



## City Council Meeting Agenda

**October 5, 2026**

City Hall Council Chamber  
605 E. Main St.  
Charlottesville, VA 22902

Juandiego R. Wade, Mayor  
Natalie Oschrein, Vice Mayor  
Jen Fleisher  
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: Solid Waste Collection Transition, Rate Options, and FY27/F28 Funding Guidance
2. Report: Snow and Ice Mobility Management Program (FY27)

### 5:30 PM Closed Meeting (if called)

### 6:30 PM Business Session

#### IV. Moment of Silence

#### V. Announcements

#### VI. Recognitions/Proclamations

- Proclamation: Honoring Bobby Green

#### 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.

3. Minutes: Amended May 4, 2026 regular meeting to include closed meeting certification; June 15, 2026 regular meeting
4. Resolution: Resolution to Appropriate \$200,000 in TAP Grant Funding from the Virginia Department Transportation (VDOT) Funding for the Meadowcreek Trail Project (2nd reading)
5. Resolution: Resolution to appropriate funds from the Virginia Department of Housing and Community Development - Virginia Homeless Solutions Program - \$441,796 (2nd reading)
6. Resolution: Resolution to appropriate State Historic Resources Grant Funds to Jefferson School African American Heritage Center - \$500,000 (2nd reading)
7. Resolution: Resolution to appropriate funds from the Charlottesville/Albemarle Adult Drug Treatment Court Grant Award - \$227,892 (2nd reading)

8. Resolution: Refund of Business Tangible Personal Property Tax and Business License Tax Approval
9. Resolution: Authorization for the City Manager to Execute a Lease Agreement with RWSA for the Sugar Hollow Reservoir
10. Resolution: Resolution to Authorize a Special Exception Permit for Roof-Mounted Equipment (323 2nd Street SE) - Revised from 9/21/26 City Council Materials

**IX. City Manager Report**

- Report: City Manager Report
- a. Report: FY 28 Budget Kickoff

**X. Action Items**

11. Public Hearing/Res.: Public Hearing and Resolution for Comprehensive Plan Amendment - Chapter 9: Community Facilities & Services and Appendix
12. Resolution: Resolution of Financial Support for Park Street Christian Church Affordable Housing
13. Resolution: Resolution of Financial Support for the MACAA Drive Affordable Housing Project
14. Resolution: Resolution of Financial Support for Palms Charlottesville Affordable Housing
15. Resolution: Resolution Approving the Ninth (9th) Amendment to the Grant Agreement for the Charlottesville Supplemental Rental Assistance Program
16. Resolution: Resolution Authorizing the City Manager to sign an Agreement to Purchase an Easement from Albemarle County for the Schenks Branch Sewer Line Project
17. By Motion: Adoption of the City Council 2027 Legislative Agenda

**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](http://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](mailto: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



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|                                 |                                                                                       |
|---------------------------------|---------------------------------------------------------------------------------------|
| <b>Regarding:</b>               | <b>Solid Waste Collection Transition, Rate Options, and FY27/F28 Funding Guidance</b> |
| <b>Staff Contact(s):</b>        | Steven Hicks, Director of Public Works, Jason Vandever, City Treasurer                |
| <b>Presenter:</b>               | <b>Steven Hicks, Director of Public Works</b>                                         |
| <b>Date of Proposed Action:</b> | October 5, 2026                                                                       |

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### Issue

The cost of contracted curbside trash collection has continued to increase as labor, equipment and operating costs have risen and competition in the private solid waste market has become more limited. The City currently pays approximately \$1.3 million annually for contracted curbside collection, and staff expects those costs to continue increasing over time.

Approximately two decades ago, contracting was a practical alternative to making a significant City investment in collection trucks, staffing and fleet support. Today, the market has changed, and staff believes direct City operation is now the more financially and operationally practical option.

The City's solid waste program generated approximately \$1.4 million in FY26 revenue. The 2025 solid waste rate study identified approximately \$2.755 million in annual core service costs, including refuse collection, refuse disposal, recycling collection and recycling processing. The difference between program revenue and core service costs is supported in part by the General Fund.

This discussion is intended to provide Council with updated information on the City's solid waste program and seek guidance on the preferred approach as part of the FY28 budget update process. Staff is also seeking guidance on whether to proceed with the proposed FY27 purchase of five trash collection trucks in January 2027.

### Background / Rule

The City currently contracts with GFL for curbside trash collection. The current agreement runs through June 30, 2028, with additional renewal options available if needed during the transition.

When the City moved away from directly providing curbside collection approximately two decades ago, contracting allowed the City to avoid a significant investment in collection equipment, employees and fleet support. That approach served the City well for many years. Over time, however, the private solid waste market has changed. Contracted collection costs have increased, competition has become more limited, and the financial advantage of outsourcing has narrowed.

Public Works has reviewed the staffing, equipment, service capacity and financial requirements needed to return curbside collection to an in-house City operation. Based on that analysis, staff believes the City can now provide the service directly at a lower recurring annual cost while improving control over the operation.

### Analysis

The proposed in-house operation would include five collection trucks, with four used for daily routes and one held in reserve. The operation would require eight CDL-qualified driver/operators and one Equipment Technician. The estimated recurring annual cost of in-house collection is approximately

\$730,000 compared with approximately \$1.3 million under the current GFL contract. This represents estimated annual collection savings of approximately \$570,000.

The City also incurs approximately \$400,000 annually in tipping and disposal costs regardless of who collects the trash. Combined, the estimated recurring cost of in-house collection and disposal would be approximately \$1.13 million.

Based on FY26 results, current program revenue of approximately \$1.4 million is sufficient to cover the estimated cost of in-house trash collection and disposal. However, collection and disposal are not the only core costs of the solid waste program. Recycling collection and processing are also part of the broader core service costs and are supported in part by the General Fund.

Bringing collection in-house would reduce the collection portion of core service costs by approximately \$570,000 annually. Direct City oversight should also improve monitoring, education and enforcement of existing sticker and decal requirements. Staff estimates improved compliance could generate approximately \$100,000 in additional annual revenue.

The City's solid waste rates have not been comprehensively revisited in approximately 15 years. As part of the FY28 budget discussion, staff is seeking Council guidance on whether an adjustment to the existing sticker and decal rates should be incorporated into the budget process.

For discussion purposes, staff has evaluated an approximately 15% adjustment to the existing sticker and decal rates. Under this scenario, the small 13-gallon sticker would increase from \$1.05 to approximately \$1.20 and the large 32-gallon sticker would increase from \$2.10 to approximately \$2.40, with corresponding adjustments to decal rates.

For a household using one large sticker each week, the increase would be approximately \$0.30 per week, \$15.60 per year, or about \$1.30 per month averaged over the year.

Based on FY26 program revenue, an approximately 15% rate adjustment is estimated to generate approximately \$210,000 in additional annual revenue. Combined with the approximately \$100,000 in additional revenue anticipated through improved compliance, annual program revenue could increase from approximately \$1.4 million to approximately \$1.71 million.

The purpose of a potential rate adjustment would not be to shift the full cost of the solid waste program to customers. The additional revenue would provide greater support for core solid waste services, reduce General Fund support and help provide for future collection fleet replacement.

The existing pay-as-you-throw structure would remain in place. Residents who generate less trash and use fewer stickers would continue to pay less, while residents who generate more trash would contribute more toward the overall cost of the solid waste system.

The City also provides assistance for residents who qualify for help with trash service. Residents in the Rent Relief and Real Estate Relief programs qualify for free trash service, and Social Services clients may receive stickers through DSS based on need. DSS currently distributes approximately 1,300 individual stickers per month, representing approximately \$35,000 per year in trash service assistance. These assistance programs would continue if sticker and decal rates are adjusted.

Beyond the financial benefit, bringing collection in-house would give the City greater control over service quality, routes, staffing, equipment and customer service. Public Works would be able to respond directly to missed collections, route problems, customer concerns and changing operational needs.

The additional employees and equipment would also provide value beyond routine trash collection. When available, crews and equipment can support storm response, debris removal, emergency operations, special events and other high-demand Public Works needs.

The transition would be phased to protect service continuity. GFL would continue providing collection until the City has the equipment, employees, technology, training and operational readiness needed to take over the service without interruption.

Because of the lead time associated with purchasing collection trucks, staff is seeking Council guidance on whether to proceed with the approximately \$1.3 million purchase of five collection trucks in January 2027. Purchasing the trucks at that time would preserve the ability to begin City-operated collection in April 2028 if Council ultimately supports the in-house approach.

### **Financial Impact**

The estimated initial investment required to establish the in-house collection operation is approximately \$2.047 million across FY27 and FY28. The initial investment includes approximately \$1.3 million for five collection trucks, \$550,000 for collection staffing, \$65,000 for an Equipment Technician, \$17,000 for routing and service-management software, \$25,000 for fleet maintenance and \$90,000 for fuel.

The immediate FY27 capital need would be approximately \$1.3 million for the purchase of five collection trucks. The remaining operating and startup costs would primarily occur in FY28 as the City prepares to begin collection.

Once established, the recurring annual collection cost is estimated at approximately \$730,000 compared with approximately \$1.3 million under the current GFL contract, resulting in estimated annual collection savings of approximately \$570,000.

The City generated approximately \$1.4 million in solid waste program revenue in FY26. Staff estimates improved compliance could generate approximately \$100,000 in additional annual revenue.

For planning purposes, an approximately 15% rate adjustment has been evaluated and is estimated to generate approximately \$210,000 in additional annual revenue based on FY26 results. Combined with improved compliance, total annual program revenue could increase to approximately \$1.71 million.

The City currently provides approximately \$35,000 per year in trash service assistance through DSS-distributed stickers, in addition to free trash service available to qualifying Rent Relief and Real Estate Relief recipients. These assistance programs would continue under any rate adjustment considered through the budget process.

The long-term financial plan should also include funding for future replacement of the collection fleet so truck purchases can be planned over time rather than relying on large one-time General Fund appropriations.

### **Recommendation**

Staff is seeking Council guidance on the following items as part of the FY28 budget update process:

1. Whether to continue developing the transition from contracted curbside collection to an in-house City-operated collection program, with City-operated collection beginning in April 2028.
2. Whether to proceed with the approximately \$1.3 million FY27 purchase of five collection trucks in January 2027 in order to maintain the proposed implementation schedule.
3. Whether a solid waste sticker and decal rate adjustment should be incorporated into the FY28 budget process, with the approximately 15% scenario presented in this memo serving as a planning example.

**Recommended Motion (if Applicable)**

No formal action is requested at this work session. Staff is presenting the proposed in-house collection model and recommended solid waste rate adjustment for Council discussion and direction.

**Attachments**

1. Solid Waste Council Mtg 10 5 26

# Curbside trash collection transition

Council guidance and implementation approach



**Council Work Session: 10.5.26**

**April  
2028**

Proposed start  
of City operated  
collection

# In-house curbside collection option

Direct City control would improve accountability, responsiveness and long-term cost management.

**\$570K**

Estimated first-year  
collection savings

**5 trucks**

Four daily routes + one  
reserve

**9 staff**

Eight operators + one  
Equipment Technician

# The current contract provides a safe transition window

## Current arrangement

GFL Trash Contract - \$1.3M annual cost

Renewed July 1, 2026

Two-year term through June 30, 2028

Three additional one-year options

Total Core-Service – \$2.75M  
(refuse/recycling)

## Why transition

Greater service control

Faster response to missed collections

Stronger compliance oversight \$\$\$

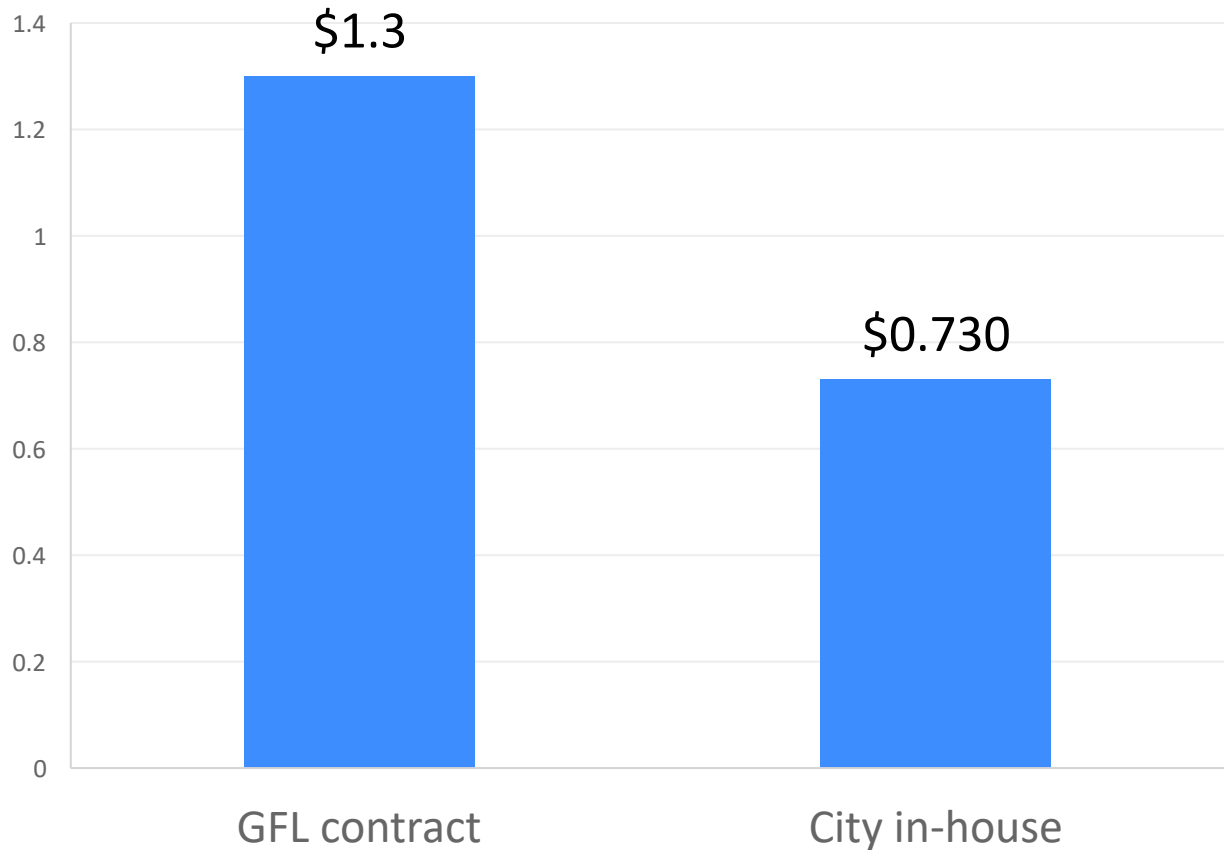
Reduced exposure to market volatility

Additional emergency capacity

# Initial investment – FY27/28 (\$2.04M)

|                                     |                    |
|-------------------------------------|--------------------|
| Five collection trucks (FY27)       | \$1,300,000        |
| Collection staffing (FY28)          | \$550,000          |
| Equipment Technician III (FY28)     | \$65,000           |
| Software (FY28 one-time investment) | \$17,000           |
| Fleet maintenance (FY28)            | \$25,000           |
| Fuel (FY28)                         | \$90,000           |
| <b>FY27</b>                         | <b>\$1,300,000</b> |
| <b>FY28</b>                         | <b>\$747,000</b>   |
| <b>Total startup investment</b>     | <b>\$2,047,000</b> |

# In-house collection lowers annual costs in current dollars



**\$730K**

Annual in-house collection cost

**\$570K**

Estimated first-year savings

Tipping and disposal fees  
continue under either model.

# Better oversight can improve program compliance and revenue



**City-operated collection strengthens monitoring, education and enforcement of existing program requirements.**

# Workforce availability is the key implementation consideration

|                             |              |
|-----------------------------|--------------|
| Maintenance Worker III      | \$19.66/hour |
| Motor Equipment Operator II | \$22.51/hour |
| Equipment Technician III    | \$27.35/hour |

The \$550,000 staffing allowance provides flexibility for qualifications, CDL status, experience, benefits, overtime and reliable coverage.

# A phased rollout protects service continuity

**Jan 2027**

Order five trucks

**Sept–Dec 2027**

Recruit staff, prepare routes and begin outreach

**Jan–Feb 2028**

Receive equipment, train employees and activate customer service

**Mar 2028**

Conduct operational dry runs

**Apr 2028**

**Begin City - operated collection**

**First 90 days**

Monitor performance and adjust

# The proposed system has capacity and operational resilience

**15,000**

Estimated collection stops

**18.75 tons**

Expected daily collection volume

**24 tons**

Available daily capacity

Four trucks operate daily. A fifth truck remains in reserve for maintenance, repairs or emergencies.

# Proposed implementation approach



## **Propose the phase transition toward City-operated curbside trash collection beginning April 2028.**

Maintain GFL service until staffing, equipment, technology, training and operational testing confirm full readiness. Council guidance requested on the January 2027 purchase of five collection trucks.

# Why revisit the solid waste model now?

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## THEN

When the City moved to contracted collection, outsourcing avoided a major City investment in collection equipment and staffing and was financially attractive under the market conditions at the time.

## OVER TIME

The contracted model served the City for many years. Private collection costs increased while customer sticker rates remained largely unchanged. The current GFL collection contract is approximately \$1.3M annually.

## NOW

Current analysis indicates City-operated collection can provide greater control at an estimated recurring collection cost of \$730K annually.

**The earlier decision to contract collection was reasonable for its time. The economics have changed, and the City should evaluate the model based on today's costs and operational needs.**

# What does current program revenue cover?

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Bringing curbside collection in-house changes the financial picture before any sticker increase is considered.

## FY26 REVENUE

**\$1.40M**

Approximate annual solid waste program revenue

## COLLECTION + DISPOSAL

**\$730K**

In-house  
collection

**\$400K**

Tipping /  
disposal

**≈ \$1.13M combined**

## WITH COMPLIANCE

**\$1.50M**

Potential revenue before a  
rate increase

**Current revenue is sufficient to cover estimated in-house trash collection and disposal. A rate increase would support broader core program costs and future equipment needs.**

# Staff recommendation: 15% rate adjustment

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Staff recommends a modest rate adjustment after approximately 15 years without a comprehensive review, while preserving the existing pay-as-you-throw structure.

## SMALL STICKER – 13 GALLON

**\$1.05 → \$1.20**

15% adjustment, rounded

## LARGE STICKER – 32 GALLON

**\$2.10 → \$2.40**

15% adjustment, rounded

**Estimated additional revenue from  
15% adjustment: \$210K annually**

**Potential additional compliance  
revenue: \$100K annually**

Together, the 15% adjustment and compliance target would increase program revenue from approximately \$1.40M to approximately \$1.71M.

# Resident assistance remains in place

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The City already provides assistance for residents who qualify for help with trash service. These assistance programs would continue if sticker and decal rates change.

## Rent Relief recipients

Qualify for free trash service

## Real Estate Relief recipients

Qualify for free trash service

## Social Services (DDS) clients

DSS may provide stickers based on need

**DSS distributes approximately 1,300 individual stickers per month to clients as needed.**

**The current assistance value is approximately \$35,000 per year.**

**This allows the City to maintain a pay-as-you-throw structure while continuing assistance for residents who qualify.**

# Why staff recommends this approach

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- 1 Operational savings** Bringing collection in-house is estimated to save approximately \$570K annually compared with the current GFL contract.
- 2 Current revenue base** FY26 program revenue is approximately \$1.40M, which is enough to cover estimated in-house collection and disposal.
- 3 Compliance target** Improved monitoring, education and enforcement are expected to generate approximately \$100K in additional annual revenue.
- 4 Modest rate adjustment** A 15% adjustment generates approximately \$210K annually and helps support broader core costs, future fleet replacement and reduced General Fund reliance.

**This proposal reduces General Fund reliance without asking customers to absorb the full historical funding gap.**

# Plan for future truck replacement

15

The initial fleet purchase establishes the operation. The long-term financial plan should also account for replacing those trucks when they reach the end of their useful life.

**\$1.3M**

**Initial purchase**

Five collection trucks

**\$115K**

**Current annual fleet  
costs**

\$90K fuel + \$25K  
maintenance

**\$175K**

**Replacement reserve  
per year**

Beginning Year 7

**Staff recommends that future fleet replacement be treated as an ongoing program cost so the City is not faced with another large one-time General Fund request.**

# Recommended direction

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- 1 Bring collection in-house** Continue the phased transition to City-operated curbside trash collection, targeting April 2028.
- 2 Adjust rates by 15%** Increase the small sticker from \$1.05 to \$1.20 and the large sticker from \$2.10 to \$2.40, with corresponding decal adjustments.
- 3 Improve compliance** Use direct City oversight, education and enforcement to target approximately \$100K in additional annual revenue.
- 4 Plan for replacement** Establish an annual fleet-replacement amount with Fleet and Budget as part of the long-term program budget.

**The combined approach is intended to reduce General Fund support while providing additional funding for core solid waste services and future equipment needs.**

# Policy Briefing Summary

## City Council



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|                                 |                                                                                                                              |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| <b>Regarding:</b>               | <b>Snow and Ice Mobility Management Program (FY27)</b>                                                                       |
| <b>Staff Contact(s):</b>        | Steven Hicks, Director of Public Works, Riaan Anthony, Director of Parks & Recreation, Garland Williams, Director of Transit |
| <b>Presenter:</b>               | <b>Steven Hicks, Director of Public Works</b>                                                                                |
| <b>Date of Proposed Action:</b> | October 5, 2026                                                                                                              |

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### Issue

Presentation of the City of Charlottesville, Virginia's ("City"), 2026–2027 Snow and Ice Management Program ("Program") and operational improvements designed to provide a more coordinated, responsive, and effective winter weather response, while maintaining mobility across all modes of transportation.

### Background / Rule

The Program guides winter weather operations across multiple City Departments and City Schools. The Program coordinates how personnel, equipment, and resources are deployed to maintain mobility and restore access throughout the community during winter weather events.

The Snow Operations Team is responsible for coordinating winter operations across approximately 165 centerline miles of roadway, 31 miles of Safe Routes to School sidewalk segments, 8.17 miles of prioritized bike lanes, 18 miles of City property sidewalk segments, 20 municipal parking lots, 10 school parking lots, 16 Parks and Recreation parking lots, the Downtown Pedestrian Mall, designated transit and School bus stops, the City-owned facility at 2000 Holiday Drive, and other critical public facilities. The City also coordinates enforcement of the sidewalk clearing ordinance. Snow removal priorities are based on traffic volume and access to emergency routes, public transportation, schools, and other critical destinations.

The City's Snow Operations Team includes Charlottesville Area Transit, Parks and Recreation, Public Works, and Utilities. More than 165 personnel are formally assigned to snow operations, with 127 directly involved in snow removal activities. The City has access to 76 pieces of vehicles and equipment for snow response, including plow trucks, skid steers, power brooms, backhoes, loaders, and tractors.

Following the 2025–2026 winter season, City Staff evaluated the City's response to identify what worked well, and where improvements were needed. The 2026–2027 Program incorporates those lessons with a focus on more effective snow clearing, earlier access to neighborhoods, mobility for all modes of transportation, improved street operation oversight, stronger customer service, and coordinated use of Citywide resources.

### Analysis

#### Mobility and Priority Routes

A major emphasis this winter is improving how resources move through the City during a storm. Primary and auxiliary routes will continue to receive the first operational attention because they provide critical access for emergency responders, transit, schools, and the highest volumes of traffic.

The updated Program defines a roadway as “functionally open” when full emergency vehicle access and at least 1 full travel lane are available. Once primary routes reach that condition, available resources can begin transitioning into secondary and residential streets, while appropriate coverage of the priority network continues. The goal is to establish critical access, verify conditions, and move resources into neighborhoods sooner, rather than continuing to concentrate resources on routes that are already passable.

The Program also establishes clearer expectations for plowing. Operators are expected to clear available pavement rather than simply following previously established wheel paths and to minimize impacts from plowed snow on sidewalks, ADA ramps, bike lanes, crosswalks, transit stops, and other areas needed for mobility.

### **Mobility for all Modes of Transportation**

The 2026–2027 Program places greater emphasis on mobility across the entire transportation system, not simply vehicle travel lanes. Restoring mobility means providing access for motorists, pedestrians, bicyclists, transit riders, students, emergency responders, businesses, and others who depend on the transportation network.

Safe Routes to School sidewalk segments, designated School bus stops, School parking areas, and roadway conditions affecting school transportation are incorporated into operational planning. Snow clearing at designated School bus stops will include space around the stop for students to queue, access crossing areas, and safely reach bus loading locations. Street plowing operations will also account for the roadway frontage serving these stops. Conditions will be reviewed in coordination with City Schools as School opening and delay decisions are evaluated, with the goal of restoring safe access and minimizing disruptions to students and families.

Prioritized bike lane corridors are formally incorporated into winter operations. Street plowing operations will be adjusted to address these corridors, and for severe weather events a designated plow unit may be assigned to circulate and clear designated bike lanes.

The Downtown Pedestrian Mall and designated priority pedestrian areas will be pretreated as conditions warrant to reduce the bonding of snow and ice and improve subsequent clearing. The Downtown Mall remains an identified clearing priority during storm response and recovery.

The City’s winter operations responsibilities also now include maintaining access to the City-owned facility at 2000 Holiday Drive. Snow and ice response will account for roadway and facility access at this location, including access for residents, Staff, service providers, emergency responders, and others using the facility. Holiday Drive will be incorporated into winter operational planning along with other critical City facilities and community destinations.

The City’s available equipment, including plows, skid steers, power brooms, loaders, backhoes, and tractors, provides flexibility to address different transportation areas and snow conditions. Resources can be reassigned across the Snow Operations Team based on conditions and operational priorities.

Collectively, these efforts are intended to restore mobility to neighborhoods, Schools, businesses, transit, pedestrian areas, bicycle facilities, School bus stops, critical City facilities, and other community destinations as safely and efficiently as weather conditions and available resources allow.

### **Improved Coordination and Responsiveness**

The updated Program establishes one unified City operations plan and centralized coordination of winter operations. Personnel and equipment can be deployed when and where needed, while City Departments continue maintaining their critical core responsibilities.

The Program establishes 4 operational phases: Pre-Event Preparation, Initial Push for Emergency Access, System Opening for Neighborhood Access, and Clean-up, Recovery, and

Optimization. These phases provide clearer objectives during each stage of a storm and help guide when resources can transition from maintaining critical routes to restoring broader community access.

A formal Street Monitor Program, combined with GIS and Automatic Vehicle Location technology, will provide better information about roadway conditions, equipment locations, and route progress. Field Monitors will provide timely feedback from designated areas to Snow Team Leaders and the Operations Center, helping City Staff verify conditions and determine where available resources should be deployed next.

The Public Works Operations Center will serve as the central coordination point during significant events. The Operations Center will support customer service, monitor vehicle and equipment deployment, track route progress, document operational issues, and assist with overall coordination. Additional administrative personnel may be assigned to assist with telephone calls, MyCville requests, documentation, and customer inquiries, allowing field personnel to remain focused on snow removal while improving responsiveness to the community.

Coordination with City Schools incorporates school transportation, Safe Routes to School, School parking areas, and designated School bus stops into operational planning. Emergency Management coordination is also incorporated for significant events requiring an enhanced or regional response.

These improvements are intended to establish critical access, move resources into neighborhoods sooner when conditions allow, improve mobility across all modes of transportation, and provide better information to both operational leadership and the community.

### **Mobility for All**

The FY27 Program places greater emphasis on mobility across the entire transportation system, not simply vehicle travel lanes. The City's winter response recognizes that restoring mobility means providing access for motorists, pedestrians, bicyclists, transit riders, students, emergency responders, businesses, and others who depend on the transportation network.

Safe Routes to School sidewalk segments, designated School bus stops, School parking areas, and roadway conditions affecting School transportation are incorporated into operational planning. Clearing at designated School bus stops will include space for students to queue and access crossing and loading areas. These conditions will be reviewed in close coordination with City Schools as School opening and delay decisions are evaluated, with the goal of restoring safe access and minimizing disruptions to students and families.

Prioritized bike lane corridors are also formally incorporated into winter operations. Street plowing operations will be adjusted to address these corridors, and specialized equipment may be deployed where appropriate to improve clearing and reduce the impacts of accumulated or sidecast snow.

The Downtown Pedestrian Mall and other designated priority pedestrian areas will be pretreated as conditions warrant to reduce the bonding of snow and ice and improve subsequent clearing. The Downtown Mall will remain an identified clearing priority during storm response and recovery.

The City has also purchased new specialized snow-removal equipment to improve the ability to clear and relocate accumulated snow from priority transportation areas. This provides an additional option where conventional plowing or sidecasting may reduce usable transportation space or create barriers for pedestrians, bicyclists, transit users, businesses, and other community members.

Collectively, these efforts are intended to restore access to neighborhoods, Schools, businesses, transit, pedestrian areas, and other community destinations as safely and efficiently as weather conditions and available resources allow.

### **Improved Coordination and Responsiveness**

The updated Program establishes 1 unified City operations plan and a centralized coordination structure. Personnel and equipment can be deployed when and where needed, while City Departments continue maintaining their critical core responsibilities. Coordination with City Schools incorporates School transportation, Safe Routes to School, School parking areas, and designated School bus stops into operational planning. Emergency Management coordination is also incorporated for significant events requiring an enhanced or regional response.

A formal Field Monitor Program, combined with GIS and Automatic Vehicle Location technology, will provide better information about roadway conditions, equipment locations, and route progress. This will help operational leadership verify conditions and determine where available resources should be deployed next.

The Public Works Operations Center will serve as the central coordination point during significant events. Additional administrative personnel may be assigned to assist with telephone calls, MyCville requests, documentation, and customer inquiries, allowing street personnel to remain focused on snow removal while improving responsiveness to the community.

The objective of these improvements is straightforward: establish critical access, clear more usable transportation space, move into neighborhoods sooner when conditions allow, maintain mobility for all users, and provide better information to operational leadership and the community. After-action reviews of significant events will continue to identify lessons learned and opportunities for further improvement.

### **Financial Impact**

The 2026–2027 Program will be implemented primarily through existing Departmental personnel, equipment, materials, and operating resources. Actual expenditures will vary based on the number, severity, and duration of winter weather events and may include overtime, treatment materials, contractor assistance, snow hauling, and other event-related costs.

### **Recommendation**

City Staff recommends that City Council receive the presentation and update on the 2026–2027 Program. The updated Program reflects lessons learned from previous winter operations and emphasizes a coordinated approach to restoring mobility across all modes of transportation, including roadways, neighborhoods, pedestrian routes, bicycle facilities, transit, School transportation, designated School bus stops, and critical City facilities.

### **Recommended Motion (if Applicable)**

No motion is required. This item is presented to City Council for information and discussion only.

### **Attachments**

1. Snow Mobility Plan Council 10 5 2026

# Snow and Ice Management Program

## Mobility for All

City of Charlottesville Snow Operations Team

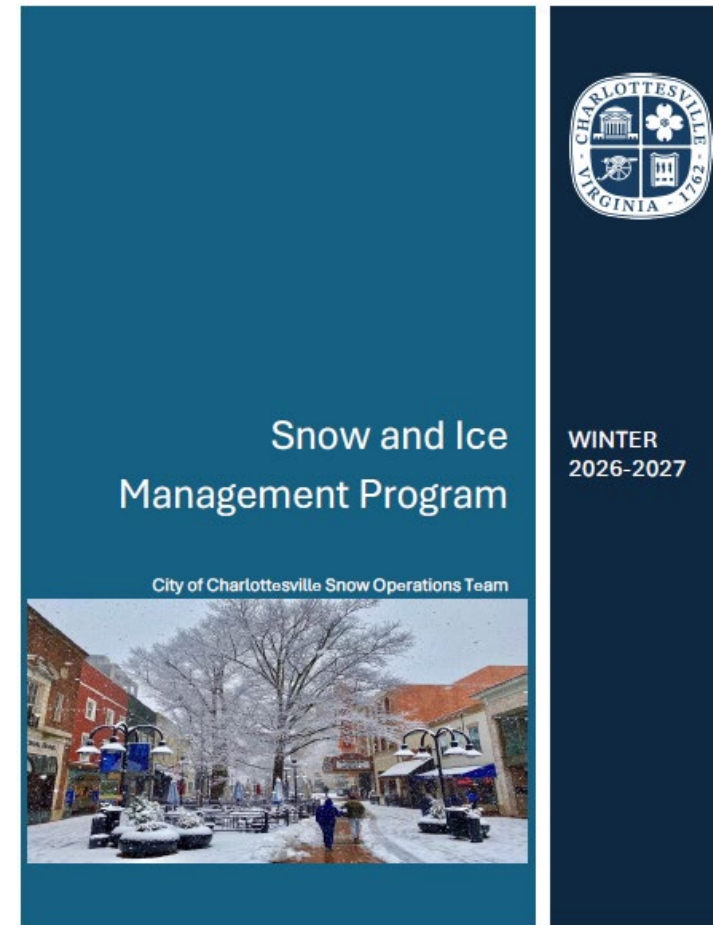
Council Work Session 10.5.26



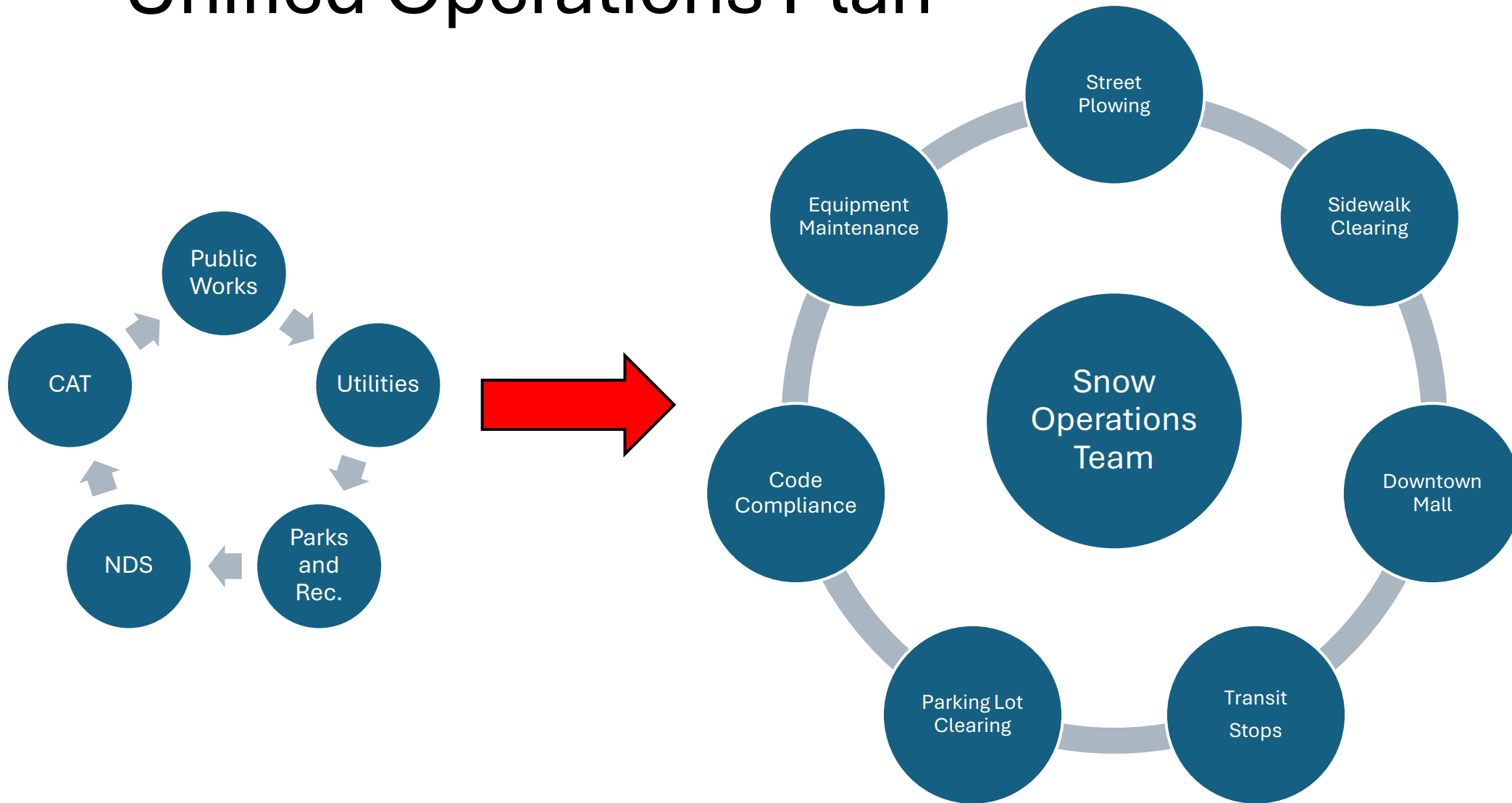
# 2026-2027 Mobility Snow Plan

**Goal: Maintaining and restoring mobility throughout the City – snow removal is not just about streets and vehicles**

- Neighborhoods
- Pedestrians
- ADA access
- Schools
- School bus stops
- Transit
- Bicycle facilities
- Downtown Pedestrian Mall
- Critical City facilities



# Unified Operations Plan



# Program Overview

- Formal snow season runs from November – April
- Training Programs and Annual Snow “Dry-Run”
- Event Planning Operations
  - Type of Event
  - Forecasted Accumulation
  - Classification of Event
  - Equipment Availability
  - Materials Inventory
  - Treatment Plan
  - Scheduling of Crews



# Communications Awariness



## Snow Removal Guide

City of Charlottesville

### Snow Progress and Route Priorities

The City clears snow from **roadways**, **publicly owned sidewalks**, the **Downtown Pedestrian Mall**, and many **municipal and public school parking lots**. Multiple City departments play significant roles in these efforts, helping to return our travel ways to a safe condition as quickly and efficiently as possible. **Community members and businesses play their part as well, by clearing privately owned sidewalks** to provide safe pathways for our many pedestrians.

The City prioritizes snow removal based on **Primary and Secondary routes**. Emergency Snow Route roads include: West Main Street, East Market Street, Water Street, East High Street, Mall crossings at 4th and 2nd streets.

When plowing any street, **our first aim is to open a path wide enough to allow vehicles to pass**. Major streets with multiple lanes are cleared from curb-to-curb when possible. In the event a Snow Emergency is declared, **snow will be plowed from the travel lane into the vacant parking lane**. The City may remove snow from the

parking lane based on need following each snow event.

**On residential streets, the aim is to first clear a path the width of a snow plow**. If possible please minimize the use of on-street parking during an event to assist with removal efforts. This opens traffic, and also minimizes large piles of snow that may linger for days or weeks after the storm. **It is unavoidable that a city plow truck will deposit some snow in driveway entrances**. The city will not come back to clear it. **It is the property owner's responsibility to clear the snow**.



### Be a good neighbor!

Per City Code, it is the **responsibility of owners/occupants** of properties in the City which abut or front paved sidewalks **to clear the sidewalk of snow, sleet and ice within 24 hours** of the end of snowfall. Cleared sidewalks help ensure the safety of both pedestrians and motorists by giving users a safe route to walk.

Please report unshoveled sidewalks by using the [MyCville App](#) or calling 434-970-3182.



### Be prepared for snow!

Print out this page or save to your phone to use as a quick reference guide for snow resources.



#### Make a report or request with the MyCville App

Report a non-emergency issue or request a snow service with [MyCville App](#). You can also report/request by phone at 434-970-3333, option #2.



#### Be a good neighbor; clear your sidewalk!

It's the **property owner's responsibility** to clear your sidewalk of snow, sleet and ice **within 24 hours** of the end of snowfall.



#### Track snow removal and road conditions

Visit our [Citizen's Insight Map](#) to see which roads have been serviced and current road conditions.



Scan QR code to download the MyCville App



Scan QR code to visit the Citizen's Insight Map

[City Code 1976, Sec. 28-26](#)

### How to properly deposit snow on public rights-of-way

Help keep our city accessible; don't pile snow/ice from your property onto streets or sidewalks. If you don't have space to store snow from your own sidewalk, driveway, or walkway, **you may move the extra snow on the edge of the public area next to your property — but not in travel lanes, crosswalks, sidewalks, or accessible parking spaces.**

# Winter Operations by the Numbers



# Winter Operations by the Numbers

- 165 centerline miles of roadway
- 31 miles of Safe Routes to School
- 18 miles of City property sidewalk
- 8.17 miles of prioritized bike lanes
- 20 municipal parking lots
- 10 school parking lots
- 16 Parks and Recreation parking lots
- 165 personnel assigned to snow operations
- 76 pieces of vehicles and equipment available for snow response



# Charlottesville Winter Weather

- Average 16-20 inches of accumulation
- Average temperatures of 25°F and above
- Transitional weather events
- Inconsistent and irregular

Then January 24, 2026....



**Variable  
Weather  
Factors**

# A Storm That Tested the Plan

**January 24-25, 2026**

- Employees described this as one of the most difficult winter events they had experienced in 10 to 15 years.
- 6.3 inches of snow.
- Snow transitioned to 3 inches of sleet, creating a dense and compacted mixture that was difficult to clear.
- The challenge was not simply the amount of snow. It was the combination of snow, sleet, compaction, ice, and prolonged cold.
- City facilities were closed January 26 and January 27 and opened late on January 28 while crews continued addressing snow and ice impacts.
- This storm became an important reference point as we evaluated what worked, what challenged us, and what we could improve for the coming winter.



