

MEMORANDUM OF MEETING

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

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

LOCATION: Town of Louisa Town Hall

PRESENT:

1. Breese Glennon (via phone)
2. John J. Purcell, Jr.
3. Ruby Madison
4. Jeanette Palmer
5. Mary Jane Clarke
6. David Purcell
7. Warren Gehle
8. Ray Minter
9. Graven Craig
10. Brad Humphrey – Town of Louisa (TOL)
11. Kyle LaClair – Dewberry

Purpose:

The purpose of this meeting was to adopt the meeting minutes from the last meeting, review design alternatives for bump out/parking at the intersection of Main Street and Elm Avenue, review options for Phase IIID Elm Avenue sidewalk project, and review information regarding the Kingsley-Bate park bench.

Discussions:

The meeting started promptly at 6:00 pm. Kyle LaClair asked those in attendance if they received the meeting minutes. Those in attendance stated that they had received them and there were no comments made to amend the record. Brad Humphrey indicated that there was not a quorum; therefore, there would not be a vote to accept the meeting minutes. Upon receiving no comments on the recorded minutes old business was reviewed and discussed.

Old Business:

Bump out/Parking Alternative

Bump out and parking options at Main Street and Elm Avenue/Alley were reviewed and explained further. Below is the list of options and associated parking impact loss or gain. The parking gain or loss is as compared to the project as a whole. (Alternatives are attached to the meeting minutes for reference)

Alternative 1 – This alternative reflects the current design shown to VDOT. This includes two (2) cross-walks (one to the west and one to the east of Elm Avenue). The bump out is only near the coffee shop on Main Street and allows for one (1) parking stall in front of the gift shop. The parking impact for this alternative will allow a +2 stalls for the project as a whole.

Advantages: Provides an additional parking stall

Disadvantages: Due to drainage being directed through the bump out via a trough, the handicap ramp occupies the majority of the bump out. The consequence is limited space available at the bump out.

Alternative 2 – This alternative includes two (2) cross-walks as in Alternative 1; however, the bump out extends across the alley in front of the gift shop and terminates in front of the coffee shop. The parking will be reduced by one (1) for a total of +1 stall for the project as a whole under this alternative.

Advantages: Maximizes the bump out space in front of both the gift shop and coffee house and the trough for drainage is no longer needed.

Disadvantages: Loss of one (1) parking space versus Alternative 1.

Alternative 3 – This alternative includes one (1) cross-walk on the west side of Elm Avenue/Alley. The bump out and associated cross-walk are removed to the east of Elm Avenue and Alley. Two (2) additional parking spaces would be added for a total of +4 stalls for the project as a whole under this alternative.

Advantages: Maximizes the parking potential and drainage is no longer an issue.

Disadvantages: No bump out to the east of Elm Avenue and the Alley, plus the loss of a cross-walk inhibits pedestrian safety.

Alternative 4 – This alternative includes one (1) cross-walk to the west of Elm Avenue/Alley; however, the bump out extends across the alley in front of the gift shop only and terminates prior to the coffee shop. One (1) additional parking stall would be added for a total of +3 stalls for the project as a whole under this alternative.

Advantages: Maximizes the parking potential and drainage is no longer an issue.

Disadvantages: No bump out to the east of Elm Avenue and the Alley, plus the loss of a cross-walk inhibits pedestrian safety.

There were discussions and clarification questions by the committee members. It was explained by Kyle LaClair that the parking numbers were based on existing marked spaces and did not account spaced were motorist were parking outside of marked zones.

Discussion related to the cross-walks involved the deletion of the west cross-walk (in Alternative 3 and 4) in lieu of removing the east cross-walk. It was requested by the committee to present a 5th alternative that would reflect an east cross-walk only with the west cross-walk being deleted. They would like to see the parking impact associated with the 5th alternative. Based on the review of all the alternatives the committee determined that the alternatives depended on the Town's priority of parking verses usable sidewalk space.

