

MEMORANDUM OF MEETING

PROJECT: Town of Louisa Downtown Improvements – Phase II
Town Committee Meeting

DATE/TIME: April 12, 2011 at 6:00 PM

LOCATION: Town of Louisa Government Building

PRESENT:

1. Breese Glennon
2. John J. Purcell, Jr.
3. Ruby Madison
4. Dave Mabie
5. Mary Jane Clarke
6. David Purcell
7. Warren Gehle
8. Ray Minter
9. Randy Tingler
10. Andy Wade
11. Kip Killmon
12. Brad Humphrey – Town of Louisa (TOL)
13. Kyle LaClair – Dewberry
14. Peter Harlan – Dewberry

Purpose:

The purpose of this meeting was to introduce the committee members, state committee rules, review the plans, and discuss alternatives.

Discussions:

An agenda was passed out by Dewberry for use in this meeting and is attached to this memorandum for record.

After introductions Kyle LaClair discussed the objectives and rules of this committee and for this meeting. The purpose of this committee is to make decisions on this project, which will then be used as recommendations to the Town Council. In order to make these decisions, voting will take place and the majority will rule. Each member of this committee will have his/her own vote. The final rule for this committee is to be respectful to everyone during the meeting.

After the objectives and rules were stated, Kyle LaClair started the review of the plans. Starting with the 50% plan that was submitted to VDOT and at the intersection of Fredericksburg Avenue and Main St. Kyle began to discuss the bump out locations and the other proposed improvements along Main Street. Moving west along Main Street Kyle discussed the areas of proposed sidewalk widening and the relationship between the existing parking, proposed parking, and proposed bump outs.

When this plan was submitted to VDOT and they returned the plans with a few comments. The first and second comments were minor, but the third comment was major. This comment stated that the first parking space should be 20' away from the crosswalk at an unsignalized intersection and 30' away at a signalized intersection. This would have a major impact on the

layout of the design along Main Street, therefore a meeting with VDOT was setup and their comment was disputed. From this meeting and a couple of slight modifications to the design, it was determined that only two locations will possibly lose a parking space. These locations are at the intersections of Elm Avenue and Main Street and Cutler Avenue and Main Street.

1st Location – Intersection of Elm Avenue and Main Street

Kyle LaClair began the discussion of this location by discussing the design and what considerations were used to determine this layout. Looking specifically at the bump out along the north side of Main Street on the east side of Elm Avenue, the advantages and disadvantages were reviewed. These topics included proposed parking, drainage concerns/issues, and the functionality of the proposed bump out.

As the advantages and disadvantages were reviewed, multiple alternatives were identified for the future layout in this area. The alternatives that were identified are as follow:

1. Keep the current design. Parking will remain the same.
2. The parking spot to the west of the bump out adjacent to the alley will be removed and the bump out will continue across the alley. One (1) parking space will be removed.
3. The bump out and the crosswalk will be removed and two (2) additional parking spaces will be added.
4. The crosswalk will be removed and the bump out will be shifted to the west. One (1) parking space will be added.

Dewberry will design each of these alternatives and have exhibits for each at the next committee meeting. The parking additions or reductions will be displayed on each exhibit as well.

Following the discussion on this bump out was a description of the two parking spaces at the southwest corner of this intersection along Main Street. With the current design, there are drainage issues with the ponding of water with the gutter and concerns with VDOT on the location of the two spots. Therefore something has to be done within this area and two alternatives were determined and are as follow:

1. Remove one (1) parking spot and both problems are addressed.
2. Regrade the proposed sidewalk and part of the adjacent property to deal with the drainage issues and shift a little to the east to address the VDOT comment. Parking to remain the same.

Dewberry will design each of these alternatives and have exhibits for each at the next committee meeting. The parking additions or reductions will be displayed on each exhibit as well.

2nd Location – Intersection of Cutler Avenue and Main Street

In this location, VDOT commented that the first proposed parking space was too close to the proposed crosswalk at this intersection. Therefore it was determined that to adequately address their comment the parking would have to be shifted and one (1) parking spot must be removed.

These two locations will require a decision be made for the layout of the design. The next aspect of the design that was discussed was the Church Avenue Sidewalk improvement

starting at the intersection of Church Avenue and Main Street.

Church Avenue Improvements

To begin this discussion, Kyle LaClair discussed the problems with the existing sidewalk in this area and then briefly went over the proposed improvements in this area. Included in the discussion on the proposed improvements, it was stated that these improvements lay in CSX property and an easement would be needed to perform this work. This would not be an easy process costing time and money that could be spent on other parts of this project. This will be another decision for this committee to make and voted on at the next or at the third meeting.

