

**LYNCHBURG CITY COUNCIL
PHYSICAL DEVELOPMENT COMMITTEE
Tuesday, March 11, 2014
9:00 a.m.**

Information Items

Recent/Pending Contract Awards: – no new contracts

Update on priority projects – see attached report.

General Business

1. Vacate a portion of right of way on Delta Street between 4021 & 4025 Wards Road Kevin Henry
2. License Agreement for Installation of Fiber Optic Cable from 2500 Rivermont Avenue to 2715 Rivermont Avenue Lee Newland
3. Roll Call

Pc: Kimball Payne, City Manager
Bonnie Svrcek, Deputy City Manager
Council Members
Gaynelle Hart, Director of Public Works
News & Advance
File

Next Meeting: April 8, 2014

Lynchburg Capital Projects (General Fund)

March 11, 2014

Projects of Interest		Status		Notes
Timberlake / Logan's Lane Intersection		Design	July 2014	Preliminary Design - Public Meeting Held - Interchange Modification Report Submitted to VDOT - Addressing VDOT Comments
Wards Road Pedestrian X-ing 2B		Construction	May 2014	Trail Phase 2B - Pre-Construction Scheduled
Midtown Connector		Construction	March 2015	Under Construction - Fort / Park Avenue Open - Working on Langhorne
Greenview Drive Phase 2		R/W	August 2014	Project to be Included in P3 RFP with VDOT - Revenue Sharing Funds Awarded
Kemper Street Bridge / Interchange		Design	March 2013	Bids Due January 17th. - Bids were over Budget. Performing Value Engineering to be able to re-bid.
Signal Improvements - Edgewood/Fort, University/Evans & Oak/Rivermont		Construction	December 2013	Complete
Lower Bluffwalk Phase 2		Construction	October 2014	Underway
Memorial - Park - Lakeside Intersection		R/W	April 2013	Utility Relocations Underway - Project Advertised - Bids Rec'd. March 5th.
Miller Center Renovations		Construction	August 2014	Construction on Building Going Well and on Schedule. Parking Lot Construction has Been Slowed Due to Weather.
Odd Fellows Road - P3		Advertising	February 2014	Proposal Being Considered By VDOT - Hope to Advertise by Late February - Postponed till March.
Lakeside Drive Improvements @ L.C.		Design	September 2014	Negotiations with Consultant - VDOT Performing SERP.
Harvard Road Improvements at Tunnel		Construction	June 2014	Adding Turn Lanes and Utilities
Wards Road Bridge Repairs		Construction	October 2013	Complete
Fifth Street Phase 2 Utilities w/ Streetscapes		Construction	November 2013	Closeout in Progress.

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **March 11, 2014 (PDC)**

AGENDA ITEM NO.:

CONSENT: REGULAR: **X**

WORK SESSION:

CLOSED SESSION:
(Confidential)

ACTION:

INFORMATION:

ITEM TITLE: **Vacate a portion of right of way on Delta Street between 4021 & 4025 Wards Road.**

RECOMMENDATION: Vacate the right of way.

SUMMARY: Lynchburg Hotel Group, LLC is petitioning to vacate a portion of right of way between 4021 and 4025 Wards Road. This portion of right of way currently serves as a “hammerhead” truck turnaround near the terminus of Delta Street. The area is approximately fifty-five thousandths (.055) of an acre and fifty-eight (58) feet in width at the frontage along Delta Street.

The petitioner has requested this portion of right of way be vacated in order to accommodate parking at 4021 Wards Road for the hotel use. The petitioner has also proposed a public easement, which would replace the current truck turn-around. The proposed public easement is shown on the plat with a hatching that circles the parking lot. Both property owners who adjoin the portion of right of way to be vacated are in agreement with the proposal.

Pending revisions to the plat for public easement by the surveyor, there would be minimal impact with the vacation of this portion of the right of way.

PRIOR ACTION(S):

February 21, 2014: The Technical Review Committee [TRC] reviewed the petition. The TRC comments have been incorporated into the proposed ordinance.

FISCAL IMPACT: None

CONTACT(S):

Kevin Henry, Planner II – 455-3900
Tom Martin, City Planner - 455-3900
Kent White, Director of Community Development – 455-3900

ATTACHMENT(S):

- Ordinance
- Application
- Agreement from neighbor
- Maps
- Copy of Survey

REVIEWED BY:

AN ORDINANCE VACATING A PORTION OF RIGHT OF WAY BETWEEN 4021 AND 4025 WARDS ROAD.

WHEREAS, Lynchburg Hotel Group, LLC are petitioning to vacate a portion of right of way located between the properties of 4021 and 4025 Wards Road, which is approximately fifty-five thousandths (.055) of an acre and incorporates the area shown on the attached survey; and

WHEREAS, City Council finds that no public inconvenience will result from vacating the portion of right of way

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Lynchburg, on its own motion, and in accordance with the provisions of Section 15.2-2006 of the Code of Virginia, 1950, as amended, and Section 35-71 through Section 36-77 of the City Code, 1981, as amended, the following described right of way be, and the same hereby is, discontinued and vacated, namely:

The portion of right of way located between 4021 and 4025 Wards Road, which is approximately fifty-five thousandths (.055) of an acre and incorporates the area shown on the attached survey.

Said vacation is contingent upon the following: (1) that an easement to locate, relocate, repair, replace, maintain and perpetually operate all utilities currently located therein or needed by the City in the future is hereby reserved unto the City of Lynchburg, and the construction of any building or structure or the use of the vacated property in any manner that could interfere with the City's right to locate, relocate, repair, replace, maintain and perpetually operate utilities is prohibited without the prior written approval of the City Manager's Office, City Utilities Division and the City Engineering Division.

BE IT FURTHER ORDAINED that the Clerk of the Council is hereby authorized and directed to deliver a duly-certified copy of this ordinance to the Clerk of the Circuit Court for the City of Lynchburg so that said certified copy of this ordinance may be recorded as deeds are recorded and indexed in the name of the City of Lynchburg.

Adopted:

Certified:

Clerk of Council

APPLICATION FOR THE VACATION OF A

Delta Street
(Street/Alley)

LOCATED BETWEEN

Norfolk and Southern Rail way and Wards Road

The undersigned applicant, Lynchburg Hotel Group LLC, pursuant to the provisions of Section 15.2-2006 of the Code of Virginia, 1950, as amended, and Section 35-71 through Section 35-77 of the City Code, 1981, as amended, respectfully makes application to the Lynchburg City Council for the vacation of that certain Delta St described as follows:

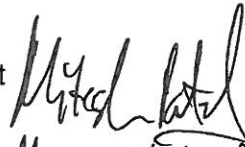
A 0.055 acre parcel shown on the site plan for vacation of a portion of Delta Street and showing the proposed public access easement on the property of Lynchburg Hotel Group, LLC

The applicant further requests the Lynchburg City Council to hold a public hearing on this application at its meeting to be held in the Council Chambers, City Hall, 900 Church Street, Lynchburg, Virginia, on March 11, 2014 , at 7:30 p.m., or as soon

thereafter as the matter may be heard, and at the conclusion of which hearing to
consider whether or not to vacate the above described Delta St.

Given under my hand this day of , 20 .

Applicant


Managing Member of Lynchburg Hotel Group, LLC

Address

109 Destination Blvd
Anderson SC 29621

Telephone Number (864) 375-0037

Delta Bates 1/29/14

Exp: 5/30/23

WE, THE ADJOINING PROPERTY OWNER(S), ARE IN AGREEMENT TO THE
VACATION OF THE ABOVE DESCRIBED PROPERTY:

February 26, 2014

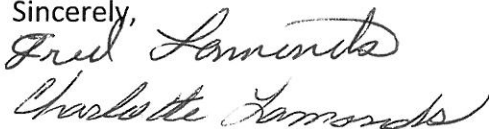
Kevin Henry, City Planner
City of Lynchburg
900 Church Street
Lynchburg Va 24504

RE: 4021 WARDS RD, LYNCHBURG VA

Dear Mr. Henry:

As a follow-up to our telephone conversation of February 25, 2014 regarding removal of Hammer Head located at 4021 Wards Rd, please let this serve as written confirmation granting our permission for this action to be taken.

Sincerely,

The block contains two handwritten signatures in cursive. The first signature is 'Fred Lamonds' and the second is 'Charlotte Lamonds'. They are written in dark ink.