# The Storm Ended – The Challenge Didn't

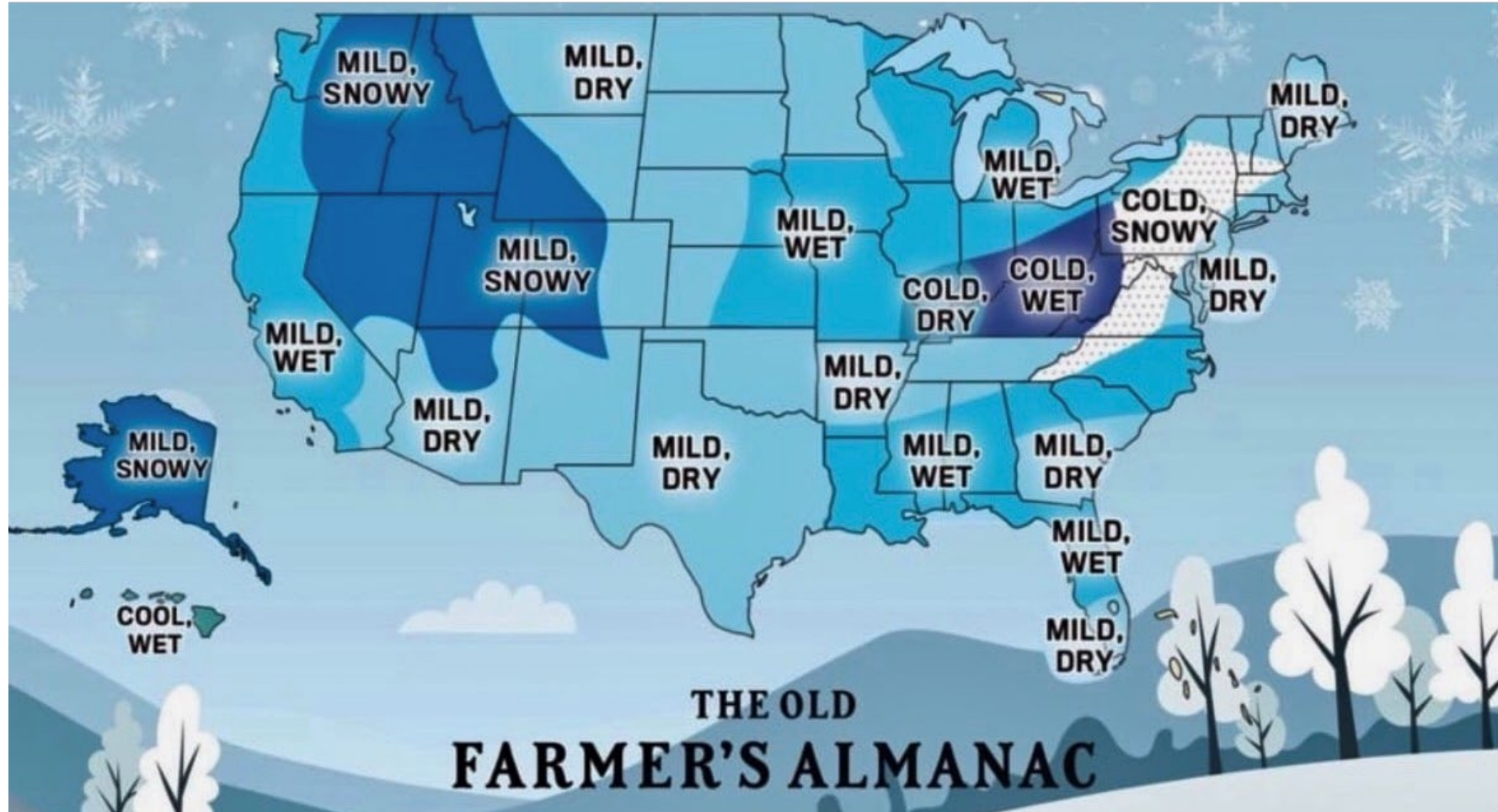
**Precipitation ended, but the operational challenge continued for days.**

- January 24 – 8°F
- January 25 – 12°F
- January 26 – 17°F
- January 27 – 11°F
- January 28 – 12°F
- January 29 – 5°F
- January 30 – 11°F
- January 31 – 12°F
- February 1 – 16°F
- February 2 – 17°F
- February 3 – 24°F
- February 4 – 30°F

Recovery from a winter storm cannot be measured simply by when the precipitation stops.



# El Niño is strengthening, 90% chance of a very strong event this fall and winter



# What We Learned

- We looked at what worked well and where we could improve
- Move available resources into neighborhoods sooner when conditions allow
- Clear more usable transportation space rather than simply following previously established wheel paths.
- Improve our ability to verify actual conditions on the streets.
- Provide supervisors with better information to determine where resources are needed next
- Strengthen coordination and customer response
- Look at snow removal as a mobility operation across the entire transportation system



# Priority Routes

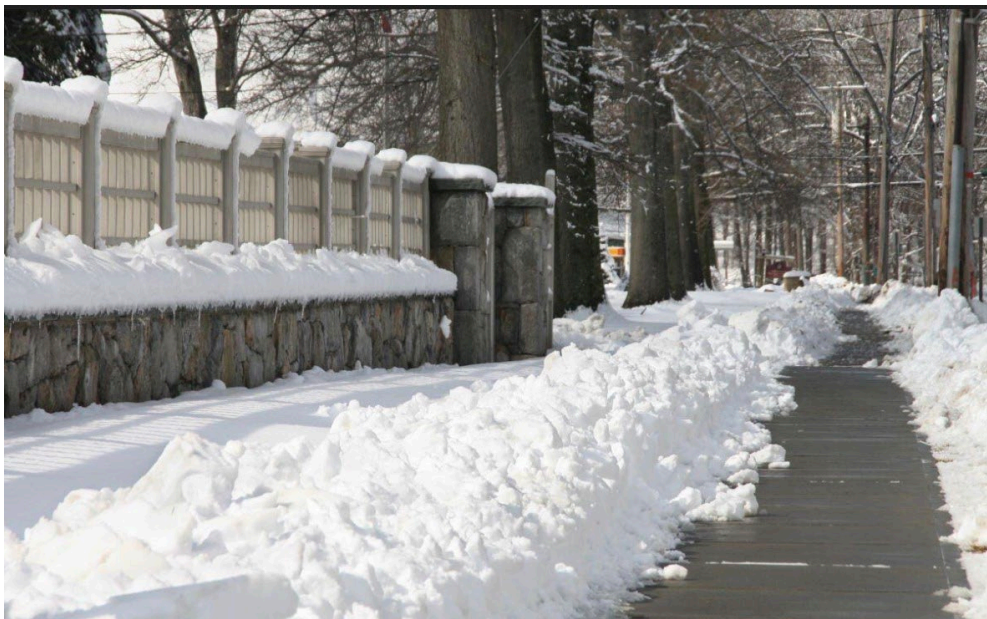


# Priority Routes

- Primary and auxiliary routes will continue to receive first operational attention.
- These routes provide critical access for emergency response, transit, schools, and the highest volumes of traffic.
- The plan defines “functionally open” as providing full emergency vehicle access and at least one full travel lane.
- Once primary routes are functionally open, available resources can begin transitioning into secondary and residential streets.
- Appropriate coverage of primary routes will continue while available resources begin moving into neighborhoods sooner.
- Operators are expected to clear available pavement rather than simply following established wheel paths.
- The objective is not to abandon our priority routes. It is to recognize when they are passable and use available resources where they can have the greatest impact.



# Mobility for All



# Mobility for All

- Snow removal is not simply about getting vehicles through the City.
- We have to consider how everyone moves through Charlottesville.
- Roadways and neighborhoods
- Sidewalks and ADA access
- Safe Routes to School
- Designated school bus stops
- Transit stops
- Prioritized bike lanes
- Downtown Pedestrian Mall
- Schools, businesses, emergency services, and other community destinations
- The objective is to restore as much of the transportation system as safely and efficiently as weather conditions and available resources allow.



# Schools and Critical Destinations



# Schools and Critical Destinations

## **Schools are an important part of the mobility discussion**

- Safe Routes to School sidewalk are incorporated into winter operations.
- At designated bus stops, clearing includes space for students to queue, access crossing areas, and safely reach bus loading locations.
- School parking areas and roadway conditions will be coordinated with Charlottesville City Schools as opening and delay decisions are evaluated.
- Transit access and the Downtown Pedestrian Mall remain part of winter operations.
- Holiday Drive will be incorporated into winter operations along with other critical City and emergency facilities.



# Four Phases of Operations



# Four Phases of Operations

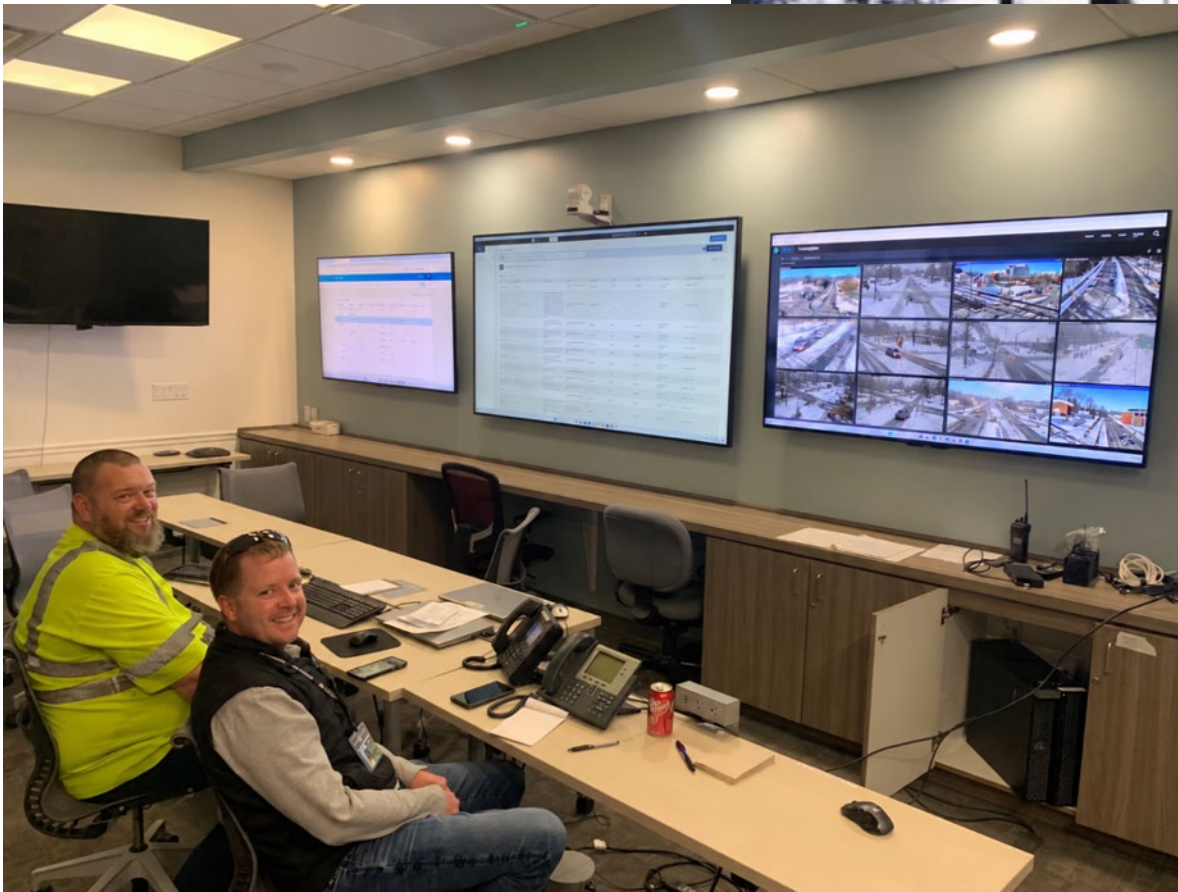
- **Phase 1 – Pre-Event Preparation**
  - Pretreatment, equipment preparation, staffing, materials, and operational planning.
- **Phase 2 – Initial Push: Emergency Access**
  - Maintain emergency access and establish predictable mobility on priority routes.
- **Phase 3 – System Opening: Neighborhood Access**
  - Once primary routes are functionally open, transition available resources into secondary and residential streets.
- **Phase 4 – Clean-up, Recovery, and Optimization**
  - Widen routes, address remaining problem areas, improve overall conditions, and restore additional usable transportation space.



# Better Information from the “streets”



Avon Levy Camera (10.1.8.101)



# Better Information from the “streets”

- GIS will provide additional operational information.
- Automatic Vehicle Location technology will allow us to monitor equipment locations and route activity.
- Knowing where a truck has traveled does not necessarily tell us the actual condition of the road.
- Field Monitors provide that additional verification.
- That information will go back to Snow Team Leaders and the Operations Center so resources can be adjusted based on actual conditions.



# Centralized Coordination



# Centralized Coordination

- The Public Works Operations Center will serve as the central coordination point during winter events.
- Vehicle and equipment deployment - know where equipment is assigned, what is operating, and what may be out of service.
- Route progress – Track where crews are working and the status of snow routes.
- Street reports – Receive information from Snow Team Leaders and Street Monitors to verify actual conditions.
- Customer service – Coordinate telephone calls, MyCville requests, and other community concerns.
- Documentation – Maintain records of operational issues, requests, equipment problems, and necessary follow-up.
- Communication – Maintain common information among emergency management, City departments, CMO, and communications staff.



# What Will Be Different This Winter



# What Will Be Different This Winter

- Move into neighborhoods sooner when conditions allow.
- Greater emphasis will be placed on mobility across all modes of transportation.
- Operational phases and expectations are more clearly defined.
- The Street Monitor Program will provide actual conditions.
- GIS and AVL information will provide better operational awareness.
- Coordination with schools and transit will be stronger.
- Designated school bus stops are formally incorporated into winter operations.
- We are not promising bare pavement everywhere immediately following a significant storm.
- What we are improving is how we organize our resources, how we make decisions, and how quickly we can restore access throughout the City.



# Mobility for All

- Establish critical access.
- Move into neighborhoods sooner when conditions allow.
- Restore mobility across all modes of transportation.
- Improve coordination and field awareness.
- Keep the community informed.
- Goal is straightforward: establish critical access, get into our neighborhoods sooner when conditions allow, and restore mobility for everyone who depends on our transportation system.
- Citywide mobility operation, not simply a street-plowing operation.



# Questions



# CITY OF CHARLOTTESVILLE



## Proclamation

### Honoring Robert “Bobby” Lee Green, Jr. for a Lifetime of Community Service

**WHEREAS** Robert “Bobby” Lee Green Jr., born September 1947, in Charlottesville, Virginia, to Robert Lee Green and Annie Patricia Green, has devoted his life to the city he has always called home, exemplifying the values of family, compassion, leadership, and service; and

**WHEREAS** Bobby demonstrated a deep sense of responsibility from an early age, leaving Burley High School at age 17 to help care for his younger siblings, and discovering through his early employment a lifelong passion for cooking, hospitality, and bringing people together; and

**WHEREAS** Bobby co-founded the Ebony Social Club, which for more than 47 years has supported local youth and community initiatives, and continues to champion its legacy of service by encouraging future generations to give back to their community; and

**WHEREAS** Bobby served the Charlottesville Police Department for more than 30 years as a Community Service Officer, building meaningful relationships with residents, particularly in the Prospect neighborhood and along Hardy Drive, and earning numerous honors for his dedication, including the Noble Award, the department’s Top Community Service Officer recognition, and the Alicia B. Lugo Award; and

**WHEREAS** Bobby’s generosity extends beyond his professional service, including more than \$25,000 in donations to local churches supporting youth and community programs, and his enduring care for countless young people who regard him as a father figure and mentor; and

**WHEREAS**, through his generosity, warmth, culinary talents, and cherished gatherings, Bobby has strengthened the bonds of friendship and fellowship throughout Charlottesville, leaving a lasting legacy of kindness, mentorship, and unwavering commitment to the well-being of others;

**NOW, THEREFORE, BE IT PROCLAIMED** that the Charlottesville City Council hereby recognizes and honors Robert “Bobby” Lee Green, Jr., for his extraordinary lifetime of service, generosity, and devotion to the Charlottesville community, and extends its heartfelt gratitude for the countless lives he has touched and the enduring example he continues to set for generations to come.

Signed and sealed the 5<sup>th</sup> day of October 2026.

\_\_\_\_\_  
Juandiego Wade, Mayor

\_\_\_\_\_  
Kyna Thomas, Clerk



## CHARLOTTESVILLE CITY COUNCIL MEETING MINUTES

May 4, 2026 at 4:00 PM

Council Chamber

The May 4, 2026, regular meeting of the Charlottesville City Council was called to order by Mayor Juandiego Wade. Clerk of Council Kyna Thomas called roll with all councilors present: Mayor Juandiego Wade, Vice Mayor Natalie Oschrein, and Councilors Jen Fleisher, Michael Payne and Lloyd Snook.

On motion by Fleisher, seconded by Snook, Council by acclamation approved the meeting agenda.

### REPORTS

#### 1. REPORT: State of Homelessness Report

City Manager Samuel Sanders, Jr. introduced The Annual State of Homelessness as an annual briefing from agencies on the continuum of care.

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

Ms. Washington detailed the coalition's efforts to make homelessness rare, brief, and non-recurring by collaborating with service providers collaborate with communities to help individuals and families achieve housing stability, financial health, and improved quality of life. 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). She stated that the purpose of the presentation was to provide an overview of local homelessness in 2026, discuss trends and system performance, identify gaps, and outline strategic priorities. The presentation included a report on the most recent Point in Time Count which counts the unhoused population in the city.

The By-Name List (BNL) reported 703 total people counted over one year, up from 620 people between May 1, 2024 – April 30, 2025. Currently documented individuals totaled 333 on the BNL, and of those currently on the list, 90 (27%) reported the locality of their last permanent address, with 58 reporting Charlottesville.

Some Key Drivers and System Pressures reported were:

- Rising rents, leading to rising evictions
- Limited affordable and low-income housing
- Behavioral health gaps
- Longer shelter stays
- Aging unhoused population
- Staff burnout
- Limited landlords

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

PACEM is a faith-based nonprofit that provides seasonal, low-barrier shelter and housing navigation services through a network of over 50 congregations. provides cold weather shelter, secure housing, and housing-focused case management and street outreach. Ms. Chambers stated that secure housing efforts were focused on individuals who could pay rent, and she reported improvements to the cold-weather shelter with:

- Increased staffing and supervision
- More diverse staff
- Expanded staff training from 4 hours to 25 hours
- 87% of staff are Mental Health First Aid certified

- More transparent Policies and Procedures
- Increased volunteer training
- Improved inclement weather planning and response
- Focus on Consistent Service

*The Haven – Owen Brennan, Executive Director*

The Haven is a year-round day shelter that provides 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. During the year April 1, 2025, through March 30, 2026, there were 25,792 total visits to the day shelter, with 433 unique guests and 25,557 meals served.

*The Salvation Army – Major Mark Van Meter*

The Salvation Army, in Charlottesville since 1912, provides a variety of programs and services that help individuals and families thrive. The Army employs a holistic approach to provide shelter, hunger relief, emergency financial assistance, clothing, personal hygiene items, and case management to address physical, emotional, and spiritual needs. With community support, the organization has been able to begin re-establishing family sheltering. Approximately 33-35% of individuals coming into the shelter are coming out of incarceration and they are seeking to reintegrate into society, requiring resource stability

Major Van Meter presented on the organization's operations, which include a 58-bed shelter and a daily soup kitchen serving meals year-round. In FY25 (10/1/24 – 9/30/25), the shelter provided 51,036 prepared meals, distributed 1,367 food boxes and 63,562 pounds of food received from Blue Ridge Area, served 840 individual men and women, and provided utility bill assistance to 875 households. 5,915 individuals were served by the emergency services team and 103 shelter guests exited homelessness. Major Van Meter also mentioned that individuals are staying longer, and that the shelter receives on average 50 calls per day seeking assistance for shelter, partner referrals and utilities or food. Many of the organization's challenges stem from the need to address mental health issues. The organization operates almost entirely on community donations and grants.

Mr. Brennan answered questions about organizational efforts to address the encampment at the Rivanna River.

Police Chief Michael Kochis provided data about calls dispatched to the encampment near the Rivanna River. Fire Marshal Joe Phillips provided information about common calls to the area, including smoke, medical and environmental hazards.

Cameron Moore, PACEM Executive Director, made a clarifying point about community solutions for the encampments, stating that if there is a direct-to-housing initiative, the housing needs to be available. BRACH's board paused encampment discussions to focus on the low barrier shelter once the Holiday Drive property was acquired. He emphasized that the community and BRACH need to re-engage in conversations about the methodology used to care for people in the encampments. Regarding housing availability, he noted that a direct-to-housing initiative would require enough places for people to go.

Ms. Washington stated that Region Ten is involved in the Continuum of Care, and because of the risk of losing federal funding for permanent supportive housing based on new priorities of the Department of Housing and Urban Development, they are likely to step away from providing that service. The Continuum of Care will be looking for a new provider to run the HUD-based permanent supportive housing program in Charlottesville. She noted that funding for a housing program would be used for staffing to manage and support the program as well as subsidies for those in need of shelter. In response to Councilor Snook's question regarding coordination and efficiencies between agencies addressing the 2000 Holiday Drive transformation, Ms. Washington stated that an updated estimate for Phase I was sent to Mr. Sanders earlier in

the day and the BRACH awaits feedback and confirmation from City Council to know in which direction the city would like to move.

## CLOSED MEETING

On motion by Oschrin, seconded by Payne, Council voted unanimously to meet in closed session as authorized by the Virginia Freedom of Information Act, as follows:

1. Pursuant to Virginia Code Section 2.2-3711(A)(8) for consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, specifically, rules governing appeals to the City Council from the Board of Architectural Review.
2. Pursuant to Virginia Code Section 2.2-3711(A)(7) for consultation or briefing 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. The specific matters to be discussed are (1) *Columbia Gas of Virginia v. City of Charlottesville* and (2) a matter involving the allocation of revenue from the sale of assets connected to City real estate.
3. Pursuant to Virginia Code Section 2.2-3711(A)(19) for discussion of reports or plans related to the security of any governmental facility, building or structure, or the safety of persons using such facility, building or structure, specifically, Charlottesville City Hall.
4. Pursuant to Virginia Code Section 2.2-3711(A)(3) for discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the City's bargaining position or negotiating strategy. The Specific subject matter to be discussed is the possible acquisition of certain real property by CRHA.

On motion by Oschrin, seconded by Fleisher, Council certified by a vote of 5-0 (Ayes: Fleisher, Oschrin, Payne, Snook, Wade; Noes: none.), 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 6:30 p.m. business portion of the meeting began with a moment of silence.

## ANNOUNCEMENTS

Mayor Wade announced the winners of the My Help List writing contest.

Vice Mayor Oschrin announced the May 10 organized walk in the Rose Hill neighborhood.

Councilor Snook added that the Historic Resources Committee organizes the historic component of the neighborhood walks.

## RECOGNITIONS/PROCLAMATIONS

- **PROCLAMATION: Older Americans Month**

*City Council Meeting Minutes – May 4, 2026; approved August 3, 2026;  
consideration of amendment October 5, 2026*

Mayor Wade presented the Older Americans Month proclamation to Christina Evans, CEO at JABA.

- **PROCLAMATION: Bike Month**  
Vice Mayor Oschrein presented the Bike Month proclamation to Co-chairs of the Bike & Pedestrian Committee.
- **PROCLAMATION: Police Week, May 11-16, 2026**  
Councilor Snook presented the Police Week proclamation to Chief Michael Kochis.
- **PROCLAMATION: Lupus Awareness Month**  
Councilor Fleisher presented the Lupus Awareness Month proclamation to Kim Harris, who spoke on behalf of her family member living with the disease, and the Lupus community in the Charlottesville region.
- **PROCLAMATION: ALS Awareness Month**  
Councilor Payne read the ALS Awareness Month proclamation.
- **RECOGNITION: 57th Annual Professional Municipal Clerks Week, May 3-9**  
Mayor Wade expressed appreciation to Clerk Kyna Thomas and clerk office staff.

## COMMUNITY MATTERS

1. Sarah Malpass, city resident and Vice President of the Fifeville Neighborhood Association, asked Council to uphold the Board of Architectural Review (BAR) denial of the Certificate of Appropriateness for The Mark at 7th Street SW.
2. Frank Bechter, city resident, urged Council to uphold the BAR denial of the Certificate of Appropriateness for The Mark at 7th Street SW.
3. Gillet Rosenblith, city resident, housing authority member and historian who studies housing, thanked Council for approving the Charlottesville Redevelopment and Housing Authority's nonprofit entity and asked Council to uphold the BAR denial of the Certificate of Appropriateness for The Mark at 7th Street SW. She also requested that the city pressure UVA to pay taxes.
4. Paul Reeder, city resident, representing homeowners at Oak Grove Condo Owners Association, asked Council to uphold the BAR denial of the Certificate of Appropriateness for The Mark at 7th Street SW. He also encouraged pressuring UVA to build student housing on its own land.
5. Angela Carr, city resident, stated that the community is watching to see which Council members will let them down and who will lift them up regarding the proposed development on 7th Street, The Mark.
6. Alicia Lenahan, Albemarle County resident, spoke about the impacts of racism on Black communities and businesses, and Council's role in addressing equity and the pitfalls of urban density. She asked rhetorical questions about potential City Council actions to address federal law enforcement threats.
7. John Mason, city resident, spoke in support of the BAR decision to deny a Certificate of Appropriateness and in opposition to the proposed building, The Mark, in the Fifeville neighborhood on 7th Street. He spoke about the steep decline in Black residents in the City between 2000 and 2020 as a result of systemic racism.
8. Andy, a city resident who attended the BAR meeting where the Certificate of Appropriateness was denied for The Mark, urged Council to uphold the BAR denial of the Certificate of Appropriateness for The Mark at 7th Street SW. He stated that the development is an investment - not just housing.
9. Letricia Giles, city resident speaking on behalf of the Public Housing Association of Residents (PHAR), urged Council to uphold the BAR denial of the Certificate of Appropriateness for The Mark at 7th Street SW.
10. Rosia Parker, city resident, spoke about the struggles of the Black community in Charlottesville, and urged Council to uphold the BAR denial of the Certificate of Appropriateness for The Mark at 7th Street SW to prevent further displacement and burden on Black residents, while UVA does not pay property

taxes.

11. Ena Akondwera, Urban Planning student and Friends of PHAR Co-president, urged Council to support the BAR denial of the Certificate of Appropriateness for The Mark at 7th Street SW.
12. Jeff Fogel, city resident, stated that the city is at an inflection point regarding poor people and Black people. He urged Council to uphold the BAR denial of the Certificate of Appropriateness for The Mark at 7th Street SW, and to put the community first.
13. Vanessa, working on 7<sup>th</sup> Street, stated that no one is getting displaced with The Mark project. She stated that the neighborhood has changed and requested that Council base their decision using zoning rules.
14. Sylethia Carr, city resident whose family used to live in the 7th Street area, urged Council to uphold the BAR denial of the Certificate of Appropriateness for The Mark at 7th Street SW. She spoke about the negative impacts of development on the Black community and families in the city.
15. Erin Hanagan, stated that the decision Council makes today on The Mark will impact housing, and that housing for the homeless can't happen without additional homes.
16. A resident speaking on behalf of a neighbor Stacy Rush, spoke about disrespect that happened to Black friends during the Tom Tom Festival.

## CONSENT AGENDA

Clerk of Council Kyna Thomas read the following Consent Agenda items into the record, and on motion by Oschrein, seconded by Fleisher, Council by the following vote adopted the Consent Agenda: 5-0 (Ayes: Fleisher, Oschrein, Payne, Snook, Wade; Noes: None).

2. MINUTES: February 2 regular meeting; April 27 special meeting
3. RESOLUTION to appropriate \$389,975 from the Virginia Department of Housing and Community Development, Housing Opportunities for Persons with AIDS/HIV grant 26-HOPWA-303 (layover)
4. RESOLUTION to appropriate \$98,484 from the Virginia Department of Housing and Community Development, Virginia Homeless Solutions Program Grant 26-VHSP FED RRH- 37 (layover)
5. RESOLUTION to appropriate funds from Charlottesville City School Reimbursement (2nd reading)

## RESOLUTION

### **Appropriating \$268,382.46 in Reimbursement Funds to the Buford/Charlottesville Middle School Renovation Project**

**WHEREAS**, Charlottesville City Schools received a UVA Innovation Grant to fund additional improvements to the science laboratories at Buford/Charlottesville Middle School, which were completed through a change order to the existing contract with Nielsen Builders; and

**WHEREAS**, Charlottesville City Schools reimbursed the City of Charlottesville \$268,382.46 for this work, and these funds should be returned to the Buford/ Charlottesville Middle School Renovation Project (P-01012) to replenish the project budget.

**NOW, THEREFORE, BE IT RESOLVED** by the Council for the City of Charlottesville that \$268,382.46 is hereby appropriated to the Buford/Charlottesville Middle School Renovation Project (P-01012).

### **Revenue**

\$268,382.46

Fund:426

WBS: P-01012

G/L Account: 432085

**Expenditure**

\$268,382.46

Fund:426

WBS: P-01012

GIL Account: 532085

6. RESOLUTION to Appropriate \$115,443 in Woodland Drive Performance Bond Funds (2nd reading)

**RESOLUTION****To Appropriate \$115,443 in Woodland Drive Performance Bond Funds**

**WHEREAS**, the City of Charlottesville has received a performance bond for the Woodland Drive project; and

**WHEREAS**, the contractor has not completed the work and the bond proceeds were cashed and deposited in the City's CIP fund and the funds are now needed to complete the necessary work and closeout the project;

**NOW, THEREFORE BE IT RESOLVED** by the Council of the City of Charlottesville is hereby appropriated in the following manner:

**Expenditure**

\$ 115,443

Fund: 426

Funded Program: P-01140

G/L Account: 530670

7. RESOLUTION: FY26 Charlottesville Affordable Housing Fund Grant Funding Award (2nd reading)

**RESOLUTION****Allocating Charlottesville Affordable Housing Fund FY26 Grant Program Funding for Affordable Housing Projects and Initiatives in the Amount of \$823,000**

**WHEREAS** the City of Charlottesville, Virginia ("City"), having established the Charlottesville Affordable Housing Fund ("CAHF") Grant Program to provide financial support for community agency programs aiding in affordable housing and homelessness relief, hereby allocates \$823,000 from the CAHF Grant Program under Fund 426 Project: CP-084, as per the City's FY26 Capital Improvement Program Budget.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia ("City Council"), that upon consideration of the CAHF Committee's recommendations for the CAHF Grant Program, City Council hereby allocates funds to the following CAHF applicants:

| <b>Fund</b> | <b>Project</b> | <b>G/L Account</b> | <b>Applicant</b>                                | <b>Funded Project/Initiative</b>          | <b>CAHF Award</b> |
|-------------|----------------|--------------------|-------------------------------------------------|-------------------------------------------|-------------------|
| 426         | CP-084         | 530670             | Albemarle Housing Improvement Program           | Charlottesville Critical Repair and Rehab | \$166,800.00      |
| 426         | CP-084         | 530670             | Building Goodness Foundation                    | C'ville Builds: Healthy Homes             | \$70,000.00       |
| 426         | CP-084         | 530670             | Community Services Housing                      | Rehabilitation of CSH Properties          | \$68,997.50       |
| 426         | CP-084         | 530670             | Habitat For Humanity of Greater Charlottesville | Habitat Core 2026                         | \$286,026.86      |
| 426         | CP-084         | 530670             | Piedmont Housing Alliance                       | Deepening Affordability at 1025 Park St.  | \$231,175.64      |

*City Council Meeting Minutes – May 4, 2026; approved August 3, 2026; consideration of amendment October 5, 2026*

**BE IT FURTHER RESOLVED** that all funding awards within this Resolution shall be provided as grants to the entities listed under the “Applicant” column above to be used solely for the purposes outlined in their respective Grant Applications, and any subsequent Grant Agreement. The City Manager is authorized to negotiate and execute Funding Grant Agreements with each recipient to ensure proper utilization of funds.

8. RESOLUTION to authorize the reallocation of \$1,854,818 previously appropriated CIP funding to alternative infrastructure projects with budget gaps (2nd reading)

**RESOLUTION**

**To Authorize Reallocation of \$1,854,818 Previously Appropriated CIP Funding to Alternate Infrastructure Projects with Budget Gaps**

**WHEREAS**, the City of Charlottesville has previously allocated CIP funding for Charlottesville High School Roof Replacement and City Hall Flood Damage Repair and both projects have remaining unspent project balances; and

**WHEREAS**, the Meadowcreek Trail Project and Pollocks Branch Project both have budget gaps due to various circumstances;

**NOW, THEREFORE BE IT RESOLVED** by the Council of the City of Charlottesville that previously appropriated CIP funding is hereby reallocated in the following manner:

**Transfer From:**

|             |           |                         |                     |
|-------------|-----------|-------------------------|---------------------|
| \$1,104,818 | Fund: 426 | Internal Order: 1000035 | G/L Account: 599999 |
| \$750,000   | Fund: 426 | Funded Program: P-01057 | G/L Account: 599999 |

**Transfer To:**

|             |           |                         |                                       |
|-------------|-----------|-------------------------|---------------------------------------|
| \$1,500,000 | Fund: 426 | Funded Program: P-00995 | G/L Account: 599999 - Meadowcreek     |
| \$300,000   | Fund: 426 | Funded Program: P-01135 | G/L Account: 599999 - Pollacks        |
| \$54,818    | Fund: 426 | Funded Program: CP-080  | G/L Account: 599999 - CIP Contingency |

9. RESOLUTION appropriating \$4,555,000 from the CIP Contingency Fund for critical unfunded and one-time operational priorities (2nd reading)

**RESOLUTION**

**To Allocate \$4,555,000 from the Capital Improvement Program Contingency Fund**

**WHEREAS** per the City of Charlottesville’s financial policy, year-end surpluses from the City’s General Fund are transferred to the CIP contingency Fund where they accumulate until appropriated by the City Council for expenditure; and

**WHEREAS** the City Manager has made a recommendation and request to allocate a portion of the contingency funds to address one-time expenditures that have not previously been appropriated; and

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia, that the sum of \$4,555,000 is hereby allocated from currently appropriated funds in the CIP Contingency Fund for the following:

Purpose 1 - An amount not to exceed \$1,500,000 to support critical human resource management systems

Purpose 2 - An amount not to exceed \$1,095,000 to construct critical pedestrian infrastructure

Purpose 3 - An amount not to exceed \$750,000 to address emergency management priorities

Purpose 4 - An amount not to exceed \$400,000 to expand critical snow management equipment

Purpose 5 - An amount not to exceed \$310,000 to address strategic planning, performance management, and capacity priorities

Purpose 6 - An amount not to exceed \$300,000 to offset overtime for Charlottesville Fire Department

Purpose 7 - An amount not to exceed \$200,000 to address capacity building for CRHA in association with prior unfilled agreement with the City

10. RESOLUTION: Charlottesville-UVA-Albemarle Emergency Communications Center Lease Amendment

**RESOLUTION**

**Authorizing Execution of Amendment to Ground Lease for  
Emergency Communications Center Premises**

**WHEREAS**, the City of Charlottesville (the “City”), the County of Albemarle (the “County”, and, together with the City, “Tenant”), and the Rector and Visitors of the University of Virginia (“Landlord”) entered into a Ground Lease in 1997 for the operation of the Charlottesville-UVA-Albemarle Emergency Communications Center (the “ECC”) located in the County at 2306 Ivy Road, Charlottesville, Virginia; and

**WHEREAS**, a Modular Unit, located at 2304 Ivy Road, has been added to the leased Premises for use by the ECC; and

**WHEREAS**, the Modular Unit constitutes part of the Premises and an Improvement and will be used, operated, insured and maintained by the Tenant pursuant to the Ground Lease; and

**WHEREAS**, all other terms and conditions of the Ground Lease applicable to the Premises and Improvements will apply to the Modular Unit and to Tenant’s use and occupancy. Title to the Modular Unit will remain vested in Landlord; and

**WHEREAS**, under the terms of the 1997 Agreement, both the City and County must consent to and execute this Amendment to the Ground Lease; and

**WHEREAS**, the Council of the City of Charlottesville finds that executing the Amendment to the Ground Lease serves a public purpose by improving the function of the ECC.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia, that Amendment to the Ground Lease is approved and that the City Manager or his designee is authorized to execute the Agreement and to take any additional administrative actions necessary.

11. RESOLUTION: Reallocation of \$200,000 in Capital Improvement Plan (CIP) funds for the Downtown Mall Crossing Project (layover)

**CITY MANAGER REPORT**

Steve King, Assistant to the City Manager, presented the Prosperity in Action Report on behalf of Abigail Matthew Wade, Economic Mobility Officer. He emphasized that economic mobility is hyper local. The Aims

of Economic Mobility and Opportunity are meeting basic needs; stable housing and livable income; and saving and planning for your own and your family's future.

The key deliverable of Economic Mobility and Opportunity work in the next year is an action plan:

- Co-designed with residents, particularly from communities which have historically experienced the least upward mobility
- Coordinating across internal City departments and offices
- Building partnerships with regional governments, non-profits, and community-based organizations

Mr. King answered questions from Council.

City Manager Sanders added follow-up comments and recognized Public Service Recognition Week, thanking city staff.

## **ACTION ITEMS**

### **12. APPEAL: The Mark, 7th Street, SW: Appeal Board of Architectural Review Denial of Certificate of Appropriateness (HST25-0084)**

Mitchell-Matthews Architects ("Appellant"), the Applicant for the Certificate of Appropriateness ("CoA") for a potential development at 202, 204, 208, and 214 7th Street, SW, and 613 Delevan Street ("Project"), has appealed the Board of Architectural Review's ("BAR") December 16, 2025, denial of a CoA for the rehabilitation of two (2) brick dwellings (204 and 208 7th Street, SW, both designated Individually Protected Properties ("IPPs") and construction of a seven (7)-story, multi-unit apartment building on the five (5) parcels (Tax Map 29 Parcels 71,73,74,75, and 76; the IPPs are Parcels 73 and 74). This appeal was recorded on December 31, 2025, within ten (10) days of the BAR's action, the deadline proscribed by City Code Chapter 34, Div. 5.2.7.E.

Jeff Werner, Staff member for the BAR, presented a summary of the Board of Architectural Review decision to deny the Certificate of Appropriateness for The Mark at 7th Street SW and Delevan Street, and he answered clarifying questions from Council members.

Steve Blain and Valerie Long, representing the Appellant, made a presentation to request that Council overturn the denial of the CoA by the BAR, and they answered questions from Council.

BAR Chair, James Zehmer, explained the viewpoint of the majority of the BAR and how they arrived at their decision to deny the CoA. On motion by Payne, seconded by Snook, Council voted unanimously to add five minutes to the speaking time for the BAR Chair.

Councilor Payne moved to approve the resolution denying the Certificate of Appropriateness, and the motion was seconded by Councilor Fleisher. The motion failed 2-3 (Ayes: Fleisher, Payne; Noes: Oschrein, Snook, Wade).

On motion by Oschrein, seconded by Snook, Council voted 3-2 in favor of resolution approving the Certificate of Appropriateness as follows (Ayes: Oschrein, Snook, Wade; Noes: Fleisher, Payne). Councilor Payne stated his belief that the BAR has a basis for CoA denial based on the encroachment of the project on the nearby Individually Protected Properties, and that staff recommended support of the BAR decision. Councilor Fleisher stated that Council's narrow purview led her to evaluate impact and compatibility.

## RESOLUTION

### **Approving a Certificate of Appropriateness for a Multi-story, Mixed-use Building Incorporating Two (2) Individually Protected Properties at the 200 Block of 7<sup>th</sup> Street, SW**

**WHEREAS**, on December 31, 2025, Steven W. Blaine, with Woods Rogers Vandeventer Black PLC (“Applicant”), on behalf of Mitchell-Matthews Architects, the Applicants for a requested Certificate of Appropriateness (“CoA”) for a multi-story, mixed-use building (“Property”) incorporating two (2) Individually Protected Properties (“IPPs”) at the 200 block of 7<sup>th</sup> Street, SW (“Requested CoA”), incorporating five (5) parcels of certain land identified within the City of Charlottesville, Virginia (“City”), real estate assessment records by Parcel Identification numbers 290071000, 290073000, 290074000, 290075000, and 290076000 and currently addressed as 202, 204, 208, and 214 7<sup>th</sup> Street, SW and 613 Delevan Street (“Property”); and

**WHEREAS**, the Property includes two (2) designated IPPs and the proposed development will incorporate and impact the historic, late-nineteenth (19<sup>th</sup>) century dwellings on the IPPs; therefore, per City Code Chapter 34, Section 5.2.7.A.1.a., it requires approval of a CoA and the City’s Board of Architectural Review (“BAR”) is required to determine whether the Project is compatible “with the historic, cultural or architectural character of [the] IPP that is the subject of the application;” and

**WHEREAS**, on December 16, 2025, in a Motion approved 6-1, BAR denied the Requested CoA, having “considered the standards set forth within the City Code, including the ADC District Design Guidelines” and subsequently determined “the proposed development at [the Property] does not satisfy the BAR’s criteria and guidelines for being compatible with the two IPPs.” [Note: When evaluating CoA requests associated with IPPs, BAR applies the ADC District Design Guidelines.]; and

**WHEREAS**, on December 31, 2025, as permitted by City Code Chapter 34, Section 5.2.7.E.1.b. and c., the Applicant appealed to City Council of the City of Charlottesville, Virginia (“City Council”), the BAR’s denial of the Requested CoA (“Appeal”).