This concluded the review of the plans for the Phase II project. Following this discussion, Brad Humphrey discussed the availability of five (5) wooden benches from Kingsley~Bate. They have five benches that they are willing to sell to the town at a discounted price. These benches have maintenance issues, but could be used in the layout of this project. This is another decision that this committee will vote on.

To finish up the meeting a future stage, Phase IIID, of the Downtown Improvements Project was discussed. This project will be along Elm Street and in Courthouse Square. A decision will need to be made within this committee to determine if this project should be recommended and if so, what aspects should be included.

To conclude the meeting, the next meeting date was selected based upon the availability of the members present at this meeting. This meeting date was set for Thursday, May 12th at 6:00 PM.

The meeting was adjourned by around 7:30 pm.

Summary of Action Items

1. Dewberry to develop alternative designs as stated above for each of the different locations and to bring exhibits for each at the next meeting.
2. The next meeting is set for Thursday, May 12th at 6:00 PM.

Attachments

1. Meeting Agenda
2. Meeting Sign-In Sheet
3. Kingsley-Bate Bench Sheet
4. Parking Alternative Exhibits

The above is the writer's recollection of the discussions at the meeting. Should any of the statements or information be misstated or misinterpreted, please notify this office within ten (10) days of distribution for correction.

NOTES BY:

Peter L. Harlan

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Town of Louisa
Phase II Town Committee Meeting
April 12, 2011 - 6:00pm

1. Introductions –

2. Objectives and Procedures – Kyle LaClair, PE, Dewberry Project Manager
 - a. Purpose of the Town Committee

3. Committee Rules – Kyle LaClair, PE, Dewberry Project Manager

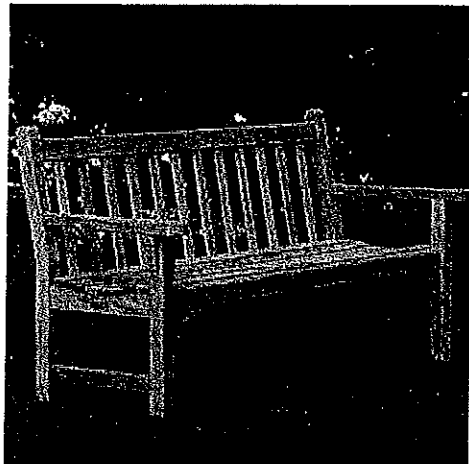
4. Overall Review of Plans – Kyle LaClair, PE, Dewberry Project Manager
 - a. Parking vs. Bump Outs at Elm Street and Main Street
 - b. Church Street Sidewalk
 - c. Elm Street Sidewalk
 - d. Park Benches

5. Summary of Action Items –

6. Closing Remarks –

DUNBARTON BENCH

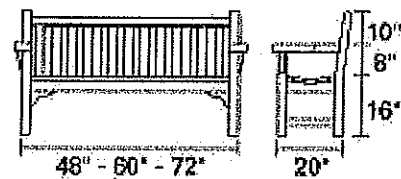
Built for strength and style, the DUNBARTON bench has broad flat arms on which to rest a glass or elbow. This practical design is ideal for a picnic or patio area.



#DN40 Dunbarton 4' Bench (54 lbs.)

#DN50 Dunbarton 5' Bench (62 lbs.)

#DN60 Dunbarton 6' Bench (71 lbs.)



Kingsley-Bate, Ltd.
7200 Gateway Court,
Manassas, Virginia 20109 U.S.A.
Tel: 703-361-7000
Fax: 703-361-7001
Email: teak@kingsleybate.com

DESCRIPTION

THE BUMP OUT ON THE NORTH SIDE OF MAIN STREET ALONG WITH ITS ASSOCIATED DRAINAGE TRENCH TO REMAIN. THE CROSSWALK ACROSS MAIN STREET ALSO TO REMAIN. PARKING NUMBERS TO REMAIN THE SAME.

