



**PURCHASE OF PROPERTY**  
**CHECKLIST**

**SECTION 1:**

SELLER(S):           WEBER PROPERTY MANAGEMENT, LLC

PURCHASER:        CITY OF CHARLOTTESVILLE

**PROPERTY LOCATION:**

(see Exhibit A and Exhibit B for location/aerial maps of property)

ADDRESS:   0 Cedar Hill Road (vacant land)

PARCEL NUMBER: 40C102100

PURCHASE PRICE: \$100,000

PROPOSED CLOSING DATE: March 2024

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**SECTION 2:**

\_\_\_\_\_ x \_\_\_\_\_ Vacant Lot (0.22 acres)

\_\_\_\_\_ Improved Property

**SECTION 3:**

Proposed Use of Property: Parkland

Funding Source(s) and amount:

City CIP: PR-001 – Trails and Land Acquisitions \$100,000

Special Conditions Required by Funding Source: none

Special Conditions for Acquisition: none

Assessed Value (Include Year):       2024 Assessed Value \$120,000

Appraised Value (describe): no appraisal performed, price is within range of assessed value

Asking Price: \$100,000

Alternative(s) to Acquisition (i.e. easement, etc.): Fee simple is the best option for parks

Background and History on Request for Property Acquisition:

The Meadows neighborhood association approached the Parks department in ~2015 to inquire if it would be possible to find a piece of land for a park in their neighborhood, which currently does not have any parks. There are only two viable open pieces of property in the neighborhood that are not already developed. The owners of this parcel offered it for parkland use. It was part of a large parcel that was then subdivided to be available for sale to the City. It was then noted that the covenants on the land in that area did not allow any use besides residential so the owners worked to have a petition signed by the neighborhood allowing this particular parcel to be used for non-residential park use.

There is a large Dominion Energy powerline that crosses about one-third of the property, which will limit tree planting areas, but does not preclude a playground and other features for a pocket park on the land.

(See Exhibit F for Neighborhood petition sheets)

#### **SECTION 4:**

Requirements by City Department Prior to Action by City Council/Closing:

- ☒ Determine Assessed Value and if an Appraisal is needed
- ☒ Determine and identify funding source(s). If funding (or any portion of funding) is previously approved, include approval action in Exhibit D.
- ☒ Prepare and circulate memo for City Department(s):

(Use the *Property Acquisition Memorandum* form – include as Exhibit E)

- Finance – funds are available
- Utilities – no existing utilities
- Environmental
- Parks & Rec – maintenance
- Neighborhood Development Services – zoning confirmation

- Public Works (if applicable for Improved Property)

## SECTION 5:

- ☐ City Manager's Office approval – to continue with due diligence on request for purchase

Initial: ARM

Date: 7/17/24

- ☒ City Attorney's Office to be notified of request to Purchase Property.

- ☐ Order Environmental Review (if required) - NOT REQUIRED

- ☐ Order Appraisal (if required) – NOT REQUIRED

- ☒ Identify if seller has attorney – if yes, gather contact information

Grisham and Barnhardt

310 4<sup>th</sup> Street, NE Suite 104, Charlottesville 22902

434-293-2939 [jtg@grisham-barnhardt.com](mailto:jtg@grisham-barnhardt.com)

- ☒ Obtain any required language for deeds and approval(s) in writing from City departments or outside funding agencies for deed language and terms

- ☒ Title Search - COMPLETE

- Order search and pro forma title commitment
- If survey plat available, send plat to them by e-mail (see Exhibit C)

- ☒ Order Plat, if one is not available (see Exhibit C)

- ☐ Prepare DRAFT Council Agenda Memorandum

- draft review by Office of Community Solutions
- Office of Community Solutions and Department requesting acquisition to meet with City Manager's Office to review request

OCS: Confirmation request is ready to proceed for approval.

lu  
Initial

7/9/24  
Date

CAO: per S:A 7/8/24 No legal issues outstanding. The title search does not reveal any serious title issues. Our office will handle this real estate transaction in the event it is approved by the CMO and City Council.