Fred & Charlotte Lamonds
Property Owners

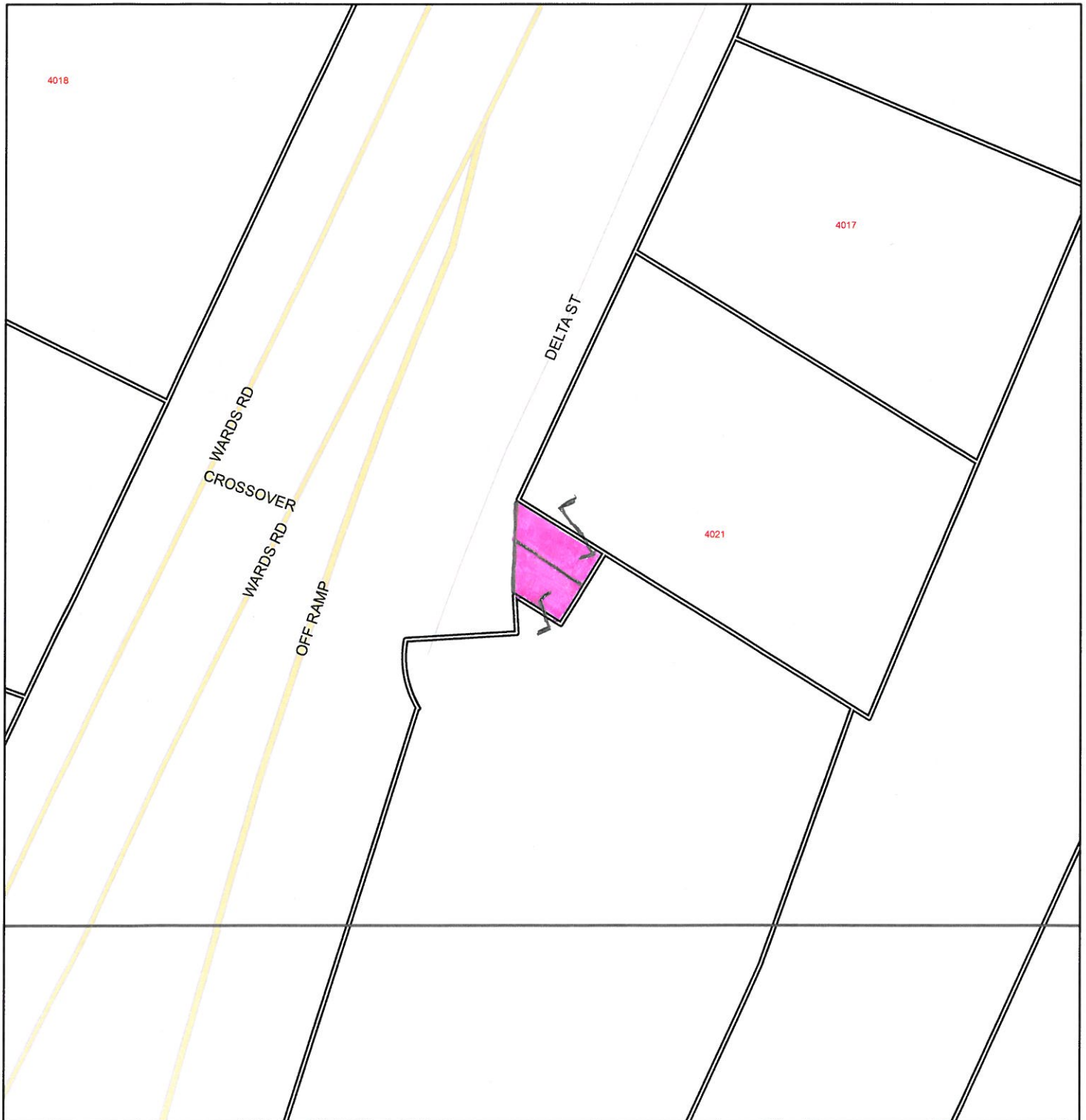
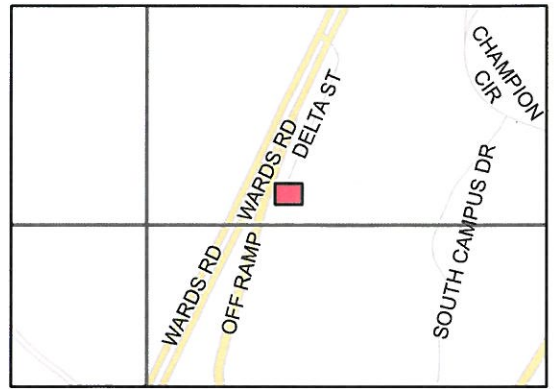
cc: Nixon Land Surveying
RCM, Inc