PARKING TABULATION - 50% PLANS

42	EXISTING CONDITIONS
44	CURRENT DESIGN
+2	ADDITIONAL PARKING SPACES

PARKING TABULATION - THIS ALTERNATIVE

42	EXISTING CONDITIONS
44	THIS ALTERNATIVE
+2	ADDITIONAL PARKING SPACES

T.M. 40A2 ((1)) 58
BOXLEY COMMERCIAL
BUILDINGS, LLC.
D.B. 1095 PG. 52

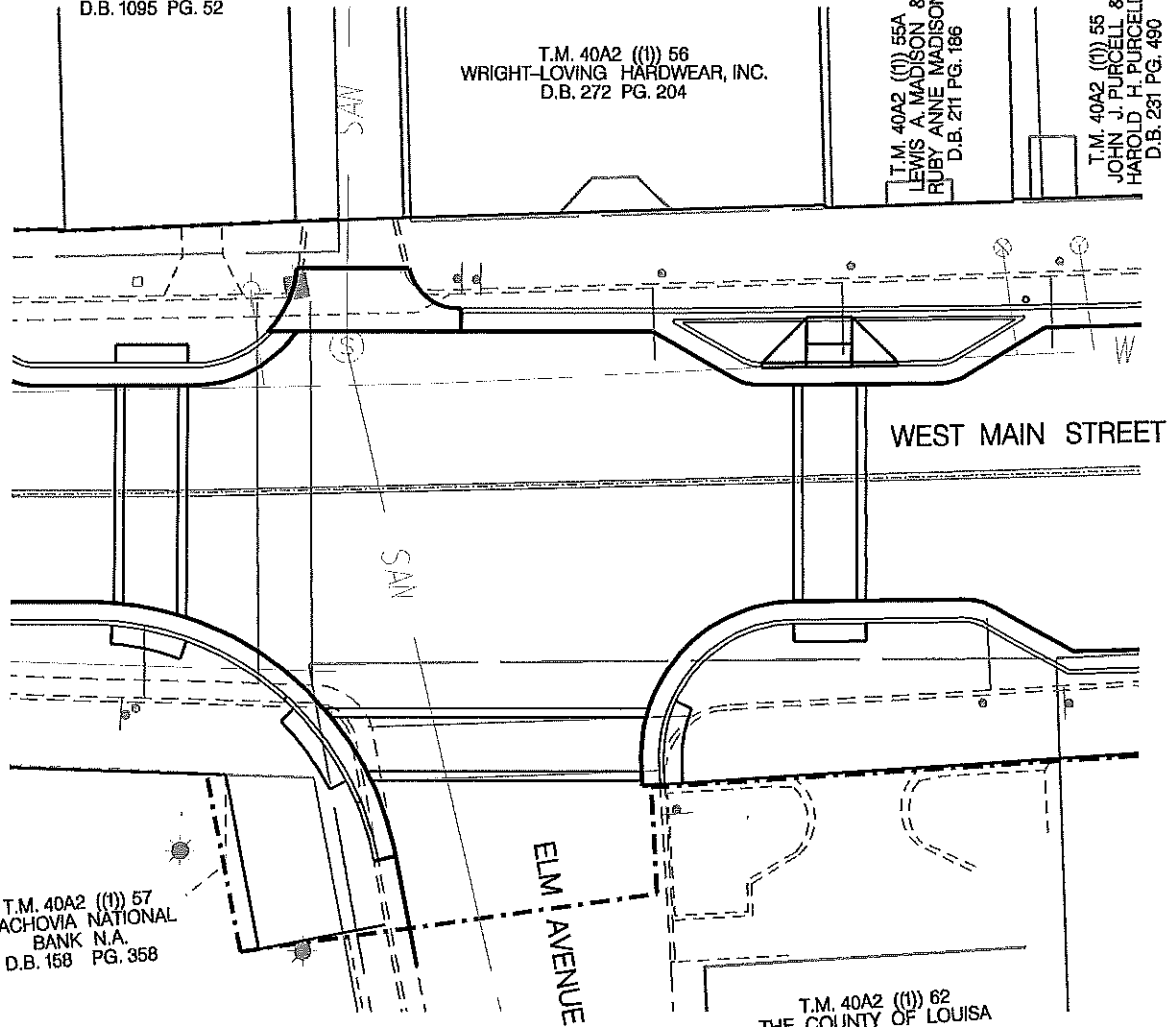
T.M. 40A2 ((1)) 56
WRIGHT-LOVING HARDWEAR, INC.
D.B. 272 PG. 204

T.M. 40A2 ((1)) 55A
LEWIS A. MADISON &
RUBY ANNE MADISON
D.B. 211 PG. 186

T.M. 40A2 ((1)) 55
JOHN J. PURCELL &
HAROLD H. PURCELL
D.B. 231 PG. 490

T.M. 40A2 ((1)) 57
WACHOVIA NATIONAL
BANK N.A.
D.B. 158 PG. 358

T.M. 40A2 ((1)) 62
THE COUNTY OF LOUISA
D.B. 221 PG. 384



WEST MAIN STREET AND ELM AVENUE
ISSUE 1 - ALTERNATIVE 1
CURRENT DESIGN

DESCRIPTION

BUMP OUT TO EXTEND ACROSS THE ALLEYWAY AND CROSSWALK TO REMAIN. ONE PARKING SPACE WILL BE REMOVED ON THE NORTH SIDE OF MAIN STREET.