**NOW THEREFORE, BE IT RESOLVED**, on May 4, 2026, per City Code Chapter 34, Section 5.2.7.E.1.d., following a review of the Appeal, the Project, and the Application, and having considered relevant information and opinions, including BAR’s determination, the City Staff Report, the City’s ADC District Design Guidelines, and the City’s Criteria for Review and Decision of the proposed construction, reconstruction, alteration, or restoration of a building or structure associated with an IPP (City Code Chapter 34, Section 5.2.7.D.1.a.), this City Council determines the Requested CoA satisfies the design guidelines and review criteria, and the proposed development is compatible with the IPPs at 204 and 208 7<sup>th</sup> Street, SW; and

**BE IT FURTHER RESOLVED** by City Council that, pursuant to the reasons stated below, *inter alia*, a CoA is hereby approved for the Requested CoA for a multi-story, mixed-use building, incorporating two (2) IPPs at the 200 block of 7<sup>th</sup> Street, SW [HST 25-25-0084], subject to the following condition:

- Prior to a Permit allowing disturbance associated with the proposed development, a Phase I Archaeological Investigation of the five (5)-parcel site will be completed and provided to Staff for BAR’s archive and recorded with the Virginia Department of Historic Resources.

### **13. PUBLIC HEARING and RESOLUTIONS to Approve the Proposed One-Year Annual Action Plan & Associated Funding Recommendations for HUD-funded Activities for Program Year (PY) 2026-2027, a Major Amendment, approximately \$1,205,469.64 (layover)**

- a. Resolution to Approve the City of Charlottesville-Thomas Jefferson Area HOME Consortium One-Year Annual Action Plan for PY 2026-2027

*City Council Meeting Minutes – May 4, 2026; approved August 3, 2026;  
consideration of amendment October 5, 2026*

- b. Resolution to Appropriate Community Development Block Grant Funds anticipated from the U.S. Department of Housing and Urban Development for PY 2026-2027, approximately \$464,924.00
- c. Resolution to Approve Award(s) of HOME Investment Partnership Program Funds anticipated from the U.S. Department of Housing and Urban Development for PY 2026-2027, approximately \$92,568.21

Anthony Warn, Grants Analyst, presented the request and preliminary gap analysis.

Mayor Wade opened the public hearing and with no speakers coming forward, the public hearing was closed.

Council by acclamation expressed consent to carry the resolutions to the May 18 meeting for second readings and vote.

#### **14. PUBLIC HEARING and RESOLUTION to approve Lease of a Portion of Property at 100 5th Street, NE to Blue Ridge Area Coalition for the Homeless**

Brenda Kelley, Redevelopment Manager, summarized the request for Blue Ridge Area Coalition for the Homeless (BRACH) to amend their current lease with the City of Charlottesville.

Mayor Wade opened the public hearing and with no speakers coming forward, the public hearing was closed.

On motion by Oschrin, seconded by Payne, Council by a vote of 5-0 (Ayes: Fleisher, Oschrin, Payne, Snook, Wade; Noes: None) approved the following resolution:

#### **RESOLUTION**

#### **Authorizing the Execution of an Amended Lease of a Portion of City-owned Property at 100 5th Street, NE to Blue Ridge Area Coalition for the Homeless ("BRACH")**

**WHEREAS**, BRACH desires to amend its existing lease with the City of Charlottesville, Virginia ("City"), for a portion of a certain City-owned property for a term of one (1) year, with an option for renewal for up to four (4) additional one (1) year terms, and the Council of the City of Charlottesville, Virginia ("City Council"), has considered the terms of the proposed lease, and has conducted a Public Hearing in accordance with the requirements of Virginia Code § 15.2-1800(B).

**NOW, THEREFORE, BE IT RESOLVED** by City Council that the amended lease of a portion of City-owned property located at 100 5th Street, NE, in the City to BRACH, presented to City Council this same date for consideration, is hereby APPROVED and the City Manager is hereby authorized to execute the approved amended lease on behalf of City Council, subject to approval by form by the City Attorney.

#### **15. PUBLIC HEARING and RESOLUTION to approve New Lease Agreement with The Virginia Discovery Museum for use of City-owned property located at 524 East Main Street**

Brenda Kelley, Redevelopment Manager, presented the request. The Virginia Discovery Museum, Inc. ("VDM" or "Museum") entered into a lease with the City of Charlottesville, Virginia ("City"), for use of the City-owned property located at 524 East Main Street, in July 2021; that lease expires on June 30, 2026.

Mayor Wade opened the public hearing, and with no speakers he closed the public hearing.

On motion by Payne, seconded by Fleisher, Council by a vote of 5-0 (Ayes: Fleisher, Oschrin, Payne, Snook, Wade; Noes: None) approved the following resolution:

#### **RESOLUTION**

#### **Authorizing the Execution of a New Lease Agreement for City-owned Property Located at 524 East Main Street to the Virginia Discovery Museum, Inc. (“VDM”)**

**WHEREAS**, VDM desires to lease a certain City-owned property for a term of five (5) years, and with option for renewal of additional terms, and the Council of the City of Charlottesville, Virginia (“City Council”), has considered the terms of the proposed new Lease Agreement, and has conducted a public hearing in accordance with the requirements of Virginia Code § 15.2-1800(B).

**NOW, THEREFORE, BE IT RESOLVED** by City Council, that the new Lease Agreement for the use of City-owned property located at 524 East Main Street, Charlottesville, Virginia, to VDM, presented to City Council this same date for consideration, is hereby APPROVED, and the City Manager is hereby authorized to execute the newly approved Lease Agreement on behalf of City Council.

#### **COMMUNITY MATTERS (2)**

- Frank Bechter, city resident, stated that he hoped to see Council follow the cost of rehabilitating the Individually Protected Properties involved in the project for The Mark at 7th Street SW, as the applicant proposed a \$2 Million rehabilitation cost. He stated that there should be a mechanism for others to attack the premises presented by the Applicants or their representatives, given the 3-minute public speaker limit.

#### **ADJOURNMENT**

On motion by Oschrin, seconded by Snook, Council by acclamation adjourned the meeting at 10:40 p.m.

BY Order of City Council

BY Kyna Thomas, Clerk of Council

Date Adopted: August 3, 2026

Certified: Kyna Thomas  
Clerk of Council



**CHARLOTTESVILLE CITY COUNCIL MEETING MINUTES**  
**June 15, 2026 at 4:00 PM**  
**Council Chamber**

The Charlottesville City Council met on Monday, June 15, 2026. Vice Mayor Natalie Oschrein called the meeting to order and Clerk of Council Kyna Thomas called the roll, noting the following councilors present: Vice Mayor Natalie Oschrein and Councilors Jen Fleisher, Michael Payne, and Lloyd Snook. Mayor Juandiego Wade provided notice of his absence due to travel.

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

## **REPORTS**

### **1. REPORT: FY26 Climate Program Update**

The City of Charlottesville's Office of Sustainability presented the 3rd Annual Climate Action Update, providing an update on all City-led initiatives that supported implementation of the Climate Action Plan during fiscal year 2026 (FY26). The presentation included a report, an updated Greenhouse Gas Inventory, and the Climate Action Workplan for FY27. Presenters were Kristel Riddervold, Director, and Emily Irvine, Climate Program Manager. The 2026 Climate Action Report was made available at the following web link: <https://www.charlottesville.gov/DocumentCenter/View/16373/2026-Climate-Action-Update-Report-060726>.

### **2. PRESENTATION on Human Rights Ordinance Revisions**

Todd Niemeier, Director of the Office of Human Rights made a presentation on Human Rights Ordinance revisions. During its regular meeting on April 16, 2026, the Charlottesville Human Rights Commission voted unanimously to adopt multiple amendments to the Charlottesville Human Rights Ordinance for recommendation to City Council for consideration and recommended approval. The proposed amendments to the Charlottesville Human Rights Ordinance include the following general revisions:

- Revised Commission membership requirements
- Updated terms and wording in certain sections
- Revised protocols regarding Complainant and Respondent non-response
- Updated protocols for a Complainant's request for appeal
- Revised delegation of decision-making and contractual services for housing cases
- Added Commissioner conflict of interest clause for participation in public hearings

## **CLOSED MEETING**

On motion by Snook, seconded by Fleisher, Council voted 4-0 (Ayes: Fleisher, Oschrein, Payne, Snook; Noes: none; Absent: Wade) to meet in closed session as authorized by Virginia Code Section 2.2-3712:

1. Pursuant to Virginia Code Section 2.2-3711(A)(1) for discussion and consideration of prospective candidates to be appointed to the following boards and/or committees:
  - a. Charlottesville Redevelopment and Housing Authority Board
2. 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, specifically, a matter involving a former City employee and *Columbia Gas of Virginia v. City of Charlottesville*.

3. Pursuant to Virginia Code Section 2.2-3711(A)(8) for consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, specifically, state and local regulations pertaining to the preservation of historic properties, including the Wertland Street Historic District.

On motion by Snook, seconded by Fleisher, Council certified by the following vote: 4-0 voted 4-0 (Ayes: Fleisher, Oschrein, Payne, Snook; Noes: none; Absent: Wade) 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.

On motion by Snook, seconded by Fleisher, Council appointed Bridget Moss to the Charlottesville Redevelopment and Housing Authority by a vote of 4-0 (Ayes: Fleisher, Oschrein, Payne, Snook; Noes: none; Absent: Wade).

## **BUSINESS SESSION**

City Council began the business meeting by observing a moment of silence.

## **ANNOUNCEMENTS**

Vice Mayor Oschrein announced that there is no July 6 City Council meeting. She announced July as the next installment of the bike voucher period and encouraged people to visit the Cville Connect website for more information. She recognized Charlottesville City Schools alumnus Jalen Brunson on the occasion of his NBA Finals win with the New York Knicks.

## **COMMUNITY MATTERS**

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

1. Heidi Dhivya Berthoud spoke about the Court Square Enslavement Memorial Group's efforts to restore a slate historic marker at the site of the enslavement auction block at 0 Park Street.
2. Laura Sirgany, city resident, spoke about the need for support of the individuals in the Rivanna encampment, and she made health and safety recommendations.
3. Ludwig Kuttner, city resident, spoke in opposition to the proposal by VDOT to make Water Street one-way, stating that downtown suffered previously with one-way traffic.
4. Joan Fenton, city property and business owner, spoke in opposition to the proposal by VDOT to make Water Street one-way. She suggested looking at the economic and traffic impacts.
5. Greer Achenbach, Friends of the Downtown Mall, urged Council not to move forward with the STARS Study proposal by VDOT to make Water Street one-way.
6. Michael Caplin, city resident, spoke in opposition to the proposal by VDOT to make Water Street one-way, until Council has more information to justify the change.
7. Blair Williamson, business owner experienced in traffic construction, expressed concerns about the STARS Study proposal for changing Water Street to one-way, and the potential negative impact on the Downtown Mall.
8. Susan Kuttner, city resident working downtown, expressed thanks for a bicycle-friendly community and in opposition to plans to make Water Street and downtown bicycle-centric. She spoke in opposition to the VDOT plan to make Water Street one-way and she iterated several other traffic issues.

9. Terry Tyree, President of Charlottesville Community Resilience Center, spoke about the impact that the group has made in the community to strengthen individuals facing housing insecurity and related crises by providing coordinated support services, resource navigation, emergency referrals, and community-based education that builds resilience and long-term stability.
10. Mike Henrietta spoke about the efforts of the Court Square Enslavement Memorial Group to replace a slate historic marker remembering the site of the enslavement auction block at 0 Park Street. He asked City Manager Sanders to bring this item to a vote on July 20, 2026.

## **CONSENT AGENDA**

Clerk of Council Kyna Thomas read the following Consent Agenda items into the record, and on motion by Snook, seconded by Fleisher, Council by the following vote adopted the Consent Agenda, waiving the second reading for item 15: 4-0 (Ayes: Fleisher, Oschrin, Payne, Snook; Noes: none; Absent: Wade).

3. MINUTES: 2025 General Election Abstract of Votes, April 8 work session, May 13 work session, June 10 work session
4. RESOLUTION to Appropriate \$356,805 in Additional Funds to the Streets and Sidewalks Division Operating Budget (2 reading)

## **RESOLUTION**

### **To Appropriate \$356,805 in Additional Funds to the Streets and Sidewalks Division Operation FY 2026 Operating Budget**

**WHEREAS**, the City of Charlottesville has received revenue, in excess of budgeted revenue, totaling \$356,805; and

**WHEREAS**, this revenue is needed to cover operational expenses of the Streets and Sidewalks Division's Operating budget as specified below for the remainder of the FY 2026 fiscal year;

**NOW, THEREFORE BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia, that the sum of \$356,805 which has been received is hereby appropriated as follows:

#### **Revenue**

|           | <b>Fund</b> | <b>Cost Center</b> | <b>G/L Account</b> |
|-----------|-------------|--------------------|--------------------|
| \$131,989 | 105         | 9723001000         | 451050             |
| \$ 19,112 | 105         | 2443001000         | 422060             |
| \$98,214  | 105         | 2443001000         | 432155             |
| \$92,960  | 105         | 2443001000         | 435125             |
| \$11,476  | 105         | 2443001000         | 435999             |
| \$ 607    | 105         | 2443001000         | 440030             |
| \$ 2446   | 105         | 2443001000         | 451110             |

#### **Expenditures**

|           | <b>Fund</b> | <b>Cost Center</b> | <b>G/L Account</b> |
|-----------|-------------|--------------------|--------------------|
| \$316,805 | 105         | 2443001000         | 599999             |
| \$ 40,000 | 105         | 2443001000         | 540210             |

#### **Transfer Receiver:**

|          |     |            |        |
|----------|-----|------------|--------|
| \$40,000 | 106 | 2443001001 | 498106 |
| \$40,000 | 106 | 2443001001 | 541040 |

5. RESOLUTION to appropriate Virginia Department of Criminal Justice Services Victims of Crime Act Grant Award FY26 - \$123,600 (2nd reading)

**RESOLUTION APPROPRIATING FUNDS**  
**Charlottesville Student Victim Outreach Program Department of Criminal Justice Services'**  
**Victim of Crimes Act Grant**  
**\$154,500**

**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 of July 1, 2026 through June 30, 2027;

**NOW, THEREFORE BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia that the sum of \$154,500 is hereby appropriated in the following manner:

**Revenues - \$154,500**

|           |           |                |             |
|-----------|-----------|----------------|-------------|
| \$123,600 | Fund: 209 | IO: 3413018000 | G/L: 431110 |
| \$30,900  | Fund: 209 | IO: 3413018000 | G/L: 498213 |

**Expenditures – \$154,500**

|           |           |                |             |
|-----------|-----------|----------------|-------------|
| \$150,372 | Fund: 209 | IO: 3413018000 | G/L: 519999 |
| \$4,128   | Fund: 209 | IO: 3413018000 | G/L: 599999 |

**BE IT FURTHER RESOLVED,** that this appropriation is conditioned upon receipt of \$123,600 in funds from the Department of Criminal Justice Services.

6. RESOLUTION to appropriate the Virginia Department of Social Services Family Assistance Management (FAM) grant in the amount of \$20,000 (2nd reading)

**RESOLUTION APPROPRIATING FUNDS**  
**In the Amount of \$20,000 to be received from the Virginia Department of Social Services'**  
**Family Assistance Management (F.A.M.) Grant**

**WHEREAS,** The City of Charlottesville has been notified that it will be awarded a grant from the Family Assistance Management grant program from the Virginia Department of Social Services in the amount of \$20,000;

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia that upon receipt of the F.A.M. funding from the Commonwealth of Virginia, said funding anticipated in the amount of \$20,000, is hereby appropriated in the following manner:

**Revenues**

\$20,000                      Fund: 209              IO: 3413023000                      G/L: 430110

**Expenditures**

\$20,000                      Fund: 209              IO: 3413023000                      G/L: 530550

**BE IT FURTHER RESOLVED**, that this appropriation is conditioned upon receipt of \$20,000 in funds from the Commonwealth of Virginia.

7. ORDINANCE to Amend and Reordain Chapter 31 (Utilities) of the Code of the City of Charlottesville, 1990, as Amended, to Establish a Connection Fee for New Gas Service (2nd reading)

**AN ORDINANCE AMENDING AND REORDAINING CHAPTER 31 (UTILITIES) OF THE CODE OF THE CITY OF CHARLOTTESVILLE, VIRGINIA, 1990, AS AMENDED, TO ESTABLISH A CONNECTION FEE FOR NEW GAS SERVICE**

8. RESOLUTION to Appropriate \$2,076,696.00 in additional funding from the Virginia Office of Children's Services to support at-risk children and families (2nd reading)

**Resolution to Appropriate \$ 2,076,696.00 in Additional Funding from the Virginia Office of Children's Services to Support At-Risk Children and Families**

**WHEREAS**, the Virginia Office of Children's Services has approved supplemental funds for the purpose of serving children and families through June 30, 2026.

**NOW, THEREFORE BE IT RESOLVED** by the council of the City of Charlottesville, Virginia, that the sum of \$2,076,696 is hereby appropriated in the following manner:

**Revenue-\$2,076,696**

|          |                         |                     |             |
|----------|-------------------------|---------------------|-------------|
| Fund 215 | Cost Center: 3353001000 | G/L Account: 430080 | \$1,520,004 |
| Fund 215 | Cost Center: 3353001000 | G/L Account: 498105 | \$ 423,546  |
| Fund 215 | Cost Center: 3353001000 | G/L Account: 432900 | \$ 133,147  |

**Expenditures-\$2,076,696**

|          |                         |                     |
|----------|-------------------------|---------------------|
| Fund 215 | Cost Center: 3353001000 | G/L Account: 540060 |
|----------|-------------------------|---------------------|

**BE IT FURTHER RESOLVED**, that this appropriation is conditioned upon the receipt of \$1,520,004 from the Virginia Office of Children's Services.

9. RESOLUTION to Return \$1,848,424 to the General Fund and Appropriate an Additional Transfer of \$423,546 to the Children Services Act Fund (2nd reading)

**RESOLUTION to Return \$1,848,424 to the General Fund and Appropriate an Additional Transfer of \$423,546 to the Children Services Act Fund**

**WHEREAS**, \$1,848,424 was moved from the General Fund to the CSA Fund for expected expenses in FY 2025 that was in excess of the required match; and

**WHEREAS**, an additional local match of \$423,546 is required for expected CSA expenses in FY 2026;

**NOW, THEREFORE BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia, that the sum \$1,848,424 will be returned to the General Fund from the CSA Fund and the sum of \$423,546 is hereby appropriated in the following manner:

**Expenditures**

\$423,546      Fund 105              Cost Center: 9803030000              G/L Account: 561215

10. RESOLUTION Appropriating funding from the Federal Transit Administration and the Virginia Department of Rail and Public Transportation supporting multiple Charlottesville Area Transit capital projects - \$16,846,224 (2nd reading)

**RESOLUTION APPROPRIATING FUNDS FOR  
Federal Transit and State Capital Grants  
\$16,846,224**

**WHEREAS**, The FY25 and FY26 Federal Capital Grant in the amount of **\$4,716,943** and the State Capital Grant in the amount of **\$11,455,432** have been awarded to the City of Charlottesville with a local match of **\$673,849**; the total amount of capital grant funds is **\$16,846,224**; and

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

**Revenue (Capital)**

|              |           |                         |                            |
|--------------|-----------|-------------------------|----------------------------|
| \$4,716,943  | Fund: 245 | Cost Center: 2804001000 | G/L: 431010 Federal Grants |
| \$11,455,432 | Fund: 245 | Cost Center: 2804001000 | G/L: 430110 State Grants   |
| \$673,849    | Fund: 245 | Cost Center: 2804001000 | G/L: 498010 Local Match    |

**Expenditures (Operating)**

|             |           |                         |                                  |
|-------------|-----------|-------------------------|----------------------------------|
| \$5,580,957 | Fund: 245 | Cost Center: 2804001000 | G/L: 541030 Building Improvement |
| \$9,088,462 | Fund: 245 | Cost Center: 2804001000 | G/L: 541040 Vehicles             |
| \$2,176,805 | Fund: 245 | Cost Center: 2804001000 | G/L: 541090 Equipment            |

**BE IT FURTHER RESOLVED**, that this appropriation is conditional upon the receipt of \$4,716,943 from the Federal Transit Administration, \$11,455,432 from the Virginia Department of Rail and Public Transportation, and \$673,849 from local sources as a local match.

11. RESOLUTION Considering A Critical Slope Special Exception for 2010 Meadowbrook Road

**RESOLUTION APPROVING A REQUEST FOR A CRITICAL SLOPES SPECIAL  
EXCEPTION FOR PROPERTY LOCATED AT 2010 MEADOWCREEK ROAD**

**WHEREAS**, Ryan Farr and Lindsay Meck (“Landowners”) are the current owners of a lot identified on 2025 City Tax Map 40 as Parcel 61 (City Parcel Identification No. 400006100), having an area of approximately 0.74 acres (32,250 square feet); (“Subject Property”); and

**WHEREAS**, the Landowner wishes to construct a residential addition, terrace, paved path and retaining wall on the Subject Property (“Project”); and

**WHEREAS**, the Project is described in more detail within the Landowner's application materials submitted in connection with Application PL-26-0037 ("Application"), as required by City Development Code ("CDC") § 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 May 12, 2026 Public Meeting per City Development Code § 34-5.2.16.C.3.

**NOW THEREFORE, BE IT HEREBY 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 CDC § 34-5.2.16.D, this 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 CDC §§ 34-4.10.1.D and 34-5.2.16, a Critical Slopes Special Exception is hereby approved and granted to authorize the Project and permit installation of a residential addition, terrace, paved path and retaining wall consistent with the Application Materials for the Subject Property.

12. RESOLUTION Considering a Critical Slope Special Exception for the Botanical Gardens of the Piedmont

#### **RESOLUTION**

##### **Approving a Request for a Critical Slopes Special Exception for the Botanical Gardens of the Piedmont**

**WHEREAS**, Botanical Garden of the Piedmont ("Applicant") wishes to develop lots owned by the City of Charlottesville, Virginia ("City"), identified on 2025 City Tax Map 46 as Parcels 20 and 12 and Tax Map 45 as Parcel 10 (City Parcel Identification Nos. 460002000, 460001200, 450001000), having an area of approximately 155.8 acres (6,788,000 square feet); ("Subject Property"); and

**WHEREAS**, the Applicant wishes to construct a botanical garden complex on the Subject Property ("Project"); and

**WHEREAS**, the Project is described in more detail within the Applicant's application materials submitted in connection with Application PL-26-0044 ("Application"), as required by City Development Code § 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 May 12, 2026 Public Meeting per City Development Code § 34-5.2.16.C.3.

**NOW THEREFORE, BE IT HEREBY 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 Development Code ("CDC") § 34-5.2.16.D, this 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 CDC §§ 34-4.10.1.D and 34-5.2.16, a Critical Slopes Special Exception is hereby approved and granted to authorize the Project and permit installation of a botanical garden complex consistent with the Application Materials for the Subject Property.

13. RESOLUTION Authorizing Execution of Agreement to Maintain SWM Facilities for the Botanical Gardens Project

**RESOLUTION**

**Authorizing Execution of Agreement to Maintain Stormwater Management Facilities for the Botanical Garden of the Piedmont Project**

**WHEREAS**, the City is the fee simple owner of real property described as Albemarle County Parcel ID No. TMP 061000000193A (“Property”), and;

**WHEREAS**, the Botanical Gardens Project includes a stormwater best management practice (BMP) facility that spans the jurisdictional boundary between the City of Charlottesville and Albemarle County, and;

**WHEREAS**, portions of the BMP are located on the City-owned land (Property) that lies within Albemarle County, and;

**WHEREAS**, to clarify ownership, regulatory responsibility, access, and long-term maintenance for this cross-jurisdictional facility, staff has prepared an Agreement to Maintain Stormwater Management Facilities with Albemarle County. The Agreement recognizes the City’s ownership interests within the Counties jurisdiction, establishes access and inspection rights for the BMP, and clarifies responsibilities under the Virginia Erosion and Stormwater Management Program (VESMP), including post-construction SWM procedures and ongoing maintenance obligations, and;

**WHEREAS**, in 2024, the Commonwealth of Virginia consolidated erosion and sediment control with stormwater management into the unified Virginia Erosion and Stormwater Management Program (VESMP). Local programs were updated to reflect these changes and integrate permitting, inspection, and long-term maintenance requirements. Owners are required to maintain BMPs, and localities such as the City and County are responsible for administering VESMP requirements. This Agreement ensures consistent administration across jurisdictional boundaries and supports the City’s compliance obligations.

**NOW, THEREFORE BE IT RESOLVED**, by City Council that it hereby reaffirms support for the Botanical Gardens Project; and

**BE IT FURTHER RESOLVED** that City Council hereby moves to adopt this resolution authorizing execution of the Agreement to Maintain Stormwater Management Facilities with Albemarle County for the Botanical Gardens Project and authorizes the City Manager to execute said Agreement, which shall be approved as to form by the City Attorney’s Office.

14. RESOLUTION for Approval of Addendum to Lease with Botanical Garden of the Piedmont (layover)
15. RESOLUTION to appropriate \$52,981.60 from the Virginia Department of Housing and Community Development, Virginia Homeless Solutions Program (requesting one reading with four-fifths vote)

## RESOLUTION

### **Appropriating Funding in the Amount of \$52,981.60 To Be Received from the Virginia Department of Housing and Community Development's Virginia Homeless Solutions Program**

**WHEREAS**, The City of Charlottesville, through the Office of Budget and Grants Management has been notified that it will be awarded a grant from the Virginia Homeless Solutions Program (V.H.S.P.) of the Virginia Department of Housing and Community Development in the amount of \$52,981.60; and

**NOW, THEREFORE BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia, that upon receipt of the VHSP funding the Commonwealth of Virginia, said funding, anticipated in the sum of \$52,981.60, is hereby appropriated in the following manner:

#### **Revenues**

\$52,981.60    Fund 209    Order 1900611    G/L 430110 State Grant

#### **Expenditures**

\$52,981.60    Fund 209    Order 1900611    G/L 530550 Contractual Services

**BE IT FURTHER RESOLVED** that this appropriation is conditioned upon receipt of \$52,981.60 in funds from the Virginia Department of Housing and Community Development.

## **CITY MANAGER REPORT**

- **Police Civilian Oversight Board 2025 Annual Report**

James Walker, Acting Director of the Police Civilian Oversight Board (PCOB), presented an overview of the Calendar Year 2025 PCOB Annual Report, summarizing the work of the Police Civilian Oversight Board (the Board) and the Office of Police Civilian Oversight (the Office). The report was presented to City Council as part of the City Manager's Report.

In 2025, significant membership turnover and a series of resignations left the Board without a quorum from June through October; the quorum was restored in November, when new members were seated and new officers elected. Against that backdrop, the Board's central accomplishment was City Council's adoption of Ordinance O-25-142 on November 17, the most significant revision of Article XVI since the Board's creation. The revision established the Office as a division of the City Manager's Office, clarified the respective roles of the Board and the Office, placed the authority to retain independent legal counsel with the Director, expanded the Director's audit authority, and streamlined Board-member training. The report grouped the year's accomplishments into four areas: Police Department oversight; governance and reform; community engagement; and office operations.

- **City Manager Report**

Deputy City Manager James Freas announced July 1 as the date when enforcement of a ban on food establishments using Styrofoam will go into effect. Information will be available on the city website.

City Manager Samuel Sanders, Jr., announced festivities on July 3 to celebrate the 50th Anniversary of the Downtown Mall, and the Cville Spectacular on July 16. He announced events celebrating the 250th anniversary of the United States of America. Regarding issues involving the unhoused population, he announced several staff initiatives and ongoing activities to set a standard and administer a comprehensive approach to address such a complicated and long-standing issue.

## ACTION ITEMS

### **16. ORDINANCE to Amend and Reordain City Code Chapter 31 (Utilities) to Establish New Utility Rates and Service Fees for City Gas, Water, and Sanitary Sewer (2nd reading)**

Chris Cullinan, Director of Finance, summarized actions from the June 1, 2026, meeting where a public hearing was held and feedback was received from City Council. City Manager Sanders directed the Office of Sustainability to work with the Community Climate Collaborative (C3) to come back with recommendations for use of the collected funds.

On motion by Payne, seconded by Fleisher, Council by the following vote adopted the **ORDINANCE AMENDING AND REORDAINING CHAPTER 31 (UTILITIES) OF THE CODE OF THE CITY OF CHARLOTTESVILLE, VIRGINIA, 1990, AS AMENDED, TO ESTABLISH NEW UTILITY RATES AND SERVICE FEES FOR CITY GAS, WATER, AND SANITARY SEWER: 4-0** (Ayes: Fleisher, Oschrein, Payne, Snook; Noes: none; Absent: Wade).

### **17. RESOLUTION Approving Amended Grant Agreement for the Charlottesville Supplemental Rental Assistance Program ("CSRAP")**

Madelyn Metzler, Housing Senior Planner, presented the Resolution that provides for an extension to the Eighth (8th) Amended Grant Agreement for CSRAP through September 30, 2026. Extending the Grant Agreement supports key City housing goals by ensuring CSRAP remains an effective transitional assistance Program aligned with best practices and the City's strategic initiatives related to affordable housing, equity, and service coordination. During the extension, City Staff and CRHA will:

- Review findings with internal and external stakeholders to confirm interpretation and prioritize needed changes.
- Develop updated policies addressing eligibility, Program tenure, transition planning, and administrative procedures.
- Assess and recommend improvements to data systems and communication processes to strengthen oversight and customer service.

The extension prevents the City from entering a new funding cycle without integrating necessary improvements or presenting City Council with actionable, evidence-based options. City Staff will return to City Council with final recommendations and a revised Grant Agreement informed by stakeholder engagement.

On motion by Fleisher, seconded by Snook, Council by the following vote Approved the Resolution: 4-0 (Ayes: Fleisher, Oschrein, Payne, Snook; Noes: none; Absent: Wade).

## **RESOLUTION**

**Extending Charlottesville Supplemental Rental Assistance Program's Eighth (8<sup>th</sup>) Grant Amendment (i.e., Resolution #25-149) with Charlottesville Redevelopment and Housing Authority to September 30, 2026, Allowing for Eligible and Applicable Use of Carry-forward FY26 CSRAP Undrawn Funds in an Amount Not to Exceed \$545,731.20**

**WHEREAS**, on June 19, 2017, the City of Charlottesville, Virginia ("City"), approved the creation of the City-funded Charlottesville Supplemental Rental Assistance Program ("CSRAP"), and on December 1, 2025, City Council approved an allocation of \$900,000 from Capital Improvement Program funds to be used for CSRAP, which will be administered by the Charlottesville Redevelopment and Housing Authority ("CRHA"); and

**WHEREAS**, the terms and conditions under which the CRHA will administer the CSRAP are set forth within a written Grant Agreement that the City and CRHA entered into in December 2025, with a time for performance of between December 16, 2025, and June 30, 2026; and

**WHEREAS**, CSRAP's FY26 Budget has a current availability of \$545,731.20; and

**WHEREAS**, the City has determined a need to modify the Eighth (8<sup>th</sup>) Amendment to the Grant Agreement (*i.e.*, Resolution #R-25-149), and extend the Grant Agreement's time for performance to September 30, 2026.

**NOW, THEREFORE BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia, that the Grant Agreement for the FY26 CSRAP time for performance shall be extended through September 30, 2026, allowing for eligible and applicable use of carry-forward FY26 CSRAP undrawn funds in an amount not to exceed \$545,731.20; and

**BE IT FINALLY RESOLVED** that all the original provisions and requirements of the Grant Agreement remain in legal effect.

**18. RESOLUTION Allocating \$575,000 in Housing Operations and Support FY27 Grant Funding (layover)**

Madelyn Metzler, Housing Senior Planner, presented a resolution to approve the Charlottesville Affordable Housing Fund (CAHF) Committee's FY27 HOPS Grant Project Funding recommendations and authorize the allocation of CAHF funds to the thirteen (13) recommended programs. Councilors expressed concerns about putting funds into programs based on what entities have requested, and a need to focus funds toward the direction that the City wants to go, particularly with addressing the homelessness issue, case management, duplicative efforts and prescriptive direction.

Council, by unanimous consent, agreed to carry the item to the July 20 meeting for second reading and vote on the consent agenda.

**19. RESOLUTION Endorsing West Main and Ridge SMARTSCALE Application**

Brennen Duncan, City Engineer, requested City Council's approval by resolution to submit an Application for Round 7 of SMARTSCALE infrastructure funds and he answered clarifying questions for Council regarding traffic studies, process steps, funding and construction timelines, and clarifying the issue(s) that this project is meant to solve. Council discussion incorporated comments from the public regarding historical struggles of a one-way Water Street, which were addressed years ago by making it two-way and with additional city investment. There was a suggestion to conduct a demonstration project before committing to the full design.

On motion by Payne, seconded by Fleisher, Council Approved the following resolution by a vote of 3-1 (Ayes: Fleisher, Oschrein, Payne; Noes: Snook; Absent: Wade).

**RESOLUTION ENDORSING THE SUBMISSION OF SMARTSCALE (HB2)  
APPLICATION ROUND 7**

**WHEREAS**, in April 2026, the City of Charlottesville, Virginia ("City"), in cooperation with the Virginia Department of Transportation ("VDOT"), completed a Strategically Targeted and Affordable Roadway Solutions Study of the Ridge Street and West Main Street intersection in the City; and

**WHEREAS**, the 2016, the “Streets That Work Design Guidelines” Plan (“STW Plan”) identified priority intersections and corridors in the City for transportation improvements and identified the Ridge Street and West Main Street intersection as one of the City’s “Top Ten (10) Priority” intersections; and

**WHEREAS**, the City’s 2021 Comprehensive Plan highlights Priority Projects for the Master Transportation Plan, including select intersections and corridors from the STW Plan, including the Ridge Street and West Main Street intersection; and

**WHEREAS**, the Charlottesville-Albemarle Metropolitan Planning Organization (“CA-MPO”), completed a Comprehensive Long Range Transportation Plan in May 2024, which includes Ridge Street and West Main Street intersection improvements as a medium priority project for the CA-MPO region; and

**WHEREAS**, during its 2014 session, the Virginia General Assembly enacted House Bill 2 (“HB2”), now titled “SMARTSCALE,” which established new criteria for the allocation of funding for transportation projects within the Commonwealth; and

**WHEREAS**, the Commonwealth Transportation Board, during its Board Meeting of June 17, 2015, approved the Policy and Guidelines for Implementation of a Project Prioritization Process in accordance with SMARTSCALE; and

**WHEREAS**, on April 23, 2026, the CA-MPO Policy Board approved a Resolution of Support which includes SMARTSCALE funding for several City intersection improvement projects; and

**WHEREAS**, it is in the best interests of the City and for the CA-MPO to submit HB2 Applications requesting State funding for eligible transportation projects.

**NOW, THEREFORE, BE IT RESOLVED that** Charlottesville City Council fully endorses the submission of a SMARTSCALE Application requesting funding for the following transportation projects:

- Ridge/McIntire/West Main/South/Water Street Intersection Improvements.

**BE IT FURTHER RESOLVED THAT** City Council requests that the City conduct a demonstration project.

## **20. RESOLUTION Endorsing CA-MPO US 29 NB/US 250 EB Ramp Extension/Barracks Road Off-Ramp SMART SCALE Application**

Brennen Duncan, City Engineer, presented a request for resolution approval. In 2014, the Virginia General Assembly enacted legislation to create new criteria for the allocation of transportation funding. SMART SCALE funding is available to localities through 2-year application cycles. Approved projects are programmed in the SYIP, and funding is allocated to localities 6 years later. Eligible projects address 1) need on Corridors of Statewide Significance, 2) capacity need on regional networks, 3) improvements to support Urban Development Areas, and/or 4) Improvements to address a VTrans specified safety need. The SMART SCALE program is administered by the Office of Intermodal Planning and Investment (OIPI). OIPI partners with VDOT and the Virginia Department of Rail and Public Transportation (DRPT) throughout the application process. OIPI, VDOT, and DRPT review project applications for eligibility screening, readiness screening, and project scoring. Once projects are scored by staff, the Commonwealth Transportation Board makes the final determination for project programming.

The Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) is submitting the US 29 NB/US 250 EB Ramp Extension/Barracks Road Off-Ramp as its 2026 SMART SCALE Application, due in August. This project was endorsed by the Policy Board of the CA-MPO at its April 2026 meeting (resolution attached). This will put the project in consideration for state funding and inclusion in the Commonwealth's Six (6)-Year Improvement Program. A Resolution of Support from City Council is not required but will support the project application.

On motion by Payne, seconded by Fleisher, Council by the following vote Approved the Resolution: 4-0 (Ayes: Fleisher, Oschrein, Payne, Snook; Noes: none; Absent: Wade).

## **RESOLUTION**

### **Endorsing the Submission of Charlottesville-Albemarle Metropolitan Planning Organization SMARTSCALE Application**

**WHEREAS**, in May 2024, the Charlottesville-Albemarle Metropolitan Planning Organization ("CA-MPO"), in cooperation with the Virginia Department of Transportation and the Thomas Jefferson Planning District Commission, completed a comprehensive Long Range Transportation Plan ("LRTP"); and

**WHEREAS**, the CA-MPO Policy Board has identified transportation projects which are critical to improve safe and efficient movement of people and goods along public roadways in the Charlottesville-Albemarle Metropolitan area and approved Resolutions of Support at its April 22, 2026, Meeting; and

**WHEREAS**, during its 2014 session, the Virginia General Assembly enacted legislation in the form of House Bill 2 ("HB2"), now titled "SMART SCALE," which established new criteria for allocation of transportation funding for projects within the Commonwealth; and

**WHEREAS**, the Commonwealth Transportation Board, during its April 22, 2026, meeting, adopted updated eligibility policy and the associated Technical Guide for the SMART SCALE Project Prioritization Process; and

**WHEREAS**, the transportation projects identified by CA-MPO meet the eligibility criteria for funding under SMART SCALE's High Priority Program; and

**WHEREAS**, it is in the best interests of the Metropolitan Transportation Planning Area of Charlottesville-Albemarle for CA-MPO to submit the following applications for Round 7 of SMART SCALE projects requesting State funding for eligible transportation projects.

**NOW, THEREFORE, BE IT RESOLVED**, that the Council of the City of Charlottesville, Virginia, fully supports the submission of the SMART SCALE application requesting funding for the following transportation project:

#### **Project Being Submitted by CA-MPO**

- U.S. 29 NB/US 250 EB Ramp Extension/Barracks Road Off-Ramp.

## **COMMUNITY MATTERS (2)**

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

- Rachel Flynn, city resident, thanked Council for their consideration of resident issues and making

difficult decisions. She also thanked specific city staff for their helpfulness.

#### **ADJOURNMENT**

On motion by Snook, seconded by Fleisher, Council by acclamation adjourned the meeting at 9:26 p.m.

BY Order of City Council

BY Kyna Thomas, Clerk of Council

DRAFT

# Policy Briefing Summary

## City Council



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|                                 |                                                                                                                                                                            |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Regarding:</b>               | <b>Resolution to Appropriate \$200,000 in TAP Grant Funding from the Virginia Department Transportation (VDOT) Funding for the Meadowcreek Trail Project (2nd reading)</b> |
| <b>Staff Contact(s):</b>        | Steven Hicks, Director of Public Works, Krisy Hammill, Director of Budget                                                                                                  |
| <b>Presenter:</b>               | <b>Krisy Hammill, Director of Budget</b>                                                                                                                                   |
| <b>Date of Proposed Action:</b> | October 5, 2026                                                                                                                                                            |

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### Issue

\$200,000 in VDOT TAP Grant Funds need to be appropriated to the Meadowcreek Trail Project

### Background / Rule

The Meadowcreek Trail project provides a trail connection from Greenbrier Dr in Albemarle County to Brandywine Drive in the City of Charlottesville and includes 2 pedestrian bridges. It has been in varying stages of design for multiple years and is complicated by significant issues related to existing infrastructure and terrain. Cost escalation has been an ongoing issue for this project with multiple actions taken to secure additional funding. This action is the final step to appropriating all the sources of funding.

### Analysis

The project has been funded using multiple funding sources including funding from VDOT. The total project budget is \$4.5 million which has all been previously appropriated with the exception of the \$200,000 TAP grants funds that this resolution seeks to appropriate.

### Financial Impact

These additional project funds are VDOT grant funds. No new City funds are being requested.

### Recommendation

Staff recommends approval of the resolution.