4021 & 4025 Wards Road

Right-of-Way Vacation



Area to be vacated

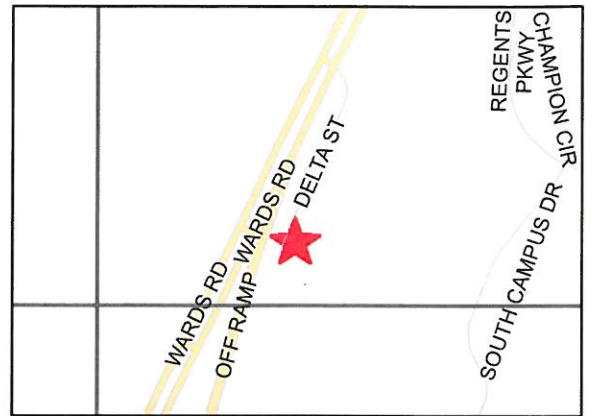


4021 & 4025 Wards Road

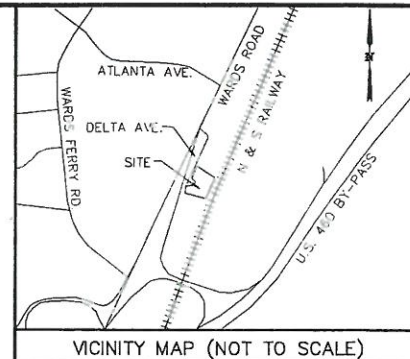
Right-of-Way Vacation



Location



NORFOLK-SOUTHERN RAILWAY RIGHT-OF-WAY



**TOTAL AREA =
1.570AC.
(EXCLUSIVE OF R/W
TO BE VACATED)**

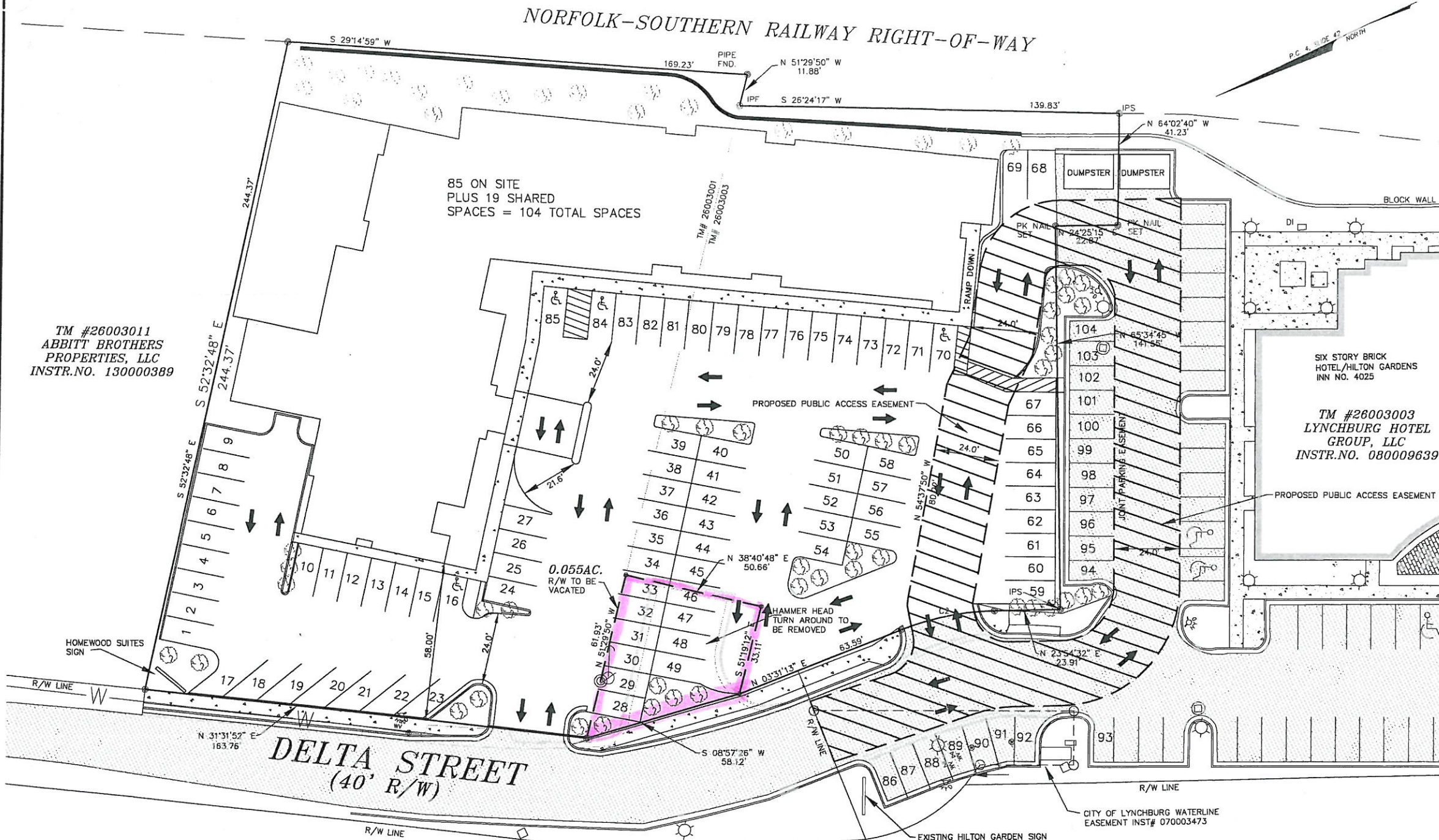
TM #26003011
ABBITT BROTHERS
PROPERTIES, LLC
INSTR.NO. 130000389

TM #26003003
LYNCHBURG HOTEL
GROUP, LLC
INSTR.NO. 080009639

GENERAL NOTES:

- 1.) THIS PLAN HAS BEEN PREPARED FROM AN ACTUAL FIELD SURVEY DONE PER DATE OF THIS PLAN AND THERE ARE NO VISIBLE EASEMENTS OR ENCROACHMENTS EXCEPT AS SHOWN HEREON.
- 2.) THIS SURVEY HAS BEEN PREPARED WITHOUT BENEFIT OF A TITLE REPORT AND DOES NOT, THEREFORE, NECESSARILY INDICATE ALL ENCUMBRANCES UPON THE PROPERTY.
- 3.) THIS PROPERTY IS NOT IN A FLOOD ZONE THIS PROPERTY IS IN FLOOD ZONE "X" AS SCALED FROM F.E.M.A. FLOOD INSURANCE RATE MAP(S).
- 4.) THIS PROPERTY IS ZONED B-5C.
- 5.) THIS PROPERTY WILL BE SERVED BY CITY OF LYNCHBURG WATER AND CITY OF LYNCHBURG SANITARY SEWER.
- 6.) THE PROPOSED PUBLIC ACCESS EASEMENT IS FOR THE USE BY THE PUBLIC AND THE CITY OF LYNCHBURG. IT IS DESIGNATED AS A MEANS FOR VEHICULAR TRAFFIC AND UTILITY VEHICLES TO HAVE UNOBSTRUCTED RIGHT TO TRAVEL ALONG ITS PATH. THE DEVELOPER / OWNER UNDERSTANDS THAT THE PUBLIC IS HELD HARMLESS AS TO THE MAINTENANCE OF THE EXISTING AND FUTURE DESIGNATED DRIVE ISLE.

RECEIVED
FEB 04 2014
**COMMUNITY
DEVELOPMENT**



WARDS ROAD
BUSINESS 29 NORTH BOUND LANE
(VARIABLE WIDTH R/W)

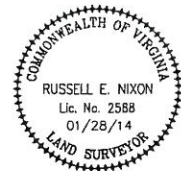
RAMP "A"

CURVE TABLE				
CURVE	DELTA	LENGTH	RADIUS	CHORD
C2	20°23'20"	35.59	100.00	35.40
				CHORD BEARING
				N 13°42'53" E



SOURCE OF TITLE
TM# 26003011
FRED T. LAMONDS &
CHARLOTTE M. LAMONDS
D.B. 1038 P. 411

TM# 26003003
LYNCHBURG HOTEL GROUP, LLC
INSTR.NO. 080009639



SURVEYED FOR: LYNCHBURG HOTEL GROUP, LLC. SITE PLAN FOR VACATION OF A PORTION OF DELTA STREET AND SHOWING THE PROPOSED PUBLIC ACCESS EASEMENT ON THE PROPERTY OF LYNCHBURG HOTEL GROUP, LLC CITY OF LYNCHBURG, VIRGINIA	
COMM. NO.: 2013176 SCALE: 1"=20' SHEET: 1 OF 1	REVISION: 01/28/14 DR. BY: REN DATE: 09/12/13 CHK. BY: REN/DRW. NME.CONCEPT

REVISED 01/28/14

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **March 11, 2014 (PDC)**

AGENDA ITEM NO.:

CONSENT: REGULAR: **X**

WORK SESSION:

CLOSED SESSION:
(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: License Agreement for Installation of Fiber Optic Cable from 2500 Rivermont Avenue to 2715 Rivermont Avenue

RECOMMENDATION:

Forward to Council to hold a public hearing for consideration of granting Randolph College a License Agreement to place fiber optic cable in city owned right-of-way across Rivermont Avenue as seen on the attached route map.

SUMMARY:

Randolph College has submitted a request for installation of approximately 55 feet of fiber optic cable in city right-of-way from 2500 Rivermont Avenue (college campus) to 2715 Rivermont Avenue. The college plans to begin renovations to 2715 Rivermont Avenue in May to provide residential housing for students this fall. The college will provide the same technology options to the student residential housing at 2715 Rivermont Avenue as would be found on campus. This bore will allow Randolph College to bring fiber optic cable from their campus to the student housing at 2715 Rivermont Avenue.

PRIOR ACTION(S):

FISCAL IMPACT:

CONTACT(S):

Lee Newland, City Engineer – 455-3947
Gaynelle Hart, Director of Public Works – 455-4406

ATTACHMENT(S):

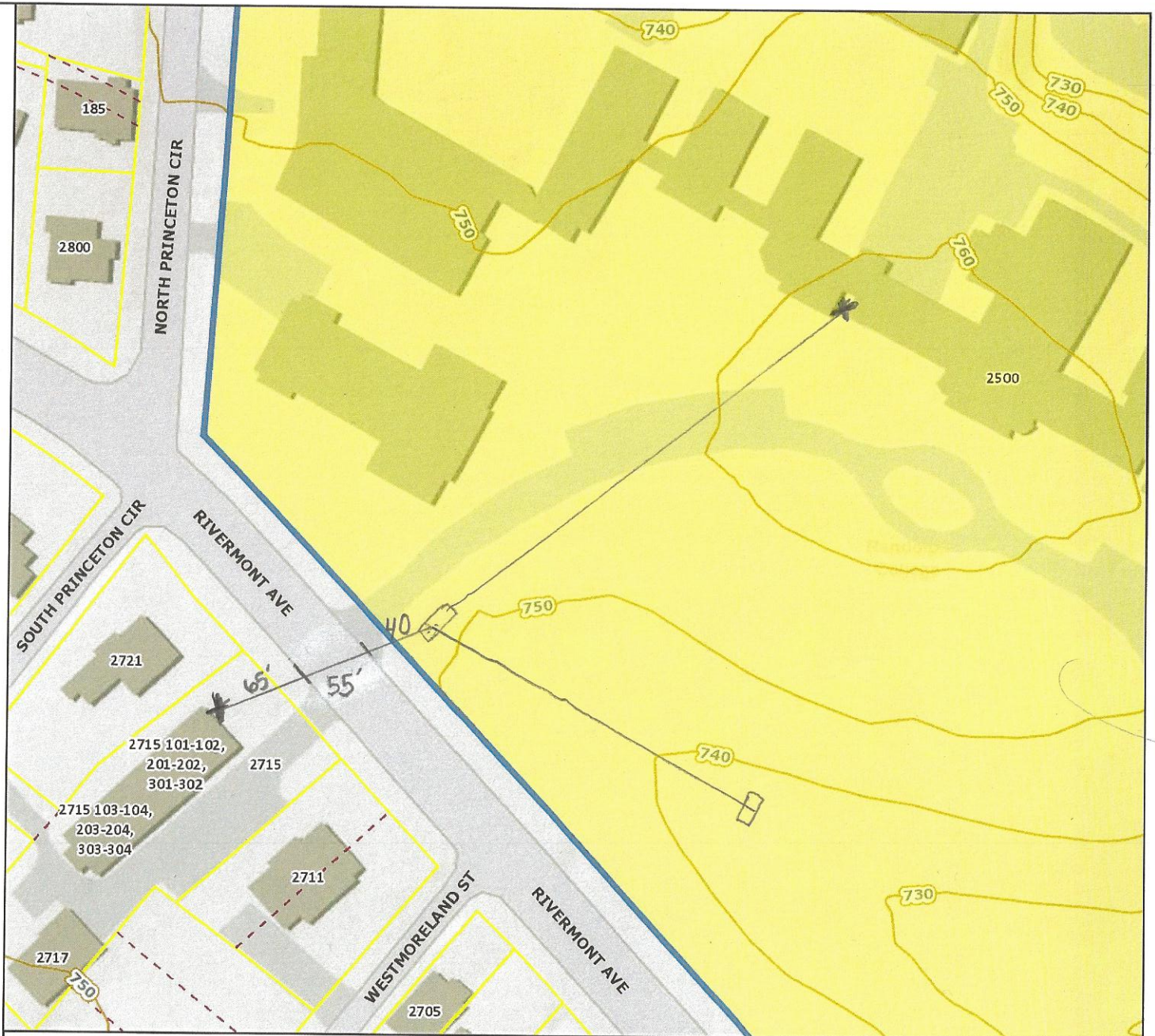
Route Map

REVIEWED BY:

The City of Lynchburg, VA

Legend

- Addresses
- Street Labels
- Legal Lot Lines
- Vacated Right of Way
- Parcels
- Owner Unknown
- Survey Gap
- 10ft Contours



Feet
0 20 40 60 80
1:1,200 / 1"=100 Feet

Bore Info

2/27/2014

DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and the City of Lynchburg is not responsible for its accuracy or how current it may be.



LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **March 11, 2014**

AGENDA ITEM NO.: 2

CONSENT:

REGULAR:

WORK SESSION: X

CLOSED SESSION:

(Confidential)

ACTION:

INFORMATION: X

ITEM TITLE: **Workforce Data Follow Up**

RECOMMENDATION: None

SUMMARY: Council discussed workforce indicators during the January 21, 2014 retreat and asked that additional information regarding market turnover data be provided.

PRIOR ACTION(S): January 21, 2014 Budget Retreat

FISCAL IMPACT: None

CONTACT(S): Margaret Schmitt, 455-4208

ATTACHMENT(S): Workforce Data Follow-Up

REVIEWED BY: lkp

032K



Workforce Data – Follow Up

March 11, 2014



Citywide Turnover CY 2013

- Overall turnover rates increased slightly
 - 6.94% Voluntary
 - Resignations
 - 11.16% Total
 - All Reasons: Resignation, Resignation in lieu of Dismissal, Release during Initial Employment Period (IEP), Dismissal, Retirement, Death



City-Wide Turnover Trend

Calendar Year Turnover

Year	Voluntary (Resignations)	Total (All Reasons)
2013	6.94%	11.16%
2012	5.37%	10.31%
2011	4.98%	9.44%
2010	5.10%	11.56%
2009	3.00%	8.00%



Large Dept Turnover

Depts with 25 or More Full Time Employees

Department	Voluntary	Total
Library	11.54%	19.00%
Human Services	10.42%	16.67%
Emergency Services	8.57%	14.29%
Public Works	7.28%	13.42%
Parks & Rec	12.50%	12.50%
Police	8.50%	10.00%
Water Resources	6.72%	9.24%



Positions w/Above Avg Total Turnover

Position with at least 8 incumbents

- Aide III 29%
- BN Prg Specialist 27%
- Custodian 19%
- Police Officer 17%
- Streets Maint Tech 17%
- Public Safety Com Spec 14%
- ASA III 13%
- Family Srvcs Specialist 12%
(formerly Social Worker)
- Youth Counselor 11%



Market Comparison Trend

Market Data and Salaries as of January 2014

Fiscal Year	Pay Range Min to Avg Mkt Range Min		Lynchburg's Average Pay to Avg Pay in Market	
2014	Public Safety	113%	Public Safety	115%
	Gen Workforce	83.5%	Gen Workforce	92.4%
2013	Public Safety	115.56%	Public Safety	108.01%
	Gen Workforce	93.14%	Gen Workforce	95.00%
2012	92.28%		93.96%	
2011	90.25%		91.52%	
2010	91.96%		93.48%	
2009	91.96%		92.86%	



Examples of Dept Market Comparisons as of January 2014

	Lynchburg's Range Minimum compared to Avg Market Range Minimum	Lynchburg's Average Pay to Avg Pay in Market
Human Services	81%	81%
Parks & Recreation	73%	82%
Public Works	87%	93%
Leadership Team	NA	91%

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **March 11, 2014**

AGENDA ITEM NO.: 3

CONSENT:

REGULAR:

WORK SESSION: **X**

CLOSED SESSION:

(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: **Department of Water Resources FY 2015 Rate Study and Annual Report**

RECOMMENDATION: Proceed to a public hearing regarding the rate recommendations contained within the Department of Water Resources FY 2015 Rate Study and Annual Report.

SUMMARY: The Department of Water Resources staff will present an overview of the FY 2015 Rate Study and Annual Report which includes information on the following:

- Drinking Water, Wastewater and Stormwater Overview,
- Financial Overview including: Revenues and expenditures by fund and division, rate analysis and comparisons,
- Projection Letter from PJ Sun, LLC,
- Water, Sewer, and Stormwater Projections,
- Statistical data.

The utility rate strategy developed for this year continues with the guiding principles of:

- Minimize the impact of rate adjustments on residential and other small customers.
- Ensure necessary funding is provided for increases in operating and debt service costs.
- Ensure compliance with the Special Order for Combined Sewer Overflow (CSO).
- Ensure compliance with adopted Fund Balance and Debt Management Financial Policies.
- Provide an equitable distribution of costs based on actual services provided.

The proposed increases include increasing the monthly service charge by \$2.00 per month per equivalent meter size as was done last year to continue to help stabilize revenues to cover the fixed costs of operating the water and sewer systems. In addition it is recommended to increase the water volume rate by 2% in order to cover rising costs associated with chemicals and power and to be able to continue water distribution system improvements. This will result in an increase to a typical residential water and sewer bill of 3.8%. The actual percent increase will vary depending upon actual consumption. City of Lynchburg customers' water and sewer bills are now 10% below the statewide average. Other proposed increases include a 5% increase in industrial surcharges and septic hauler charges, and a 3% increase for sewer only customers.

PRIOR ACTION(S): None

FISCAL IMPACT: Increase the revenues in the Water and Sewer Enterprise Funds to meet existing operating and capital needs, and meet financial targets.

CONTACT(S): Tim Mitchell, Director of Water Resources, 455-4252; Greg Poff, Assistant Director of Water Resources, 455-4249; John Rosser, Financial Professional IV, 455-4445

ATTACHMENT(S): Attachment 1 - Department of Water Resources FY 2014 Rate Study and Annual Report
Attachment 2 – FY 2015 Rate Study and Annual Report Presentation

Note: Due to the size of the attachments, a hard copy will be provided to Council at the meeting.

REVIEWED BY: lkp

034K



FY 2015 Rate Study and Annual Report

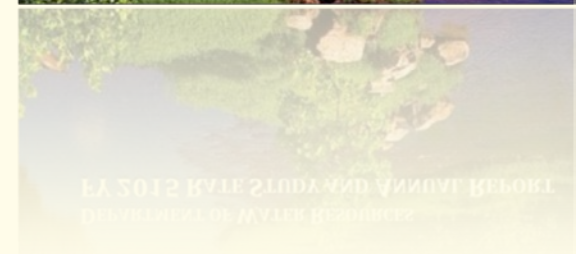
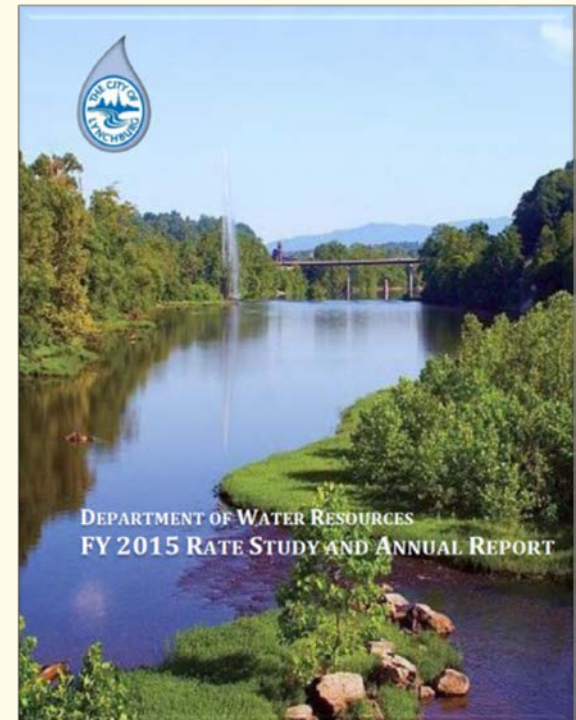
March 11, 2014

Timothy A. Mitchell, P.E., Director

Overview

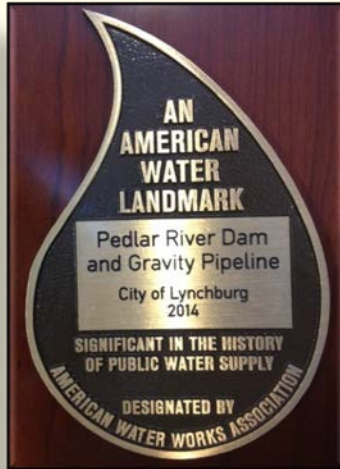
- Drinking Water
- Wastewater
- Stormwater
- Financial
- Rate Analysis
- Rate Comparisons
- Rate Recommendations

“It is essential that we renew our infrastructure at a pace that will ensure that it meets the needs of future generations . . . Water is essential for life, adequate water infrastructure is essential for the long term vitality of our city.” ~ Tim Mitchell



Drinking Water Recognition

AWWA Water Landmark Award



Best Maintained Dam





Drinking Water Recognition



Lab chemist Leslie Gryder, shown preparing water samples for coliform testing, spends considerable time outside the lab dealing with customer issues and distribution matters.