PARKING TABULATION - 50% PLANS

- 42 EXISTING CONDITIONS
- 44 CURRENT DESIGN
- +2 ADDITIONAL PARKING SPACES

PARKING TABULATION - THIS ALTERNATIVE

- 42 EXISTING CONDITIONS
- 43 THIS ALTERNATIVE
- +1 ADDITIONAL PARKING SPACES

T.M. 40A2 ((1)) 58
BOXLEY COMMERCIAL
BUILDINGS, LLC.
D.B. 1095 PG. 52

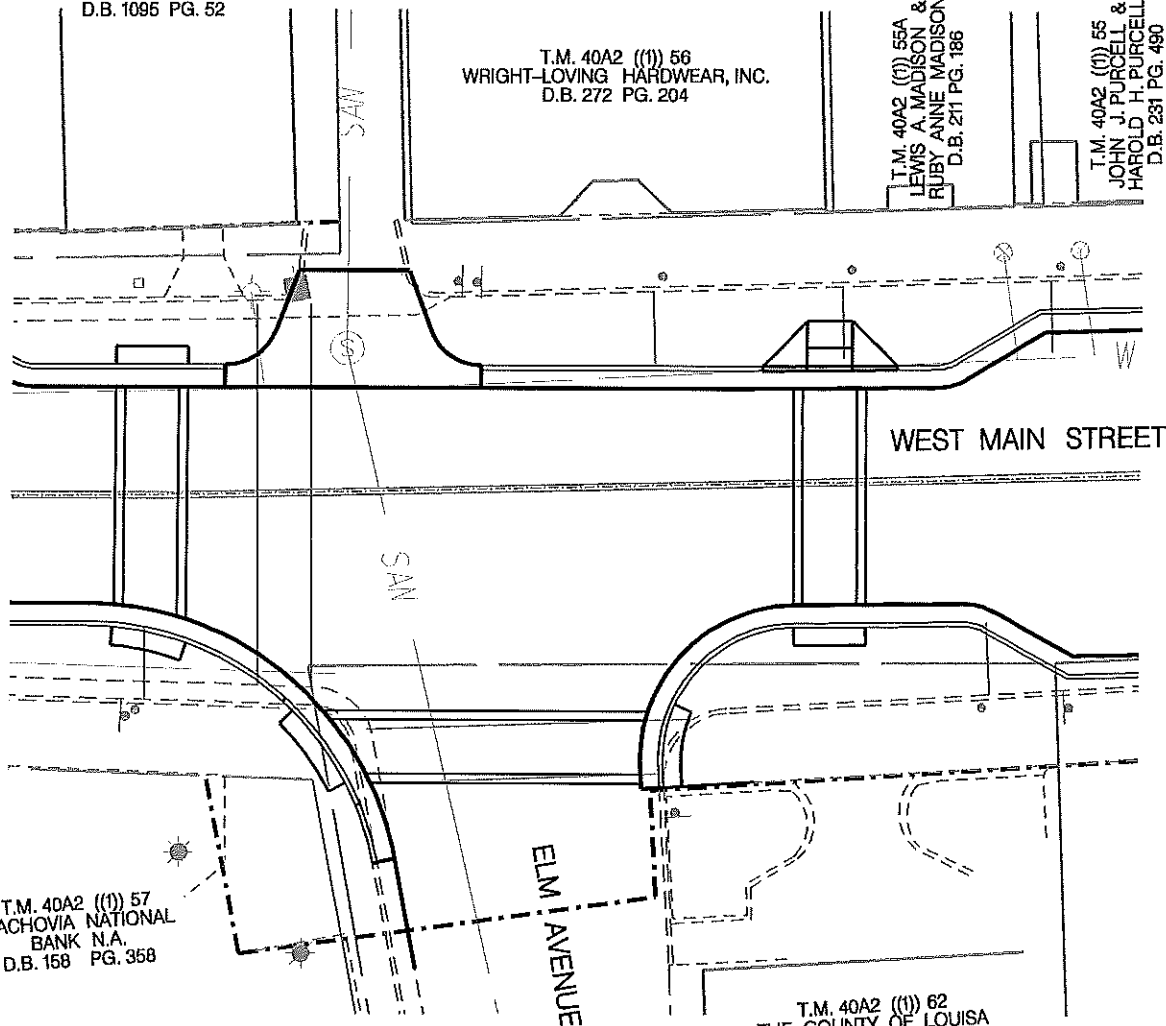
T.M. 40A2 ((1)) 56
WRIGHT-LOVING HARDWEAR, INC.
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T.M. 40A2 ((1)) 55A
LEWIS A. MADISON &
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WACHOVIA NATIONAL
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T.M. 40A2 ((1)) 62
THE COUNTY OF LOUISA
D.B. 221 PG. 384



WEST MAIN STREET AND ELM AVENUE
ISSUE 1 - ALTERNATIVE 2
FULL BUMP OUT

DESCRIPTION

BUMP OUT ON THE NORTH SIDE OF MAIN STREET AND THE CROSSWALK ACROSS MAIN STREET WERE REMOVED. TWO PARKING SPACES WILL BE ADDED, ONE ON THE NORTH SIDE AND ONE ON THE SOUTH SIDE OF MAIN STREET.

