,000–\$1,500	Joint project with artisans and cultural institutions in Huehuetenango to share textile traditions through exhibitions, workshops, or digital storytelling. May include a small display or sale benefiting artisans, and a bilingual presentation in Charlottesville (potential collaboration with UVA or Fralin Museum).
City Representative Visit to Huehuetenango	February 2027	\$2,500	Strengthen collaboration, assess progress, and plan next-phase priorities with Huehuetenango partners.
Cultural Exchange: Artifacts, Literature, and Student Collaboration (UVA Latin American Studies)	September 2027	\$1,000	Joint cultural showcase curated by students and artists from both cities. Could include visual arts, literature, and bilingual interpretation.
Student Exchange – Pilot (1:1)	September 2027	\$1,500	Reciprocal student homestay or virtual exchange; focus on inclusion and equitable access.
C’ville Sabroso Festival – Guatemala Focus	Annually	\$1,000 (\$500/year)	Feature Guatemalan food, music, and art at Charlottesville’s annual Latin festival in partnership with the local Guatemalan community.