### Recommended Motion (if Applicable)

### Attachments

1. RES\_Appropriate \$200,000 VDOT TAP Grant Funds to Meadowcreek



#R-\_\_-\_\_  
**RESOLUTION**

**To Appropriate \$200,000 in TAP Grant Funding from the Virginia Department  
of Transportation (VDOT) Funding for the Meadowcreek Trail**

**WHEREAS**, the City of Charlottesville, VA, was awarded \$200,000 in TAP Grant funds that was not previously appropriated as part of the total funding from the Virginia Department of Transportation (VDOT) for the Meadowcreek Trail Project;

**NOW, THEREFORE BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia, that the sum of \$200,000 is hereby appropriated in the following manner:

**Revenues**

|           |          |              |                     |
|-----------|----------|--------------|---------------------|
| \$200,000 | Fund 426 | WBS: P-00995 | G/L Account: 430120 |
|-----------|----------|--------------|---------------------|

**Expenditures**

|           |          |              |                     |
|-----------|----------|--------------|---------------------|
| \$200,000 | Fund 426 | WBS: P-00995 | G/L Account: 599999 |
|-----------|----------|--------------|---------------------|

**BE IT FURTHER RESOLVED**, that this appropriation is conditioned upon the receipt of \$200,000 from the Virginia Department of Transportation.

Date Adopted:

Certified: \_\_\_\_\_  
Clerk of Council

# Policy Briefing Summary

## City Council



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|                                 |                                                                                                                                                                          |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Regarding:</b>               | <b>Resolution to appropriate funds from the Virginia Department of Housing and Community Development - Virginia Homeless Solutions Program - \$441,796 (2nd reading)</b> |
| <b>Staff Contact(s):</b>        | Taylor Harvey-Ryan, Grants Program Manager                                                                                                                               |
| <b>Presenter:</b>               | <b>Taylor Harvey-Ryan, Grants Program Manager</b>                                                                                                                        |
| <b>Date of Proposed Action:</b> | October 5, 2026                                                                                                                                                          |

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### Issue

The City of Charlottesville has been awarded a grant in the amount of \$441,796 to support our Continuum of Care's homeless emergency crisis response system.

### Background / Rule

The Office of Budget and Grants Management, in coordination with the Blue Ridge Area Coalition for the Homeless (B.R.A.C.H.), applied for and received a grant from the Virginia Department of Housing and Community Development (DHCD). The Virginia Homeless Solutions Program award is \$441,796 and funds are to be expended between July 1, 2026 and June 30, 2027.

### Analysis

The City of Charlottesville has staff from the Office of Budget and Grants Management and the Department of Human Services serving on the B.R.A.C.H. Board of Directors. The Virginia Homeless Solutions Program (V.H.S.P.) is an important resource in our community's effort to end homelessness. Included in the amount of \$440,885 in state general funds, of which \$116,027 is for State Rapid Rehousing. The balance of the funds is split among the other eligible categories which provide service at various points along the local continuum of services:

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

7. Administration: The City of Charlottesville, as the award recipient, is eligible for administrative fee. Staff proposes that we pass these funds through to B.R.A.C.H. (as we have done in prior years) in recognition of staff time spent processing checks and managing this grant process.

**Financial Impact**

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

**Recommendation**

Staff recommends the appropriation of \$441,796 from DHCD's VHSP.

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

**Recommended Motion (if Applicable)**

I move to adopt the resolution appropriating \$441,796 from the Virginia Department of Housing and Community Development's Virginia Homeless Solutions Program.

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

**Attachments**

1. VHSP FY27 Resolution 441,796 State Funds
2. FY27 VHSP Grant Agreement

## RESOLUTION

### **Appropriating Funding in the Amount of \$441,796 To Be Received from the Virginia Department of Housing and Community Development's Virginia Homeless Solutions Program**

**WHEREAS**, The City of Charlottesville, through the Office of Budget and Grants Management has been notified that it will be awarded a grant from the Virginia Homeless Solutions Program (V.H.S.P.). of the Virginia Department of Housing and Community Development in the amount of \$441,796.

**NOW, THEREFORE BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia, that upon receipt of the VHSP funding the Commonwealth of Virginia, said funding, anticipated in the sum of \$441,796, is hereby appropriated in the following manner:

#### Revenues

|           |          |               |                        |
|-----------|----------|---------------|------------------------|
| \$441,796 | Fund 209 | Order 1900740 | G/L 430110 State Grant |
|-----------|----------|---------------|------------------------|

#### Expenditures

|           |          |               |                                 |
|-----------|----------|---------------|---------------------------------|
| \$441,796 | Fund 209 | Order 1900740 | G/L 530550 Contractual Services |
|-----------|----------|---------------|---------------------------------|

BE IT FUTHER RESOLVED that this appropriation is conditioned upon receipt of \$441,796 in funds from the Virginia Department of Housing and Community Development.



**VIRGINIA HOMELESS SOLUTIONS PROGRAM  
Grant Agreement  
Program Year 2026–2027**

**Grant Number:** 27-VHSP-008

**AGREEMENT**

This Agreement, entered into on July 23, 2026, by and between the **Virginia Department of Housing and Community Development (hereinafter referred to as “DHCD”)** and **City of Charlottesville (hereinafter referred to as “Grantee”)**, establishes the terms and conditions governing the **Virginia Homeless Solutions Program (VHSP) grant for the 2026–2027 program year.**

Grant Period: July 1, 2026 – June 30, 2027

Total Award Amount: \$441,796

State General Funds Included: \$441,796

Funds may be used for outreach, emergency shelter operations, targeted prevention, rapid re-housing, centralized/coordinated entry, CoC planning, HMIS, and/or administration, as approved in the DHCD Continuum of Care (CoC) Year One Funding Request.

**Rapid Re-housing Allocation**

| <b>Rapid Re-housing</b> | <b>Allocation</b> | <b>Performance Period</b>           |
|-------------------------|-------------------|-------------------------------------|
| State Rapid Re-housing  | <b>\$116,027</b>  | <b>July 1, 2026 – June 30, 2027</b> |

**I. Scope of Services**

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

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

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

## **II. Conditions**

### **A. Service Provision**

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

### **B. Reimbursement**

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

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

#### **Remittance Submission Schedule**

| <b>Payment Period</b>        | <b>Remittance Submission Timeframe</b> |
|------------------------------|----------------------------------------|
| July 1-31, 2026              | August 1-31, 2026                      |
| August 1-31, 2026            | September 1-30, 2026                   |
| September 1-30, 2026         | October 1-31, 2026                     |
| October 1-31, 2026           | November 1-30, 2026                    |
| November 1-30, 2026          | December 1-31, 2026                    |
| December 1-31, 2026          | January 1-31, 2027                     |
| January 1-31, 2027           | February 1-28, 2027                    |
| February 1-28, 2027          | March 1-31, 2027                       |
| March 1-31, 2027             | April 1-30, 2027                       |
| April 1-30, 2027             | May 1-31, 2027                         |
| May 1-31, 2027               | By June 5, 2027                        |
| June 1-30, 2027 (projection) | By June 5, 2027                        |

### **C. Reporting**

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

### **D. Continuum of Care Participation**

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

### **E. Accounting Requirements**

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

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

### **F. DHCD Notification**

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

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

### **G. Audit Requirements**

All grantees, sub-grantees, CHDOs, localities, developers, or any other organizations that receive funding during a program year and/or have projects in progress are required to submit financial statements to DHCD. For further detail, please refer to DHCD Audit Policy, available through the following web address: <https://www.dhcd.virginia.gov/sites/default/files/Docx/audit-policy/dhcd-audit-policy.pdf>.

## **H. Suspension and Debarment**

Grantees must comply with 2 CFR Part 180 regarding debarment and suspension.

## **I. Compliance**

Grantees with outstanding audit findings, IRS findings, DHCD monitoring findings or other compliance issues are not eligible to receive allocations. DHCD will work with all interested parties toward the resolution of unresolved matters, where appropriate.

## **J. Record Maintenance**

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

## **K. Costs Incurred Prior To Grant Agreement Execution**

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

## **L. Expenditure Review**

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

## **M. Termination or Suspension**

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

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

## **N. Subsequent Contracts**

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

The Grantee agrees to ensure that any contractor or subcontractor who is not the Grantee shall comply with all the lawful requirements of the Grantee necessary to ensure that the project for

which this assistance is being provided under this Agreement are carried out in accordance with the Grantee's Assurances and Certifications

## **O. Default**

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

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

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

## **P. Conflict of Interest**

Grantees and partners must maintain written conflict of interest policies that clearly prohibit personal gain or benefit and must comply with 2 CFR 200.112 regarding conflicts of interest. Grantees shall ensure that the provision of any type or amount of assistance may not be conditional on an individual's or family's acceptance or occupancy of housing owned by the grantee, the sub-grantee, a parent organization, or subsidiary. Grantees/sub-grantees, parent organizations, or subsidiaries may not administer rapid re-housing or prevention assistance and use the assistance for households residing in units owned by the grantee/sub-grantee, parent organization, or subsidiary.

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

## **Q. Religious Influence**

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

### **III. Additional Assurances**

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

### **IV. Additional Certifications**

The Grantee certifies compliance with:

- i. Freedom of Information Act (5 U.S.C 552) and Virginia Freedom of Information Act;
- ii. Virginia Fair Employment Contracting Act;
- iii. Virginia Fair Housing Law (Va. Code Ann. § 36-96.1) to provide fair housing throughout the Commonwealth, to all its citizens, regardless of race, color, religion, national origin, sex, elderliness, familial status, source of funds, sexual orientation, gender identity, military status, or disability.
- iv. Fair Housing Act (42 U.S.C. 3601-20), and implementing measures under:
  - a. 24 CFR 100 (discriminatory conduct under Fair Housing Act);
  - b. Executive Order 11063 and regulations at 24 CFR 107 (preventing discrimination on basis of race, color, creed, or national origin);
  - c. 24 CFR Part 8 (prohibiting discrimination against handicapped individuals);
  - d. Title VIII of the Civil Rights Act of 1968, as amended, also known as the Fair Housing Act, prohibits discrimination in housing based on race, color, religion, sex, disability, familial status, or national origin.
- v. The Violence Against Women Act (VAWA), Title IV of the Violent Crime Control and Law Enforcement Act of 1994 and implementing the regulations at:
  - a. 28 CFR 90 Violence Against Women
- vi. Age Discrimination Act of 1975 (42 U.S.C. 6101-07) and implementing regulations at:
  - a. 24 CFR 146 (nondiscrimination on basis of age in HUD programs);
  - b. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794);
- vii. 24 CFR 574.320 (Federal rent standards for rental assistance, requiring rents to be charged no greater than appropriate Fair Market Rent levels);
- viii. 24 CFR Part 35 (Federal lead-based paint provisions, requiring visual inspections and stabilization of paint before commencement of occupancy);

- ix. Encourage participation of locally-owned enterprises in connection with funded activities;
- a. McKinney-Vento Homeless Assistance Program Regulations;
  - b. Anti-lobbying Certification;
  - c. Drug Free Workplace

If requested:

- A Grantee that is a unit of local government agrees to assume the status of a responsible Federal official under the National Environmental Policy Act (NEPA) of 1969 and other provisions of Federal law as specified at 24 CFR 58 and 58.5 and agrees to comply with these NEPA regulations.

All Grantees that are not units of local government agree to assist DHCD in carrying out 24 CFR 58 and 58.5.

### **Signatures and Date**

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

**Virginia Department of Housing and  
Community Development**

**City of Charlottesville**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name/Title:

Printed Name/Title:

Sandra Powell, Sr. Deputy Director

\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# Policy Briefing Summary

## City Council



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|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Regarding:</b>               | <b>Resolution to appropriate State Historic Resources Grant Funds to Jefferson School African American Heritage Center - \$500,000 (2nd reading)</b> |
| <b>Staff Contact(s):</b>        | Taylor Harvey-Ryan, Grants Program Manager, Krisy Hammill, Director of Budget                                                                        |
| <b>Presenter:</b>               | <b>Taylor Harvey-Ryan, Grants Program Manager</b>                                                                                                    |
| <b>Date of Proposed Action:</b> | October 5, 2026                                                                                                                                      |

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### Issue

The City of Charlottesville has received notification of an award of \$500,000 for the Jefferson School African American Heritage Center from the Virginia Department of Historic Resources.

### Background / Rule

The City of Charlottesville serves as the fiscal agent for the Jefferson School African American Heritage Center for funds from the Department of Historic Resources. We have received notice that JSAAHC has been awarded \$500,000 from DHR to support their operating cost and staffing for the 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 budget impact to the City as these funds will be provided by the State as pass-thru funds to be distributed to JSAAHC.

**Recommendation**

Staff recommends the appropriation of the \$500,000 from the Department of Historic Resources to support the Jefferson School African American Heritage Center.

**Recommended Motion (if Applicable)**

I move to approve the resolution appropriating \$500,000 from the Department of Historic Resources to support the Jefferson School African American Heritage Center.

**Attachments**

1. DHR JSAAHC Resolution

**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 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 for 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 \$500,000 received from the Virginia Department of Historic Resources is hereby appropriated in the following manner:

**Revenues - \$500,000**

\$500,000      Fund: 209                      Internal Order: 1900741              G/L Code: 430110

**Expenditures - \$500,000**

\$500,000      Fund: 209                      Internal Order: 1900741              G/L Code: 540100

**BE IT FURTHER RESOLVED** that this 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



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|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Regarding:</b>               | <b>Resolution to appropriate funds from the Charlottesville/Albemarle Adult Drug Treatment Court Grant Award - \$227,892 (2nd reading)</b> |
| <b>Staff Contact(s):</b>        | Taylor Harvey-Ryan, Grants Program Manager                                                                                                 |
| <b>Presenter:</b>               | <b>Taylor Harvey-Ryan, Grants Program Manager</b>                                                                                          |
| <b>Date of Proposed Action:</b> | October 5, 2026                                                                                                                            |

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### Issue

The City of Charlottesville, on behalf of the Charlottesville/Albemarle Adult Drug Treatment Court has received a Supreme Court of Virginia Drug Treatment Court Grant in the amount of \$227,892.00 for operations of the drug court program, which is operated by Offender Aid and Restoration (OAR). The City of Charlottesville serves as fiscal agent for the Supreme Court of Virginia Drug Treatment Court Docket Grant.

### Background / Rule

The City of Charlottesville, on behalf of the Charlottesville/Albemarle Adult Drug Treatment Court has received a Supreme Court of Virginia Drug Treatment Court Grant in the amount of \$227,892.00 for operations of the drug court program, which is operated by Offender Aid and Restoration (OAR). The City of Charlottesville serves as fiscal agent for the Supreme Court of Virginia Drug Treatment Court Docket Grant.

### Analysis

In its twenty-ninth year of operation, the Charlottesville/Albemarle Adult Recovery Court is a supervised 12 month drug treatment program that serves as an alternative to incarceration for offenders. Recovery Court is a specialized docket within the existing structure of the court system given the responsibility to handle cases involving non-violent adult felony offenders with moderate to severe substance use disorders. The program uses the power of the court to assist non-violent offenders to achieve recovery through a collaborative system of intensive supervision, drug testing, substance abuse treatment, and regular court appearances.

The total program budget is **\$396,030** and includes three funding sources:

Supreme Court of VA - \$227,892

City of Charlottesville: \$106,139, which has already been appropriated

Albemarle County: \$61,999, which has already been appropriated

This relates to providing support for persons interacting with the legal or criminal justice system and the City of Charlottesville's priority Public Safety. Recovery Court directly affects the community by reducing recidivism among Recovery Court participants and graduates. Additionally, Recovery Court mitigates risk by reducing drug and alcohol use among program participants and graduates. Reduction of drug and alcohol use fosters participant rehabilitation, public safety, and participant accountability; all of which are factors in helping the community achieve its stated goals. Reduced recidivism results in reduced public cost associated with re-arrest and incarceration, a reduction in potential victims of crime, and overall enhanced quality of life for community residents. As the writers of the Adult Drug Court Best Practice Standards state, "Drug Courts improve communities by successfully getting justice-involved individuals clean and sober, stopping drug-related crime, reuniting broken families, ... and

preventing impaired driving” Not only is Recovery Court an effective agent of change, it is an extremely cost effective approach. Numerous meta-analyses have concluded that Recovery Courts produce an average return on investment of \$2 to \$4 for every \$1 invested. Because of the above, ensuring that the 28 year old Recovery Court program remains available to residents of the City of Charlottesville and Albemarle County will help the community achieve its goals.

The Recovery Court is a direct service provider and is engaged daily with non-violent criminal offenders with drug driven crimes who are at a high level of risk for reoffending due to active addictions and long standing patterns of criminal behavior. By collaborating with the Court system, Region Ten Community Services Board, Addiction Allies, and the Sheriff's department, the Recovery Court provides these offenders with a highly structured, rigorously supervised system of treatment and criminal case processing that results in a significant reduction in recidivism rates for program participants and graduates. Participants gain access to the Recovery Court through referrals from police, probation, magistrates, defense attorneys and other local stakeholders. Participants have active criminal cases pending in the Circuit Court. If they successfully complete the program which takes a minimum of 12 months, participants may have their pending charges reduced or dismissed. If participants are unsuccessful and have to be terminated from the program, they return to court to face their original charges. Successful Recovery Court participants return the community's investment in them by maintaining full time, tax paying employment, providing for and taking care of their children and families including paying off back child support, behaving as good role models in the community, and supporting the recovery community in Charlottesville.

### **Financial Impact**

There is no financial impact to the City, as the required match for this grant is \$106,139 which was appropriated as a part of the Fy 2027 Council Approved Budget as a part of the City's contribution to Offender Aid and Restoration.

### **Recommendation**

Staff recommends the appropriation of the \$227,892.00 from the Supreme Court of Virginia to support the Charlottesville/ Albemarle Adult Recovery Court.

### **Recommended Motion (if Applicable)**

I move to approve the resolution appropriating \$227,892 from the Supreme Court of Virginia to support the Charlottesville/ Albemarle Adult Recovery Court.

### **Attachments**

1. FY27 Adult Recovery Court Resolution

**APPROPRIATION**  
**Charlottesville/Albemarle Adult Recovery Court Grant Award**  
**\$227,892.00**

**WHEREAS**, the Supreme Court of Virginia awarded the Supreme Court of Virginia Recovery Court Docket Grant in the amount of \$227,892 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 \$168,138; and

**WHEREAS**, the grant award covers the period July 1, 2026 through June 30, 2027.

**NOW, THEREFORE BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia, which the sum of \$227,892, received as a grant from the Supreme Court of Virginia, is hereby appropriated in the following manner:

**Revenues**

\$227,892      Fund: 209      Internal Order: 1900739      G/L Account: 430120

**Expenditures**

\$227,892      Fund: 209      Internal Order: 1900739      G/L Account: 530550

**BE IT FURTHER RESOLVED**, that this appropriation is conditioned upon the receipt of \$227,892 from the Supreme Court of Virginia.

# Policy Briefing Summary

## City Council



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|                                 |                                                                                            |
|---------------------------------|--------------------------------------------------------------------------------------------|
| <b>Regarding:</b>               | <b>Refund of Business Tangible Personal Property Tax and Business License Tax Approval</b> |
| <b>Staff Contact(s):</b>        | John Hunt, Chief Deputy City Attorney, Jason Vandever, City Treasurer                      |
| <b>Presenter:</b>               | <b>Todd Divers, Commissioner of the Revenue</b>                                            |
| <b>Date of Proposed Action:</b> | October 5, 2026                                                                            |

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### Issue

For the Council of the City of Charlottesville, Virginia's ("City Council"), review and consideration, attached is a Resolution authorizing the refund of taxes paid in error by a City of Charlottesville, Virginia ("City"), business.

### Background / Rule

A business ("Taxpayer") that was formerly located in City filed for and paid business license tax in City for tax year 2025, moved out of the City to a location in Albemarle County, Virginia ("County"), during 2025, and subsequently erroneously filed for and paid business license tax in City for tax year 2026. Taxpayer also incorrectly reported and paid business tangible personal property tax to City on business assets for tax year 2026.

In accordance with Sec. 14-12 of the Charlottesville City Code ("City Code") and Virginia Code § 58.1-3703.1, a refund is due, with interest, to Taxpayer for business license taxes paid in error for the tax years 2025 and 2026.

Additionally, in accordance with City Code Sec. 30-6 and Virginia Code § 58.1-3980 *et seq.*, a refund is due to Taxpayer for business tangible personal property taxes paid in error for tax year 2026. No interest is due on the refund of business tangible personal property tax paid in error.

### Analysis

The total amount of tax paid in error is \$13,929.94; said amount is arrived at as follows:

#### **Business License Tax:**

2026 - \$7,498.97

2025 - \$4,607.13

#### **Business Tangible Personal Property Tax:**

2026 - \$1,823.84

It is the Commissioner of the Revenue's ("COR") determination that this amount should be refunded to Taxpayer. City Code Sec. 30-6(b) requires City Council approval for any tax refunds resulting from an erroneous assessment in excess of \$10,000.

Per City Code Sec. 30-6(b), COR has provided the City Attorney ("CA") information necessary to enable him to consent to the COR's determination that the tax paid by Taxpayer was erroneous and should therefore be refunded. The CA, COR, and the City Treasurer ("CT") have therefore approved the refund for presentment to City Council.

**Financial Impact**

The refund will reduce current year Business License Tax revenue (GL 410150) by \$12,106.10, plus a yet to be determined amount of interest.

The refund will reduce current year Business Tangible Personal Property Tax revenue (GL 400105) by \$1,823.84.

**Recommendation**

The COR, CT, and the CA recommend City Council adopt the attached Resolution approving the above-described tax refund.

**Recommended Motion (if Applicable)**

*"I move to adopt the attached Resolution authorizing a refund of \$13,929.94 to a taxpaying entity or business for business license tax and business tangible personal property tax paid in error for 2025 and 2026."*

**Attachments**

1. Refund Resolution



**RESOLUTION #R-\_\_-\_\_**

**RESOLUTION AUTHORIZING A REFUND OF \$13,929.94 TO A TAXPAYING ENTITY OR BUSINESS, FOR BUSINESS LICENSE TAX AND BUSINESS TANGIBLE PERSONAL PROPERTY TAX PAID IN ERROR FOR 2025 AND 2026**

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**WHEREAS**, the Commissioner of the Revenue for the City of Charlottesville, Virginia (“COR”), has determined that a taxpaying entity or business paid 2025 and 2026 Business License Tax and Business Tangible Personal Property Tax to the City of Charlottesville, Virginia (“City”), in error; and

**WHEREAS**, that taxpaying entity or business has requested a refund of the amount paid in error; and

**WHEREAS**, the COR has certified that a refund of taxes paid is due in the amount of \$13,929.94; and

**WHEREAS**, City Code Sec. 30-6(b) requires City Council approval for any tax refund exceeding \$10,000.00.

**NOW THEREFORE, BE IT RESOLVED** by the Council for the City of Charlottesville, Virginia, that it hereby approves and adopts this Resolution authorizing the City Treasurer to issue a refund of \$13,929.94, plus a yet-to-be-determined amount of interest, payable to said taxpaying entity or business.

Date Adopted:

Certified:

\_\_\_\_\_  
Clerk of Council

# Policy Briefing Summary

## City Council



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|---------------------------------|-----------------------------------------------------------------------------------------------------------------|
| <b>Regarding:</b>               | <b>Authorization for the City Manager to Execute a Lease Agreement with RWSA for the Sugar Hollow Reservoir</b> |
| <b>Staff Contact(s):</b>        | John Maddux, City Attorney                                                                                      |
| <b>Presenter:</b>               | <b>Riaan Anthony, Director of Parks &amp; Recreation</b>                                                        |
| <b>Date of Proposed Action:</b> | October 5, 2026                                                                                                 |

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### Issue

The Virginia Department of Forestry (“DOF”) has proposed to acquire a permanent open-space easement on approximately 797 acres of City-owned land at Sugar Hollow in Albemarle County. The property adjoins Shenandoah National Park and surrounds the Sugar Hollow Reservoir. The acquisition will be funded by \$1,575,000 in USDA Forest Service Forest Legacy Program (“FLP”) funding that DOF was awarded in 2023 as part of the Shenandoah Borderlands Project.

City staff has been working for more than two years, in partnership with the Virginia Department of Forestry (“DOF”), to complete a permanent open-space easement on the City-owned Sugar Hollow property (the “Property”) under the USDA Forest Service Forest Legacy Program (“FLP”). As a required step before the DOF deed of easement can be finalized and recorded, the City and the Rivanna Water and Sewer Authority (“RWSA”) must execute an updated lease agreement that clearly defines the extent of the RWSA’s rights in connection with the Sugar Hollow Reservoir, which area will be excluded from the open-space easement.

For City Council’s review and consideration, attached are the proposed updated Lease Agreement between the City and RWSA and the Resolution authorizing its execution.

### Background / Rule

In 2023, DOF was awarded \$1,575,000 in federal funding through the USDA Forest Service Forest Legacy Program (Grant #23-DG-11083151-002) to acquire a permanent open-space easement on the City’s 797.007-acre Sugar Hollow property in Albemarle County, identified in the grant as the Sugar Hollow tract of the Shenandoah Borderlands Project.

City of Charlottesville Parks and Recreation staff has been engaged in this conservation effort for over two years, coordinating appraisal, forest stewardship planning, baseline documentation, and legal review with DOF, RWSA, and the City Attorney’s Office.

The Sugar Hollow Reservoir, located at the center of the Property, serves as a community water supply and is managed by RWSA. To avoid complicating RWSA’s continued operation and maintenance of the Reservoir, DOF agreed to exclude the RWSA management area from the open-space easement.

Because removal of the RWSA management area from the Albemarle County tax map parcel must be legally referenced in the property description within the DOF deed of easement, the updated Lease Agreement must be finalized and recorded in the Albemarle County Clerk’s Office before the easement can proceed.

On July 21, 2026, the State Forester notified the City Manager that the project was at risk because

finalizing an updated lease agreement between the City and RWSA had taken longer than anticipated. DOF agreed to leave the RWSA management area around the reservoir out of the easement so as not to complicate reservoir operations, and the lease area must be removed from the tax map parcel description in the deed of easement, so the lease must be finalized and recorded before DOF can proceed. DOF set benchmarks and an absolute end date of November 20, 2026.

An independent appraisal prepared by Myers & Woods Appraisal Group, Inc., reviewed for compliance with the Uniform Appraisal Standards for Federal Land Acquisitions by Miller, Long & Associates, Inc., established the market value of the open-space easement at \$4,390,000. Under the terms of the Amicable Agreement executed by the City on August 7, 2026, the City has agreed to a voluntary sale of the easement to DOF for \$1,575,000, equal to the full FLP acquisition grant amount.

### **Analysis**

The updated Lease Agreement formalizes the boundaries of the RWSA management area, ensuring RWSA retains the operational control necessary to protect the community's water supply while allowing the DOF conservation easement to proceed over the remainder of the Property.

Execution and recordation of the Lease Agreement is a prerequisite to City Council's approval of the DOF open-space easement and to closing on the Forest Legacy Program grant. Timely action keeps the City aligned with DOF's revised project schedule and preserves the \$1,575,000 in federal conservation funding, which DOF has indicated will be redirected to another project if the City's November 20, 2026 deadline is not met.

Approval of the Lease Agreement reflects more than two years of coordinated staff effort across Parks and Recreation, the City Attorney's Office, and RWSA to align the operational needs of the community water supply with the long-term conservation of the Sugar Hollow property, and permanently protects a significant tract of forested land from future development.

### **Financial Impact**

Under the Amicable Agreement, the City will receive \$1,575,000 in Forest Legacy Program grant funding in exchange for the open-space easement upon closing. Execution of the updated Lease Agreement with RWSA itself imposes no direct cost on the City's operating budget; RWSA will continue to operate and maintain the Reservoir management area under the terms of the updated Agreement.

### **Recommendation**

City staff recommend that City Council adopt the attached Resolution authorizing the City Manager, or designee, to execute the updated Lease Agreement with the Rivanna Water and Sewer Authority for the Sugar Hollow Reservoir management area, enabling the City to proceed toward final approval and recordation of the Forest Legacy Program open-space easement on the Sugar Hollow property.

### **Recommended Motion (if Applicable)**

I move adoption of the Resolution authorizing execution of the updated Lease Agreement with the Rivanna Water and Sewer Authority for the Sugar Hollow Reservoir management area.

### **Attachments**

1. Sugar Hollow Resolution
2. Sugar Hollow Lease - Final
3. Lease Exhibit



**RESOLUTION #R- 2026-459**  
**RESOLUTION AUTHORIZING EXECUTION OF AN UPDATED LEASE**  
**AGREEMENT WITH THE RIVANNA WATER AND SEWER AUTHORITY**  
**FOR THE SUGAR HOLLOW RESERVOIR MANAGEMENT AREA**

**WHEREAS**, the City of Charlottesville (the “City”) owns a 797.007-acre property in Albemarle County known as Sugar Hollow, identified in the Forest Legacy Program (“FLP”) as the Sugar Hollow tract of the Shenandoah Borderlands Project; and

**WHEREAS**, in 2023, the Virginia Department of Forestry (“DOF”) was awarded \$1,575,000 in federal funding through the USDA Forest Service Forest Legacy Program (Grant #23-DG-11083151-002) to acquire a permanent open-space easement on the Property, and City staff has been working for over two years to complete the acquisition process in partnership with DOF; and

**WHEREAS**, the Sugar Hollow Reservoir, located at the center of the Property, serves as a community water supply and is managed by the Rivanna Water and Sewer Authority (“RWSA”), and DOF has agreed to exclude the RWSA leased area from the open-space easement in order to avoid complicating RWSA’s continued operation of the Reservoir; and

**WHEREAS**, City staff and RWSA have negotiated an updated lease agreement to better define the boundaries of the RWSA management area around the Reservoir, and removal of that management area from the Albemarle County tax map parcel must be legally referenced in the property description within the DOF deed of easement before the easement may be finalized; and

**WHEREAS**, by letter dated July 21, 2026, DOF’s State Forester established an absolute end date of November 20, 2026; and

**WHEREAS**, an independent appraisal, reviewed for compliance with the Uniform Appraisal Standards for Federal Land Acquisitions, established the market value of the open-space easement at \$4,390,000, and pursuant to an Amicable Agreement executed by the City on August 7, 2026, the City has agreed to a voluntary sale of the easement to DOF for \$1,575,000, equal to the full FLP acquisition grant amount; and

**WHEREAS**, execution and recordation of the updated Lease Agreement with RWSA is necessary to allow the City to proceed toward final approval and recordation of the DOF open-space easement and to preserve the \$1,575,000 in federal conservation funding awarded for this project;

**NOW, THEREFORE, BE IT RESOLVED**, by the Council of the City of Charlottesville, Virginia, that the City Manager, or designee, is hereby authorized to execute an updated lease agreement with the Rivanna Water and Sewer Authority defining the RWSA lease boundaries with respect to Sugar Hollow Reservoir; and

**BE IT FURTHER RESOLVED**, that City staff are authorized to finalize and execute all documents necessary to record the lease agreement in the Albemarle County Clerk's Office and to proceed with the final approval and recordation of the Forest Legacy Program open-space easement on the Sugar Hollow property, consistent with the terms described above.

Date Introduced:

Date Adopted:

Certified:

\_\_\_\_\_  
Clerk of Council

## **SUGAR HOLLOW RESERVOIR**

### **AMENDED AND RESTATED LEASE AGREEMENT**

**THIS AMENDED AND RESTATED LEASE AGREEMENT** (this “Lease”) is made as of the \_\_\_\_\_ day of \_\_\_\_\_, 2026, by and between the **CITY OF CHARLOTTESVILLE**, a municipal corporation (the “City”), and **RIVANNA WATER AND SEWER AUTHORITY** (“Rivanna”) a body corporate and politic created pursuant to the “Virginia Water and Waste Authorities Act” (§ 15.2-5100 of the Code of Virginia, 1950, as amended).

#### **WITNESSETH:**

**WHEREAS**, pursuant to a Four-Party Agreement dated June 12, 1973, by and between the City of Charlottesville, Virginia, the Albemarle County Service Authority, the County of Albemarle, Virginia (the “County”), and Rivanna (the “Four-Party Agreement”), the parties therein agreed that the City would own and retain certain real property including the Sugar Hollow Reservoir, the two Ragged Mountain Reservoirs, and the South Rivanna Reservoir (collectively, the “Reservoirs”), including the real property adjacent to and surrounding such Reservoirs; and

**WHEREAS**, the Four-Party Agreement further provided that the City agreed to lease to Rivanna all water rights in and to the Reservoirs, including the right to maintain and operate all impoundment and pumping facilities, and the right to withdraw all water that may be available; and

**WHEREAS**, the Four-Party Agreement further provided that Rivanna will undertake to maintain all dams and other facilities at the Reservoirs for the production of water but shall not be required to maintain areas at such Reservoirs used for municipal purposes; and

**WHEREAS**, pursuant to the terms of the Four-Party Agreement, the City and Rivanna entered into a Deed and Bill of Sale dated June 13, 1983, which Deed and Bill of Sale is recorded in the Clerk’s Office of the City of Charlottesville in Deed Book 438, page 854, and in the Clerk’s Office of the County of Albemarle in Deed Book 768, page 277 (the “1983 Deed and Bill of Sale”), wherein the City in paragraph V. therein leased to Rivanna for as long as the Four-Party Agreement remains in effect, all water rights in and to the Reservoirs, including the rights to maintain and operate all impoundment and pumping facilities, and to withdraw all water that may be available. The 1983 Deed and Bill of Sale further provided that as specified in the Four-Party Agreement, Rivanna will maintain all dams and water production facilities at such Reservoirs, but will not be required to maintain areas at the Reservoirs used for other municipal purposes; and

**WHEREAS**, the 1983 Deed and Bill of Sale conveyed lease rights in and to the Reservoirs, but not specifically lease rights in the City’s real property bordering on and surrounding the Reservoirs; and

**WHEREAS**, further pursuant to the Four-Party Agreement, the City and Rivanna entered into a Lease dated August 18, 1986, wherein the City leased to Rivanna its real property bordering on and surrounding the Reservoirs (the “1986 Lease”) for purposes of maintenance and security control of the Reservoirs; and

**WHEREAS**, the parties hereto desire to amend and restate the terms of the 1986 Lease with regard to the Sugar Hollow Reservoir to clarify and amend the precise boundaries of the land that is to be subject to this Lease, including the land comprising the Sugar Hollow Reservoir and the land bordering on and surrounding the Sugar Hollow Reservoir, and to make certain other changes in connection therewith; and

**NOW THEREFORE**, in consideration of the mutual benefits hereunder and the premises contained herein, the parties hereby enter into this Lease to amend and restate the 1986 Lease in its entirety as follows:

**1) Sugar Hollow Reservoir Leased Property.** The City is fee simple owner of the two parcels of real property located in the County of Albemarle and identified on the current tax maps thereof as tax map parcel 24-1, containing approximately 169.164 acres, and tax map parcel 25-7 containing approximately 726.443 acres, as shown on that certain boundary survey entitled “Boundary Survey Tax Parcels 24-1 and 25-7, Sugar Hollow, Albemarle County, Virginia,” prepared by TRC Engineers, Inc., dated May 21, 2024, which Boundary Survey was recorded with a Deed of Confirmation by the City recorded in the Clerk’s Office of Albemarle County, Virginia as Instrument Number 202400007616 (the “City Property”). The parties hereby agree that as of the date of this Lease, the property that the City leases to Rivanna shall comprise the area containing approximately 98.5 acres (the “Leased Property”), shown as “RWSA Lease Area Apox 98.5 Acres” on that certain lease exhibit entitled “Exhibit – Rivanna Water and Sewer Authority Sugar Hollow Lease Area” prepared by TRC Engineers, Inc. dated July 30, 2025, last revised September, 29, 2026, which lease exhibit is attached hereto as Exhibit A, incorporated herein, and recorded herewith (the “Lease Exhibit”). Rivanna’s rights under this Lease shall also expressly include a non-exclusive easement for unrestricted vehicular access to and from the Leased Property along any portion of Sugar Hollow Road within the City Property (whether private or public) and located outside the boundary of the Leased Property (the “Access Easement”).

Commented [VL1]: Insert last revised date once available

**2) Use of Leased Property.** As stated in the 1983 Deed and Bill of Sale, Rivanna currently uses, manages, and maintains the Leased Property as a community water supply reservoir, including the maintenance of the dam and all water supply equipment, facilities, and improvements located thereon (including the 18-inch water transmission line from the Sugar Hollow Reservoir to the Ragged Mountain Reservoir) and pertaining to such use (the “Reservoir Use”), and Rivanna shall continue to use the Leased Property for the Reservoir Use during the Term of this Lease (as “Term” is defined in paragraph 6 herein). The parties hereby acknowledge and agree that the following activities and tasks are part of the Reservoir Use, but that such list is not exhaustive and may include other activities and tasks not expressly stated herein:

- a) Maintenance of the dam, including any future expansion or modifications to the dam
- b) Maintenance of all water supply equipment, facilities, appurtenances, and other improvements related thereto, including, but not limited to fencing, the dam parking lot, and utility easements
- c) Water testing
- d) Opening, closing, and maintenance of gates
- e) Maintenance of all signage related to the Reservoir Use

- 3) **Municipal/Recreational Use of the Leased Property** Certain areas of the Leased Property may also be used secondarily as recreational space for members of the general public (the “Municipal/Recreational Uses”). Rivanna has, and shall have the exclusive right to use of the Leased Property for the Reservoir Use and the City shall not lease, allocate, or otherwise allow the use of all or any portion of the Leased Property for any use contrary to the Reservoir Use, or for any use other than the Municipal/Recreational Uses without Rivanna’s express advance written permission.
- 4) **Adjacent Municipal Area; License for Access.** The City may in the future enter into leases, license agreements and/or temporary construction easements for other portions of the City Property located outside the boundaries of the Leased Property. Specifically, the City may grant a license and/or a temporary construction easement to the County for the County to construct and install certain improvements in the area shown as “Adjacent Municipal Area Apox 66.5 Acres” on the Lease Exhibit (the “Adjacent Municipal Area”), which improvements may include a parking lot, restrooms, trash receptacles, security enhancements such as gates and fencing, and other associated facilities intended to support the Municipal/Recreational Uses (collectively, as applicable, the “Future Municipal Improvements”). Notwithstanding the provision in the 1983 Deed and Bill of Sale that, as specified in the Four-Party Agreement, Rivanna will not be required to maintain areas at the Reservoirs used for other municipal purposes, the City and Rivanna have agreed that prior to and upon the completion of the installation of any Future Municipal Improvements, Rivanna will support the City and the County in carrying out certain tasks associated with the Municipal/Recreational Uses in the Adjacent Municipal Area, as assigned to Rivanna in Exhibit B, attached hereto and incorporated herein (collectively, the “Rivanna Adjacent Municipal Area Duties”), and the City hereby grants to Rivanna, its employees, contractors, and agents, the right to enter the Adjacent Municipal Area to carry out the Rivanna Adjacent Municipal Area Duties during the term of this Lease. The City and Rivanna hereby further agree that prior to the completion of any Future Municipal Improvements, they will reasonably negotiate and enter into a license agreement or other similar agreement detailing the scope and terms of the Rivanna Adjacent Municipal Area Duties, consistent with Exhibit B (the “Future Rivanna License Agreement”). The parties’ duties under Exhibit B are effective upon execution of this Lease, and Exhibit B controls any inconsistent allocation of those duties in this Lease. Nothing in this paragraph or in any other paragraph of this Lease shall in any way alter the terms of the 1986 Lease with regard to the South Rivanna Reservoir and the Ragged Mountain Reservoir, the terms of which remain in full force and effect.
- 5) **Maintenance.** Rivanna shall be solely responsible for maintenance and security of its equipment, facilities, buildings, structures, water transmission lines, appurtenances, improvements and any personal property associated with the Reservoir Use and located within the Leased Property. Except for Rivanna’s duties under Exhibit B, and except as may otherwise be described in the Future Rivanna License Agreement, pursuant to the terms of the Four-Party Agreement and the 1983 Deed and Bill of Sale, Rivanna shall have no obligation or responsibility for the management, maintenance, operation, or any other role or liability, without exception, in connection with the Municipal/Recreational Use or any other municipal purpose or use that is beyond the scope of or unrelated to the Reservoir Use. The City agrees to take all necessary steps (including as part of any lease, license, or easement to the County

of the Adjacent Municipal Area or other portions of the City Property outside the boundaries of the Leased Property) to ensure that the Municipal/Recreational Uses are managed and operated to not interfere with the Reservoir Use, whether such Municipal/Recreational Uses are managed and operated by the City or by the County, including, without limitation, by ensuring all trash and debris resulting from the Municipal/Recreational Uses are promptly removed and appropriately disposed of. The City further agrees that the following tasks within the Adjacent Municipal Area shall not constitute Rivanna Adjacent Municipal Area Duties, except as provided in Exhibit B or as may be otherwise agreed to in the Future Rivanna License Agreement:

- Removal of dead animals
- Trash removal
- Maintenance of restrooms
- Mowing and maintenance of parking areas
- Signage
- Maintenance of Sugar Hollow Road and guardrail, or any other roads within the City Property
- Subleases, trails, community projects
- Maintenance of the fish slide
- Fishing permits

6) **Term.** Consistent with paragraph V. of the 1983 Deed and Bill of Sale, and as expressly permitted by Virginia Code Section 15.2-5147.1, which authorizes the City to lease property to Rivanna with or without consideration, and upon such terms and conditions as the governing body determines to be in the best interest of the City, the term of this Lease shall be for so long as the Four-Party Agreement remains in effect, and shall commence on the date that this Lease is fully executed by the parties (the “Term”).