PARKING TABULATION - 50% PLANS

42	EXISTING CONDITIONS
44	CURRENT DESIGN
+2	ADDITIONAL PARKING SPACES

PARKING TABULATION - THIS ALTERNATIVE

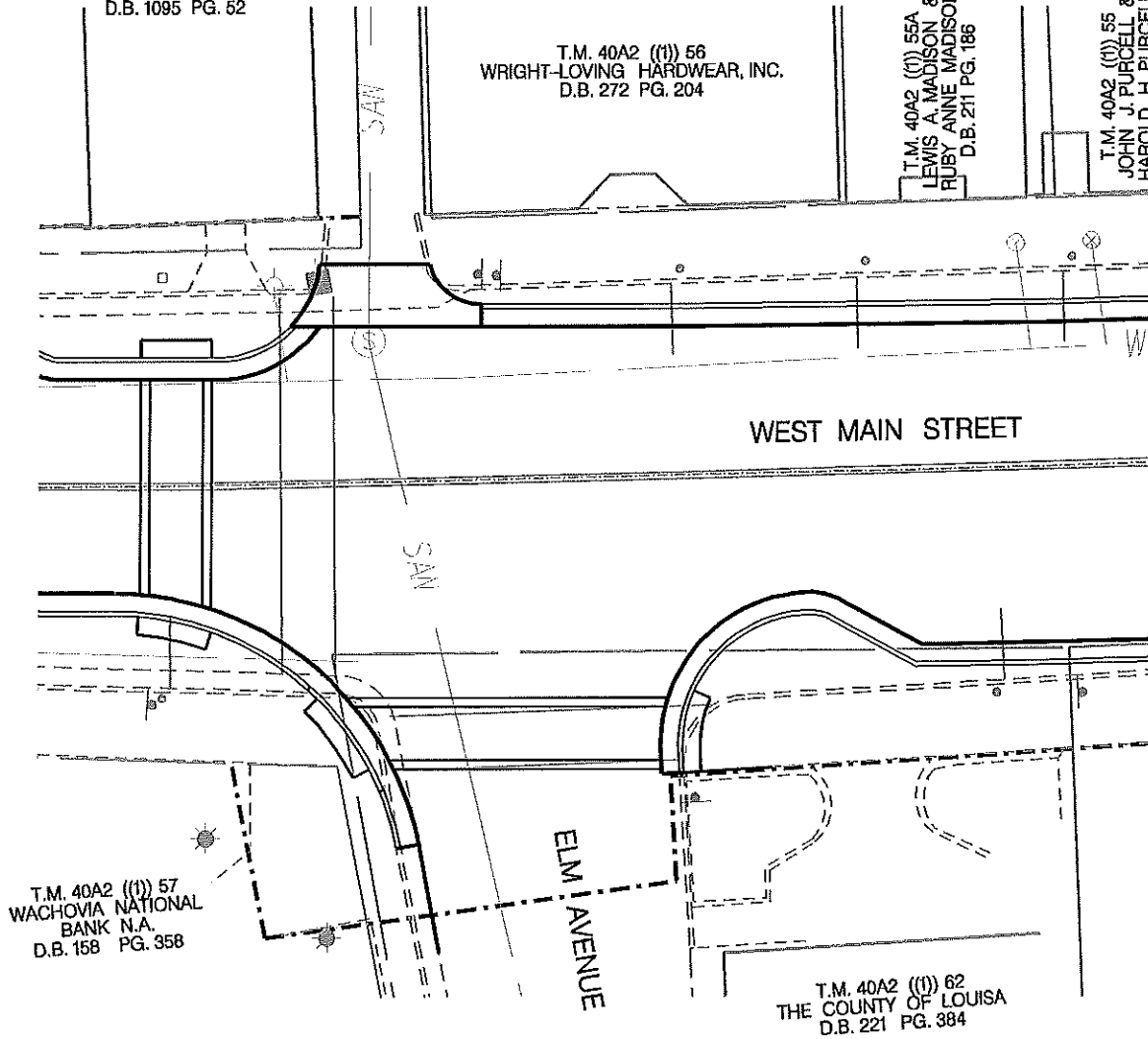
42	EXISTING CONDITIONS
46	THIS ALTERNATIVE
+4	ADDITIONAL PARKING SPACES

T.M. 40A2 ((1)) 58
BOXLEY COMMERCIAL
BUILDINGS, LLC.
D.B. 1095 PG. 52

T.M. 40A2 ((1)) 56
WRIGHT-LOVING HARDWEAR, INC.
D.B. 272 PG. 204

T.M. 40A2 ((1)) 55A
LEWIS A. MADISON &
RUBY ANNE MADISON
D.B. 211 PG. 186

T.M. 40A2 ((1)) 55
JOHN J. PURCELL &