\_\_\_\_\_  
Initial

\_\_\_\_\_  
Date

CMO: Approval to proceed for City Council approval.

ARM  
Initial

7/17/24  
Date

## SECTION 6:

- ☐ Finalize City Council Agenda Item
- ☐ Schedule City Council meeting date and present the item to Council
- ☐ City Council Resolution to Purchase Land (no PH required for Acquisition/Purchase §15.2-1800, except acquisition by condemnation; if funding is required with the request, additional City Council action(s) may be required)
- ☐ Obtain fully executed Purchase Agreement
- ☐ Title Insurance (not needed for Quitclaim) – needed for larger/more complex transactions
- ☐ Earnest money / deposit required – City Department making request to coordinate
- ☐ Schedule Closing – City Attorney's Office to coordinate and schedule
- ☐ Distribute final Closing Documents to:
  - City Attorney's Office
  - Office of Community Solutions
  - Department requesting acquisition
- ☐ Record Final Deed



Kara Gloeckner  
517 Park St.  
Charlottesville, VA 22902

To Whom It May Concern,

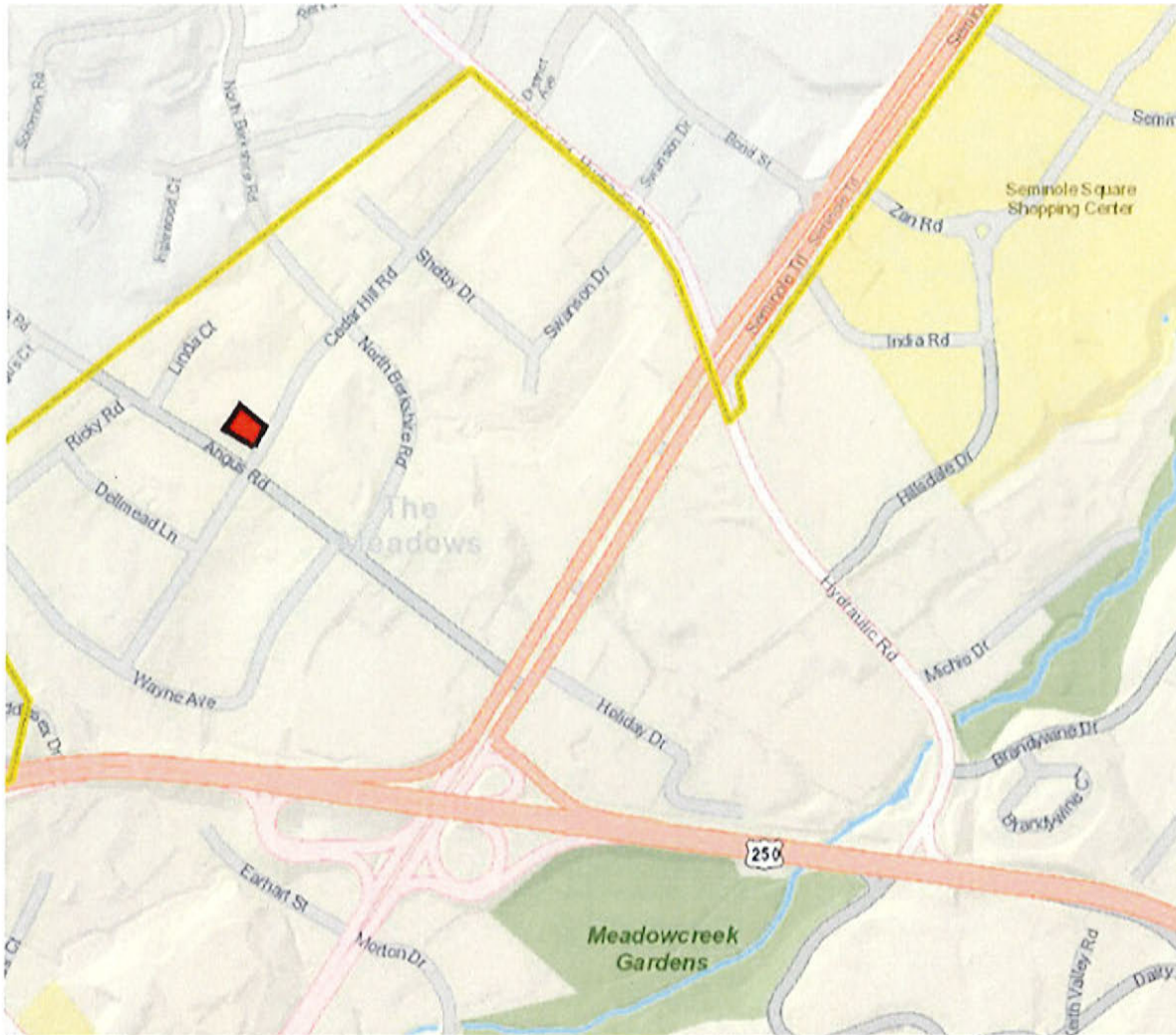
I, Kara Gloeckner, sole member of Weber Property Management, LLC and owner of 0 Cedar Hill Rd in Charlottesville intend to sell 0 Cedar Hill Rd lot to the City of Charlottesville for public park use.