OUT AND ABOUT

STORY: TED J. RULSEN
PHOTOGRAPHY: JEFF REID

Leslie Gryder's role as a lab chemist in Lynchburg includes reaching out into the community to help troubleshoot customers' issues and respond to emergencies

Leslie Gryder, Chemist
Featured in
September, 2013
edition of
Water System Operator



Fluoridation Award

Drinking Water Failing Infrastructure



Water line
Breaks



Reduced
Capacity



5th Street – 8" Water Main

Drinking Water

Damages due to Breaks



Sidewalk Damage



Street Damage



Private Property Damage



Contamination Potential

Drinking Water Replacement Priorities

- Pipe size
 - 1" to 3" inadequate flow capacity
- Pipe Material
 - Galvanized
 - Asbestos Cement
- Pipe Age
 - Cast Iron = 100 years
 - Asbestos Cement = 70 years

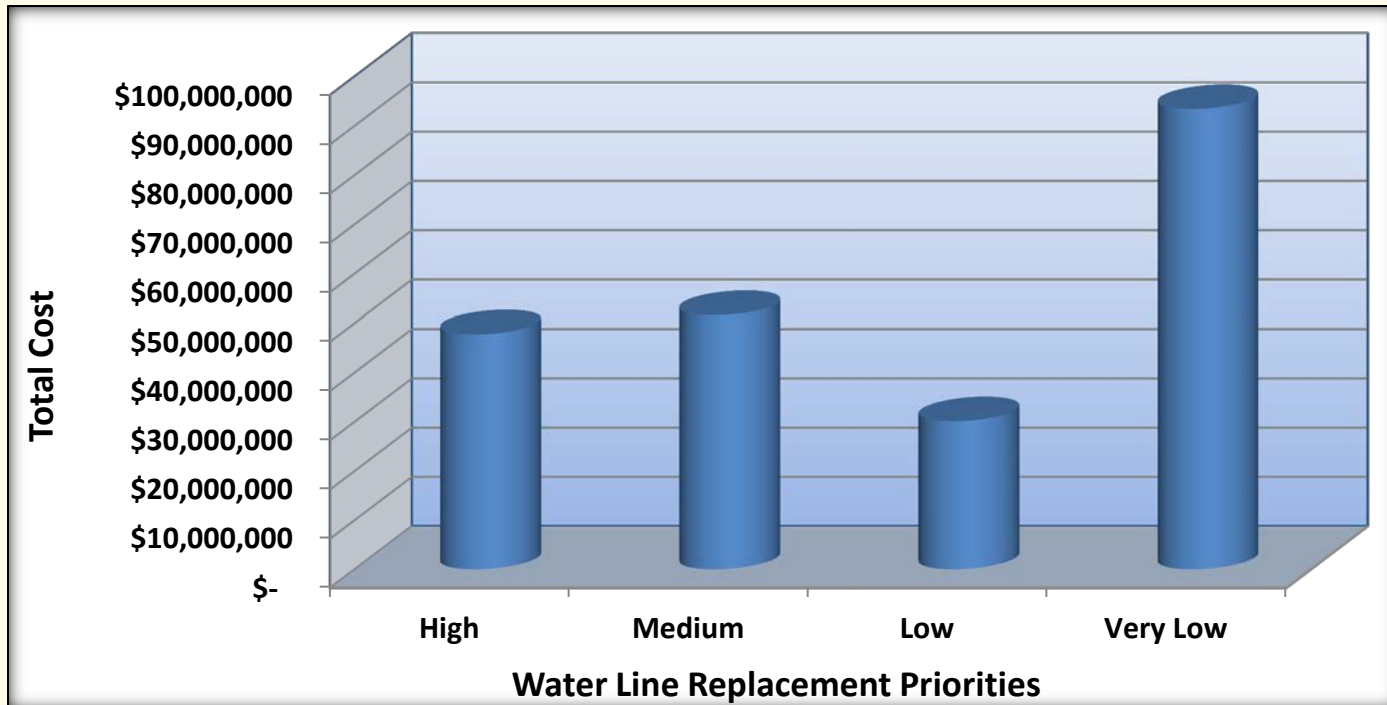




Drinking Water Replacement Costs

Pipe Size	Pipe Material	Pipe Age	Approx. Length (ft)	Replacement Cost (Est \$)	2014 Priority
1"-3"	Galvanized	>90 years	20,000	\$3,500,000	High
1"-3"	Galvanized	70-90 years	31,000	\$5,400,000	High
1"-3"	Galvanized	<70 years	26,000	\$4,500,000	High
4"	Cast Iron	>90 years	31,000	\$5,400,000	High
4"	Cast Iron	<70 years	15,000	\$2,600,000	Medium
6"-8"	Cast Iron	>90 years	165,000	\$28,900,000	High
6"-8"	Cast Iron	70-90 years	133,000	\$23,300,000	Low
6"-8"	Cast Iron	<70 years	338,000	\$59,200,000	Very low
10"+	Cast Iron	>90 years	51,000	\$11,500,000	Medium
10"+	Cast Iron	70-90 years	30,000	\$6,800,000	Low
10"+	Cast Iron	<70 years	152,000	\$34,200,000	Very low
4"-6"	AC	30-60 years	140,000	\$24,500,000	Medium
8"+	AC	30-60 years	74,000	\$13,000,000	Medium

Drinking Water Replacement Costs



- High priorities = \$47.7 million – needed within the next 10 years
- Medium priorities = \$51.6 million – needed within the next 20 years

Wastewater

Wastewater Treatment



Highlights

- \$10 million upgrade
- 20% Nutrient load reductions - \$260,000 annual revenues/cost savings
- Increase capacity – 60 million gallons per day
- Sewer cleaning truck dump station - \$260,000 capital + ongoing operating savings