HAROLD H. PURCELL
D.B. 231 PG. 490



T.M. 40A2 ((1)) 57
WACHOVIA NATIONAL
BANK N.A.
D.B. 158 PG. 358

T.M. 40A2 ((1)) 62
THE COUNTY OF LOUISA
D.B. 221 PG. 384



WEST MAIN STREET AND ELM AVENUE
ISSUE 1 - ALTERNATIVE 3
BUMP OUT AND CROSSWALK REMOVED

DESCRIPTION

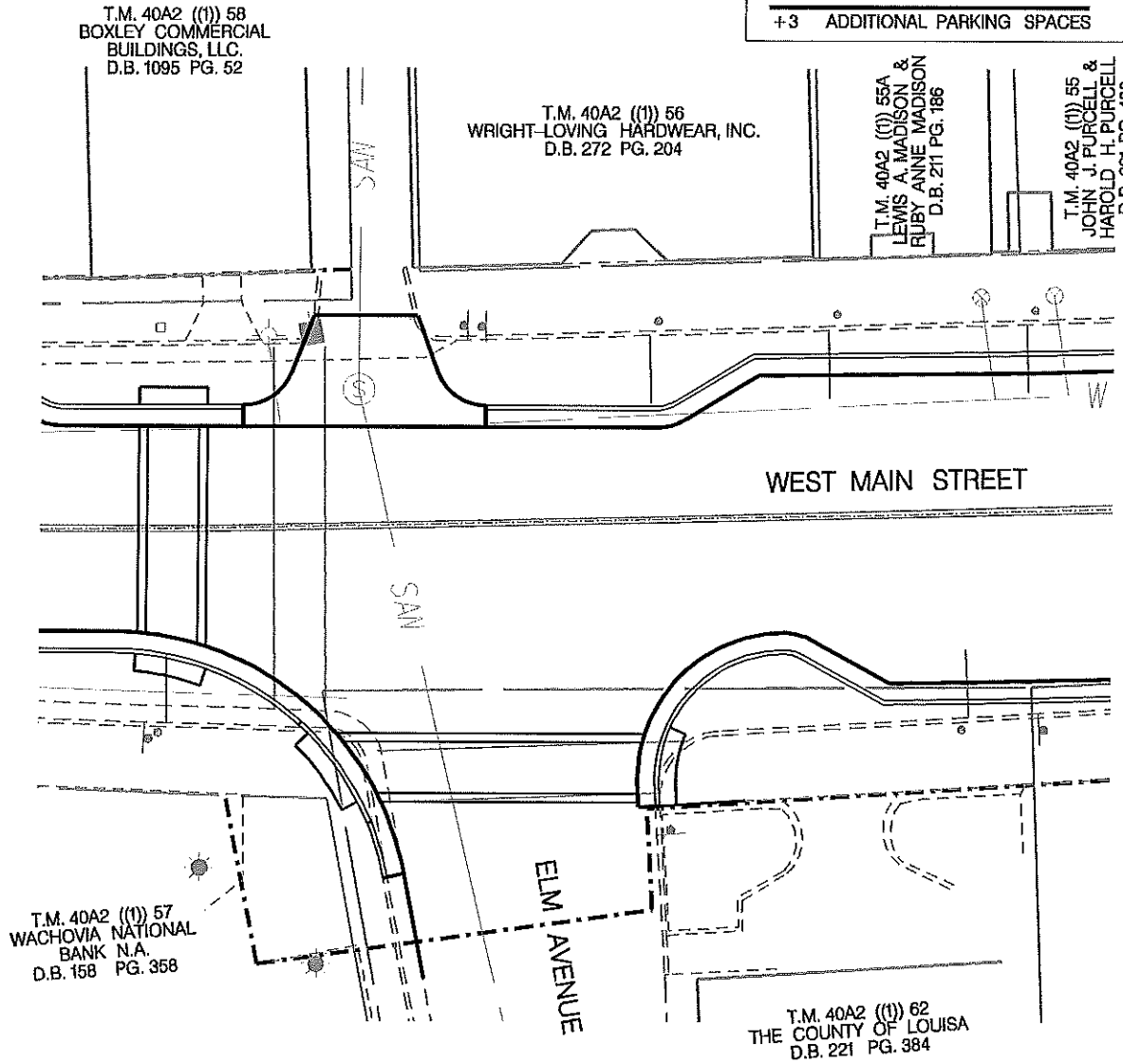
BUMP OUT ON THE NORTH SIDE OF MAIN STREET WAS SHIFTED TO THE WEST AND THE CROSSWALK ACROSS MAIN STREET WAS REMOVED. ONE PARKING SPACE WILL BE ADDED ON THE SOUTH SIDE OF MAIN STREET.