Thank you,

A handwritten signature in black ink, appearing to read "Kara Gloeckner".

Kara Gloeckner

## Exhibit A - Location Map of Property



Title: AngusCedarHillLotMap

Date: 8/23/2021

0 Cedar Hill Road

Weber Property Management LLC



## Exhibit B - Aerial Map of Property

0 Cedar Hill Road

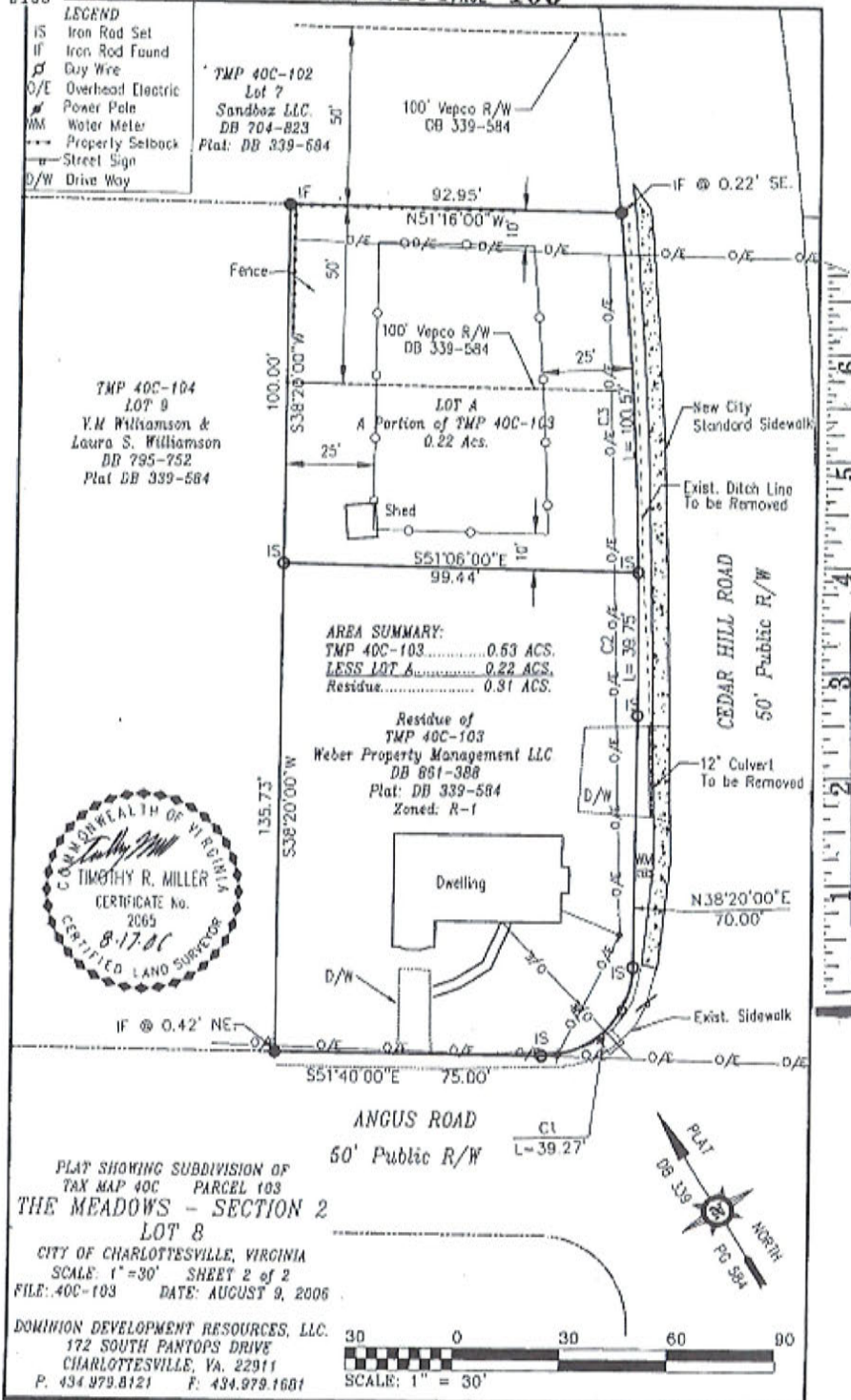




# Exhibit C - Plat

1104  
B153

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## **Exhibit D - Previous City Council Actions**

Council approved \$100,000 in funding to acquire this parcel in the FY2024 CIP budget at its meetings on April 3, 2023 and April 11, 2023.

## **Exhibit E - Input from City Departments**

# MEMORANDUM

## Office of the City Attorney

**TO:** Sam Sanders, City Manager

**FROM:** Chris Gensic, Park and Trails Planner, Parks & Recreation Dept.

**DATE:** August 31, 2023

**RE:** Acquisition of Property for Neighborhood Park

=====

I have been in contact with owners of property located at 0 Cedar Hill Road. Weber Property Management LLC owns property designated as 102.1 on City Tax Map 40C and has agreed to sell 0.22 acres to the City for use as parkland, as shown on the attached drawing/plat.

The assessed value of the land is \$120,000 according to the Assessor's office records. The agreed to sale price is \$100,000 since it is a buildable lot.

Funds are Available:  Date: 9/14/2023  
Comptroller Glen E. Pack  
Comptroller

Comments on the acquisition of the land regarding utilities, environmental liability, property maintenance, and zoning have been received from Public Works/Environmental, NDS, Public Utilities, and Parks and Recreation.