Challenges

- Qualified Staff
- Biosolids Disposal
- James River Chlorophyll-a

Wastewater Sewer Line Maintenance



Roots



Grease

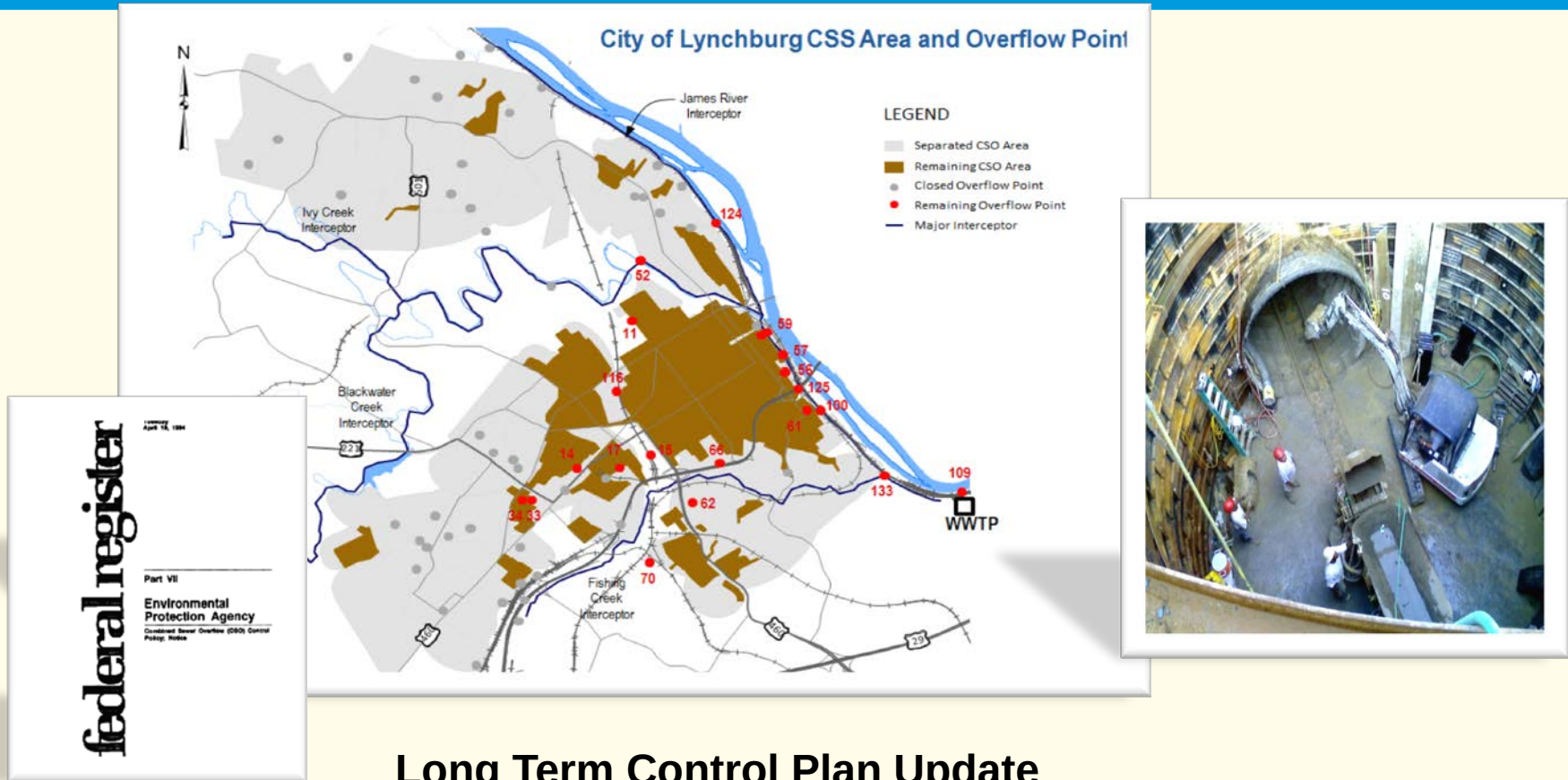
Wastewater CSO – Update

James River Interceptor - Significant Milestone

- 7.23 miles long
- Very Complex
- Multiple tunnels
- River Bank
- Railroads
- Rock and Buried debris
- \$75+ million
- 24" to 84"
- Last phase – 2,780 feet



Wastewater CSO - Update



Wastewater CSO National Recognition

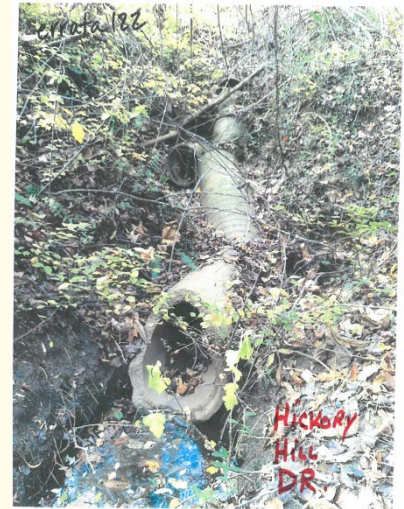
July's featured article in Municipal
Sewer & Water magazine
*"Holistic Approach – Lynchburg, Va.,
attacks CSO problems with innovative
planning"*

"Excellence in
Environmental Engineering
Award" from the American
Academy of Environmental
Engineers & Scientists

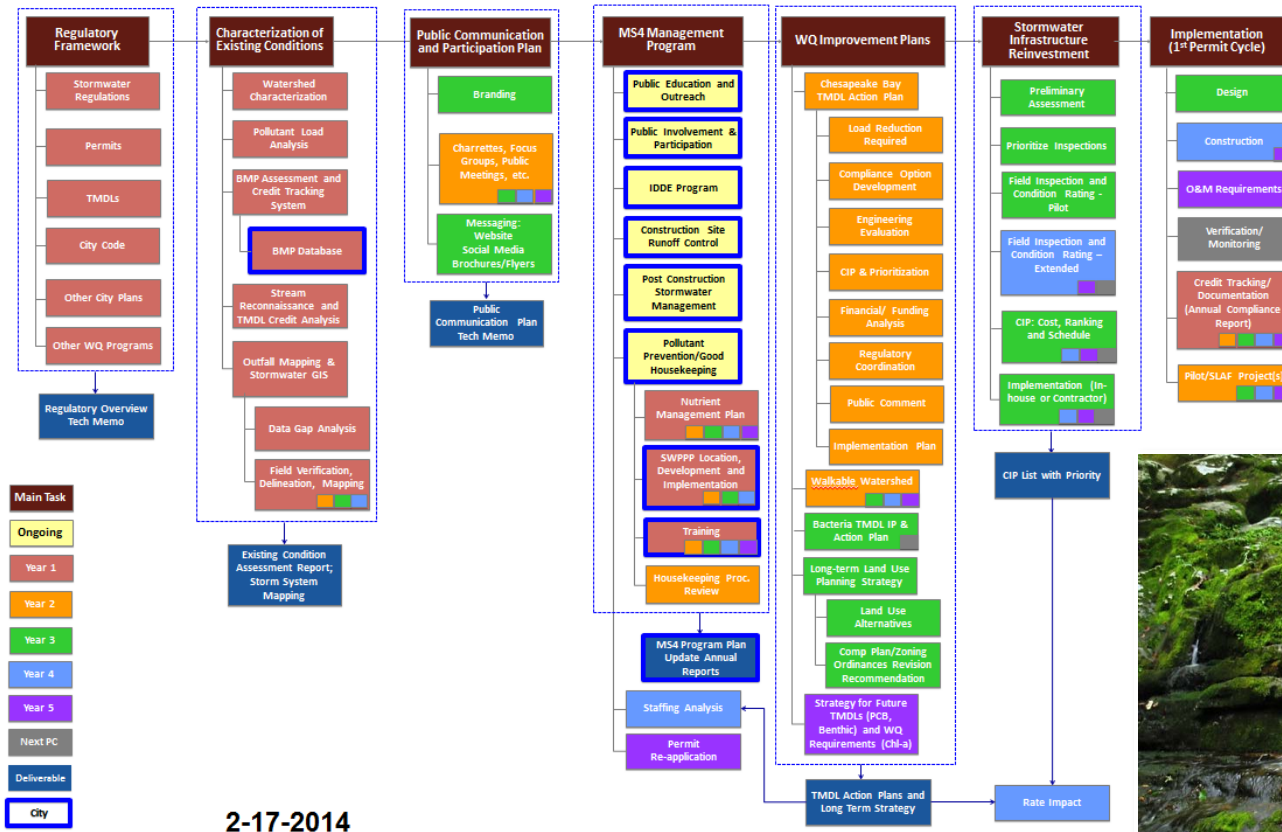


Stormwater

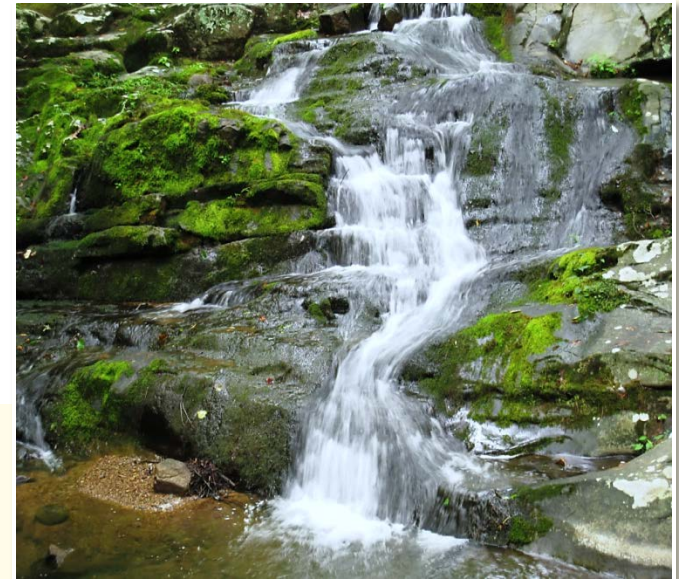
- New permit (6 MCM)
 - System mapping
 - Measurable goals for public outreach and education
 - Enhanced Illicit Discharge (IDDE) program
 - Nutrient Management Plans and Stormwater Pollution Prevention Plans (SWPPPs)
 - Employee training
 - Bay compliance
- Master Plan
- Water Quality
- Infrastructure