7) **Rent.** Notwithstanding that the 1986 Lease provides that Rivanna will pay One Dollar (\$1.00) annually to the City as rent for all the properties subject to the 1986 Lease, the parties agree that pursuant to Section 15.2-5147.1 of the Virginia Water and Waste Authorities Act, Rivanna shall have no obligation to pay rent to the City for the Leased Property.

8) **Maintenance/Operational Expenses.** Rivanna shall, at its own cost and expense during the Term of this Lease, maintain and keep the Leased Property in a reasonably clean, attractive condition, and not commit or allow any waste or damage to be committed on or to any portion of the Leased Property, provided however, that, except as provided in Exhibit B, in no instance shall Rivanna have any obligation for maintenance of the Leased Property associated with any use other than the Reservoir Use.

9) **Intentionally Omitted.**

10) **Intentionally Omitted.**

**11) Adequate Supervision.** Rivanna shall be responsible for the well-being and safety of its employees, agents and invitees present on and/or performing activities permitted or required by Rivanna while on the Leased Property or carrying out the Rivanna Adjacent Municipal Area Duties and shall, at all times, provide reasonable and customary supervision of all actions related to the Reservoir Use and the Rivanna Adjacent Municipal Area Duties.

**12) Development, Improvements and Signage.**

- a. No new or additional improvements of any kind, including roadways and parking areas, that are unrelated to the Reservoir Use shall be made to the Leased Property by Rivanna except with the City's prior written consent provided, however, that such consent shall not be unreasonably withheld, conditioned, or delayed.
- b. No improvements shall be undertaken on the Leased Property by Rivanna, unless and until Rivanna shall have obtained all applicable and required local, state, and federal governmental approvals and permits, and all such improvements shall be undertaken in strict compliance with all applicable local, state, and federal rules, regulations, and laws.
- c. Rivanna shall permit no mechanic's liens, materialmen's liens or other statutory liens to attach to the Leased Property as a result of any alterations, improvements, additions or repairs performed by Rivanna or at Rivanna's direction. If any such lien or notice of lien rights shall be filed with respect to the Leased Property, Rivanna shall immediately take such steps as may be necessary to have such lien released and shall permit no further work to be performed at the Leased Property until such release has been accomplished, unless otherwise agreed to by the City in writing.
- d. Rivanna shall have the right to place signs on the Leased Property related to the Reservoir Use as it deems appropriate or necessary, in conformity with all local regulations. In addition, signs in existence on the date of this Lease are hereby approved and may be maintained or replaced as Rivanna deems appropriate or necessary in connection with the Reservoir Use.

**13) Insurance.**

- a. Liability Insurance of Rivanna. Rivanna covenants and agrees that it will, at all times during the Term, to keep in full force and effect a policy of public liability and property damage insurance with respect to the Leased Property and the Adjacent Municipal Area and the operations of Rivanna on the Leased Property and in the Adjacent Municipal Area in which the limits of public liability for bodily injury and property damage shall not be less than One Million and 00/100 Dollars (\$1,000,000.00) per accident, combined single limit. The policy shall name the City as an additional insured. The policy shall provide that the insurance thereunder shall not be canceled without thirty (30) days written notice thereof to the City.
- b. Fire and Extended Coverages. Rivanna shall maintain coverage against loss, damage or destruction by fire and such other hazards as are covered and protected against, at standard

rates under policies of insurance commonly referred to and known as “extended coverage,” as the same may exist from time to time.

- c. **Proof of Insurance.** Copies of policies of insurance (or certificates of the insurers) for insurance required to be maintained by Rivanna shall be delivered by Rivanna to the City, upon the issuance of such insurance and thereafter no later than January 31 of each year, unless otherwise agreed to in writing by the parties.

**14) Default.**

Failure by either party in the performance or compliance with any of the terms, covenants, or conditions provided in this Lease, which failure continues uncured for a period of sixty (60) days after written notice from the other party specifying the items in default shall constitute default; provided, however, if such failure is of a type that is not reasonably capable of being cured within such sixty (60) day period, such sixty (60) day period shall be extended for so long as the party that is failing to perform or comply as required herein is making reasonable and diligent efforts to cure such default.

- 15) Storage and Installation of Property and Equipment.** Rivanna agrees that all property of every kind and description kept, stored or placed on the Leased Property shall be at Rivanna’s sole risk and hazard and that the City shall not be responsible for any loss or damage to any such property. All equipment shall be stored in a safe manner and shall be installed and properly anchored consistent with applicable industry standards and local, state, and federal rules, regulations, and laws.

- 16) Existing Sublease with Trout Unlimited.** Pursuant to the provisions of paragraph V. of the 1986 Lease, which authorized Rivanna to sublease portions of the property leased from the City under the 1986 Lease upon receipt of written approval by the Office of the City Attorney of any such sublease, Rivanna entered into a Lease dated January 20, 1995 with the Thomas Jefferson Chapter of Trout Unlimited as Sublessee (“Trout Unlimited”) wherein Rivanna as Lessee subleases a portion of the City Property to Trout Unlimited for a public fishing area (the “Sublease”). Pursuant to the terms of paragraph 2 of the Sublease, Rivanna intends to terminate such Sublease within thirty (30) days after execution of this Lease, if it has not already. The City and Rivanna acknowledge that the City intends, but is not obligated, to work with Trout Unlimited to negotiate the terms of a license agreement with Trout Unlimited allowing it to access and use certain portions of the City Property located outside the boundaries of the Leased Property for a public fishing area.

- 17) Indemnification.** To the extent permitted by Virginia law, each party hereby agrees to indemnify, defend and hold the other party and its officials, officers and employees harmless from and against any and all liability, loss, claim, suit, damage, charge or expense suffered, sustained, incurred or in any way be subjected to, on account of death of or injury to any person and for damage to, loss of and destruction of any property whatsoever, which arises out of, results from, or is in any way connected with actions taken in the performance of the such party’s obligations under this Lease, or which occurs as a consequence of any negligence, omission or misconduct of such party and any contractors, subcontractors, agents or employees in the performance of such party’s obligations under this Lease.

**18) Assignment.** Neither party shall have the right to assign any of the rights, privileges or interests accruing to it under this Lease to any other individual or entity, without the written consent of the other party.

**19) Surrender.** Upon expiration or sooner termination of this Lease, Rivanna shall quit and surrender to the City the Leased Property in good order and condition, except for ordinary wear and tear, provided that Rivanna shall remove from the Leased Property any personal property belonging to Rivanna, and at its cost and expense shall repair any damage caused by such removal. Personal property not so removed shall become the property of the City, which may thereafter remove the property and dispose of it in the City's sole discretion. On the expiration or sooner termination of this Lease, the City may, without further notice to Rivanna, enter on, reenter, possess and repossess the Leased Property by any necessary means.

**20) Right of Entry.** At any time during the Term of this Lease, the City shall have the right to enter the Leased Property at reasonable times (or at any time in the event of an emergency) for the purposes of inspecting the Leased Property to ensure compliance with the terms of this Lease, provided that Rivanna is provided an opportunity to have a Rivanna representative present at any such inspection. Notwithstanding the prior sentence to the contrary, the City's access to those certain areas of the Leased Property that are behind locked gates on the dam is subject to prior written notice to Rivanna, and a Rivanna employee must be present during such access.

**21) Waiver.** The waiver by the City or Rivanna of any breach of any term, covenant or condition contained herein shall not be deemed to be a waiver of such term, covenant, or condition or any subsequent breach of the same or any other term, covenant or condition contained herein. No covenant, term or condition of this Lease shall be deemed to have been waived by Rivanna or the City unless the waiver be in writing signed by the party to be charged thereby.

**22) Entire Agreement.** This Lease and the exhibits attached hereto and forming a part of hereof, sets forth all the covenants, promises, agreements, conditions and understandings, between the City and Rivanna concerning the Leased Property and other than the Sublease, the 1983 Deed and Bargain of Sale, and the Four-Party Agreement there are no covenants, promises, agreements, conditions or understandings, either oral or written, between them with respect to the Leased Property other than as herein set forth, and also except as otherwise agreed to by the parties in the Future Rivanna License Agreement, the terms of which Future Rivanna License Agreement shall be incorporated herein. Except as herein otherwise provided, no subsequent alteration, amendment, change or addition to this Lease shall be binding upon the City or Rivanna unless reduced to in writing and signed by them with the same formality as this Lease and identified expressly as an amendment hereto. For the avoidance of doubt, the 1986 Lease shall no longer have any effect with respect to the Sugar Hollow Reservoir or the City Property and this Lease shall fully amend and replace the 1986 Lease as to the Leased Property. The 1986 Lease shall remain in full force and effect with regard to the South Rivanna Reservoir and the Ragged Mountain Reservoir.

**23) Headings.** The section headings in this Lease are inserted only as a matter of convenience and in no way define, limit, construe, or describe the scope or intent of such sections of this Lease nor in any way do they affect this Lease.

**24) Severability.** If any term, covenant or condition of this Lease, or the application thereof, to any person or circumstance shall to any extent be invalid or unenforceable the remainder of this Lease, or the application of such term, covenant, or condition to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby and each term, covenant, or condition of this Lease shall be valid and be enforced to the fullest extent permitted by law.

**25) Governing Law.** This Lease shall be governed by and construed in accordance with the laws of the Commonwealth of Virginia.

**26) Notices.** Any notice, demand, request, or other instrument which may be, or are required to be given under this Lease shall be in writing and delivered either in person, by United States certified mail, return receipt requested, postage prepaid, or by overnight delivery (such as Federal Express), and shall be addressed as follows:

Rivanna:            Mailing Address:  
                                695 Moores Creek Lane  
                                Charlottesville, Va 22902  
                                Attn: Executive Director

City:                Mailing Address:  
                                Office of the City Manager  
                                City of Charlottesville  
                                P.O. Box 911  
                                Charlottesville, VA 22902  
                                Attn: City Lease

                                Delivery Address:  
                                        Office of the City Manager  
                                        City of Charlottesville  
                                        605 E. Main Street, 2<sup>nd</sup> Floor  
                                        Charlottesville, VA 22902  
                                        Attn: City Lease

or at such other address as designated by written notice of a party.

**27) Memorandum of Lease.** The Parties agree to execute a Memorandum of Leases in substantially the form attached hereto as Exhibit C, and further agree that either Party may record such memorandum in the Clerk's Office of the County of Albemarle at its expense.

**28) Execution in Counterparts.** This Lease may be executed in counterparts, each of which is deemed an original, but all of which constitutes one and the same instrument.

**29) Hazardous Materials.** Rivanna shall not cause or permit any Hazardous Material (as defined below) to be brought, kept or used in or about the Leased Property except as may be associated with the Reservoir Use and permitted by applicable laws, regulations, and permits. Rivanna agrees to indemnify the City from and against any breach by Rivanna of the obligations stated in the preceding sentence and any breach of such applicable laws, regulations and/or permits, and to the extent permitted by law, agrees to defend and hold the City harmless from and against any and all claims, judgments, damages, penalties, fines, costs, liabilities, or losses (including, without limitation, diminution in value of the Leased Property and sums paid in settlement of claims, attorneys' fees and costs, consultant fees, and expert fees) which arise during Rivanna's occupation of the Leased Property, as a result of such breach. Without limiting the foregoing, if the presence of any Hazardous Material on the Leased Property caused or permitted by Rivanna results in any contamination, then Rivanna shall promptly take all actions at its sole expense as are necessary to return the Leased Property to the condition existing prior to the introduction of any such Hazardous Material; provided however, the City shall also have the right, by written notice to Rivanna, to directly undertake any such mitigation efforts with regard to Hazardous Materials in or about the Leased Property due to Rivanna's breach of its obligations pursuant to this paragraph and to charge Rivanna for the costs thereof.

As used herein, the term "**Hazardous Material**" means any hazardous or toxic substance, material, or waste which is or becomes regulated by any local governmental authority, the Commonwealth of Virginia or the United States Government. The term "**Hazardous Material**" includes, without limitation, any material or substance which is (i) designated as a "**Hazardous Substance**" pursuant to Section 311 of the Federal Water Pollution Control Act (33 U.S.C. § 1317), (ii) defined as a "**Hazardous Waste**" pursuant to Section 1004 of the Federal Resource Conservation and Recovery Act, 42 U.S.C. § 6901 et seq. (42 U.S.C. § 6903), or (iii) defined as a "**Hazardous Substance**" pursuant to Section 101 of the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. § 9601 et seq. (42 U.S.C. § 9601).

**30) Condemnation.** If the whole of the Leased Property is taken or condemned for any public or quasi-public use or purpose by any competent authority in appropriation proceedings or by any right of eminent domain or by agreement or conveyance in lieu thereof such that the City is no longer the owner of the Leased Property (each of the foregoing being hereinafter referred to as "Condemnation"), this Lease shall terminate as of the date possession shall be taken by such authority. If less than all of the Leased Property is taken by Condemnation and the remainder cannot be used for the Reservoir Use, in the reasonable judgment of Rivanna, then either the City or Rivanna may terminate this Lease upon notice to the other party within sixty (60) days after possession is taken by such Condemnation. If this Lease is terminated due to a Condemnation, Rivanna shall perform all of its obligations under this Lease up to such date that possession is taken by the authority. If the Reservoir Use may continue after a Condemnation, this Lease shall terminate only with respect to the parts of the Leased Property so taken as of the date possession shall be taken by such authority.

*REMAINDER OF PAGE INTENTIONALLY LEFT BLANK;  
SIGNATURE PAGES IMMEDIATELY FOLLOW*



*(SIGNATURE PAGE 1 of 2 TO LEASE)*

IN WITNESS WHEREOF, the parties have caused this Lease to be executed by their duly authorized representatives, following below:

**CITY OF CHARLOTTESVILLE, VIRGINIA**

By: \_\_\_\_\_  
Samuel Sanders, Jr., City Manager

Date: \_\_\_\_\_

**APPROVED AS TO FORM:**

\_\_\_\_\_  
John Maddux, City Attorney

*(SIGNATURE PAGE 2 of 2 TO LEASE)*

**RIVANNA WATER AND SEWER AUTHORITY**

By: \_\_\_\_\_  
William I. Mawyer, Jr. P.E., Executive Director

Date: \_\_\_\_\_

**EXHIBIT A**  
**LEASED PROPERTY**

**EXHIBIT B**

| Task                                                                                  | Responsibility |
|---------------------------------------------------------------------------------------|----------------|
| Opening, closing, and maintenance of gates                                            | RWSA           |
| Dead animals in municipal areas                                                       | City           |
| Trash pickup and disposal from parking and municipal areas                            | City           |
| Mowing and maintenance of parking and municipal areas                                 | City           |
| Signage                                                                               |                |
| • Dam and reservoir                                                                   | RWSA           |
| • Municipal areas                                                                     | City           |
| Maintenance of road and guardrail                                                     | City           |
| Subleases, trails, community projects in municipal areas                              | City           |
| Enforcement of Parking Rules                                                          | RWSA           |
| Mowing and maintenance of dam, dam parking lot, fencing on dam, and utility easements | RWSA           |
| Dead animals in reservoir                                                             | RWSA           |
| Emergency access to dam                                                               | RWSA           |
| Enforcement of “no boating” and “no swimming” rules                                   | RWSA           |
| Fish slide                                                                            | VDWR           |
| Fishing permits                                                                       | VDWR           |

## **Exhibit C**

### **Form of Memorandum of Leases**

#### **Memorandum of Lease**

#### **Sugar Hollow Reservoir**

Prepared by:  
Valerie W. Long, Esq., VSB #42968  
Williams Mullen  
323 2<sup>nd</sup> St. SE, Suite 900  
Charlottesville, VA 22902

Albemarle County TMP #25-7

**EXEMPT FROM RECORDATION TAXES UNDER  
SECTION 58.1-811E OF THE  
CODE OF VIRGINIA (1950) AS AMENDED**

#### **MEMORANDUM OF LEASE**

**THIS MEMORANDUM OF LEASE** (this “Memorandum”) is made as of the \_\_\_\_\_ day of \_\_\_\_\_, 2026, by and among the **CITY OF CHARLOTTESVILLE**, a municipal corporation of the Commonwealth of Virginia (“Landlord” or “City,” and “Grantor” for indexing purposes), with offices at 605 E. Main St., 2nd Fl., Charlottesville, VA 22902 and **RIVANNA WATER AND SEWER AUTHORITY**, a body corporate and politic created pursuant to the “Virginia Water and Waste Authorities Act” (“Tenant” or “Rivanna,” and “Grantee” for indexing purposes), with offices at 695 Moores Creek Lane, Charlottesville, VA 22902.

1. **Lease:** Landlord and Rivanna are parties to that certain Lease entitled “Sugar Hollow Reservoir Amended and Restated Lease Agreement dated \_\_\_\_\_, 2026” (the “Rivanna Lease”).

2. **Description of Premises:** The “Leased Property” is located in Albemarle County, Virginia, contains approximately 98.5 acres, is a portion of tax map parcel 25-7, and is shown as “RWSA LEASE AREA APOX 98.5 ACRES” on a drawing made by TRC Engineers dated July 30, 2025, last revised February 27, 2026, entitled “EXHIBIT – ALBEMARLE COUNTY AND

RIVANNA WATER AND SEWER AUTHORITY SUGAR HOLLOW LEASE AREAS,” attached hereto as Exhibit A.

3. **Date of Commencement and Term:** The term of the Rivanna Lease commenced on [date of Amended and Restated Lease Agreement] and shall continue for as long as the Four-Party Agreement dated June 12, 1973, between the City, the Albemarle County Service Authority, the County and Rivanna, remains in effect.

4. **Lease Terms.** All capitalized terms used in this Memorandum of Lease shall have the meaning provided pursuant to the applicable Lease.

5. **Counterparts.** This Memorandum of Lease may be executed in counterparts and all such executed counterparts shall constitute one instrument, binding on all parties, notwithstanding that all parties are not signatories to the same counterpart.

6. **Purpose.** The Parties have entered into this Memorandum of Lease for informational purposes only in order that third parties may have notice of the existence of the Rivanna Lease and the County Lease and some of their specific provisions. This Memorandum of Lease is not a complete summary of either the Rivanna Lease or the County Lease, and is not intended to amend, modify, or otherwise change the terms and conditions of either. Provisions in this Memorandum shall not be used in interpreting the provisions of the Rivanna Lease or the County Lease. In the event of a conflict between this Memorandum and the Rivanna Lease, or between this Memorandum and the County Lease, the Rivanna or County Lease, as applicable, shall control. Upon the expiration or sooner termination of either the Rivanna Lease or the County Lease, this Memorandum shall automatically become null and void, released and discharged, and of no further force and effect with respect to the expiration or terminated Lease, but shall remain in full force and effect with regard to the other Lease.

*[Signature pages follow]*

IN WITNESS WHEREOF, the parties have caused this Lease to be executed by their duly authorized representatives, following below:

**LANDLORD:**  
**CITY OF CHARLOTTESVILLE**

By: \_\_\_\_\_  
Samuel Sanders, Jr., City Manager

COMMONWEALTH OF VIRGINIA  
CITY/COUNTY OF \_\_\_\_\_

I certify that the following person personally appeared before me this day, acknowledging to me that such person signed the foregoing document in the capacity indicated: Samuel Sanders, Jr., as City Manager of the City of Charlottesville.

Date: \_\_\_\_\_, 2026

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Notary Printed Name

My Commission Expires: \_\_\_\_\_

(Official Seal)

**TENANT:**

**RIVANNA WATER AND SEWER AUTHORITY**

By: \_\_\_\_\_  
William I. Mawyer, Jr., P.E., Executive Director

COMMONWEALTH OF VIRGINIA

CITY/COUNTY OF \_\_\_\_\_

I certify that the following person personally appeared before me this day, acknowledging to me that such person signed the foregoing document in the capacity indicated: William I. Mawyer, Jr., P.E. as Executive Director of Rivanna Water and Sewer Authority.

Date: \_\_\_\_\_, 2026

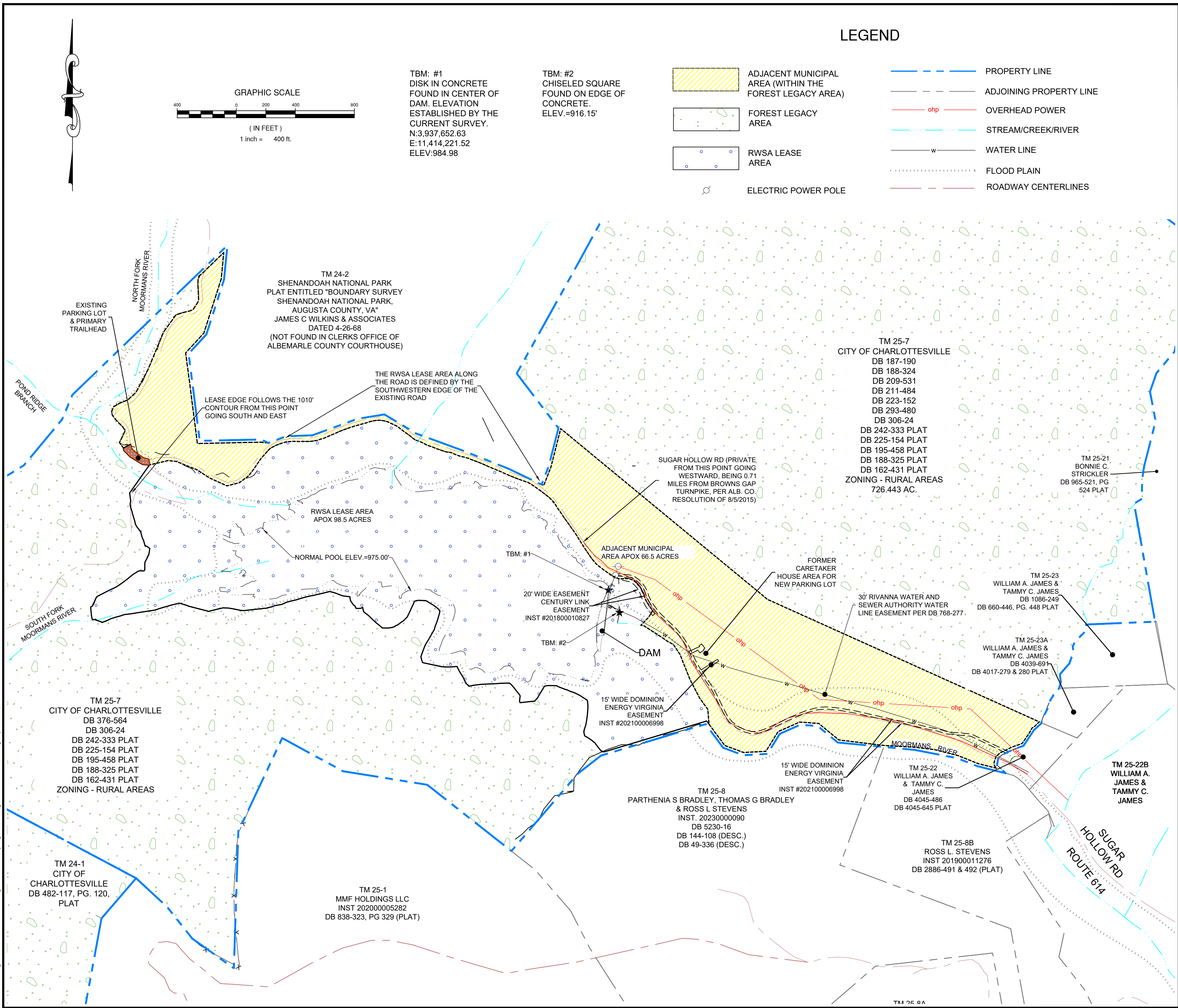
\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Notary Printed Name

My Commission Expires: \_\_\_\_\_

(Official Seal)

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Blacksburg, VA  
Newport News, VA

Raleigh, NC  
Northern Virginia  
Virginia Beach, VA

TRC

TRC ENGINEERS, INC.

EXHIBIT - ACROSS TAX PARCEL 25-7

EXHIBIT  
RIVANNA WATER AND SEWER AUTHORITY  
SUGAR HOLLOW LEASE AREA  
SUGAR HOLLOW, ALBEMARLE COUNTY, VIRGINIA

REVISIONS

02/27/26  
Revised lease areas

08/05/26  
Parks and Rec. comments

09/29/26  
Revised legend

DESIGNED BY:

DRAWN BY: DHP/NS/DC

CHECKED BY:

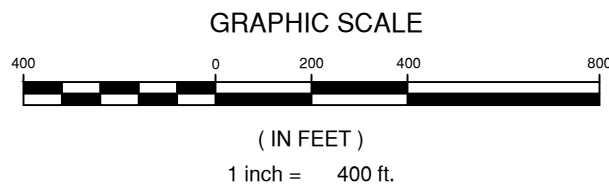
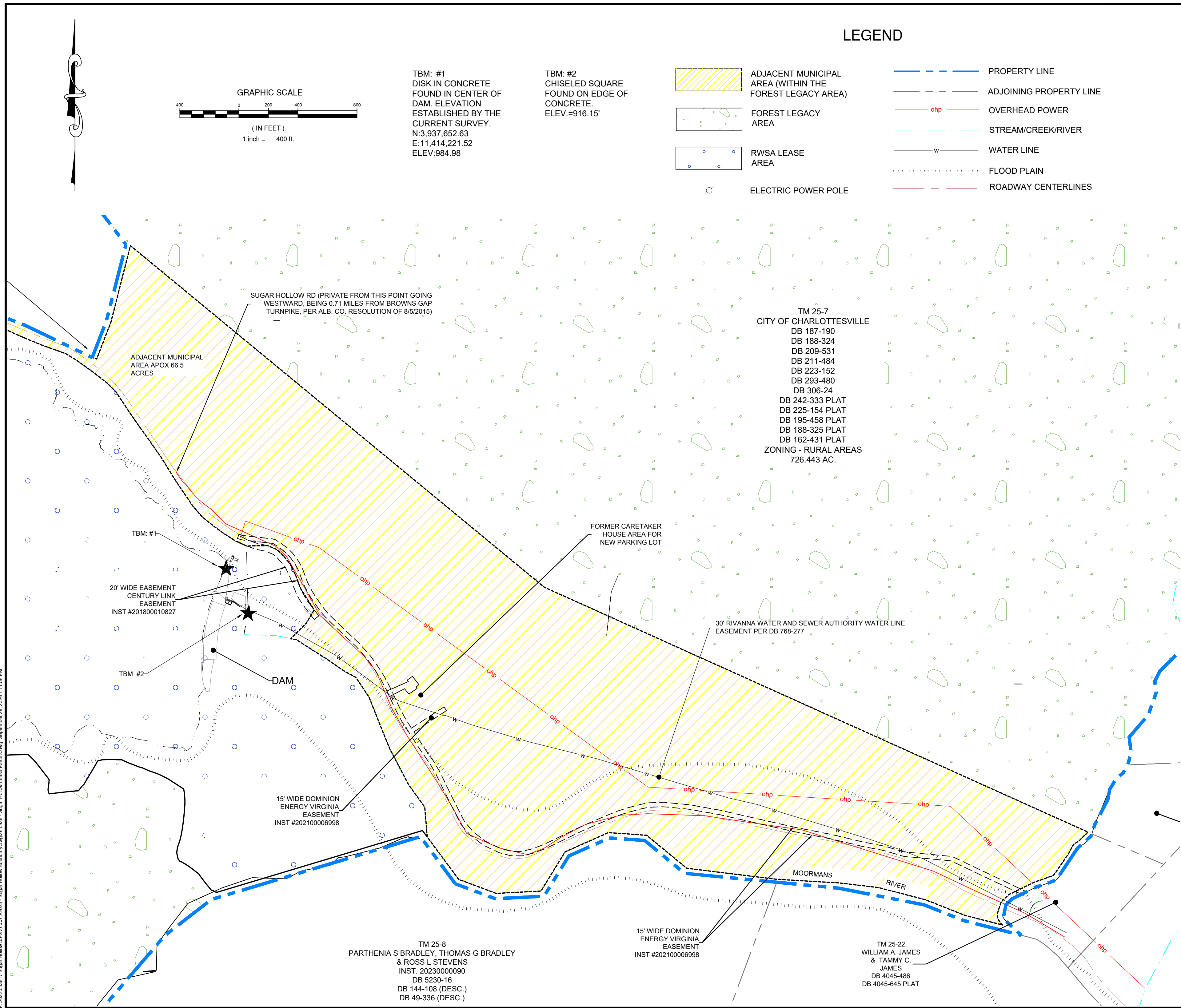
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DATE: 07/30/2025

PROJECT NUMBER:  
533817

SHEET  
1 OF 4

P:\2023\333817 Sugar Hollow\05-SV\CAD\2023- Sugar Hollow Boundary.dwg 26 0929 - Sugar Hollow Lease Parcels.dwg September 29, 2024 1:11:56 PM



TBM: #1  
DISK IN CONCRETE  
FOUND IN CENTER OF  
DAM. ELEVATION  
ESTABLISHED BY THE  
CURRENT SURVEY.  
N:3,937,652.63  
E:11,414,221.52  
ELEV:984.98

TBM: #2  
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FOUND ON EDGE OF  
CONCRETE.  
ELEV.=916.15'

- ADJACENT MUNICIPAL  
AREA (WITHIN THE  
FOREST LEGACY AREA)
- FOREST LEGACY  
AREA
- RWSA LEASE  
AREA
- ELECTRIC POWER POLE

- PROPERTY LINE
- ADJOINING PROPERTY LINE
- OVERHEAD POWER
- STREAM/CREEK/RIVER
- WATER LINE
- FLOOD PLAIN
- ROADWAY CENTERLINES

TM 25-7  
CITY OF CHARLOTTESVILLE  
DB 187-190  
DB 188-324  
DB 209-531  
DB 211-484  
DB 223-152  
DB 293-480  
DB 306-24  
DB 242-333 PLAT  
DB 225-154 PLAT  
DB 195-458 PLAT  
DB 188-325 PLAT  
DB 162-431 PLAT  
ZONING - RURAL AREAS  
726.443 AC.

SUGAR HOLLOW RD (PRIVATE FROM THIS POINT GOING  
WESTWARD, BEING 0.71 MILES FROM BROWNS GAP  
TURNPIKE, PER ALB. CO. RESOLUTION OF 8/5/2015)

ADJACENT MUNICIPAL  
AREA APOX 66.5  
ACRES

TBM: #1  
20' WIDE EASEMENT  
CENTURY LINK  
EASEMENT  
INST #201800010827  
TBM: #2

DAM

FORMER CARETAKER  
HOUSE AREA FOR  
NEW PARKING LOT

30' RIVANNA WATER AND SEWER AUTHORITY WATER LINE  
EASEMENT PER DB 768-277

15' WIDE DOMINION  
ENERGY VIRGINIA  
EASEMENT  
INST #202100006998

TM 25-8  
PARTHENIA S BRADLEY, THOMAS G BRADLEY  
& ROSS L STEVENS  
INST. 20230000090  
DB 5230-16  
DB 144-108 (DESC.)  
DB 49-336 (DESC.)

15' WIDE DOMINION  
ENERGY VIRGINIA  
EASEMENT  
INST #202100006998

TM 25-22  
WILLIAM A. JAMES  
& TAMMY C.  
JAMES  
DB 4045-486  
DB 4045-645 PLAT

## LEGEND

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EXHIBIT - ACROSS TAX PARCEL 25-7

EXHIBIT - EASTERN DETAIL  
SUGAR HOLLOW LEASE AREA  
SUGAR HOLLOW, ALBEMARLE COUNTY, VIRGINIA

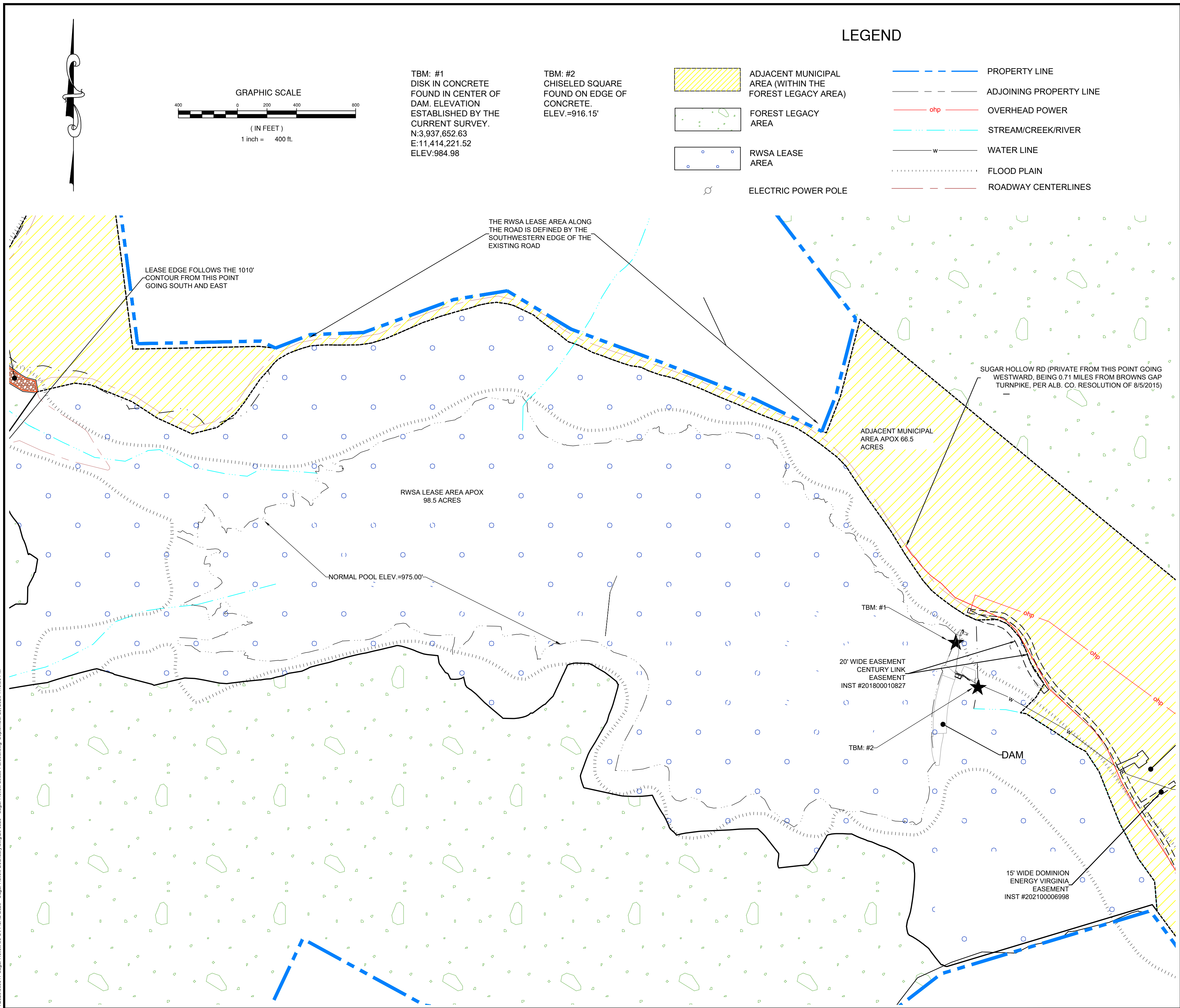
### REVISIONS

- 02/27/26  
Revised lease areas
- 08/05/26  
Parks and Rec. comments
- 09/29/26  
Revised legend

DESIGNED BY:  
DRAWN BY: DHP/NS/DC  
CHECKED BY:  
SCALE: 1" = 200'  
DATE: 07/30/2025  
PROJECT NUMBER:  
533817

SHEET  
2 OF 4

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LEGEND

- ADJACENT MUNICIPAL AREA (WITHIN THE FOREST LEGACY AREA)
- FOREST LEGACY AREA
- RWSA LEASE AREA
- ELECTRIC POWER POLE
- PROPERTY LINE
- ADJOINING PROPERTY LINE
- OVERHEAD POWER
- STREAM/CREEK/RIVER
- WATER LINE
- FLOOD PLAIN
- ROADWAY CENTERLINES

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**TRC**  
TRC ENGINEERS, INC.

EXHIBIT - ACROSS TAX PARCEL 25-7

**EXHIBIT - CENTRAL DETAIL**  
**SUGAR HOLLOW LEASE AREA**

SUGAR HOLLOW, ALBEMARLE COUNTY, VIRGINIA

**REVISIONS**

|   |          |                         |
|---|----------|-------------------------|
| 1 | 02/27/26 | Revised lease areas     |
| 2 | 08/05/26 | Parks and Rec. comments |
| 3 | 09/29/26 | Revised legend          |

DESIGNED BY:

DRAWN BY: DHP/NS/DC

CHECKED BY:

SCALE: 1" = 200'

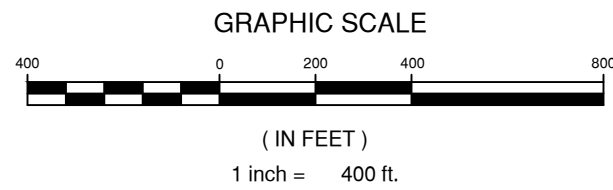
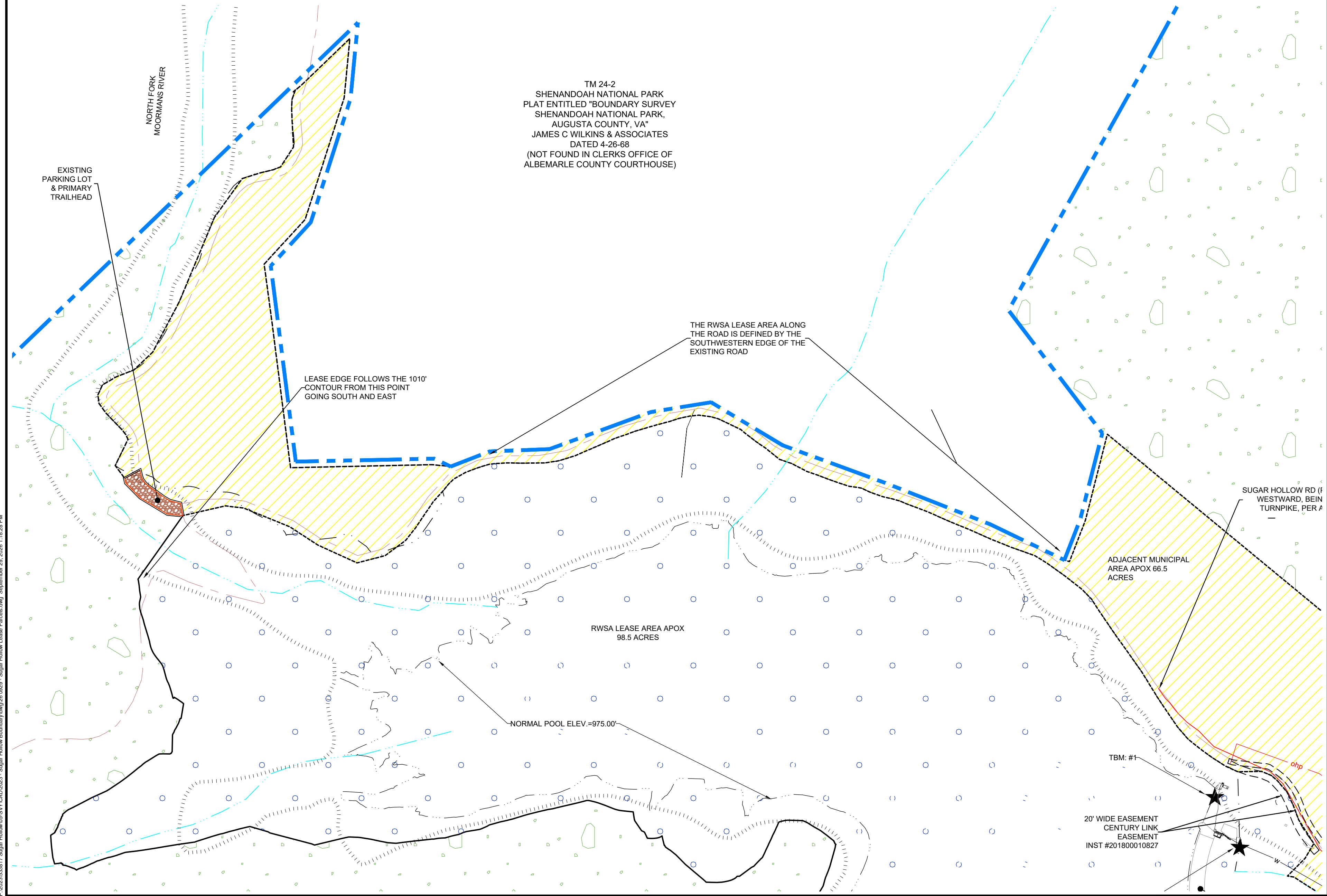
DATE: 07/30/2025

PROJECT NUMBER:

533817

**SHEET**  
3 OF 4

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TBM: #1  
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DAM. ELEVATION  
ESTABLISHED BY THE  
CURRENT SURVEY.  
N:3,937,652.63  
E:11,414,221.52  
ELEV:984.98

TBM: #2  
CHISELED SQUARE  
FOUND ON EDGE OF  
CONCRETE.  
ELEV.=916.15'

- ADJACENT MUNICIPAL AREA (WITHIN THE FOREST LEGACY AREA)
- FOREST LEGACY AREA
- RWSA LEASE AREA
- ELECTRIC POWER POLE

## LEGEND

- PROPERTY LINE
- ADJOINING PROPERTY LINE
- OVERHEAD POWER
- STREAM/CREEK/RIVER
- WATER LINE
- FLOOD PLAIN
- ROADWAY CENTERLINES



EXHIBIT - ACROSS TAX PARCEL 25-7

EXHIBIT - WESTERN DETAIL  
SUGAR HOLLOW LEASE AREA  
SUGAR HOLLOW, ALBEMARLE COUNTY, VIRGINIA

| REVISIONS |                         |
|-----------|-------------------------|
| 02/27/26  | Revised lease areas     |
| 08/05/26  | Parks and Rec. comments |
| 09/29/26  | Revised legend          |

|                 |            |
|-----------------|------------|
| DESIGNED BY:    |            |
| DRAWN BY:       | DHP/NS/DC  |
| CHECKED BY:     |            |
| SCALE:          | 1" = 200'  |
| DATE:           | 07/30/2025 |
| PROJECT NUMBER: | 533817     |

SHEET  
4 OF 4

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# Policy Briefing Summary

## City Council



---

|                                 |                                                                                                                                                        |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Regarding:</b>               | <b>Resolution to Authorize a Special Exception Permit for Roof-Mounted Equipment (323 2nd Street SE) - Revised from 9/21/26 City Council Materials</b> |
| <b>Staff Contact(s):</b>        | Benjamin Koby, Planner II, Matthew Alfele, City Planner                                                                                                |
| <b>Presenter:</b>               | <b>Benjamin Koby, Planner II</b>                                                                                                                       |
| <b>Date of Proposed Action:</b> | October 5, 2026                                                                                                                                        |

---

### Issue

Consideration of SEP Application

### Background / Rule

Brian Jones, with 3TWENTY3 OWNER, LLC ("Applicant"), is requesting a Special Exception Permit ("SEP") to reduce the screening requirements for roof-mounted equipment for property located at 323 2nd Street SE ("Subject Property"). Per Sec. 34-4.7.4.C.2.a of the City's Development Code ("CDC"), roof-mounted equipment must be screened six inches (6") higher than the highest point of the equipment. This Application is to reduce the roof mounted mechanical screening requirement from the required screening six inches (6") taller than the mechanical equipment to forty-eight inches (48") in height, to match the existing parapet wall ringing the roof. The proposed mechanical equipment will be sixty-four inches (64") in height at its highest point, so screening of seventy inches (70") would be required. This Application proposes no additional screening, just to allow the existing parapet wall to function as the screening.