### UTILITIES:

No City utilities on this site – No comments. Dominion Energy has a one-hundred-foot easement for a power transmission line, which covers approximately one half of this property.

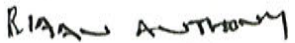
 Date: 8/31/2023  
Lauren Hildebrand, Director

PW/ENVIRONMENTAL: Based on a site visit and visual assessment conducted on the subject property and a review of historical aerial photos, there are no apparent environmental concerns associated with this property. No further environmental investigation appears necessary at this time and the acquisition of the property is supported by this office.

 Date: 9/6/2023  
Kristel Riddervold, Environmental Sustainability Manager

PARKS: Is prepared to take on maintenance of the land for Parkland purposes.

 Date: 9/13/2023  
Dana Kasler, Director

  
Brian Anthony  
Acting Director

NDS: The current zoning of this portion of the parcel (R-1) allows use for public parkland by right.

Dannan O'Connell  
Dannan O'Connell, Planner

Date: 9/11/2023

CITY ATTORNEY'S OFFICE: No legal issues outstanding. The title work does not reveal any serious title issues. Our office will handle this real estate transaction in the event it is approved by the COO/CFO (or his designee) and City Council.

\_\_\_\_\_  
City Attorney

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

If you concur with the recommendations of the above-named departments, please indicate your approval of the land acquisition by signing below. If you do not agree, or have any questions about the conveyance, please note your objection or comments below.