PARKING TABULATION - 50% PLANS

42	EXISTING CONDITIONS
44	CURRENT DESIGN
+2	ADDITIONAL PARKING SPACES

PARKING TABULATION - THIS ALTERNATIVE

42	EXISTING CONDITIONS
45	THIS ALTERNATIVE
+3	ADDITIONAL PARKING SPACES



WEST MAIN STREET AND ELM AVENUE
 ISSUE 1 - ALTERNATIVE 4
 CROSSWALK REMOVED AND BUMP OUT MOVED

DESCRIPTION

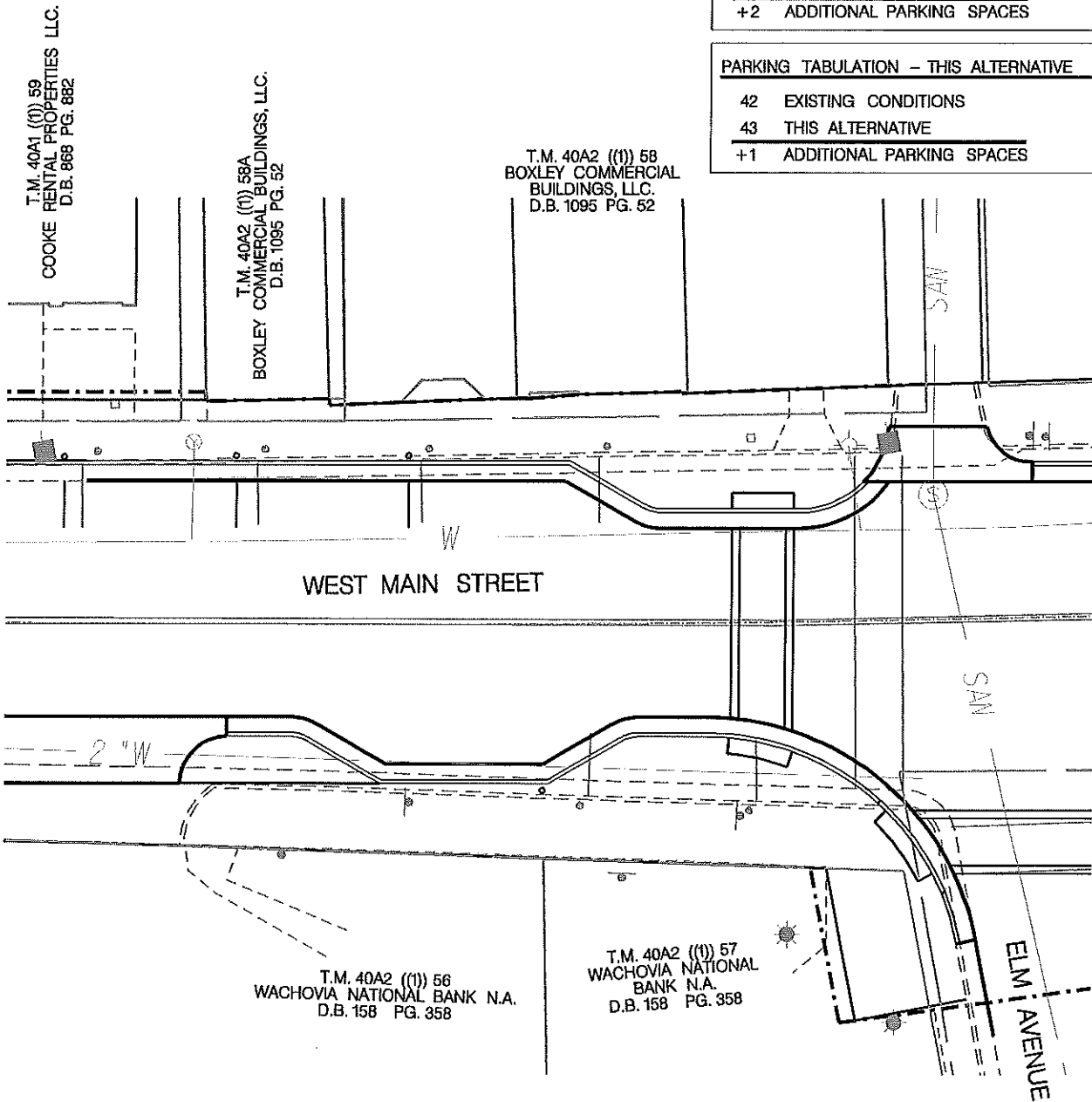
ONE PARKING SPACE WILL BE REMOVED.