The subject building is nine (9) stories tall with the vertical rooftop appurtenance. Functionally, the rooftop is ten (10) stories above street level. The neighboring apartment building complexes, those who will be impacted the most, do not exceed four (4) stories in height. The new proposed mechanical equipment will be located on the northeastern corner of their building, directly abutting the railroad and their own parking lot. Considering the impact of the proposed equipment on the neighboring parcels will be negligible, there will be no adverse impact on the neighboring buildings or public realm.

### Analysis

Considering the relative height of the building compared to its neighbors and the height of the equipment and parapet wall, there will be little to no impact on pedestrians or neighbors downtown. Also, there is a general benefit to allowing a new tenant to reuse an existing office space near downtown. The Staff Report presented to the Planning Commission ("PC") on August 11, 2026, can be found here:

[Link to Staff Report and Application Material](#)

The PC held a hybrid virtual and in-person regular meeting on August 11, 2026, on this matter. The PC reviewed the Application based on the standard of review under CDC Sec. 34-5.2.15 and had no concerns with the request. The PC recommended approval of the SEP with no added conditions. A link to the recording of the PC Meeting can be found here:

[Link to Recording of the PC Regular Meeting](#)

**Financial Impact**

None.

**Recommendation**

The PC unanimously recommended approval of the SEP. City NDS Staff also recommends approval of the SEP.

**Recommended Motion (if Applicable)**

"I move to adopt the attached Resolution approving the SEP requested for the Subject Property as presented."

**Attachments**

1. Updated RESOLUTION - SEP-323 Second Street SEjvhedits (002)

**RESOLUTION RECOMMENDING APPROVAL OF A REQUEST FOR A SPECIAL  
EXCEPTION PERMIT (“SEP”) FOR PROPERTY LOCATED AT 323 2<sup>nd</sup> STREET SE**

---

**WHEREAS**, 3Twenty3 Owner LLC (“Landowner”), is the current owner of a lot identified as City Tax Map Parcel No. 280113001, having an area of approximately 0.73 acres (31,800 square feet); (“Subject Property”); and

**WHEREAS**, Landowner desires to install new mechanical equipment on the roof of the Subject Property and utilize existing screening that is insufficient under current regulations (“Project”); and

**WHEREAS**, therefore, the Landowner is requesting a SEP pursuant to City Code §§ 34-4.7.4.C.2. (Roof Mounted Equipment Screening) and 34-5.2.15, which states a SEP may be granted to alter physical dimensional standards; and

**WHEREAS**, specifically, Landowner is seeking allowance for installation of rooftop-mounted mechanical equipment by granting a modification to City Code § 34-4.7.4.C.2, reducing the required screening height from six (6) inches above the tallest point of the equipment to the height of the existing forty-eight (48)-inch parapet wall; and

**WHEREAS**, the Project is described in more detail within Landowner’s application materials submitted in connection with Application PL-26-0084 (“Application”), as required by City Development Code § 34-5.2.15.B.2 (collectively, "Application Materials"); and

**WHEREAS**, the City of Charlottesville Planning Commission (“PC”), at its August 11, 2026, Public Meeting, made a formal recommendation to the Council of the City of Charlottesville, Virginia (“City Council”), of approval of the SEP Application allowing the installation of rooftop-mounted mechanical equipment by granting a modification to City Code § 34-4.7.4.C.2, reducing the required screening height from six (6) inches above the tallest point of the equipment to the height of the existing forty-eight (48)-inch parapet wall, subject to the following condition:

a. The size and location of the equipment will be consistent with the materials submitted in Applications BC-26-0035 and BC-26-0037 dated March 4th, 2026, and March 5th, 2026, respectively.

**NOW THEREFORE, BE IT HEREBY RESOLVED**, by 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 Development Code § § 34-5.2.15.D, that it finds and determines that granting the proposed SEP would serve the public necessity, convenience, general welfare, or good zoning practice; and

**BE IT FINALLY RESOLVED**, by City Council that the SEP is hereby formally approved and granted allowing the installation of rooftop-mounted mechanical equipment on the Subject Property by granting a modification to City Code § 34-4.7.4.C.2, reducing the required screening height from six (6) inches above the tallest point of the equipment to the height of the existing forty-eight (48)-inch parapet wall, subject to the following condition:

a. The size and location of the equipment will be consistent with the materials submitted in Applications BC-26-0035 and BC-26-0037 dated March 4th, 2026, and March 5th, 2026, respectively.

Approved by Council  
[REDACTED], 2026

---

Kyna Thomas  
Clerk of Council



# **City Manager's Report**

## *City Departments*

10-5-2026

## City Manager – Sam Sanders (he/him)

- I am excited to welcome India Adams-Jacobs to the City Manager's Office as the final member of the reorganized office that I initiated in October 2025. As Assistant City Manager, India will support the Infrastructure Portfolio which includes Information Technology, Parks & Recreation, Public Works, Sustainability, and Utilities. India is a seasoned public administrator having served as Town Manager of Bowling Green, VA and Colonial Beach, VA. She has contributed to communities at different levels of leadership in Washington, Florida, and Virginia. We welcome her to the team and look forward to her contribution in our continued efforts to positively impact lives daily.
- On Sunday, September 27 - Tuesday, September 29 the City of Charlottesville, Albemarle County, and UVA hosted a delegation (Town of Chapel Hill, Town of Carrboro, Town of Hillsborough, Orange County, and University of North Carolina) of more than 80 representatives of business, industry, local government, and community champions. They learned about our efforts in economic development, biosciences, community-university partnership, homeless interventions, and affordable housing. This was a reciprocal following a local group's visit to the Chapel Hill-Carrboro area in May. It was a great exchange, and they spent time and money on the Downtown Mall!
- September 22:
  - Rivanna Authorities Board Meetings:
    - Solid Waste Authority:
      - Recycling activity at all three collection centers is showing growth in use which highlights the connected value held by households in our area.
      - Battery collection as a new service has been well received with the collection of lithium, lithium-ion, and nickel cadmium batteries.
      - Preparing for FY28 budget discussions to begin in October.
      - Received a Special Collections presentation by Phil McKalips, Director of Solid Waste, regarding the activity levels of the City and County, plus cost breakdowns.
    - Water & Sewer Authority
      - The Imagine a Day without Water art contest remains open until October 26. Students in grades K-12 are invited to submit art entries under the theme: Small Drop, Big Difference. More information can be found at <https://www.charlottesville.gov/ArtContest>.
      - Received a Major Capital Projects Update on a host of infrastructure improvements underway through 2030.
      - Drought Watch for our region has been lifted as our water assets have returned to ample supply.

- Received a cybersecurity update in a closed session from the new IT Director, Brian Ayala, to verify efforts are underway to ensure the safety and security of the infrastructure that operates our solid waste and water and server systems.

### **Utilities – Director Jason McIlwee (he/him)**

- Fall 2026 Energy-Saving Trees Program:
  - The Department of Utilities is excited to announce that the Energy-Saving Trees Program has returned for the fall! Customers in the City of Charlottesville can continue the tree-mendous success of this program by planting an additional 100 trees, which will bring the total number of trees planted through this program to nearly 1,500! The Energy-Saving Trees Program offers free trees to City residents to help them conserve energy and reduce energy bills through strategic planting on their property, providing benefits to individual households as well as the broader community. Tree reservations are open effective Monday, October 5. For more information on the Energy-Saving Trees Program and to sign up for program notifications, please visit [www.arborday.org/charlottesville](http://www.arborday.org/charlottesville).
- Energy Efficiency and Home Weatherization Resources:
  - Winter temperatures will be here before we know it. The Charlottesville Department of Utilities encourages residents to get ahead of the winter weather season and make sure their homes are prepared to keep them warm when frigid temperatures arrive. Utilities offers a range of resources to help households with home weatherization and energy efficiency upgrades so they can remain comfortable and save money on utility bills this winter and all year-round. These resources include a free attic insulation self-assessment, a total of \$650 in rebates towards upgrading attic insulation and attic air sealing, rebates for thermostats, and a no-cost home weatherization program for qualified customers. For more information on all the weatherization and energy efficiency resources offered by Utilities, please visit [www.charlottesville.gov/utilityincentives](http://www.charlottesville.gov/utilityincentives).
- Capital Improvement Projects:
  - Work on Phase One of the West Main Street Utilities Replacement Project is wrapping up. The design of Phase Two is currently underway, with a projected start date of late spring or early summer 2027. More information surrounding Phase Two will be shared ahead of construction.
  - The Locust Avenue Water Line Replacement Project is set to continue the week of October 19 with Phase Two. The Department of Utilities is hosting an open house for Phase Two on Thursday, October 15, at Sunrise Elementary School from 4:30 to 6:00 PM. The open house is an

opportunity for community members to ask questions about the project and speak with representatives from the Department of Utilities, the City's traffic engineer, engineering firm AH Engineering Consultants, and the contractor hired to perform the work, Pyramid Construction. Invitations to the open house will be sent to residences along and near Locust Avenue. For more information on capital improvement projects, please visit [www.charlottesville.gov/utilitiescip](http://www.charlottesville.gov/utilitiescip).

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

- Charlottesville Parks & Recreation continues to advance programming, partnerships, and community engagement through a wide range of fall initiatives.
- We are currently recruiting instructors for gymnastics, dance, group exercise, outdoor recreation, and children's fitness programs. Interested applicants may apply through the [City's employment portal](#).
- Two lifeguard certification courses will be offered this fall—one for new candidates and one for returning lifeguards renewing their certification.
- The first Fall program session, running from September through mid-October, features 36 youth and adult programs offered Monday through Saturday across Carver, Key, and Crow Recreation Centers, as well as Greenleaf and Tonsler Parks.
- Throughout August and early September, multiple Adaptive outdoor adventure and education programs were delivered in collaboration with Rivanna River Company, Beyond Boundaries, and Virginia State Parks. These partnerships provided participants with enriched outdoor experiences and broadened opportunities for recreation, learning, and skill development. Staff and family surveys for the Adaptive Program have also been distributed to gather feedback and identify future improvements.
- The August 9 Sounds of Summer event at Forest Hills Park—scheduled to complement the Back 2 School event at the nearby Boys & Girls Club—drew approximately 800 attendees who enjoyed live music, crafts, inflatables, and local food vendors.
- The August 29–30 Cville Bricks LEGO Showcase at Carver Recreation Center offered an array of hands-on activities, including a community art wall, derby station, timed bridge building challenge, minifigure design activity, and a gallery of professional LEGO creations. Several partners contributed specialized programming, including Charlottesville High School's BACON program, UVA's Innovation Lab with Computers 4 Kids, St. Anne's-Belfield School's Robotics Team, and Blue Ridge Boost.
- The September 27 Butterfly Festival at Darden Tower Park, hosted in partnership with Albemarle County, featured live music, eco-themed crafts, a puppet show and workshop, and an aerial performance illustrating the butterfly life cycle.

Community partners included the Rivanna Conservation Alliance and the Rivanna Master Naturalists.

- Our annual Monster Mash celebration will be held on Saturday, October 24, at Ting Pavilion. This free, family-friendly event will include a costume contest, pumpkin decorating, a magic show, face painting, and other activities.
- Adult softball and volleyball programs launched the week of September 14 with several new teams joining the leagues. The Pickleball rotating partner league began September 22 and is experiencing stronger participation than during the summer. Parks & Rec has also partnered with Cville Smash to offer youth pickleball clinics and leagues, with the first clinic held on September 26.
- Finally, our Aquatics Fall session began on September 8 with 252 participants.

### **Human Services – Director Misty Graves (she/her)**

- Community Attention Foster Families (CAFF) hosted its first annual breakfast mixer on September 28 at Carver Recreation Center with staff from Charlottesville Department of Social Services (DSS), Albemarle County DSS, Fluvanna County DSS, and Greene County DSS. The gathering was intended to build relationships across agencies and strengthen collaboration around meeting the needs of children.
- The Westhaven CARES Center received \$7,000 from the Sentara Community Foundation to support the operations of their food pantry on site. The food pantry is actively utilized, and these funds will help the team continue to meet the demand for residents experiencing food insecurity.
- ANCHOR and HART co-presented at a National Alliance for Mental Illness (NAMI) conference on September 25, 2026. This annual statewide conference brings together mental health professionals, peers, and family members for a day of networking, workshops, panel discussions, keynote speakers, and activities aimed at promoting mental wellness. The topic highlighted collaboration with our neighboring partners and raised awareness about the importance of peer support in co-response.
- Youth Opportunity Coordinator Juanika Howard has launched their second school year of the We LIT(erature) reading program. The program was so successful that it has expanded from one grade level to include 3rd, 4th, and 5th grades.
- The Vibrant Community Fund will open its application on October 1 and close on November 13. Information for non-profits who are interested in applying is provided on the website: <https://www.charlottesville.gov/2043/Vibrant-Community-Fund>.

### **Neighborhood Development Services – Interim Director Mike Goddard (he/him)**

- Zoning Administrator Read Brodhead will be representing the City on a panel at the Virginia Association of Zoning Officials annual conference entitled, "How Local Government Works With a University."
- Read Brodhead received the 2026 "Zoning Administrator of the Year" from the Virginia Association of Zoning Officials. Congratulations, Read!

### **Public Works – Director Steven Hicks (he/him)**

- Emmet Street/Angus Road Mobility Improvements:
  - Solar lighting improvements along Emmet Street and Angus Road have been completed. Public Works crews began ADA and traffic signal improvements on September 28 to support a new crosswalk on the north side of the intersection. The improvements will enhance pedestrian visibility, accessibility, and safety with completion anticipated by the end of October.
- Traffic Signal Replacement Program:
  - As part of the City's CIP investment to replace aging traffic signal infrastructure, construction on the first five intersections is scheduled to begin October 19. Locations include Water Street/2nd Street, Preston Avenue/Rugby Avenue, Rugby Avenue/Rugby Road, Barracks Road/Rugby Road, and the emergency signal on Route 250 at the fire station. Work will include replacement of signals, conduits, traffic control equipment, and associated ADA improvements. Construction is anticipated to take approximately nine months.
- Avon Street Multimodal Improvements Public Hearing:
  - VDOT will hold a Location and Design Public Hearing for the Avon Street Multimodal Improvements project on October 22 from 5:00 to 7:00 PM at Monticello High School. The project includes a shared-use path along the east side of Avon Street between Avon Court and Druid Avenue, a new pedestrian bridge over Moores Creek, upgraded bus stops, and new crosswalks. The open house hearing will provide an opportunity for the public to review preliminary plans and provide comments.
- VDOT Local Programs Workshop:
  - Public Works participated in VDOT's 14th Annual Local Programs Workshop, held September 21–23 in Roanoke. The statewide workshop focused on locally administered transportation programs, project delivery, and collaboration among local governments, VDOT, consultants, and industry partners. Public Works Director Steven Hicks served as a presenter for the "What Makes a Project Attractive" session, discussing factors contractors consider when pursuing public projects, including project readiness, constructability, risk allocation, schedules, and bid

documents. The session focused on how localities can improve competition and project delivery by appropriately balancing risk, cost, and constructability.

### **Information Technology – Director Steve Hawkes (he/him)**

- The Information Technology Department is pleased to share several accomplishments and updates from September.
- Helpdesk & Support Services:
  - The IT team closed 315 Helpdesk support tickets so far in September, with 99% of customer survey responses rating service as “very good” or “outstanding.” The Helpdesk team also deployed five new PCs to employees in September as part of our ongoing device refresh program.
- Citywide Initiatives:
  - User Group Meetings:
    - The City’s SAP User Group met in September where agenda items included an update on SAP SuccessFactors phase II implementation and a presentation by our Senior SAP Engineer and SAP Engineer regarding their attendance at the annual SAP User Group conference.
    - The City’s AI Champions Group met in September where we saw a presentation by the City’s Senior Software Engineer regarding the AI chatbot he’s developing for the Finance Department.
  - Teams/WebEx Telephony Project:
    - The final phase of the IT Department’s project to migrate from Cisco desk phones to Microsoft Teams/WebEx for telephony is underway. So far 17 of 44 Departments/Divisions have been migrated to the new platform. Benefits of the project include a more modern communications infrastructure, cost savings, and better user experience.
  - Applications & Systems Enhancements:
    - The Applications team completed several projects during September, including:
      - Developed and deployed the ‘City Credit Card Chatbot’. The chatbot was developed with the Finance Department to provide a job aid to help City employees better understand the City’s credit card procedures, processes, and policies. The goal of the project is to be able to provide information in a timelier and more intuitive way.
      - Launched the new GIS Viewer:  
<https://www.charlottesville.gov/gisviewer>.
      - Laserfiche Upgrade for Commissioner of the Revenue.

- Completed the DSS Umbrella user interface for incorporating the Kinship program.
- Professional Development:
  - The City's IT Director was a speaker at the September 2026 Commonwealth of Virginia Information Technology Symposium (COVITS) discussing the topic "Small Shop, Big Target: Cybersecurity in Virginia's Localities".

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

- Key Operations Metrics:
  - Medical incidents remain the majority of CFD's call volume with public service calls and hazardous situations making up the other high frequency call types. This is on par with historical data.

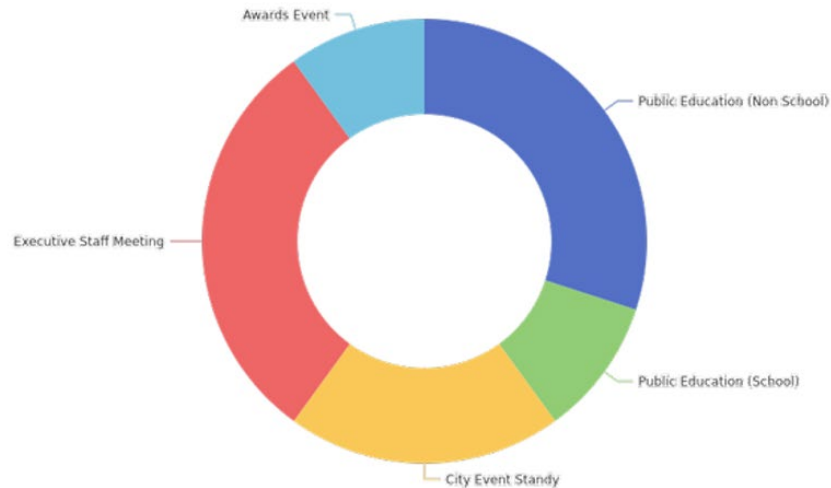
## Events in the Last 30 Days:



City of Charlottesville Fire Department  
Address: 2420 Fontaine Avenue Extension, Charlottesville, VA, USA,  
Charlottesville, VA, 22903



### Fire Chief's Event Counts



| EVENT TYPES                   | EVENT COUNT | PERCENT OF TOTAL |
|-------------------------------|-------------|------------------|
| Public Education (Non School) | 3           | 30.00%           |
| Public Education (School)     | 1           | 10.00%           |
| City Event Standby            | 2           | 20.00%           |
| Executive Staff Meeting       | 3           | 30.00%           |
| Awards Event                  | 1           | 10.00%           |
| <b>Total</b>                  | <b>10</b>   | <b>100.00%</b>   |

- CFD conducted several public engagements in the last month, including:
  - 9/11 Mission BBQ Remembrance
  - 9/11 Homeschool Co-op Group
  - 9/11 Stair Climb
  - Zion Union Baptist Church Friends & Family Day
  - Homeschool Nature Group Tour
  - C'Ville Sabroso Festival
  - UVA Football Games
  - Greenbrier Elementary School Fall Festival
  - Tour of New Station 1 for VIA Centers for Neurodevelopment

- CFD also held Deputy Chief interviews.

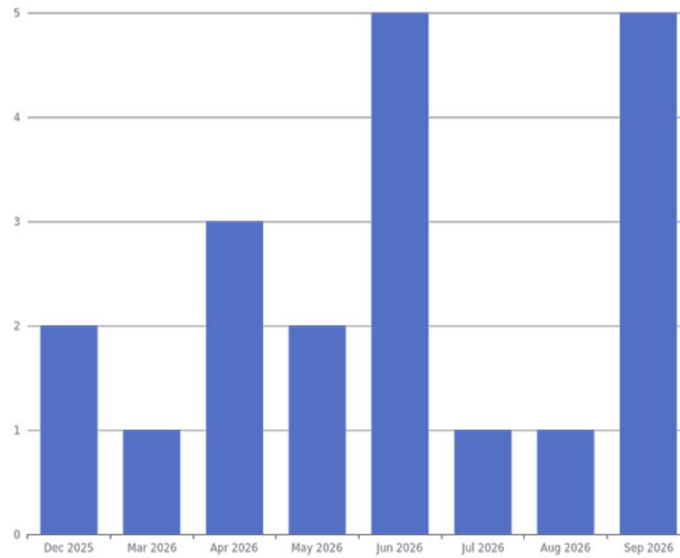
## Opioid Overdoses



City of Charlottesville Fire Department  
Address: 2420 Fontaine Avenue Extension, Charlottesville, VA, USA,  
Charlottesville, VA, 22903



### Opiate Infographic



| CREATED AT   | OVERDOSE INCIDENTS |
|--------------|--------------------|
| Dec 2025     | 2                  |
| Mar 2026     | 1                  |
| Apr 2026     | 3                  |
| May 2026     | 2                  |
| Jun 2026     | 5                  |
| Jul 2026     | 1                  |
| Aug 2026     | 1                  |
| Sep 2026     | 5                  |
| <b>Total</b> | <b>20</b>          |

# Policy Briefing Summary

## City Council



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|                                 |                                                                                                                                     |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| <b>Regarding:</b>               | <b>Public Hearing and Resolution for Comprehensive Plan Amendment - Chapter 9: Community Facilities &amp; Services and Appendix</b> |
| <b>Staff Contact(s):</b>        | Victoria Kanellopoulos, City Planner, Jason McIlwee, Director, Anthony Allard                                                       |
| <b>Presenter:</b>               | <b>Victoria Kanellopoulos, City Planner</b>                                                                                         |
| <b>Date of Proposed Action:</b> | October 5, 2026                                                                                                                     |

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### Issue

Request for the Council of the City of Charlottesville, Virginia ("City Council"), to adopt a Resolution approving the Comprehensive Plan Amendment of Chapter 9 (Community Facilities and Services) and the Comprehensive Plan Appendix.

### Background / Rule

In November 2021, City Council formally adopted the City's Comprehensive Plan. Since then, there have been several formal Amendments thereto, including adopting both the Climate Action Plan and the Parks & Recreation Master Plan.

Chapter 9 (Community Facilities & Services) of the City's Comprehensive Plan, and associated public utility maps in the Appendix, have not been updated since the 2021 Comprehensive Plan adoption. Since then, there have been updates to City and partner agency public utility and facility planning, maps, and projects. It is best practice to periodically update public utility maps, facility maps, and plans included in the City's Comprehensive Plan.

### Analysis

Per Virginia Code Section § 15.2-2223, each locality's Comprehensive Plan must include the general or approximate location, character, and extent of public facilities, and the designation of a system of community service facilities. Further, per Virginia Code § 15.2-2232, most public utilities and facilities must either be a "feature shown" in the Comprehensive Plan (*i.e.*, shown on a map or specified in text), or be reviewed by the Planning Commission to find that the "general or approximate location, character and extent" of public facilities are in substantial accord with the Comprehensive Plan. Some facilities and utilities are exempt, such as railroads, normal service extensions of public utilities and paving, repair, reconstruction, improvement, drainage, or similar work.

This Comprehensive Plan Amendment is focused on incorporating existing and known planned public facility and utility projects and does not change the City's overall goals or approach. Updates were needed to incorporate the most up-to-date information for public water, sewer, and stormwater management facilities and utilities.

The updated Chapter and maps are available on the City's website at the following link (<https://www.charlottesville.gov/2009/Community-Facilities-Services-Comp-Plan->) and include the following revisions:

- [Updated Community Facilities & Services Chapter \(Comp Plan Chapter 9\)](#)
  - Revisions: Added new Strategies 8.7 and 9.4;
- [Charlottesville Water System Map](#) (to replace 2021 map in Comp Plan Appendix);

- [Charlottesville Sanitary System Map](#) (to replace 2021 map in Comp Plan Appendix);
- [Charlottesville Storm System Map](#) (new map to be added to Comp Plan Appendix); and
- [Rivanna Water and Sewer Authority Central Water Line Map](#) (new map to be added to Comp Plan Appendix).

At its Meeting on Wednesday, September 9, 2026, the Planning Commission recommended approval of the Comprehensive Plan Amendment.

**Financial Impact**

None.

**Recommendation**

City Staff recommends City Council adopt the attached Resolution approving the Comprehensive Plan Amendment of Chapter 9 (Community Facilities and Services) and the Comprehensive Appendix.

**Recommended Motion (if Applicable)**

"I make a Motion to adopt the attached Resolution approving the Comprehensive Plan Amendment of Chapter 9 (Community Facilities and Services) and the Comprehensive Plan Appendix."

**Attachments**

1. 10-05-26 Presentation to Council Comp Plan Amendment Public Hearing
2. Resolution to Amend the City's Comprehensive Plan to update Chapter 9 (Community Facilities & Services), and the Appendix
3. Planning Commission Signed Resolution for the Comprehensive Plan Amendment



# **Public Hearing**

## **Comprehensive Plan Amendment: Chapter 9 Community Facilities & Services and Appendix**

**October 5, 2026**



# Agenda

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- Scope of the Comprehensive Plan Amendment
- Purpose of the Comprehensive Plan Amendment
- Suggested Motions for City Council

# Scope of Comprehensive Plan Amendment

- **Chapter 9 Community Facilities & Services**
  - Two new strategies:
    - Added a strategy to adopt relevant Rivanna Water and Sewer Authority and Albemarle County Service Authority plans by reference, e.g. Urban Finished Water Master Plan (Strategy 8.7)
    - Added a strategy for the future Schenks Branch Sewer Interceptor Upgrade Project (Strategy 9.4)
- **Appendix**
  - Two updated maps:
    - Charlottesville Water System Map and Sanitary System Map (replaces 2021 system maps in the Appendix)
  - Two new maps:
    - Charlottesville Storm System Map
    - Rivanna Water and Sewer Authority Central Water Line Map

# Scope of Comprehensive Plan Amendment

## New Strategies:

**STRATEGY 8.7** *Collaborate with the Albemarle County Service Authority and Rivanna Water and Sewer Authority on public water and sewer master planning and implementation, including but not limited to, those efforts identified in the following plans:*

- The Urban Finished Water Master Plan
- The Community Water Supply Plan
- The Rivanna Water and Sewer Authority Capital Improvement Plan
- The Rivanna Water and Sewer Authority Comprehensive Sanitary Sewer Model Report

**STRATEGY 9.4** *In coordination with the Rivanna Water and Sewer Authority, design and implement the Schenks Branch sewer interceptor upgrade project to address current and future wet-weather demands and enhance the system's capacity and long-term reliability.*

# Purpose of the Comprehensive Plan Amendment

- Virginia State Code requires each locality to have a Comp Plan that includes, among other things, the general or approximate location, character, and extent of public facilities, and the designation of a system of community service facilities
- To be considered part of the City's Comp Plan, public facility and utility maps and plans can be included in the main Comp Plan document (including as referenced plans or studies within the text of the Comp Plan), or as part of the Comp Plan Appendix as separate attachments
- Current Comp Plan includes several specific projects and studies within Chapter 9 along with water and sanitary sewer system maps in the Appendix
- Most public utilities and facilities must either be a “feature shown” in the Comprehensive Plan (i.e., shown on a map or specified in text), or be reviewed by the Planning Commission to find that the “general or approximate location, character and extent” of public facilities are in substantial accord with the Comprehensive Plan
- Some facilities and utilities are exempt, such as railroads, normal service extensions of public utilities, and paving, repair, reconstruction, improvement, drainage, or similar work

# Purpose of the Comprehensive Plan Amendment

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- Chapter 9 Community Facilities & Services and associated public utility maps in the Appendix have not been updated since the 2021 Plan adoption. Since then, there have been updates to City and partner agency public utility and facility planning, maps, and projects
- Updates were needed to incorporate the most up-to-date information for public water, sewer, and stormwater management facilities and utilities
- Does not change the City's overall goals or approach



# Planning Commission Recommendation

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- At their meeting on Wednesday, September 9, 2026, the Planning Commission held a public hearing and recommended approval of the Comprehensive Plan Amendment

## Suggested Motions

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1. “I make a Motion to adopt the attached Resolution approving the Comprehensive Plan Amendment of Chapter 9 (Community Facilities and Services) and the Comprehensive Plan Appendix.”

OR,

2. I move to recommend denial of the Comprehensive Plan Amendment. [state reasons for denial]

# Thank You!



**RESOLUTION #R-\_\_-\_\_**

**RESOLUTION AMENDING THE CITY’S NOVEMBER 15, 2021, COMPREHENSIVE PLAN, AS AMENDED, TO UPDATE CHAPTER 9 (COMMUNITY FACILITIES & SERVICES), AND THE APPENDIX**

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**WHEREAS**, on September 9, 2026, the Planning Commission of the City of Charlottesville, Virginia (“PC”), held a Public Hearing on a proposed amendment to the City of Charlottesville, Virginia’s (“City”), November 15, 2021, Comprehensive Plan (“CP”), as amended, after Public Notice was provided as legally required by Virginia Code § 15.2-2204; and

**WHEREAS**, after the Public Hearing on September 9, 2026, the PC recommended approval of the proposed Comprehensive Plan Amendment and directed that said Comprehensive Plan be transmitted to the Council of the City of Charlottesville, Virginia (“City Council”), for consideration (“Certified Plan”); and

**WHEREAS**, on Monday, October 5, 2026, City Council held a Public Hearing on the proposed Certified Plan after notice of intention to do so was published in accordance with Virginia Code § 15.2-2204; and

**WHEREAS**, City Council desires that the following proposed Amendments be made to the Certified Plan:

- (1) Update Chapter 9 (Community Facilities & Services);
- (2) Update the CP Appendix to replace the 2021 Water and Sanitary Sewer Network Maps in the CP Appendix with current network maps;
- (3) Add a map of the Rivanna Water and Sewer Authority (“RWSA”) Central Waterline Project to the CP Appendix;
- (4) Add a map of the current Storm System Facility Map to the CP Appendix;
- (5) Add a strategy to adopt relevant RWSA and Albemarle County Service Authority plans by reference, including the Urban Finished Water Master Plan; and
- (6) Add a strategy for the future Schenks Branch Sewer Interceptor Upgrade Project.

**NOW THEREFORE, BE IT RESOLVED** that City Council approves the updated CP Chapter 9 and CP Appendix documents as an amendment to the City’s CP; and

**BE IT FURTHER RESOLVED**, by City Council that the aforesaid Certified Plan is hereby adopted, re-enacted, and re-ordained as the official City Comprehensive Plan, pursuant to Virginia Code §15.2-2226, and shall hereafter continue to be known and referred to as the City’s “Comprehensive Plan (2021).”

Date Adopted: \_\_\_\_\_

Certified: \_\_\_\_\_  
Clerk of Council

Attachments:

- [Updated Community Facilities & Services Chapter \(Comp Plan Chapter 9\)](#)
- [Charlottesville Water System Map](#)
- [Charlottesville Sanitary System Map](#)
- [Charlottesville Storm System Map](#)
- [Rivanna Water and Sewer Authority Central Water Line Map](#)

#R-CP-26-0001

**RESOLUTION RECOMMENDING AMENDMENT OF THE CITY'S NOVEMBER 15, 2021, COMPREHENSIVE PLAN, AS AMENDED, TO UPDATE CHAPTER 9, COMMUNITY FACILITIES & SERVICES, AND THE APPENDIX**

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**WHEREAS**, on September 9, 2026, the Planning Commission of the City of Charlottesville, Virginia ("PC"), held a Public Hearing on a proposed amendment to the City of Charlottesville, Virginia's ("City"), November 15, 2021, Comprehensive Plan ("CP"), as amended, after Public Notice was provided as legally required by Virginia Code § 15.2-2204, to do the following:

- (1) Update Chapter 9, Community Facilities & Services;
- (2) Update the CP Appendix to replace the 2021 Water and Sanitary Sewer Network Maps in the CP Appendix with current network maps;
- (3) Add a map of the Rivanna Water and Sewer Authority ("RWSA") Central Waterline Project to the CP Appendix;
- (4) Add a map of the current Storm System Facility Map to the CP Appendix;
- (5) Add a strategy to adopt relevant RWSA and Albemarle County Service Authority plans by reference, including the Urban Finished Water Master Plan; and
- (6) Add a strategy for the future Schenks Branch Sewer Interceptor Upgrade Project.

**NOW THEREFORE, BE IT RESOLVED** that the PC recommends the Council of the City of Charlottesville, Virginia ("City Council"), approve the updated CP Chapter 9 and CP Appendix documents as an amendment to the City's CP; and

**BE IT FURTHER RESOLVED**, a copy of the updated CP Chapter 9 and CP Appendix documents, as recommended by PC, are attached to this Resolution, and said Resolution is hereby certified to City Council for its review and consideration in accordance with City Code Sec. 34-5.2.3.

Adopted: September 9, 2026

Attest:   
PC Secretary

**Attachments:**

- [Updated Community Facilities & Services Chapter \(Comp Plan Chapter 9\)](#)
- [Charlottesville Water System Map](#)
- [Charlottesville Sanitary System Map](#)
- [Charlottesville Storm System Map](#)
- [Rivanna Water and Sewer Authority Central Water Line Map](#)

# Policy Briefing Summary

## City Council



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|                                 |                                                                                                                        |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------|
| <b>Regarding:</b>               | <b>Resolution of Financial Support for Park Street Christian Church Affordable Housing</b>                             |
| <b>Staff Contact(s):</b>        | Chris Engel, Director of Economic Development, James Freas, Deputy City Manager, Michael Goddard, NDS Interim Director |
| <b>Presenter:</b>               | <b>Madelyn Metzler, Housing Compliance Coordinator</b>                                                                 |
| <b>Date of Proposed Action:</b> | October 5, 2026                                                                                                        |

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### Issue

City Council is being asked to commit to pursuing a Performance Agreement or similar tool to share a portion of the incremental real estate tax increase generated by proposed improvements on Parcel 470002120. This commitment would support development of fifty (50) newly constructed affordable housing units by Piedmont Housing Alliance ("PHA").

### Background / Rule

PHA is partnering with Park Street Christian Church to develop affordable housing on Parcel 470002120 within the City of Charlottesville, Virginia ("City"). The proposed project envisions fifty (50) new affordable rental units, constructed on property where improvements will increase the taxable value of the site ("Project"). Under the Virginia Code, localities may enter into Performance Agreements or similar incentive tools to support developments that meet public interest goals such as affordable housing. The attached Resolution allows the City to pursue such an Agreement, specifying that any Grant would be based on sharing up to, but not exceeding, 100% of the incremental real estate tax increase generated by the new improvements for a period of thirty (30) years.

### Analysis

The requested City commitment would serve as a long-term, predictable funding source to help PHA complete the Project's capital stack and meet affordability requirements. Performance Agreements are a tool the City has used or considered in other housing-supportive contexts to catalyze production of new units. By sharing incremental tax revenue generated by the Project, the City can support affordability, without an immediate budget allocation and without reducing current tax revenue. The Project would contribute fifty (50) new affordable rental units, furthering City Council's housing goals and expanding opportunities in a location proximate to services and transit. This aligns with the City's strategic initiatives related to housing affordability and equitable development.

### Financial Impact

There is no immediate budgetary impact. If a Performance Agreement is executed, the City would forgo a portion of future incremental real estate tax revenue generated by improvements on Parcel 470002120. The Agreement would specify annual grant terms for up to thirty (30) years, not to exceed 100% of the incremental tax increase.

### Recommendation

City Staff recommends approval of the attached Resolution authorizing the City to pursue a Performance Agreement or similar tool supporting the Park Street Christian Church Affordable Housing Project.

**Recommended Motion (if Applicable)**

"I Move to adopt the attached Resolution of Financial Support for Park Street Christian Church Affordable Housing Project and authorize City Staff to negotiate a Performance Agreement consistent with the terms described herein."

**Attachments**

1. Resolution Supporting Park Street Christian Church Affordable Housing



## **RESOLUTION #R-**

### **Resolution Supporting Park Street Christian Church Affordable Housing Parcel Number: 470002120**

**WHEREAS**, the Economic Development Authority of the City of Charlottesville, Virginia (“Authority”), a political subdivision of the Commonwealth of Virginia (“Commonwealth”), was established to promote the safety, health, welfare, convenience or prosperity of the inhabitants of the City of Charlottesville, Virginia, a municipal corporation and political subdivision of the Commonwealth (“City”), by improving and rehabilitating distressed areas of the City, which will enhance the tax base in the City and create opportunities for commercial and other economic development in the City; and

**WHEREAS**, the City Council of the City (“City Council”) is empowered pursuant to Virginia Code § 15.2-953 to make appropriations of public funds to the Authority for the purpose of promoting economic development in the City; and

**WHEREAS**, the Authority is empowered pursuant to Virginia Code § 15.2-4901 *et seq.*, to accept contributions, grants and other financial assistance from the City and to make grants to any person, partnership, association, corporation, business, or governmental entity for the purposes of promoting economic development and the development of affordable housing in the City; and

**WHEREAS**, the Authority intends to pursue a performance agreement or similar tool that shares a portion of real estate taxes with Piedmont Housing Alliance (“PHA”), a non-profit 501(c)(3) organization under the Internal Revenue Code of 1986 as amended, which involves the development of fifty (50) newly constructed affordable housing units in the City on a parcel currently referred to in the records of the City Assessor as Parcel Number 470002120 (the “Project”); and

**WHEREAS**, City Council intends to approve the forthcoming performance agreement or similar tool between the Authority and PHA, notwithstanding that any agreement will require further necessary approvals, that funding under any agreement is subject to annual appropriation, and that City Council is not obliged to make future appropriations.

**NOW, THEREFORE BE IT RESOLVED** that City Council hereby expresses its intention to pursue a performance agreement or similar tool that shares a portion of the incremental increase in real estate tax (up to but not to exceed 100%) created by the improvements contemplated for this Project in the form of an annual grant for thirty (30) years, all as specified in a performance agreement in a form and substance required by the City. City Council further expresses its intention that the grant will support the development of fifty (50) newly constructed affordable housing units in the City, that any funding will be documented pursuant to the required



forms and agreements of the City, and that the performance agreement or similar tool will include commitments that result in a grant to PHA.

Date Adopted: \_\_\_\_\_

Certified: \_\_\_\_\_  
Clerk of Council

# Policy Briefing Summary

## City Council



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|                                 |                                                                                                                        |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------|
| <b>Regarding:</b>               | <b>Resolution of Financial Support for the MACAA Drive Affordable Housing Project</b>                                  |
| <b>Staff Contact(s):</b>        | Chris Engel, Director of Economic Development, James Freas, Deputy City Manager, Michael Goddard, NDS Interim Director |
| <b>Presenter:</b>               | <b>Madelyn Metzler, Housing Compliance Coordinator</b>                                                                 |
| <b>Date of Proposed Action:</b> | October 5, 2026                                                                                                        |

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### Issue

City Council is being asked to commit to pursuing a Performance Agreement or similar tool to share a portion of the incremental real estate tax increase generated by improvements to Parcels 470007029 and 470007030. This commitment would support the development of sixty-six (66) affordable apartment units within the larger mixed-income, mixed-use MACAA Drive Project ("Project") led by the Piedmont Housing Authority ("PHA").