The Town ordinance on sidewalk displays and signage was mentioned as a key component by which certain committee would prioritize between parking and sidewalk space. There was concern that if additional bump outs and sidewalk space were provided would the Town ordinance that currently bans the placement of sidewalk signs be repealed by the Town Council. The design team did reiterate that the focus of the funding for this project is for pedestrian enhancement.

Dewberry offered to provide a chalk outline of the bump out area on the street for the next

committee meeting pending weather.

It is anticipated that his issue would be brought to a vote at the next committee meeting.

Parking in front of Wachovia Bank

The two (2) alternatives were reviewed for parking in front of the Wachovia Bank on Main Street. Alternative 1 reflects one (1) parking stall; whereas, Alternative 2 reflects two (2) parking stalls. The design team prefers Alternative 1 for the following reasons:

1. It provides additional space between a parked car and the access drive of the Wachovia Bank.
2. It provides the desired clearance of 20 feet between the cross-walk and the parking stall as requested by VDOT.
3. Removing street drainage from the parking stall more efficient.

(Alternatives attached for reference)

It was also explained that Alternative 1 would result in an additional parking stall loss for the project overall if this alternative was chosen.

It is anticipated that his issue would be brought to a vote at the next committee meeting.

Elm Avenue (Phase III) Sidewalk Project

Brad Humphrey explained the situation on Elm Avenue. VDOT recently repaired a majority of the existing sidewalk along Elm Avenue. The Town had acquired funding for this section to repair and upgrade the sidewalk along Elm Avenue down to McDonald Street. The committee was being requested to provide a recommendation of moving forward with the planned sidewalk or petitioning VDOT to move funding to other projects like the Phase II project. The design team encouraged the committee members to walk that area and come back to the next meeting with their thoughts for a potential vote on this issue.

Kingsley-Bate Bench

Brad Humphrey presented the park bench that has been offered to the Town for a deep discount. The bench would cost approximately \$400 each for a total of five (5) benches. The committee inquired about the normal retail price for when additional benches were added. Brad would investigate. The committee also expressed concern that buying benches now prior to seeing a complete landscape and furniture plan for the street was pre-mature at this time. They would like to defer this decision to later once they have had a chance to digest to the overall furniture plan.

New Business:

The bump out/loading zone conflict at the intersection of Main Street and Church was deferred to the next committee meeting.

Kyle LaClair passed out some color examples for concrete pavers for the committee to review. The preferred paver color by the architect is the sample shown at the lower right corner of the page. The architect chose this color scheme because of its variation of color more closely matches the historic courthouse and would not show dirt and grime as easily. The other

samples were given for comparison and to get the committee to start thinking about colors and other architectural features. The committee did request a mock-up sample for their review at the next meeting.

A brief description was also provided on the plain concrete that would be used between the concrete paver sections. The plain concrete section would be broken up with a paver band at strategic locations around proposed light fixtures. There was concern by one committee member about the "whiteness" of fresh concrete verses the color of the concrete pavers proposed at the bump outs. The design team suggested that the concrete paver mock-up brought to the next meeting be placed next to the fresh concrete poured recently on School Street to provide an idea of what the color schemes may look like.

Kyle LaClair also briefed the committee on the lighting. The lighting comes in two (2) colors. One is green and the other is black. The sample in the Town Hall foyer is green. Kyle recommended that all the committee members look at the light on their way out from the meeting.

A meeting time and date was not set for the next meeting.

The meeting was adjourned by around 7:30 pm.

Summary of Action Items

1. Dewberry to develop a 5th alternative for bump outs/parking at Main Street and Elm Avenue.
2. Regardless of attendance a vote will conducted at the next meeting for final recommendations on bump out and parking locations.
3. Dewberry to layout a chalk outline of the bump out area at Main Street and Elm Avenue for the next committee meeting (pending weather)
4. Dewberry to bring a concrete paver mock-up to the next meeting.
5. Send out notices prior to the next meeting notifying the committee members that a vote will take place at the next meeting.

Attachments

1. Meeting Agenda
2. Meeting Sign-In Sheet
3. 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:

Kyle LaClair, PE

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