Stormwater



Master Plan Road Map



Stormwater

Adjustments to Residential Tiers Discussion

Current Residential Structure – 3 Tiers

Small Single-Family



$< 1,300 \text{ ft}^2 = 0.5 \text{ SFU}$

Medium Single-Family



$1,301 \text{ to } 4,300 \text{ ft}^2 = 1.0 \text{ SFU}$

Large Single-Family



$> 4,301 \text{ ft}^2 = 1.6 \text{ SFU}$

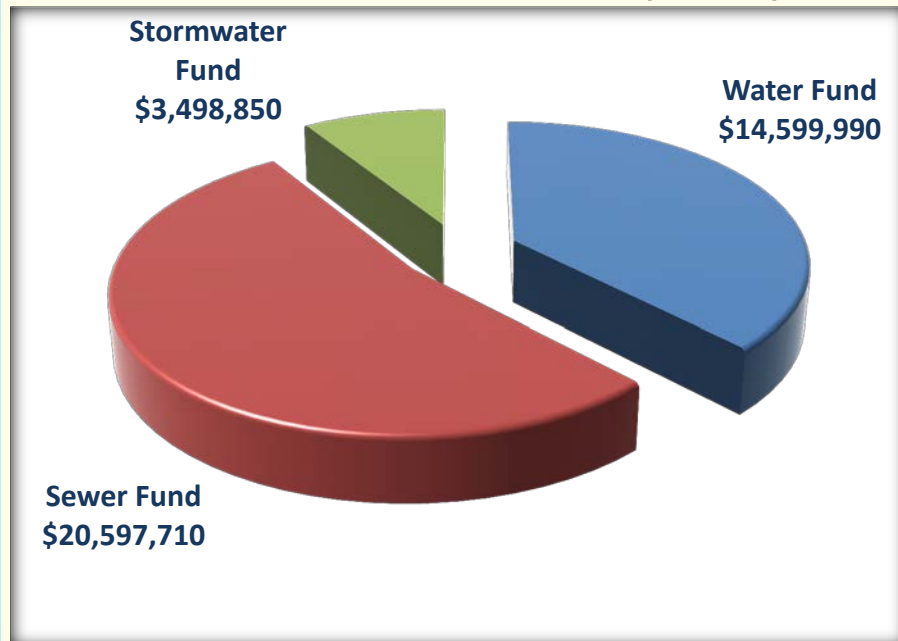
Issue:

Should we charge all residential properties over 4,300 square feet the same regardless of size?



Financial Revenues

Total Revenue = \$38,696,550



Water Revenues - \$973,814 increase

- \$465,000 Water Sales
- \$520,000 General Fund Fire Protection

Sewer Revenues - \$868,238 increase

- \$400,000 Sewer Sales
- \$420,000 Contract Customers

Stormwater Revenues - \$283,150 decrease

- \$375,000 reduction in VDOT transfers

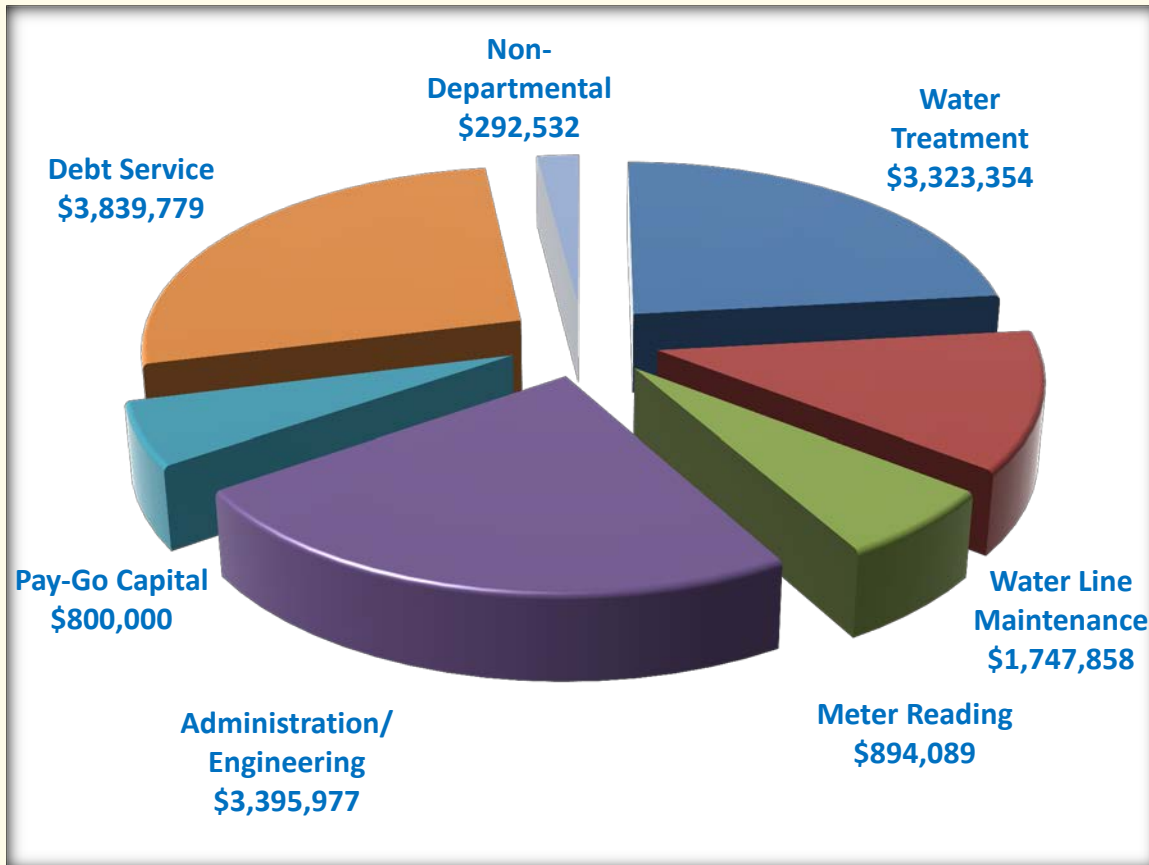


Financial

Water Fund Expenditures

Total Expenditures = \$14,293,589

\$582,885 increase over FY 2014



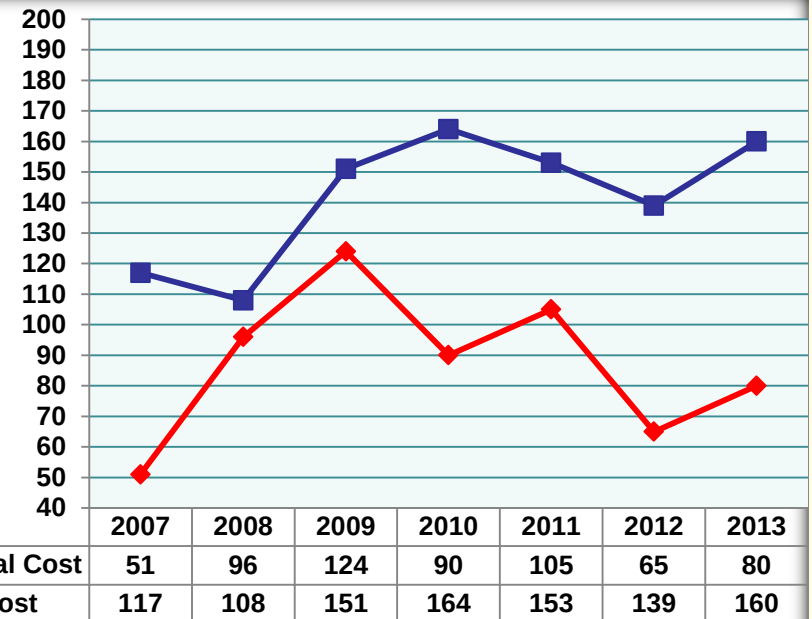
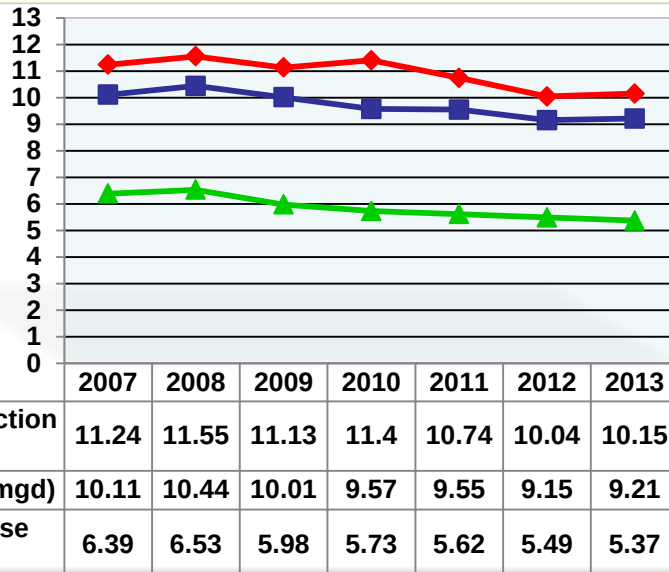
Significant Water Fund Increases