### Background / Rule

PHA is partnering to redevelop two (2) parcels along MACAA Drive into a multifaceted residential and community-serving Project. The full proposal includes twenty-eight (28) new single-family attached homes, sixty-six (66) new apartment units, and a 5,000-square-foot childcare facility. Of these components, the sixty-six (66) apartment units will be income-restricted and affordable to households earning between thirty percent (30%) and sixty percent (60%) of Area Median Income/ Virginia law allows localities to utilize Performance Agreements or similar tools to share incremental increases in property tax revenue derived from improvements, supporting developments that advance public purposes such as affordable housing. The attached Resolution authorizes the City to pursue such an agreement for up to thirty (30) years, with shared revenue capped at 100% of the incremental tax increase.

### Analysis

The proposed support will assist PHA in completing the Project's financing structure, which is expected to rely on multiple affordable housing funding sources. A Performance Agreement offers a predictable long-term contribution, without requiring an immediate City budget allocation. The Project would create sixty-six (66) new affordable units, contributing significantly to the City's goals of expanding housing availability, increasing affordability, and supporting equitable development. Locating new affordable units within this corridor also aligns with broader planning initiatives focused on infill development and increased access to essential services. Overall, this commitment supports the City's strategic housing priorities and leverages an incentive mechanism that preserves current tax revenues while supporting future affordability outcomes.

### Financial Impact

There is no immediate budgetary impact. If a Performance Agreement is executed, the City would forgo a portion of future incremental real estate tax revenue generated by improvements on Parcels 470007029 and 470007030. The Agreement would outline annual Grant terms for up to thirty (30) years, not exceeding 100% of the incremental increase.

### Recommendation

City Staff recommends City Council adopt the attached Resolution authorizing the City to pursue a Performance Agreement or similar tool supporting the MACAA Drive Affordable Housing Project.

**Recommended Motion (if Applicable)**

“I Move that City Council adopt the attached Resolution of Financial Support for the MACAA Drive Affordable Housing Project and authorize City Staff to negotiate a Performance Agreement consistent with the terms described herein.”

**Attachments**

1. Resolution Supporting MACAA Drive Affordable Housing



**#R-  
RESOLUTION**

**Resolution Supporting MACAA Drive Affordable Housing  
Parcel Number: 470007029 & 470007030**

**WHEREAS**, the Economic Development Authority of the City of Charlottesville, Virginia (“Authority”), a political subdivision of the Commonwealth of Virginia (“Commonwealth”), was established to promote the safety, health, welfare, convenience or prosperity of the inhabitants of the City of Charlottesville, Virginia, a municipal corporation and political subdivision of the Commonwealth (“City”), by improving and rehabilitating distressed areas of the City, which will enhance the tax base in the City and create opportunities for commercial and other economic development in the City; and

**WHEREAS**, the City Council of the City (“City Council”) is empowered pursuant to Virginia Code § 15.2-953 to make appropriations of public funds to the Authority for the purpose of promoting economic development in the City; and

**WHEREAS**, the Authority is empowered pursuant to Virginia Code § 15.2-4901 *et seq.*, to accept contributions, grants and other financial assistance from the City and to make grants to any person, partnership, association, corporation, business, or governmental entity for the purposes of promoting economic development and the development of affordable housing in the City; and

**WHEREAS**, the Authority intends to pursue a performance agreement or similar tool that shares a portion of real estate taxes with Piedmont Housing Alliance (“PHA”), a non-profit 501(c)(3) organization under the Internal Revenue Code of 1986 as amended, which involves the development of sixty-six (66) newly constructed affordable housing units on MACAA Drive in the City on parcels currently referred to in the records of the City Assessor as Parcel Numbers 470007029 and 470007030 (“the Project”); and

**WHEREAS**, City Council intends to approve the forthcoming performance agreement or similar tool between the Authority and PHA, notwithstanding that any agreement will require further necessary approvals, that funding under any agreement is subject to annual appropriation, and that City Council is not obliged to make future appropriations.

**NOW, THEREFORE BE IT RESOLVED** that City Council hereby expresses its intention to pursue a performance agreement or similar tool that shares a portion of the incremental increase in real estate tax (up to but not to exceed 100%) created by the improvements contemplated for this Project in the form of an annual grant for thirty (30) years, all as specified in a performance agreement in a form and substance required by the City. City Council further expresses its intention that the grant will support the development of sixty-six (66) newly constructed affordable housing units in the City, that the performance agreement or similar tool



will include commitments that result in a grant to PHA, and that any funding will be documented pursuant to the required forms and agreements of the City.

Date Adopted: \_\_\_\_\_

Certified: \_\_\_\_\_  
Clerk of Council

# Policy Briefing Summary

## City Council



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|                                 |                                                                                                                        |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------|
| <b>Regarding:</b>               | <b>Resolution of Financial Support for Palms Charlottesville Affordable Housing</b>                                    |
| <b>Staff Contact(s):</b>        | Chris Engel, Director of Economic Development, James Freas, Deputy City Manager, Michael Goddard, NDS Interim Director |
| <b>Presenter:</b>               | <b>Madelyn Metzler, Housing Compliance Coordinator</b>                                                                 |
| <b>Date of Proposed Action:</b> | October 5, 2026                                                                                                        |

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### Issue

City Council is asked to commit to pursuing a Performance Agreement or similar tool to share a portion of the incremental real estate tax increase generated by improvements to Parcel 40C012000. This commitment would support 133 affordable housing units within a larger conversion and renovation project led by Brick Lane Better Communities, known as the Palms Charlottesville ("Project").

### Background / Rule

Brick Lane Better Communities plans to convert the existing Holiday Inn at 1901 Emmet Street into multifamily housing, repurposing existing hotel rooms into studio and one (1)-bedroom units and renovating ground-floor areas into additional one (1)- and two (2)-bedroom apartments. The proposed Project includes 133 units for households earning at or below eighty percent (80%) Area Median Income ("AMI"), and nineteen (19) units at or below sixty percent (60%) AMI as required by the City Development Code ("CDC"); the remaining thirty-nine (39) units will be market-rate. No direct City funding is requested. The proposed support is limited to a Performance Agreement sharing a portion of future incremental real estate tax revenue. Under the Virginia Code, localities may enter into Performance Agreements or similar incentive tools to support developments that advance public interest goals such as affordable housing. The attached Resolution authorizes the City to pursue such an Agreement for up to thirty (30) years, not exceeding 100% of the incremental real estate tax increase resulting from the improvements.

### Analysis

The requested City commitment would serve as a long-term, predictable funding mechanism supporting the 133 income-restricted units, without requiring an immediate budget allocation. Performance Agreements are a tool the City has used or considered in other housing-supportive contexts to catalyze both preservation and production of affordable units. By sharing incremental tax revenue generated by the renovation, the City can help maintain affordability while preserving its current tax base.

The Project will convert an existing non-contributing hotel structure into a multifamily community with modernized building systems, improved energy efficiency, accessibility upgrades, and individually metered residential units. The Project will include shared amenities such as coworking space, fitness facilities, community rooms, and an updated outdoor recreation area. The Project site is located near employment centers, transit routes, and recreation opportunities. These characteristics support City Council priorities related to housing affordability, equitable development, sustainability, and access to opportunity.

The Performance Agreement would support only the 133 income-restricted units at eighty percent (80%) AMI. The nineteen (19) units at sixty percent (60 %) AMI are required under the CDC. The

remaining units will be market rate. This structure allows the City to target its support toward affordability, while enabling a Project that adds to and enhances the existing housing supply.

**Financial Impact**

There is no immediate budgetary impact. If a Performance Agreement is executed, the City would forgo a portion of future incremental real estate tax revenue generated by improvements on Parcel 40C012000 for up to thirty (30) years not exceeding 100 percent of the incremental increase.

**Recommendation**

City Staff recommends City Council adopt the attached Resolution authorizing the City to pursue a Performance Agreement or similar tool supporting the Palms Charlottesville Affordable Housing Project.

**Recommended Motion (if Applicable)**

"I Move to adopt the attached Resolution of Financial Support for the Palms Charlottesville Affordable Housing Project and authorize City Staff to negotiate a Performance Agreement consistent with the terms described herein."

**Attachments**

1. Resolution Supporting Palms Charlottesville Affordable Housing



## **RESOLUTION #R-**

### **Resolution Supporting Palms Charlottesville Affordable Housing Parcel Number: 40C012000**

**WHEREAS**, the Economic Development Authority of the City of Charlottesville, Virginia (“Authority”), a political subdivision of the Commonwealth of Virginia (“Commonwealth”), was established to promote the safety, health, welfare, convenience or prosperity of the inhabitants of the City of Charlottesville, Virginia, a municipal corporation and political subdivision of the Commonwealth (“City”), by improving and rehabilitating distressed areas of the City, which will enhance the tax base in the City and create opportunities for commercial and other economic development in the City; and

**WHEREAS**, the City Council of the City (“City Council”) is empowered pursuant to Virginia Code § 15.2-953 to make appropriations of public funds to the Authority for the purpose of promoting economic development in the City; and

**WHEREAS**, the Authority is empowered pursuant to Virginia Code § 15.2-4901 *et seq.*, to accept contributions, grants and other financial assistance from the City and to make grants to any person, partnership, association, corporation, business, or governmental entity for the purposes of promoting economic development and the development of affordable housing in the City; and

**WHEREAS**, the Authority intends to pursue a performance agreement or similar tool that shares a portion of real estate taxes with Brick Lane Better Communities (“Brick Lane”), a non-profit 501(c)(3) organization under the Internal Revenue Code of 1986 as amended, which involves the development of one hundred twenty-four (124) renovated affordable housing units in the City on a parcel currently referred to in the records of the City Assessor as Parcel Number 40C012000 (the “Project”); and

**WHEREAS**, City Council intends to approve the forthcoming performance agreement or similar tool between the Authority and Brick Lane, notwithstanding that any agreement will require further necessary approvals, that funding under any agreement is subject to annual appropriation, and that City Council is not obliged to make future appropriations.

**NOW, THEREFORE BE IT RESOLVED** that City Council hereby expresses its intention to pursue a performance agreement or similar tool that shares a portion of the incremental increase in real estate tax (up to but not to exceed 100%) created by the improvements contemplated for this Project in the form of an annual grant for thirty (30) years, all as specified in a performance agreement in a form and substance required by the City. City Council further expresses its intention that the grant will support the development of one hundred twenty-four (124) renovated affordable housing units in the City, that any funding will be documented pursuant



to the required forms and agreements of the City, and that the performance agreement or similar tool will include commitments that result in a grant to Brick Lane.

Date Adopted: \_\_\_\_\_

Certified: \_\_\_\_\_  
Clerk of Council

# Policy Briefing Summary

## City Council



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|                                 |                                                                                                                                             |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Regarding:</b>               | <b>Resolution Approving the Ninth (9th) Amendment to the Grant Agreement for the Charlottesville Supplemental Rental Assistance Program</b> |
| <b>Staff Contact(s):</b>        | James Freas, Deputy City Manager, John Sales, Michael Goddard, NDS Interim Director                                                         |
| <b>Presenter:</b>               | <b>Madelyn Metzler, Housing Compliance Coordinator</b>                                                                                      |
| <b>Date of Proposed Action:</b> | October 5, 2026                                                                                                                             |

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### Issue

City Staff present key findings from the 2026 Charlottesville Supplemental Rental Assistance Program ("CSRAP") Evaluation and requests City Council adopt the attached Resolution approving the attached FY27 CSRAP Grant Agreement with the Charlottesville Redevelopment and Housing Authority ("CRHA"). The attached Grant Agreement reflects targeted updates consistent with the Evaluation's recommendations and positions the Program for incremental redesign under Option 2 of the Program Evaluation Report.

### Background / Rule

CSRAP provides long-term rental assistance to extremely low-income households using locally funded certificates. The 2026 Evaluation found that CSRAP continues to operate effectively for current participants; however, the Program's overall reach is most constrained by funding limits rather than administrative design. Demand for deeply affordable, long-term rental assistance exceeds the number of certificates funded through the City Budget, and this, paired with limited turnover, results in minimal opportunity to serve additional households.

The Evaluation also identified administrative and structural barriers that affect equitable access within the existing Program size. These include informal referral pathways, limited coordination with self-sufficiency and social services partners, inconsistent communication practices, and constrained use of data and technology tools. While these issues do not restrict Program capacity, they affect how clearly and fairly the Program functions for partners and applicants.

### Analysis

The attached FY27 Grant Agreement incorporates elements of *Option 2: Incremental Redesign*, the Evaluation's recommended path for improving equity, transparency, and coordination while maintaining Program continuity. Option 2 is the preferred approach, because current funding levels require the Program to operate within its existing scale in FY27, proposed improvements can be implemented without disrupting service for current households, and the City may expand Program reach in future years under this same model should City Council choose to increase funding.

Key updates included in the attached FY27 Agreement include:

- Adding families at risk of separation due to housing instability to CSRAP's eligible populations, with a referral pathway coordinated through the Department of Social Services. This addresses a gap due to the community's current lack of federal Family Unification Program vouchers.
- Refining eligibility and prioritization criteria to strengthen alignment with unmet housing needs

identified by partner agencies.

Other improvements recommended by the Evaluation will be developed collaboratively with CRHA and referral agencies during FY27. These include enhanced communication and documentation practices, clearer expectations for applicants and providers, strengthened referral coordination, and continued modernization of administrative tools. These operational updates are essential for transparency and system performance, but do not require formal revisions to the Agreement.

Over the next nine (9) months, City Staff will implement the eligibility and prioritization updates included in the FY27 Agreement, while working with CRHA and referral agencies to document policies and procedures, improve communication protocols, and strengthen referral coordination outside the Agreement structure. City Staff will also collaborate with CRHA on administrative modernization efforts, including more consistent use of tools, such as Yardi software. City Staff will return to City Council in 2027 with an update on implementation progress and recommendations for the FY28 Agreement.

### **Financial Impact**

Approval of the attached FY27 CSRAP Grant Agreement does not require additional funding. Existing CIP allocations fully sustain current Program participants. Expanding reach beyond current levels would require future City Budget decisions.

### **Recommendation**

City Staff recommend City Council adopt the attached Resolution approving the attached FY27 CSRAP Grant Agreement and endorse continued implementation of Option 2 improvements. This approach maintains Program stability, strengthens equity and access, and prepares the City for informed decisions regarding potential expansion or pilot initiatives in FY28.

### **Recommended Motion (if Applicable)**

"I make a Motion to adopt the attached Resolution approving the attached FY27 CSRAP Grant Agreement with CRHA, authorizing CRHA to administer the Program in accordance with updated eligibility, prioritization, administrative, and reporting standards."

### **Attachments**

1. Resolution to Approve the Ninth Amendment to Grant Agreement for the Charlottesville Supplemental Rental Assistance Program
2. Ninth Amended CSRAP Agreement
3. CSRAP Program Evaluation Final Report



## **RESOLUTION #R--**

### **Resolution to Approve the Ninth Amendment to Grant Agreement for the Charlottesville Supplemental Rental Assistance Program**

**WHEREAS**, on June 19, 2017, the City of Charlottesville, Virginia (“City”), approved the creation of the City-funded Charlottesville Supplemental Rental Assistance Program (“CSRAP”), and on April 9, 2026, City Council approved an allocation of \$900,000 from the Capital Improvement Program funds to be used for the CSRAP Program, which will be administered by the Charlottesville Redevelopment and Housing Authority (“CRHA”); and

**WHEREAS**, the terms and conditions under which the CRHA will administer the CSRAP are set forth within a written Grant Agreement with a time for performance of October 1, 2026, through June 30, 2027, which has been reviewed by City Council this same date; and

**WHEREAS**, the City may provide funds to a housing authority, such as CRHA, pursuant to Virginia Code § 36-7, and this Resolution is a lawful exercise of that authority; and

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia, that:

1. The CSRAP shall be administered by CRHA in accordance with the terms and conditions set forth within the Ninth Amendment to the CSRAP grant agreement, which is hereby approved by this City Council; and
2. The City Manager is authorized to execute the CSRAP grant agreement on behalf of the City of Charlottesville and the City Manager and City staff are authorized and directed to apply the funding allocated above to the CSRAP program in accordance with the terms set out within the CSRAP grant agreement and within this Resolution.

Date Adopted: \_\_\_\_\_

Certified: \_\_\_\_\_  
Clerk of Council

**NINTH AMENDMENT TO GRANT AGREEMENT**  
**CHARLOTTESVILLE SUPPLEMENTAL RENTAL ASSISTANCE**  
**PROGRAM**

THIS NINTH AMENDMENT TO GRANT AGREEMENT (“Amendment”) provides the terms and conditions upon which the City of Charlottesville, Virginia ("City"), will provide funding to the Charlottesville Redevelopment and Housing Authority ("CRHA") for the purpose of administering the Charlottesville Supplemental Rental Assistance Program ("CSRAP" or “Program”). CSRAP represents a partnership between the City and CHRA. Approval of the Program to support CRHA's administration of CSRAP was provided by the Council of the City of Charlottesville, Virginia (“City Council”) on October 16, 2017.

Section 1. Time for Performance: October 1 2026, through June 30, 2027.  
Section 2. City Funding Amount: \$900,000 (FY 2027)  
Section 3. Conditions of City Funding

**I. PROGRAM’S PURPOSE**

A. City has authorized the transfer of carry forward Program funding, if any, and FY 2027 funding, to CHRA use within the Fiscal Year ending June 30, 2027, upon the following conditions:

(i) The funding shall be used exclusively by CRHA to provide rental assistance subsidies to individuals who are part of Extremely Low-Income to Low-Income Households, defined as those households earning less than sixty percent (60%) of Area Median Income (“AMI”) as determined by the US Department of Housing and Urban Development (“HUD”) annually within the City, including, but not limited to, those who are homeless, elderly, and/or disabled individuals, those enrolled in a self-sufficiency program, or households who meet eligibility criteria consistent with the federal Family Unification Program, including families for whom inadequate housing is a primary factor in child welfare involvement; and

(ii) The administration of this funding by CRHA shall be in accordance with the terms of this Amendment.

B. The City is authorized by Virginia Code § 36-7 to provide money to a housing authority, to enable or assist the authority to carry out its purposes.

**II. FUNDING**

CSRAP shall be funded through the City's Capital Improvement Program Fund.

**III. ADMINISTRATION**

CSRAP represents a partnership between the City and CRHA. City and CRHA recognize that Program funding is required to cover the administrative burden associated with the Program. CRHA agrees to administer CSRAP in a manner like the federal Housing Choice and the

City's Housing Policy 1, as amended. Exceptions to the administration of the Program will be permitted to allow:

- (i) For single room housing that might not otherwise meet HUD rules and regulations, in limited circumstances.
- (ii) For rent rates up to one-hundred and twenty-five percent (125%) of the federally designated HUD fair market rents for units in the City; and up to one-hundred and ten percent (110%) of the federally- designated HUD fair market rents for units located in Albemarle County, Virginia ("Albemarle").

For purposes of administration of CSRAP, the term "Household" shall mean and include any one (1) or more individual(s) who comprise a single housekeeping unit.

#### **IV. ADMISSIONS/PREFERENCES AND THE WAITING LIST**

A. Eligible Households shall be selected and admitted from the CSRAP waiting list in accordance with HCVP rules and regulations established by CRHA for selection and admission for tenant-based housing assistance through CSRAP, unless specified otherwise in this Amendment. Only Households with incomes less than sixty percent (60%) AMI shall be issued CSRAP rental assistance subsidies. A Household can apply to participate in CSRAP, if an individual(s) within the Household lives or works within the City at the time of the application; however, CSRAP rental assistance shall be issued only to subsidize rental payments owed by a Household for rental of a dwelling unit located within the City, except as per the provision in Section V.B.(iii).

B. CHRA shall issue CSRAP rental assistance according to the following priorities:

- (i) CSRAP rental assistance subsidies will be issued to Households who are homeless; Households who meet eligibility criteria consistent with the federal Family Unification Program, including families for whom housing instability contributes to imminent placement of children in out-of-home care or discharge delays from out-of-home care, and youth exiting foster care who are homeless or at risk of homelessness; and/or Households enrolled in a local self-sufficiency program
- (ii) The remainder of CSRAP-funded rental assistance subsidies (*i.e.*, those not issued in accordance with Section IV.B.(i), above) shall be issued to eligible households, if the individual(s) within those Households live in the City and are on the CSRAP waiting list at the time of the issuance of a CSRAP voucher.
- (iii) In the administration and issuance of CSRAP-funded rental assistance subsidies described in Section IV.B.(ii) above, CRHA will ensure that vouchers will be issued to households with incomes less than sixty percent (60%) AMI.

C. Households on CRHA's HCVP waiting list who accept CSRAP voucher(s) shall remain on the HCVP waiting list and shall retain their ranking on that list. If an individual or Household on

the HCVP waiting list is selected by CRHA for the HCVP Program, CRHA shall offer that Household the opportunity to replace any CSRAP subsidy being received with an HCVP.

## **V. TENANT-BASED HOUSING ASSISTANCE**

A. CSRAP rental assistance subsidies shall be administered as tenant-based housing assistance in a manner similar to CRHA's HCVP rules and regulations.

B. Notwithstanding any CRHA HCVP rule or regulation to the contrary, (*see* Section V.A., above), the following rules apply specifically to the CSRAP:

(i) Rental assistance subsidies shall not be eligible for portability as such term is defined and utilized in 24 C.F.R. §§ 982.351 and 982.353, as amended.

(ii) Households receiving a CSRAP voucher shall have sixty (60) days to locate, and lease, a rental housing unit within the City.

(iii) Should a Household be unable to locate a rental unit that it can afford (based on the thirty percent (30%) required contribution referenced in Subparagraph (iv), following below) within the City, within the initial sixty (60)-day CSRAP voucher term, the CRHA may grant one (1), one-hundred and twenty (120)-day extension, during which time the recipient household may continue to search for rental housing in the City or within Albemarle.

(iv) Households receiving a CSRAP voucher shall be required to contribute thirty percent (30%) of the monthly gross income of that Household toward rent each month. The Household's required rent contribution shall be determined at the time the Household is accepted into CSRAP, and thereafter shall not be increased more than once every twenty-four (24) months; regardless of whether or not the rent contribution is increased during any twenty-four (24)-month period, CRHA shall continue to verify and keep records as to the Household income, report income to the City, and comply with the requirements within this Amendment.

(v) CSRAP rental assistance shall be provided monthly. The monthly housing assistance payment shall be equal to the applicable HCVP payment standard for bedroom size for the Charlottesville area, as established annually by the Virginia Housing and Development Authority, minus the tenant's portion of the rent.

(vi) CRHA shall reexamine the income and family composition of each Household receiving CSRAP rental assistance, at least once every twenty-four (24) months. Any Household that experiences a decrease in income may request a reexamination and adjustment of the requirement for thirty percent (30%) monthly income participation (*see* Subparagraph (iv), above) at any time.

## **VI. CONTINUING ELIGIBILITY FOR CSRAP FUNDING**

A. Subject to the availability of CSRAP funds and the terms of this Amendment, CSRAP rental assistance may be issued to a Household, so long as the Household is in compliance with the CSRAP Program Rules.

B. CSRAP-assisted Households shall be entitled to Informal Hearing Procedures for Applicants and Participants of the Housing Choice Voucher and Moderate Rehabilitation Programs as defined by 24 CFR § 982.54(d) (12) and (13) as amended, as administered by CRHA.

## **VII. PROGRAM FUNDING**

A. The City's Housing Division of Neighborhood Development Services ("Housing Division") has verified that funding in the amount of \$900,000 is available and has been appropriated by City Council to support CSRAP. CSRAP will continue, so long as funds from the initial funding allocation of \$900,000, plus carry forward program funds, if any, for support of CSRAP remain unencumbered or additional funding has been appropriated by City Council in amounts sufficient to support the continuation of the CSRAP in subsequent Fiscal Year(s).

B. Each year, in accordance with a schedule established by the City's Budget Director, CRHA shall prepare and submit to the City an estimate of the amount of money needed during the ensuing Fiscal Year for CSRAP, based on the Households then participating in CSRAP at that time, and based on CRHA's estimate of any rent increases for those participating Households, and (at CRHA's option) CRHA's estimates of the cost of any desired expansion of CSRAP to additional participants during the ensuing Fiscal Year.

CRHA will be afforded at least thirty (30) days within which to prepare and submit such annual funding estimates. This Amendment may be renewed for succeeding Fiscal Years by written agreement of the parties, subject to the availability and appropriation of public funds.

C. City shall retain the existing Program funding reserve of \$292,500 as a Program reserve fund to ensure funding is available to cover any increases in rental assistance payments due to decreases in participant household income or increases in rent. All unused reserve funds shall be carried over into the next year's Program funding total.

D. When the unencumbered funding balance within the Initial Operational Allocation reaches an amount equal to approximately one (1) month of maximum Program rental expenses (or not to exceed \$80,000), CRHA shall request and City shall immediately disperse, from the funds appropriated to CSRAP in the City's Capital Improvement Program an additional amount equal to approximately three (3) months of maximum rental expenses (or not to exceed \$240,000) to CRHA to provide ongoing support for the Program. In so doing, at all times during the tenure of CSRAP, CRHA will maintain an unencumbered program Operational Allocation balance of no less than \$80,000, and no more than \$240,000.

E. CRHA may retain a portion of the Program funding to be used for the administration of the Program. Administrative costs shall be equal to twelve and one half percent (12.5%) of the annual

Program funding allocated by City, or direct costs of administering the Program, if those costs exceed twelve and one half percent (12.5%).

CRHA shall request, and City shall disperse, an amount equal to one-fourth (1/4) of administrative costs submitted with the rental expenses identified in Paragraph (D) above, or on a quarterly basis. Administrative costs shall also be included in the Quarterly Report.

F. **Initial Reporting Requirements:**

(i) Upon determining that a Household is eligible to participate in CSRAP, CRHA shall make available to the City's Housing Division, Housing Program Manager, and/or designee the following:

(a) A copy of the Household's Rental Assistance Subsidy Agreement, Lease Approval Form, Rent Portions Notice, Rental Unit Information (including address and monthly rent), Unit Inspection Report, and Household Information (including income, size, and composition); and

(b) A copy of an Invoice or other Statement of Rent from the Household's landlord, identifying the monthly rental amount for that Household, at the time of initial Lease-up.

G. **Ongoing Reporting Requirements:**

(i) Thirty (30) days following the end of each calendar year quarter (specifically: on October 31, January 31, April 30, and July 31 of each calendar year), CRHA will submit to City, an itemized Quarterly Report, listing each recipient Household participating in CSRAP as of the date of such Report, and specifying the amount of monthly rent required for each Household (both Household rent portion and rental assistance amount) for the calendar year quarter next succeeding the date of the Quarterly Report. Each such Quarterly Report shall add up each of the amounts required for CSRAP for the upcoming quarter and shall give a total amount necessary to satisfy the Program commitments for that upcoming calendar year quarter.

G. Each itemized Quarterly Report referenced in Paragraph (G)(i), above, shall be accompanied by the following information (in addition to the information required by Paragraph (D), above) and this information shall be presented in an Excel Spreadsheet, or other format mutually acceptable to both CRHA and the City's Housing Division, Housing Program Manager and/or designee. Each Quarterly Report shall provide Program and Household statistics, including, but not necessarily limited to:

- Date Voucher Issued
- Date Voucher Extended (if applicable)
- Date Unit Leased
- Name (Head of Household)
- Unit Address

- Total Monthly Rent
- Amount of Monthly Rental Assistance Provided
- Household Income
- % AMI
- Employment Status
- Number of Wage Earners
- Household Composition
- Number of Adults
- Number of Children
- Number of Children Under Five (5) years
- Number of Elderly (Sixty-Five (65) years+)
- Number of Disabled
- Race/Ethnicity
- Refugee status (if applicable)
- Compliance with Admissions Preference Priorities (as defined in Section IV.B.)
- Administrative Costs

(I) Following the Initial Operational Allocation, no funds will be released to CRHA, unless and until all required reporting pursuant to Sections (E), (F), and (G) above have been properly completed and submitted to the Housing Division, Housing Program Manager and/or designee.

(J) The Housing Division shall have fourteen (14) days from the date of report submittal to review and certify to CRHA that the reports provided meet CSRAP reporting standards defined in Sections (E), (F), and (G) above. After fourteen (14) days following report submittal (unless otherwise notified), CRHA and the Housing Division will consider all reports submitted to be complete, proper, and certified.

(K) All reports shall be submitted to the City's Housing Division.

**WITNESS**, the following signatures and seals:

**CITY OF CHARLOTTESVILLE, VIRGINIA**

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Elaine D. McCafferty, Esq.  
Deputy City Attorney

**CHARLOTTESVILLE REDEVELOPMENT AND HOUSING AUTHORITY**

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

**Charlottesville Supplemental Rental Assistance Program  
Program Evaluation Report  
October 5, 2026**

**Executive Summary**

The Charlottesville Supplemental Rental Assistance Program (CSRAP) is a locally funded rental assistance program that provides ongoing housing support for extremely low-income residents, primarily households earning at or below 30 percent of Area Median Income (AMI). CSRAP stands out nationally as a rare model of City-controlled rental assistance designed to supplement federal Housing Choice Voucher<sup>1</sup> support for households who qualify but are unable to obtain a federal voucher due to limited availability. By stabilizing residents facing displacement, homelessness, and severe cost burden, CSRAP plays a central role in advancing Charlottesville's affordable housing goals.

CSRAP's caseload has stabilized at 66 households, reflecting its functional capacity under current funding levels and rising rental assistance costs. Even if the City implements all recommended administrative improvements, including streamlined documentation, improved referral coordination, and automated income verification, the program cannot expand its reach without additional funding. This is a structural limitation inherent to deeply affordable, locally funded rental assistance.

The evaluation finds that CSRAP effectively stabilizes participants, demonstrates strong equity outcomes among households who access the program, and operates efficiently within existing constraints. However, access remains limited; turnover is extremely low; and structural barriers hinder equitable access and contribute to waitlist stagnation. The evaluation also identified that CSRAP's prioritization framework does not consistently reach households who would qualify under federal Family Unification Program criteria, such as families experiencing child welfare involvement and youth exiting foster care, because these populations are not connected to existing referral pathways.

Looking ahead, Charlottesville must determine the long-term direction, scale, and structure of CSRAP. This report presents three policy options for consideration:

**Option 1: Maintain Current Model (Status Quo)**

Continue the existing model of indefinite assistance and a fixed number of certificates. Operational improvements would proceed, but the program structure would remain

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<sup>1</sup> [The Housing Choice Voucher Program](#) is the federal government's primary rental assistance program, helping low-income households, older adults, and people with disabilities afford safe, decent housing in the private market. Administered locally by public housing agencies with funding from the Department of Housing and Urban Development, the program lets participants choose their own housing while receiving subsidized rent support.

unchanged. This approach is highly feasible and minimizes disruption for current households. However, reach will remain limited, waitlist stagnation will persist, and structural equity gaps will continue.

**Option 2: Incremental Redesign (Improve Equity & Access Without Time Limits)**

Strengthen referral pathways, refine prioritization criteria, modernize technology systems, improve documentation processes, and enhance communication without changing the core model of indefinite assistance. This option improves fairness, consistency, and operational efficiency. It also expands CSRAP's prioritization framework to include households aligned with Family Unification Program criteria, which addresses an unmet need identified by the Department of Social Services. Although Option 2 does not expand capacity, it offers a feasible and forward-leaning path to strengthen equity and program clarity within existing resources.

**Option 3: Time-Limited Assistance Pilot with Case Management**

Launch a pilot program, funded through new resources, offering a set number of years of structured assistance paired with case-management support to plan for gradual rent transitions. This option generates evidence for future policymaking and could increase turnover and expand reach if successful. It also requires new funding, additional staffing, and adds administrative complexity.

Together, these options provide a decision-making framework: retain the current model, refine it to strengthen equity and consistency, or explore a transition-based structure that could expand reach over time. The remainder of this report presents findings, structural challenges, and a comparison of program direction options to guide next steps.

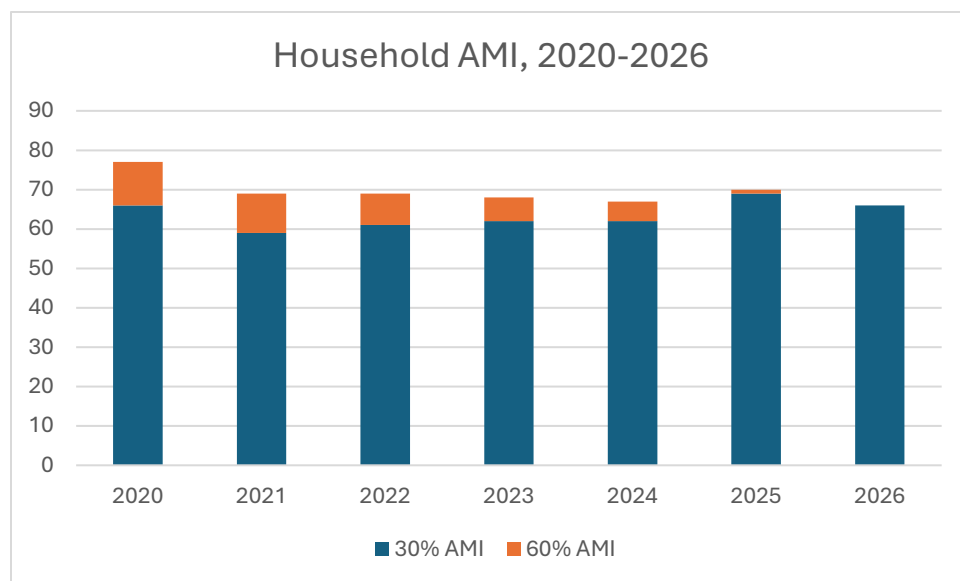
## 1. Introduction

The purpose of this evaluation is to assess the performance, equity outcomes, operational design, and long-term sustainability of the Charlottesville Supplemental Rental Assistance Program (CSRAP). The program's unique structure allows the City to target extremely low-income households with flexible local rental assistance. This report synthesizes quantitative and qualitative findings, identifies structural barriers limiting equitable access, and presents strategic policy options aligned with the City's affordability priorities and resource constraints.

## 2. Program Overview

CSRAP is a tenant-based rental assistance program providing recurring subsidies through locally funded certificates. Similarly to Housing Choice Vouchers, households lease housing in the private market, and the CSRAP certificate covers the portion of rent that exceeds 30 percent of the household's income. Although eligibility extends to households earning up to 60% AMI, CSRAP has historically served households at or below 30% AMI, aligning with City priorities and equity goals (see Figure 1 for AMI trends).

**Figure 1: CSRAP AMI Trend (2020–2026)**

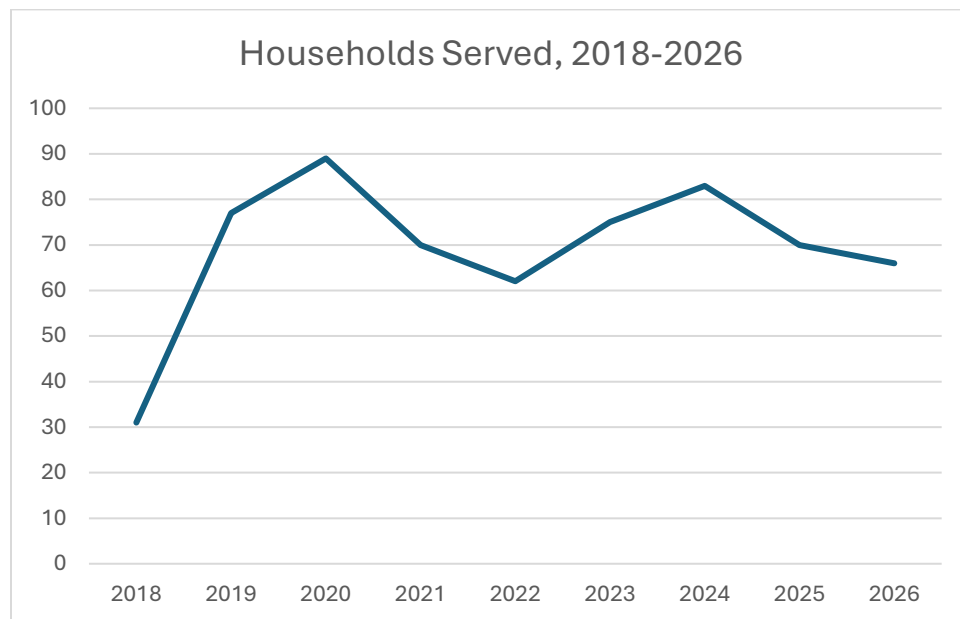


### Caseload Trends & Capacity

Enrollment has fluctuated over time but has stabilized over 2025 and 2026. The program served 89 households at its maximum in 2020 and at its lowest served 58 households in 2022. Currently CSRAP serves 66 households, reflecting functional capacity under current funding conditions. Deep affordability requires significant subsidy levels per household, and rising housing costs have increased fiscal pressure. FY26 rental commitments total

\$824,000 out of the \$900,000 annual allotment, leaving limited room for turnover or new enrollment (see Figure 2 for caseload trends).

**Figure 2: CSRAP Caseload Trend (2020–2026)**



### **Program Model**

CSRAP is a City-funded, CRHA-administered tenant-based rental assistance program designed to stabilize extremely low-income households by reducing rent burden and supporting access to private-market housing. The City provides annual capital funding and oversight, while CRHA carries out all leasing, eligibility, recertification, and payment functions. The program is structured to reach households earning up to 60 percent of AMI, with priority given to homeless households and participants in local self-sufficiency programs, and it has historically served households at or below 30 percent AMI. This targeting framework reflects the City’s intent to support residents who face the highest barriers to housing stability and who are unable to access federal vouchers.

Over time, CSRAP’s reliance on self-sufficiency program enrollment as a referral pathway has become less effective. Relationships with these programs have diminished, and there were never formal structures requiring participants to remain engaged in self-sufficiency activities after receiving a certificate. As a result, this referral pathway no longer functions as reliably as intended. During the evaluation, the Department of Social Services raised concerns that certain households who would qualify under the federal Family Unification Program do not reliably access CSRAP through existing pathways. These include families whose housing instability contributes to child welfare involvement and youth exiting foster care who are at risk of homelessness. Because Charlottesville does not currently receive

federal FUP vouchers, aligning CSRAP's eligibility or prioritization framework with FUP criteria would strengthen equity without altering the size of the caseload. This change alone would not expand reach without new funding, but it would ensure the program's targeting framework more accurately reflects unmet needs identified by City partners.

The program operates through a locally controlled certificate model that resembles CRHA's Housing Choice Voucher Program but includes key differences intended to increase flexibility. Households contribute 30 percent of gross monthly income toward rent, and subsidies cover the remaining amount up to the applicable payment standard. Units may exceed HUD fair market rent by up to 125 percent within the City or 110 percent in Albemarle County, allowing households to access a wider range of units. Certificates are not portable outside the City, except in limited search-period circumstances. Participants have an initial 60-day window to locate a unit, with one 120-day extension available if needed. Once leased, assistance continues as long as funding is available and the household remains compliant with program requirements. Households retain their place on CRHA's federal HCV waitlist.

CSRAP's administrative infrastructure relies on a combination of manual and emerging digital systems. CRHA currently manages most program data in Excel, including documentation tracking, income verification, and quarterly reporting, which increases workload and contributes to delays when households verbally report income changes without supporting documents. Yardi is partially implemented for payment processing and unit records, but CSRAP has not fully transitioned into the system. Staff cannot access HUD's federal income verification system, which means income must be confirmed manually through participant-submitted documents. This structural limitation hinders administrative accuracy and reduces the program's ability to detect employment changes among participants who report zero income.

Program delivery also depends on a network of referral partners, primarily homelessness and self-sufficiency agencies. Referrals generally flow smoothly, but staff report that referral organizations often disengage after participants secure housing. Participants themselves frequently stop engaging with self-sufficiency programs once housed, which limits opportunities for ongoing support or transition planning. This pattern reflects an underlying design assumption in CSRAP: assistance is indefinite, and the program does not require ongoing participation in services, progress toward income growth, or long-term planning. Without structured expectations or coordination mechanisms, the program provides stability for those who secure certificates but does not create pathways for turnover or new enrollment.

Oversight and reporting requirements further define CSRAP's model. CRHA must submit detailed quarterly reports listing each household, its rent and subsidy amounts, income level, demographic profile, and compliance with program rules. These reports are required for the City to release operating funds and must be certified by the Housing Division. The City also maintains a reserve fund to cover increases in subsidy costs caused by rent increases or decreases in household income. This structure ensures strong accountability but contributes to administrative burden given the program's reliance on manual systems. The combined effect of deep affordability design, indefinite assistance, manual verification processes, limited referral follow-through, and lack of transition pathways means the program effectively stabilizes housed participants but produces extremely low turnover, minimal waitlist movement, and constrained reach.