\_\_\_\_\_  
Sam Sanders, City Manager

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

**OBJECTION OR COMMENTS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## **Exhibit F - Neighborhood Petition**

I support the building of a playground on Cedar Hill  
Drive across the street from the church

Name	address	phone #
Lighthughes	105 Linda Ct	
Peter Vassari	103 Linda Ct	
Baron Elias	106 LINDA CT	
Chris Green	2302 Dellmead Ln	
Martha Sites	1609 Ricky Rd.	
Bobby Strong	2304 Dellmead	
Shahdon	1604 Cedar Hill Rd	
Rosa Cruz	2300 A Wayne Ave charville VA. 22901	
Judy Bow	2302 B Wayne Ave Charville	
Margaret McManis	2305 Wayne Ave	
Wendy Barnett	2309 Wayne Ave	
Paul Stephens	2311-A Wayne Ave	
Andrew Pickens	2222 Wayne Ave	
Deborah Overhuf	2219 Wayne Ave	
Paul Strickling	2216 Wayne Ave	
Wendy Wood	2215 Wayne Ave	
Jimmy + Charles Owens	2211 Wayne Ave	
Angela Del Valle	1613 Cedar Hill Rd	
Lyndell Man	1611 Cedar Hill Rd	
Mike Siefert	11 2308 11 11	
Carol Brantley	1707-A Cedar Hill Rd.	
Walter Howard	1707B Cedar Hill Rd.	
Richard Lee	1708 Cedar Hill Rd	
Cameron Walker	1807 Cedar Hill Rd	
James K. French	2303 Shelby Dr.	
Cheryl Bianchini	1905 Cedar Hill Rd	
Virginia Roberts	1903 Cedar Hill Rd.	
Charith Shelley	1907 Cedar Hill Rd	
Cassandra Ruff	1910A Cedar Hill Rd	



I support the building of a playground on  
Cedar Hill Drive across the street from the church.

Name

address

phone #

Bill Wilson 1614 Ricky Rd -  
Michael W. Marshall

Angela Lang  
Angela Lang 2302 #A Angus Rd

Courtney Greig 2213 A N. Berkshire Rd

Christopher Schroeder 2213 A N. Berkshire Rd

Minnesota Smajlovic 2210 A N. Berkshire rd

Andy Anderson 2216 B N. Berkshire rd

Joel Koximo 2207 N. Berkshire

Sarah Albright 2208 B N. Berkshire Rd

IRENE HERNDON 2206 N. Berkshire Rd #10

Sallama Al Malham 2212 N. Berkshire Rd #B

Abel Rojas 2214 N. Berkshire 2214 N. Berkshire Rd #B

Emanuel Washington 2214 N. Berkshire Apt #4

London Jones

Ferraine Walters 2216 A N. BERKSHIRE RD

Diana Reyes 2302 B N. Berkshire rd

Theresa Davis 2305 B N. Berkshire Rd

Shawn C. Malt 2305 A. N. Berkshire Rd

Freda - Norman Rosenheim 1610 Ricky Rd

Wesley Gantson 1603 Ricky Rd

Nathan Hedlow 1602 Ricky Rd

Michael Smith 1601 Ricky Rd

Neil McLaughlin 2309 Dellmead Lane

Charles Grafton 2305 Dellmead

Tom & Pam Hill 2303 Dellmead Ln



I support the building of a playground on Cedar Hill  
Drive across the street from the church

Name	address	phone #
Brad & Nancy Santmyr	1909 Cedar Hill	
Amber Swanson	1910 B Cedar Hill	
Joan Cassidy	2209 Shelby Dr	
Carol Holbrook	2206 Shelby Dr	
Hester Bell	207 Shelby Dr	
Lois Krossen	1901 Swanson Dr.	
Christina Mullins	1707 Swanson Dr.	
Jessie Voglietti	1914 Swanson Dr.	
Mark Quick	1913 Swanson Dr.	
J C Lill	1914 Swanson Dr.	
Anna L. Tulen	1704-A Cedar Hill Rd	
Marjorie Crane	1704-B Cedar Hill Rd	
Leita Thompson	1805 Cedar Hill Rd	
Meredith Allen	1905 Swanson Dr	