PARKING TABULATION - 50% PLANS

42	EXISTING CONDITIONS
44	CURRENT DESIGN
+2	ADDITIONAL PARKING SPACES

PARKING TABULATION - THIS ALTERNATIVE

42	EXISTING CONDITIONS
43	THIS ALTERNATIVE
+1	ADDITIONAL PARKING SPACES



Dewberry

WEST MAIN STREET AND ELM AVENUE
 ISSUE 2 - ALTERNATIVE 1
 REMOVE ONE PARKING SPACE

DESCRIPTION

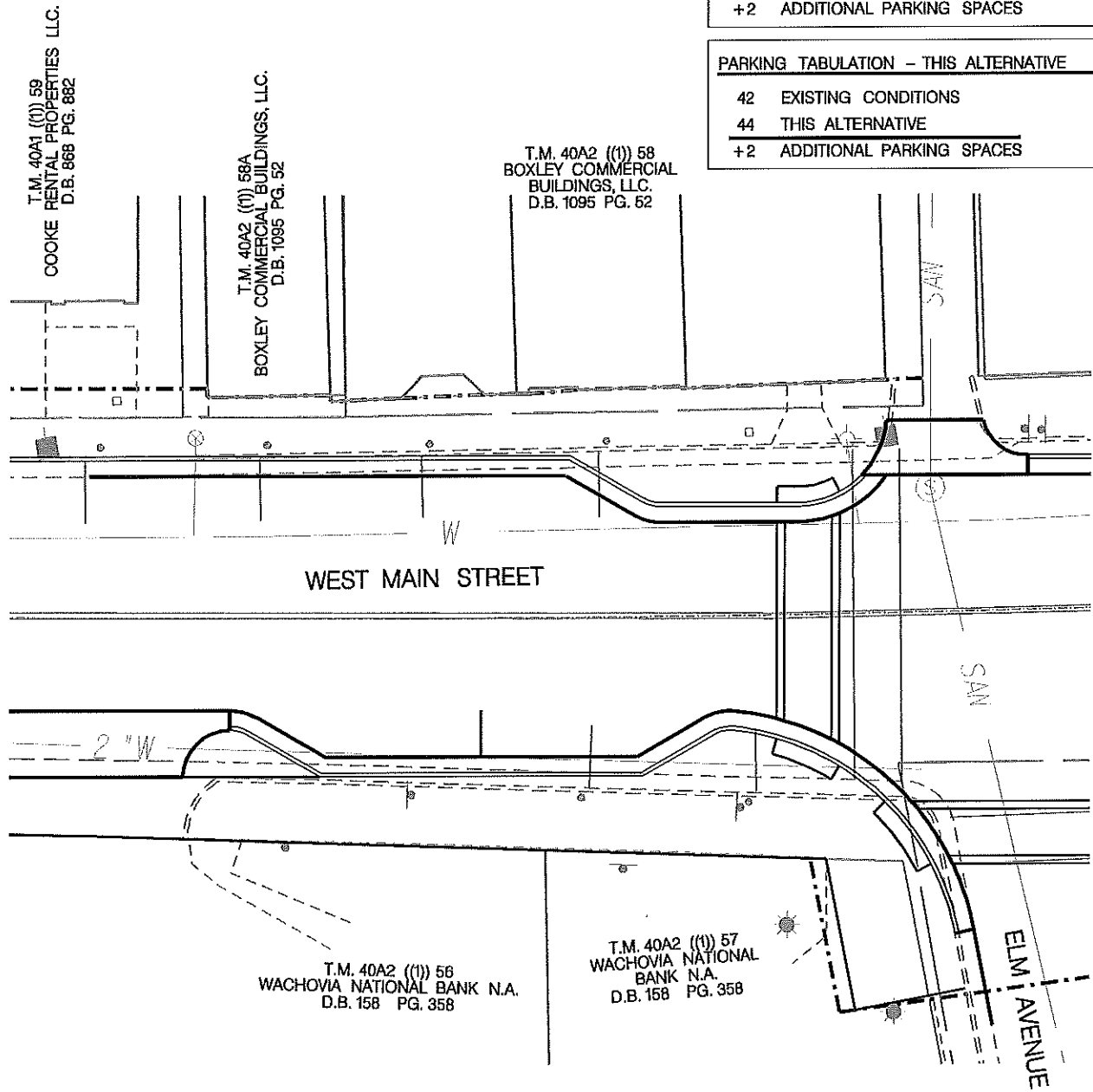
THE CROSSWALK IS SHIFTED TO THE EAST.
THE PARKING WILL REMAIN THE SAME.

PARKING TABULATION - 50% PLANS

42	EXISTING CONDITIONS
44	CURRENT DESIGN
+2	ADDITIONAL PARKING SPACES

PARKING TABULATION - THIS ALTERNATIVE

42	EXISTING CONDITIONS
44	THIS ALTERNATIVE
+2	ADDITIONAL PARKING SPACES



WEST MAIN STREET AND ELM AVENUE
ISSUE 2 - ALTERNATIVE 2
KEEP TWO PARKING SPACES