### **Program Uniqueness & Strategic Importance**

CSRAP is one of few municipally funded rental assistance programs in the U.S. that directly serves extremely low-income households. Out of a review of rental assistance programs from across the United States, 11 out of 50 programs were funded by Cities, while 39 were funded by States. Of those 11 city-funded programs, the city populations range from around 400,000 to 8.5 million, making Charlottesville particularly unique for a city of its size. The program supports residents at highest risk of eviction, displacement, and chronic homelessness and plays a critical role in advancing City equity and affordability priorities. Because reliance on local dollars limits scale, expanding reach or piloting transition models requires additional investment.

### **3. Evaluation Methods**

The evaluation used a combination of qualitative and quantitative methods to understand how CSRAP operates and how effectively it supports extremely low-income households. These methods were selected to capture the full range of program functions, from service reach and equity outcomes to workflow efficiency and structural design. The approach centered on examining both what the program delivers and how its systems influence participant experience and operational performance.

The evaluation relied on several sources of administrative and operational data, including caseload records, rental assistance commitments, demographic information, documentation patterns, and historical workflow materials. These data were reviewed and validated against source documents to ensure accuracy. The evaluation also incorporated program materials such as workflow maps, policies, and the CSRAP program agreement, which provided insight into formal procedures, structural expectations, and administrative responsibilities. Interviews with City staff, CRHA program managers, compliance

specialists, and referral partners offered additional context regarding daily operations, coordination challenges, and experiences with participant engagement. These interviews served as a primary source for understanding decision-making practices, documentation barriers, referral dynamics, and the implications of manual administrative systems.

Interview transcripts were reviewed and coded to identify recurring themes across agencies and roles. This thematic analysis allowed the evaluation team to organize findings into cross-cutting categories related to access, equity, participant experience, administrative capacity, and structural limitations. Administrative data and workflow documentation were then compared to interview findings to assess alignment between formal processes and lived operational experience. This comparative method made it possible to determine where procedures function as designed and where gaps in tools or policy contribute to delays, confusion, or inconsistent outcomes.

Several limitations shaped the evaluation. The process did not include direct interviews or surveys with program participants, which restricted the ability to assess participant experiences independent of staff reports. Manual tracking systems also created challenges for data interpretation, as inconsistencies are more likely when documentation, income verification, and workflow histories are stored across spreadsheets rather than integrated systems. Workflow observations relied on staff descriptions rather than real-time observation, which limited the ability to assess on-the-ground implementation of program procedures.

Taken together, these methods provided a reliable understanding of CSRAP's structure, strengths, and constraints. While certain limitations reduced the evaluation's ability to capture participant perspectives directly, the combined review of administrative data, policy materials, and extensive staff interviews offered a comprehensive and credible foundation for identifying core issues and informing the policy options presented later in this report.

## **4. Key Findings**

### **4.1 Service Reach & Equity**

CSRAP demonstrates strong alignment with the City's equity priorities by serving households with the lowest incomes. The program's demographic profile reflects the composition of eligible residents, 72% percent of whom are people of color. Program participation has consistently included between 79 and 88 percent Black households, with 80 percent of participants identifying as Black in FY26.

Despite this alignment, the program's reach remains significantly constrained. Households most likely to access CSRAP are those already connected to homelessness services or self-sufficiency programs, because the referral process relies on agency relationships and case

management networks. Families experiencing displacement, domestic violence, language barriers, or documentation barriers often struggle to access the program because they lack these connections. Turnover within CSRAP is extremely limited, and the waitlist rarely moves. As a result, eligible households may remain on the waitlist for extended periods without any realistic prospect of receiving assistance.

This structural gap is reinforced by the absence of Family Unification Program<sup>2</sup> (FUP) resources in Charlottesville. In jurisdictions where FUP vouchers are available, families facing child welfare involvement due to inadequate housing and youth transitioning out of foster care are explicitly prioritized for assistance. Because CSRAP's current prioritization framework relies heavily on homelessness and self-sufficiency programs, these households often remain disconnected from CSRAP despite significant housing instability. Adding FUP-aligned eligibility would broaden equitable access for these groups, even though total program reach would remain constrained by existing funding. This adjustment would help ensure that CSRAP's referral and prioritization framework reflects populations whose needs are not adequately captured by current pathways.

The slow pace of admissions means CSRAP does not function as an eviction prevention tool. Households facing immediate housing crises cannot rely on CSRAP because they cannot be enrolled quickly enough to prevent loss of housing. The combination of structural constraints and limited entry pathways results in uneven access among eligible households despite strong alignment with City equity goals.

## **4.2 Participant & Stakeholder Experience**

Participants generally describe CSRAP as highly stabilizing. Many report longer tenancy, fewer crises, and a greater sense of security once they receive assistance. Participants value the flexibility of the program's local design and the ability to access units that may not be available under federal rules. Despite these strengths, participants face several challenges that impact their experience with the program. Documentation requirements can be difficult to meet, especially for residents without identification, bank accounts, reliable internet access, or stable communication devices. Communication gaps also affect the experience of both applicants and participants. Individuals often describe limited contact from CRHA between referral submission and eligibility determination, and many are unsure how long assistance will last or whether they should expect transitions in the future.

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<sup>2</sup> [The Family Unification Program \(FUP\)](#) provides Housing Choice Vouchers to help keep families together when inadequate housing places children at risk of entering or remaining in foster care, and to support youth aging out of foster care who are homeless or at risk of homelessness. FUP vouchers offer ongoing assistance for families and time-limited support for eligible youth.

Referral partners report their own challenges. Pathways into the program are informal and sometimes depend on personal familiarity with CRHA staff. Partners have limited visibility into waitlist status, and the absence of clear prioritization guidance creates uncertainty about when or whether their referrals will move forward. Populations with serious mental illness, substance use disorders, cognitive disabilities, limited English proficiency, or unstable documentation status face steep barriers to accessing the program. Homeless residents who are not connected to case management agencies are often unable to navigate the referral and documentation process at all. These patterns collectively shape participant and partner experience and highlight gaps in communication and coordination.

#### **4.3 Operational Performance**

Operationally, CSRAP is managed by staff who understand program requirements and perform core functions efficiently despite notable constraints. Staffing levels are generally adequate for the size of the caseload, yet the volume of calls and inquiries from waitlist applicants places considerable strain on administrative capacity. Because turnover is extremely low, many waitlist inquiries cannot be resolved in a satisfying way, which contributes to public frustration and increases time spent responding to repeated requests for information.

The program relies heavily on Excel to manage documentation, track income, and generate quarterly reports. This system creates duplication and administrative inefficiency, though new software implementation is underway. Without integrated employment or income verification tools, staff must rely on participant self reporting to determine household income, which increases the likelihood of documentation gaps and delays in recertification. Participants who report income changes verbally often cannot produce supporting documents quickly, slowing adjustments to their rent portion and extending staff workload.

Quarterly reporting is completed consistently and on time, but the process requires substantial manual reconciliation. Staff often review multiple spreadsheets to confirm rent amounts, subsidy levels, household composition, and income. These manual processes increase administrative burden and heighten the risk of data inconsistencies. Combined, these operational limitations reflect strong staff performance within a system that lacks modernized tools and streamlined workflows.

#### **4.4 Structural Barriers**

Several structural features of CSRAP restrict access and limit program sustainability. The most significant barrier is the absence of exit or transition timelines. Households who receive certificates can remain in the program indefinitely, which significantly limits turnover and prevents movement on the waitlist. This design is central to the program's stabilizing

effect, but it also prevents the City from serving a larger portion of eligible households without substantial increases in funding.

Additional structural barriers further complicate access. Confusion between CSRAP certificates and federal vouchers is common, creating misunderstandings about portability, inspection requirements, and rent calculations. The program also lacks a mechanism to track whether participants remain engaged with self-sufficiency activities after leasing a unit, which limits CRHA's ability to support or plan transitions. Referral partners and CRHA do not consistently follow up with participants after housing placement.

These structural issues impede the program's ability to prioritize households with the highest needs and to maintain transparent and consistent processes across agencies. They also contribute to the ongoing stagnation of the waitlist and limit opportunities to serve households who face acute housing instability.

#### **4.5 Root Causes**

CSRAP's challenges stem from several interconnected design and operational factors that reinforce one another. Documentation requirements are burdensome, and the program lacks modern tools to verify income or employment. Referral pathways depend heavily on agency relationships rather than clear and consistent processes, which restricts access for households not already engaged in homelessness or self-sufficiency systems. The program's design does not include exit or transition timelines, resulting in extremely low turnover and prolonged waitlist stagnation.

Manual administrative systems limit staff efficiency and increase the likelihood of inconsistencies in documentation and income tracking. Without mechanisms to monitor participant progress or continued engagement with support programs, the City cannot identify which households may need ongoing support and which may be able to transition. These factors interact to create persistent barriers to access and restrict the program's ability to equitably distribute assistance across eligible households.

#### **5. Key Structural Challenges**

CSRAP faces several structural challenges that shape who can access the program, how easily households move through it, and how effectively it can reach the full population it is designed to serve. The most fundamental challenge is the program's indefinite assistance structure, which allows households to retain certificates for long periods without planned transitions or expectations for movement. This stability benefits current participants, but it results in extremely low turnover and prevents households on the waitlist from entering the program, even when they have urgent or severe housing needs.

Access to CSRAP is further shaped by the program's referral structure. Because referrals rely heavily on homelessness services and self-sufficiency programs, households who are not already connected to these networks rarely reach the program. This can include families displaced by rising rents, residents seeking housing after domestic violence, individuals facing language or documentation barriers, and unsheltered households without case managers. The result is a referral pipeline that inadvertently favors certain service-connected populations while limiting access for others with equally significant housing needs.

Documentation requirements also create barriers, particularly for households with limited access to identification, financial records, technology, or reliable communication. Many applicants struggle to assemble required materials, and CRHA must rely on self-reported income because the program does not have access to HUD's federal employment verification systems. These constraints slow eligibility determinations and recertifications and make it difficult to confirm income consistently across all households.

In addition to access barriers, CSRAP's operational systems create structural constraints that affect both transparency and efficiency. Manual tracking across Excel spreadsheets increases administrative burden and creates opportunities for data inconsistencies. Without modernized tools or automated verification processes, staff must devote significant time to manual data reconciliation, which restricts capacity to address waitlist inquiries or improve communication with referral partners.

These challenges collectively influence CSRAP's long-term sustainability and the City's ability to use the program as a responsive housing tool. Program reach is constrained by available funding, and the lack of structured transitions prevents the City from reallocating assistance to new households without additional investment. Together, these structural issues form the context for evaluating future program directions and determining how CSRAP can continue providing deep affordability while strengthening equitable access and operational clarity.

## **6. Options for Program Direction and Investment**

As the City considers CSRAP's future direction, several factors should guide long-term decision making. Leadership will need to account for the feasibility of each option given current staffing levels, technology limitations, and administrative capacity. It is also important to recognize how changes may affect households currently receiving assistance, many of whom rely on CSRAP as a source of housing stability. Decisions must be measured against the City's equity goals, including who gains access to the program and how changes may expand or constrain reach. Because CSRAP's current capacity is defined by funding

levels, leadership should weigh how each option interacts with the realities of limited resources, the pace of waitlist movement, and the potential for additional investment. Considerations related to administrative complexity, economic trends, and long-term sustainability will help clarify which direction is most appropriate for the program's next stage.

**Option 1** proposes maintaining CSRAP's current model of indefinite assistance and preserving the existing caseload size. This path is viable and straightforward, and it offers the least disruption for households who rely on the program. Continuing the current model would allow staff to focus on improving communication, documentation practices, referral coordination, and the deployment of updated administrative tools without altering the core structure of assistance. The primary limitations of this option stem from its inability to increase program reach. Because turnover is extremely limited, the waitlist would continue moving slowly, and eligible households would experience prolonged delays in accessing assistance. While operational improvements may reduce frustration among applicants and partners, they would not address structural constraints that limit access.

**Option 2** strengthens equity, transparency, and consistency while preserving CSRAP's indefinite assistance structure. This direction focuses on improving how households enter and navigate the program without reducing assistance for current participants. The evaluation revealed that CSRAP's prioritization criteria are shaped largely by relationships with homelessness and self-sufficiency programs, but those self-sufficiency partnerships have weakened over time and no longer provide sustained engagement after households receive assistance. At the same time, the Department of Social Services identified that families whose housing instability contributes to child welfare involvement and youth exiting foster care are not reliably reached through current pathways. In jurisdictions that receive federal Family Unification Program vouchers, these households receive targeted support. Charlottesville does not currently have access to FUP resources, so updating CSRAP's prioritization framework to include FUP-aligned criteria would strengthen the program's equity alignment without altering its assistance structure or increasing caseload.

Under Option 2, the City would also strengthen existing referral pathways, modernize documentation processes, and improve communication with referral partners. Implementing automated income verification and improving waitlist transparency would reduce administrative burden and create more consistent access for eligible households. Although this option does not expand program capacity without additional funding, it offers a practical and feasible pathway for enhancing equity, fairness, and operational clarity within current staffing and resource constraints.

**Option 3** introduces a pilot that tests time-limited assistance with case-management support. This option focuses on gathering evidence about whether structured transitions could eventually increase turnover and expand program reach. The pilot would include a defined assistance period of two to three years for a selected group of new participants, combined with case-management services to help households plan for gradual increases in rent contribution or movement to other housing supports. If City Council expresses interest, additional design work would be required to determine eligibility criteria, caseload size, staffing roles, and evaluation methods. While the pilot could generate valuable insights, it would require new funding and greater administrative coordination. Despite these challenges, the pilot offers an opportunity to explore long-term sustainability options without altering the existing program for current participants.

Each of these options reflects a different level of ambition, cost, and operational complexity. The status quo preserves stability but does not advance equity or reach. The incremental redesign strengthens program functioning within current constraints and may offer the most feasible near-term path. The pilot provides a structured opportunity to evaluate future policy shifts but requires new investment and careful planning. Together, these options create a clear decision framework for determining how CSRAP can continue meeting the City's deep-affordability goals while addressing structural challenges that limit access and long-term sustainability.

## **7. Conclusion**

CSRAP is a cornerstone of Charlottesville's housing stability strategy for extremely low-income residents. The program performs well within its constraints, delivering strong stabilization and equity outcomes for connected households. However, structural challenges such as limited reach, stagnant waitlist, documentation barriers, and manual systems limit long-term sustainability and equitable access.

This report presents three paths: maintaining the current model, improving equity and access without changing core design, or exploring a transition-based pilot that could expand reach. Each option reflects different levels of ambition, cost, feasibility, and potential impact. Given current capacity, resource constraints, and uncertainty about transition model success, Option 2 offers a practical, forward-leaning pathway that strengthens equity and transparency while preserving program stability, though all three options are viable depending on leadership priorities.

Charlottesville now has a clear framework to guide program investment decisions while preserving CSRAP's essential mission: stabilizing the residents most impacted by housing instability.

# Policy Briefing Summary

## City Council



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|                                 |                                                                                                                                                             |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Regarding:</b>               | <b>Resolution Authorizing the City Manager to sign an Agreement to Purchase an Easement from Albemarle County for the Schenks Branch Sewer Line Project</b> |
| <b>Staff Contact(s):</b>        | John Maddux, City Attorney, Jason McIlwee, Director                                                                                                         |
| <b>Presenter:</b>               | <b>James Freas, Deputy City Manager</b>                                                                                                                     |
| <b>Date of Proposed Action:</b> | October 5, 2026                                                                                                                                             |

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### Issue

The optimal configuration for constructibility and efficiency for upgrading the Schenks Branch sewer line requires the City to purchase an easement from Albemarle County for an area running along the McIntire Road frontage of the County administrative building. The easement will also allow for the construction of a shared use path continuing the greenway from its current termination to Preston Avenue. This resolution would authorize the City Manager to sign the agreement.

### Background / Rule

The Schenks Branch project is the 2nd phase of a long-term system enhancement and capacity expansion project that will ensure future sewer system capacity for a major portion of the City encompassing an area north of W. Main Street. This phase of the project includes the transition from the City-owned and operated system to the Rivanna Water and Sewer Authority (RWSA)-owned portion and the cost of this project is split between the City and RWSA.

In addition, the purchased easement gives the City the opportunity to complete the shared use path along McIntire Road all the way to the intersection with Preston Avenue.

### Analysis

City staff worked closely with Albemarle County staff over the course of a number of months to negotiate the terms of this agreement, working through the agreement terms addressing the size and location of the easement, the level of site protection and restoration for during and after the construction period, as well as addressing issues of long-term development potential and traffic management. Overall, staff in both the City and County believe that the terms of this agreement fairly address the value of the easement and help to ensure a mutually beneficial completion of the project.

### Financial Impact

The direct cost to the City sanitary sewer utility is \$509,305.97.

### Recommendation

Staff recommends approval of the proposed resolution.

### Recommended Motion (if Applicable)

### Attachments

1. Schenks Branch Agreementfinal
2. Schenks Branch Resolution

**SCHENKS BRANCH SEWER LINE PROJECT EASEMENT PROVISIONS**  
**AGREEMENT**

**THIS EASEMENT PROVISIONS AGREEMENT** (“Agreement”) is entered into this \_\_\_\_ day of \_\_\_\_, 202\_\_, by and between the **CITY OF CHARLOTTESVILLE, VIRGINIA** (“City”), the **COUNTY OF ALBEMARLE, VIRGINIA** (“County”), and the **RIVANA WATER AND SEWER AUTHORITY** (“RWSA”), (collectively, “Parties;” individually, “Party”).

These provisions set forth terms for the temporary construction easement and permanent easements on City Parcel ID # 350134000, owned by the County (“County Property”), in connection with the Schenks Branch Sewer Line Project (“Project”).

**WITNESSETH**

**NOW, THEREFORE**, for and in consideration of the premises, covenants, and agreements set forth herein, the Parties hereto set forth their agreement as follows:

**1.     Definitions**

“*Easement Areas*” means the areas conveyed under the temporary construction easement and the permanent easements for utilities and the shared-use path on County Property.

“*Off-season*” means November through February, unless otherwise agreed in writing by County.

“*Disturbed Area*” means all areas impacted by construction, including areas beyond the limits of the ditch line.

“*Approved Plant List*” means City’s and RWSA’s list of approved plants for sewer-line easements.

“*Effective Date*” means the date on which the last of City, County, and RWSA executes the Agreement.

“*Commercial Zoning Designation*” means the CX-3 Corridor Mixed Use Zoning District under City’s Development Code, or another then-existing City Zoning District that (i) is classified as a corridor, node, or downtown mixed-use district and (ii) permits commercial development at an intensity equal to or greater than CX-3.

“*Tenth Anniversary*” means the tenth (10<sup>th</sup>) anniversary of the Effective Date.

**2.     Compensation**

City and RWSA shall jointly pay County **ONE MILLION, ONE HUNDRED AND THIRTY-FOUR THOUSAND, SEVEN HUNDRED AND FORTY-FOUR DOLLARS AND 48/100 CENTS (\$1,134,744.48)** for the temporary construction easement and the permanent easements for utilities and a shared-use path across County Property.

**3. Utility Relocation**

City and County will collaborate to identify and implement a viable future solution for relocation of utilities on County Property. City and RWSA must design and install the proposed sewer line so that it does not preclude future co-location of utilities within the easement area.

**4. Tree Impact Mitigation**

City and RWSA must mitigate all construction-related impacts on vegetation located on County Property, including the protection and replacement of trees and the use of trenchless (boring) methods beneath trees, where appropriate.

**5. Protection of Pin Oak Tree**

City, RWSA, and their contractors must install the sewer line by boring beneath the visitor-parking lot entrance and in the vicinity of the large pin oak tree located on the front lawn of County Property. All protective measures recommended by an ISA-Certified Arborist hired by County, including temporary fencing, must be implemented. County will perform arborist-recommended work to preserve the tree during construction and for five (5) years thereafter, at City's expense.

**6. Protection of County Biofilter**

City, RWSA, and their contractors must implement all measures recommended by a certified professional (retained by County) to avoid any impact to County's stormwater biofilter. The biofilter must be restored to its pre-construction condition following completion of Project. All associated costs must be paid by City.

**7. Access to County Property**

At least two (2) of the three (3) existing vehicular entrances from McIntire Road to County Property must always remain open during construction. City and RWSA must provide temporary access plans and wayfinding signage acceptable to County.

**8. 1978 Deed Requirement**

City must vacate, waive, and/or release the 1978 deed requirement obligating County to dedicate a fifty (50)-foot-wide strip of land along McIntire Road to the Virginia Department of Transportation for road widening.

**9. Zoning Status and Contingent Easement Consideration**

**9.1 No Zoning Commitment**

Nothing in these provisions obligates City, City Council, City Planning Commission, or any City officer or employee to initiate, recommend, support, approve, or refrain from taking any action on a Zoning Map Amendment (“ZMA”) or other land-use matter affecting County Property. Nothing in these provisions limits the discretion of any public body or official, prescribes the result of any legislative or administrative process, or excuses compliance with any application, notice, public hearing, or other legal requirement. County may seek a ZMA in the same manner as any other property owner.

## **9.2 Contingent Easement Consideration**

If County Property is not subject to a Commercial Zoning Designation on the Tenth Anniversary, City must pay County the Zoning Value Differential determined under this Section. The payment is additional consideration for the easements and allocates the risk that the zoning designation in effect on the Tenth Anniversary may affect the value of County Property. It is not a penalty or damages for a failure to rezone, and it does not depend on the action, inaction, recommendation, or vote of any individual City official.

## **9.3 Zoning Value Differential**

The “Zoning Value Differential” is the amount, if any, by which the Commercial-Zoning Value exceeds the Actual-Zoning Value. The “Commercial-Zoning Value” is the fair market value of County Property as of the Tenth Anniversary, assuming that County Property were then subject to the CX-3 Corridor Mixed Use Zoning District or, if that District no longer exists, its most nearly equivalent successor District. The “Actual-Zoning Value” is the fair market value of County Property as of the same date under the zoning designation in effect. Both values must reflect the same physical condition, title, easements, and other encumbrances affecting County Property on the valuation date. The zoning assumption must be the only material difference between the two (2) valuations, and neither valuation may assume approval of a Special Use Permit, variance, or other discretionary land-use approval.

## **9.4 Appraisal Procedure**

Within thirty (30) days after the Tenth Anniversary, City and County must jointly retain an independent Virginia Certified General Real Estate Appraiser to determine both values and the Zoning Value Differential. If the Parties do not agree on an appraiser within that period, each Party must retain an independent Virginia Certified General Real Estate Appraiser within the next twenty (20) days. If either Party fails to do so, the determination made by the appraiser timely retained by the other Party is final. Each appraiser must provide a written appraisal within sixty (60) days after being retained.

If two (2) appraisers are retained and their determinations of the Zoning Value Differential differ by no more than 10 percent (10%) of the lower determination, the final Zoning Value Differential is the average of the two (2). If the determinations differ by more than 10 percent (10%), the two (2) appraisers must select a third (3<sup>rd</sup>) independent Virginia Certified General Real Estate Appraiser within fifteen (15) days. If they do not, either Party may ask the Virginia Commonwealth Chapter of the Appraisal Institute to select the third (3<sup>rd</sup>) appraiser. The third (3<sup>rd</sup>)

appraiser must provide a written appraisal within forty-five (45) days after being retained. The final Zoning Value Differential is the average of the two (2) closest determinations, or the average of all three (3), if the differences are equal. Each Party must pay its own appraiser, and the Parties must share equally the cost of a jointly retained or third (3<sup>rd</sup>) appraiser.

#### **9.5     Payment**

City must pay the final Zoning Value Differential within ninety (90) days after it is determined. Payment fully satisfies City's obligations under this Section.

### **10.     Right of First Refusal**

#### **10.1     Grant and Term**

Beginning on the Effective Date, County grants City a perpetual right of first refusal to purchase all or any portion of County Property on the terms set forth in this Section. The right does not expire on the Tenth Anniversary, upon any payment under Section 9, or solely by the passage of time. The right terminates as to any property purchased by City or sold to a third (3<sup>rd</sup>) party after City declines or fails to exercise the right in accordance with this Section.

#### **10.2     Notice of Proposed Sale**

Before accepting a *bona fide* written offer from an unrelated third (3<sup>rd</sup>) party to purchase all or any portion of County Property, County must give City written notice of the proposed sale. The notice must include a complete copy of the offer and all amendments and must identify all material economic and non-economic terms of the proposed transaction.

#### **10.3     City Election and Closing**

City may exercise the right of first refusal by action of City Council and written notice to County within sixty (60) days after receiving County's notice. If City exercises the right, City and County are bound to purchase and sell the offered property on the same material terms as the third (3<sup>rd</sup>)-party offer, except that City will have at least ninety (90) days after its election to close and may substitute cash for any non-cash consideration at its objectively reasonable fair market value. City may conduct customary title, survey, environmental, and physical due diligence during the closing period.

#### **10.4     Sale After Non-Exercise**

If City declines or fails to timely exercise the right, County may sell the offered County Property to the identified third (3<sup>rd</sup>) party within one-hundred and eighty (180) days after expiration of City's election period, but not for a lower price or on other terms materially more favorable to the third (3<sup>rd</sup>) party than those provided to City. Any material change in the terms or failure to close within that one-hundred and eight (180)-day period requires County to offer the County Property to City again under this Section.

## **10.5 Excluded Transactions**

This right of first refusal does not apply to easements, licenses, leases, mortgages, deeds of trust, public dedications, boundary-line adjustments, or conveyances resulting from the exercise or threat of eminent domain. It also does not apply to a conveyance to an entity wholly owned or controlled by County, provided that the transferee assumes County's obligations under this Section in a writing enforceable by City.

## **10.6 Successors; Memorandum; Remedies**

This Section perpetually binds County, and its successors and assigns, except a purchaser that acquires County Property after City has declined or failed to exercise the right in compliance with this Section. As to any County Property then remaining subject to the right, this Section may be terminated only by a written release executed by City and recorded among the land records of City. At City's request and expense, County must execute a short-form Memorandum of this right of first refusal in recordable form. The Parties intend the right to be perpetual. If a court of competent jurisdiction determines that any rule against perpetuities, restraint on alienation, or similar rule prevents the right from continuing perpetually, the right must be reformed and enforced for the longest period permitted by law and must not be declared void solely because of its stated duration. Because a breach may cause harm not adequately remedied by money damages, City may seek specific performance or injunctive relief in addition to any other available remedy.

## **11. Baseball Field - Work Window and Restoration**

RWSA must limit construction on and around the baseball field to the off-season (generally November through February) and restore the baseball field to its existing condition. All fencing, batting cages, concrete pads, and turf removed or disturbed must be replaced to the same standards no later than the end of February.

### **11.1 Construction Specifications and Testing**

An independent geotechnical engineering firm must perform compaction testing and provide results to City, RWSA, and County. Ditch compaction must conform to industry standards and reach a level eight (8) inches below existing grade. Manholes must be installed per design and may be buried up to one (1) foot within the baseball field.

### **11.2 Restoration of Disturbed Areas**

All disturbed areas must be laser-leveled; sub-grade set eight (8) inches below existing grade; eight (8) inches of screened topsoil with pH 7.0 applied; and slow-release starter fertilizer (18-4-6) tilled into the top eight (8) inches of added soil. Sod must consist of eighty percent (80%) turf-type tall fescue and twenty percent (20%) Kentucky bluegrass grown from "blue tag" certified seed, with no plastic netting, installed no more than one (1) inch above adjacent turf. Sod must not be installed when the ground is frozen and may be placed after February, if needed. Sod must receive at least one-half inch (0.5) inch of water per week for four (4) weeks.

A one (1)-year sod-replacement guarantee and a one (1)-year subsurface-settling repair guarantee apply.

**12. Landscape Restoration**

City and RWSA must implement a County-approved landscaping plan for the easement areas. Approved plantings may be installed in outer easement areas, and low groundcover is required within ten (10) feet of the sewer line centerline.

**13. Shared-Use Path**

Upon County's conveyance of the required easements, City must construct a shared-use path along the western side of McIntire Road on County Property. A temporary path will be installed first, followed by a permanent path constructed as part of Project.

**WITNESS**, the following signatures and seals:

**CITY OF CHARLOTTESVILLE, VIRGINIA**

By: \_\_\_\_\_  
Samuel Sanders, Jr.  
City Manager

Date: \_\_\_\_\_

**Approved as to Form:**

By: \_\_\_\_\_  
John Maddux, Esq.  
City Attorney

**COUNTY OF ALBEMARLE, VIRGINIA**

By: \_\_\_\_\_

Jeffery B. Richardson

County Executive

Date: \_\_\_\_\_

**Approved as to Form:**

By: \_\_\_\_\_

Andrew Herrick, Esq.

County Attorney

**RIVANNA WATER AND SEWER AUTHORITY**

By: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

**Approved as to Form:**

By: \_\_\_\_\_

\_\_\_\_\_, Esq.

RWSA Counsel



**RESOLUTION #R-\_\_ - \_\_\_\_**

**RESOLUTION AUTHORIZING THE CITY MANAGER TO SIGN THE SCHENKS  
BRANCH SEWER LINE PROJECT EASEMENT PROVISIONS AGREEMENT**

**WHEREAS**, Virginia Code § 15.2-2109(A) authorizes localities to establish, maintain, operate, extend, and enlarge sewerage systems and to acquire the land and rights-of-way necessary for those purposes; and

**WHEREAS**, Virginia Code § 15.2-1800(A) and (C) authorizes the City to acquire interests in real property, including easements, for public use within or outside its boundaries; and

**WHEREAS**, Virginia Code § 15.2-1800(B) authorizes Counties to convey interests in its real property, including easements, subject to applicable statutory requirements; and

**WHEREAS**, the City of Charlottesville Utilities Department and the Rivanna Water and Sewer Authority are prepared to advance to phase 2 of the Schenks Branch Sewer Line project, which will improve and expand the capacity of the line; and

**WHEREAS**, completion of this project in its optimal location requires a permanent utility line easement on the County-owned property from Preston Avenue along McIntire Road to the entrance of the McIntire Recycling Center; and

**WHEREAS**, in exchange for this easement the County will receive \$1,134,744.48 from the City and the Rivanna Water and Sewer Authority; and

**WHEREAS**, the agreement includes commitments by the City and Rivanna Water and Sewer Authority to protect existing features, restore the area, and such other long-term considerations that will support future development and transportation improvements; and

**WHEREAS**, the easement also allows the City to install a shared use path.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Charlottesville:

1. The City Manager is hereby authorized to sign the Schenks Branch Sewer Line Project Easement Provisions Agreement in a form substantially similar to that presented to the City Council.

Date Adopted: \_\_\_\_\_

Certified: \_\_\_\_\_  
Clerk of Council

# Policy Briefing Summary

## City Council



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|                                 |                                                             |
|---------------------------------|-------------------------------------------------------------|
| <b>Regarding:</b>               | <b>Adoption of the City Council 2027 Legislative Agenda</b> |
| <b>Staff Contact(s):</b>        | Steven King, Assistant to the City Manager                  |
| <b>Presenter:</b>               | <b>Steven King, Assistant to the City Manager</b>           |
| <b>Date of Proposed Action:</b> | October 5, 2026                                             |

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### Issue

Establishing a yearly set of legislative priorities provides clear guidance for advocacy efforts, ensures alignment with community needs, and strengthens the city's voice in regional and state-level policymaking.

### Background / Rule

Each year, local governments in the Thomas Jefferson Planning District (TJPD) region adopt legislative priorities and positions that guide their advocacy during the General Assembly session. For the City of Charlottesville, this process is intentionally structured and led by City Council's Legislative Committee, which meets regularly throughout the year to plan, review, and discuss potential legislative items. The committee's work is informed in part by recommendations submitted by City departments, advisory commissions and boards, and partner community agencies, ensuring that the resulting priorities reflect both organizational needs and broader community interests.

This annual process enables City Council to develop a comprehensive statement of legislative positions that communicates to state legislators the issues of specific concern to the City and identifies any requests for legislative action. This year, the Legislative Committee adopted a new tiered approach for evaluating and scoring potential legislative items. The purpose of this system was to enable City Council to further clarify the types of support they are seeking from our State elected officials. City Council reviewed recommendations from various sources before scoring each of the requests. After compiling the scores, items were classified as Tier 1, Tier 2, Tier 3, or Do Not Support. Each tier reflects a different form of engagement, from actively carrying a bill (Tier 1), to supporting amendments (Tier 2), to signing onto related legislation (Tier 3), or indicating that the City should not pursue the item. This structure helps ensure that the Committee's intentions are clear and consistently applied across all legislative priorities. Once adopted, these positions serve as a foundation for coordinated advocacy during the General Assembly session. The City Manager's Office and City Attorney's Office collaborate with TJPD's legislative liaison to monitor legislation, provide analysis, and advance the City's interests.

### Analysis

Council will consider the adoption of its 2027 Legislative Agenda as an action item. The final draft will be provided to TJPDC and all members of the local delegation for their ongoing work to represent the issues shared by their constituents.

### Financial Impact

### Recommendation

The recommendation is to approve the 2027 Legislative Agenda as an indication of City Council's interests during the upcoming General Assembly session.

**Recommended Motion (if Applicable)**

**Attachments**

1. FY27 Proposed Legislative Priorities



## CITY OF CHARLOTTESVILLE

*To be a place where everyone thrives*

### Proposed Legislative Priorities

#### TIER 1

- *Planning & Zoning*
  - Delegate Special Exceptions Approval by amending § 15.2-2286 to allow governing bodies to delegate the authority to grant special exceptions to their Planning Commissions, rather than reserving that function exclusively to themselves.
  - Clarify Local Hardship Standards by modifying § 15.2-2286 to permit local jurisdictions to define through ordinance the conditions under which a “hardship” exists for zoning relief applications.
  - Modifying state law by broadening and clarifying the definition of “blighted property” for eminent domain purposes; Removing overly burdensome elements from the definition of “derelict” in the code; Increasing the tax penalties a locality can place on a blighted or derelict property; and expanding the penalties and fines authorized under the finding of a nuisance by a citizen-initiated special grand jury.
- *Transportation*
  - Advocate that the Virginia Department of Rail and Transportation's (DRPT) 'Commonwealth Corridor' plan to create an east-west passenger rail connection between Charlottesville, Richmond, and Hampton Roads is included DPRT's 2026 Statewide Rail Plan. Advocate for state funding to implement DRPT's 'Commonwealth Corridor' plan.
- *Development/ADA*
  - Enable ADA compliance by streamlining pole transfers and establishing a One Touch Make Ready process by amending Title 56 of the Code of Virginia to:
    - Require attaching entities to transfer facilities within 30 days after notice that a replacement pole is ready.
    - Establish expedited procedures when double poles affect ADA access, pedestrian safety, traffic operations, emergency response, or active infrastructure projects.

- Direct the SCC to establish a coordinated One Touch Make Ready process allowing qualified contractors to perform eligible transfers for multiple entities.
- Require pole owners to remove obsolete poles within 15 days after all attachments have been transferred, unless documented safety or engineering conditions prevent removal.
- Require pole owners and attaching entities to maintain current contact information and use electronic notices for replacement-pole activity and outstanding transfers.
- Authorize SCC enforcement for repeated or unreasonable failures to meet required timelines.
- Allow localities to formally identify double poles affecting public safety or accessibility and request expedited resolution.
- Clarify the process for correcting ADA or pedestrian accessibility conflicts by amending Title 56 of the Code of Virginia to:
  - Allow localities, after engineering or accessibility review, to formally designate utility facilities creating a documented ADA or pedestrian obstruction.
  - Require utilities to evaluate the obstruction and develop relocation or mitigation plans within defined timeframes.
  - Establish clear timelines for completing relocation when feasible.
  - Provide expedited procedures for priority locations such as intersections, curb ramps, accessible routes, transit stops, schools, government buildings, and documented pedestrian safety concerns.
- Create an SCC coordination and escalation process when a locality and utility cannot agree on need, feasibility, schedule, or responsibility.
- Establish reasonable standards for assigning financial responsibility, accounting for cases where facilities predate sidewalks and situations where utilities impede ADA compliance.
- Allow relocation work to align with utility upgrades or capital projects when it reduces cost or disruption.
- Require consideration of alternative relocation, consolidation, undergrounding where appropriate, or 2 facility modification before concluding a conflict cannot be resolved.

- *Taxes*

- Amend § 58.1-3703.1(A)(4)(b) to clearly distinguish good-faith jurisdictional errors from fraud or failure to obtain a license. Under this amendment, when a taxpayer shows that

they in good faith obtained a business license and paid the business license tax to the wrong Virginia locality, that mistake will not be treated as fraud or non-licensure. In such cases, the correct locality may assess and collect only:

- The tax due for the current license year, and
- The tax for the three preceding license years.

## **TIER 2**

- **Planning & Zoning**
  - Enable “Housing Near Jobs” Zoning Reform by adding § 15.2-2286.2 to permit by-right multi-unit development in commercial zones statewide (as proposed in HB 816/SB 454).
  - Direct DHCD to study potential regulatory modifications to allow cost-effective elevators in residential midrise buildings that meet safety standards but are less costly than full commercial elevators, improving affordability in multi-unit construction.
  - Commission a General Assembly study on how state-level daycare licensure standards affect the viability of urban childcare centers, with the aim of identifying scalable, cost-effective licensing for facilities under 12 children in dense neighborhoods.
- *Transportation*
  - Extend the delegation of building-code enforcement for state-funded bus shelters by local officials until 2032.
- *Emergency Management*
  - Any legislation establishing a state grant fund for local emergency management planning, preparedness, and mitigation, consistent with VEMA’s 2027 platform.
  - Any measure that shifts VDEM core programmatic functions to the general fund or otherwise increases the agency’s pass-through of federal grant funding to cities and counties.
  - The funding mechanism recommended by the Emergency Management Needs Evaluation once it reaches the General Assembly.
- *Human Rights/Economic Security*
  - Increase and sustain funding for the State Rental Assistance Program, providing adults with intellectual and developmental disabilities the financial means to lease private market rental housing and the opportunity to choose where and with whom they live.
  - Renew legislation protecting access to courthouses, schools, health care facilities, polling places, and other essential public institutions from civil immigration enforcement absent a valid judicial warrant.

- Increase and sustain state funding for deeply affordable housing, with particular attention to households with incomes below 30% of Area Median Income and those at greatest risk of housing instability and homelessness.
- Increase and sustain investment in the Virginia Housing Trust Fund, providing predictable and sustained resources for the creation, preservation, rehabilitation, and support of affordable housing.
- *Tax*
  - Preserving local administration of the Transient Occupancy Tax (TOT) and oppose any legislation that would transfer authority over TOT collection, enforcement, or revenue distribution from local governments to the Virginia Department of Taxation.
- *Health*
  - Request that the Virginia Department of Medical Assistance Services (DMAS) pursue an 1115 waiver amendment under the federal Health-Related Social Needs (HRSN) authority to add medical respite care as a reimbursable Medicaid service
  - Request that the Virginia Department of Housing and Community Development (DHCD) explicitly include “medical respite” as an eligible use under both the Virginia Homeless Solutions Program (VHSP) and the Housing Trust Fund’s Homeless Reduction Grant (HTF-HRG).
- *Sustainability*
  - Allocate \$600,000 to support the Energy Resource Hub (ERH) operations for 3 years to enable continued support and partnership for local sustainability and climate-related initiatives.

### **TIER 3**

- *Planning & Zoning*
  - Authorize a one-time appropriation for planning and initial construction of the World Heritage Trail connecting UVA and Monticello. This cultural infrastructure project would enhance pedestrian and heritage tourism, aligning with regional goals.
  - Clarify that if a demolition permit for a historic property is not granted and the owner elects to offer the property for sale for 12 months, after which they can proceed with the demolition, they must publicly advertise that the property is for sale.

- Adjust Notice Requirements in Areas Without Daily Newspapers by amending § 15.2-2204 to allow alternate notice methods (e.g., digital publication or public posting) for jurisdictions where no daily-print newspaper exists.
- *Emergency Management*
  - Support for VEMA’s 2027 legislative platform, and for any legislation establishing a state grant fund for local emergency management planning, preparedness, and mitigation.
  - Support for the funding mechanism recommended by the Emergency Management Needs Evaluation once that report is delivered to the General Assembly.
- *Human Rights/Economic Security*
  - Strengthen state support for preservation of existing affordable housing. State housing policy should prioritize preservation and rehabilitation of existing affordable properties, including subsidized properties at risk of conversion to market-rate housing, alongside the production of new affordable housing.
  - Amend and reenact Code of Virginia §§ 55.1-1258 and 55.1-1314 to prohibit retaliatory nonrenewal against all tenants who engage in legally protected activity.
  - Improve language accessibility to state agencies and public-facing state information. Establish and adequately fund consistent statewide standards for interpretation, translation of vital documents, and meaningful language access in state agencies, courts, schools, and other public programs and services.
- *Health*
  - Fund a full-time Tick Surveillance Coordinator position within the Virginia Department of Health, ensuring dedicated leadership and oversight of vector surveillance efforts statewide.
    - Allocate resources to modernize tick surveillance data systems
    - Provide recurring research funding
- *Sustainability*
  - Support data center reform legislation to minimize environmental impacts and reduce financial burden on ratepayers (e.g., building data disclosure, cost-share reform, transmission cost allocation).

- Maintain the intent of the Virginia Clean Economy Act (VCEA), in particular in light of the Dominion/Next Era acquisition negotiations.
- Support review of the methodology for allocating funding from the Regional Greenhouse Gas Initiative (RGGI) to expand access beyond current eligible recipients.