- \$247,000 increase in indirect cost payments to the General Fund
- \$208,000 increase in salaries and benefits



Financial

Water Fund Trends

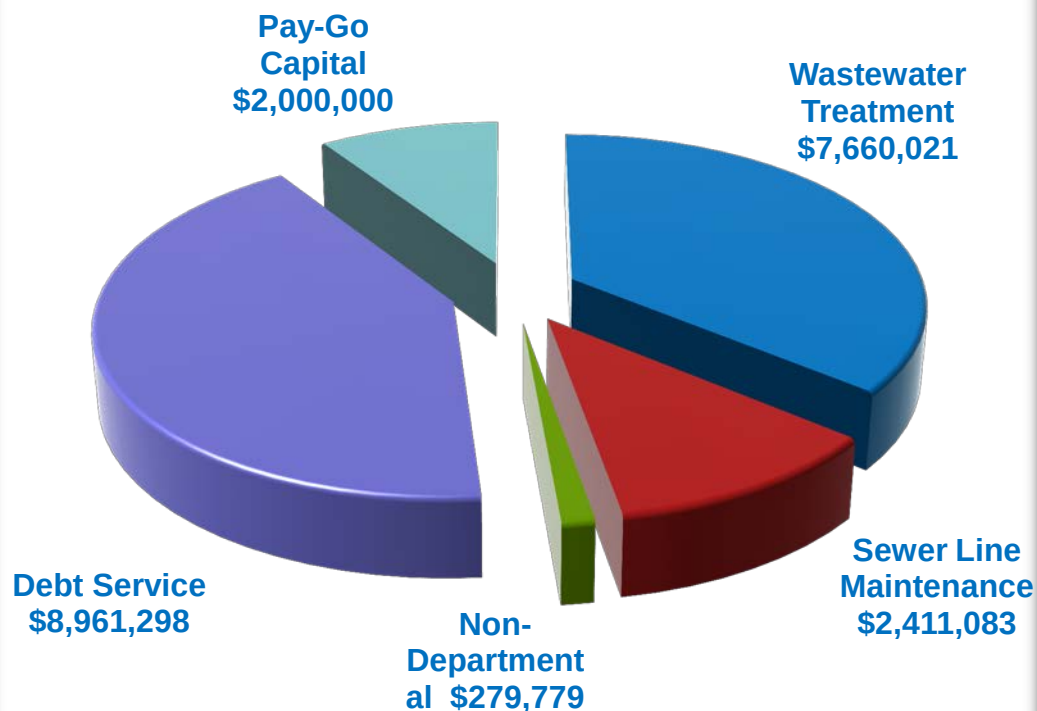




Financial Sewer Fund Expenditures

Total Expenditures = \$21,312,181

\$1,732,412 increase over FY 2014

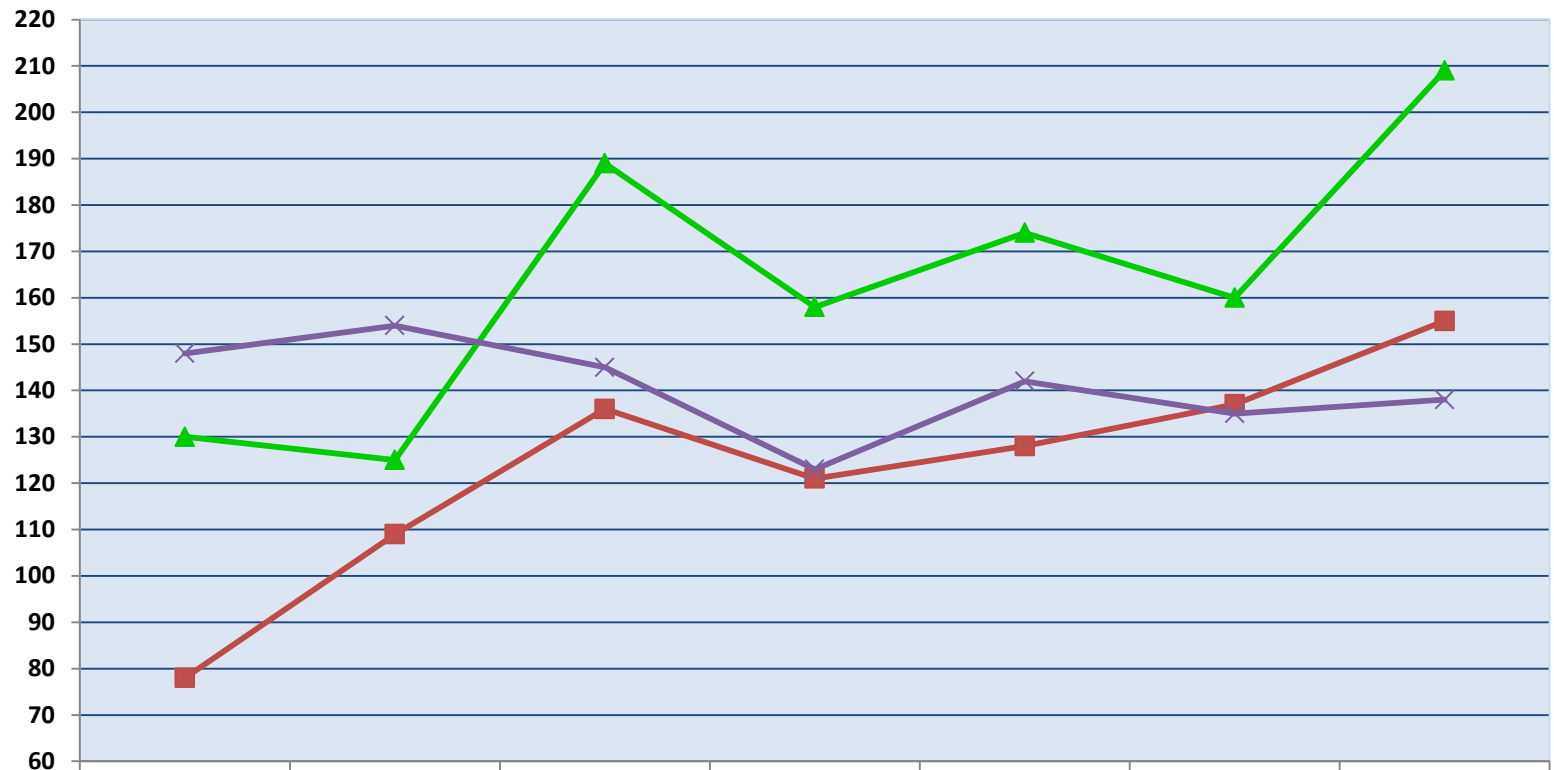


Significant Sewer Fund Increases

- \$419,000 increase in indirect cost payments to the General Fund
- \$239,000 increase in salaries and benefits – includes two new Utility Line Tech positions
- \$156,000 increase in contractual services including utility line marking
- \$500,000 increase in transfer to capital
- \$344,731 increase in debt service



Financial Sewer Fund Trends



Chemicals

Utilities

Sludge

2007

2008

2009

2010

2011

2012

2013

78

109

136

121

128

137

155

130

125

189

158

174

160

209

148

154

145

123

142

135

138



Financial Stormwater Expenditures

Significant Stormwater Fund Changes

- \$400,000 increase for a new sewer cleaning truck
- \$170,000 increase in contractor repair services
- \$300,000 increase in capital transfers
- \$977,000 decrease
- \$79,000 decrease

Note: Three new positions (engineer, training coordinator, and administrative support associate) are included in the Water Fund Administration budget primarily due to requirements of the Stormwater Program. All Administration positions are allocated to funds based on activities. Two Utility Line Tech positions have been added to the Sewer Fund to restore a line cleaning crew previously transferred to Stormwater.





Rate Analysis

Surcharges and Septic Hauler Charges

Industrial Surcharge Analysis

	Current Rate	Actual Cost	% Difference	Proposed Rate (+5%)
BOD charge / 100 lbs.	\$22.40	\$31.53	40.8%	\$23.52
TSS charge / 100 lbs.	\$25.33	\$27.55	8.8%	\$26.60

Septic Hauler Charges Analysis

	Lbs.	Rate / lb.	Charge
BOD	155	\$.3153	\$48.87
TSS	730	\$.2755	\$201.12
Administration*			\$50.00
Total for a 2,500 gallon truck load			\$299.99
Charge for each additional 500 gallons			\$40.23

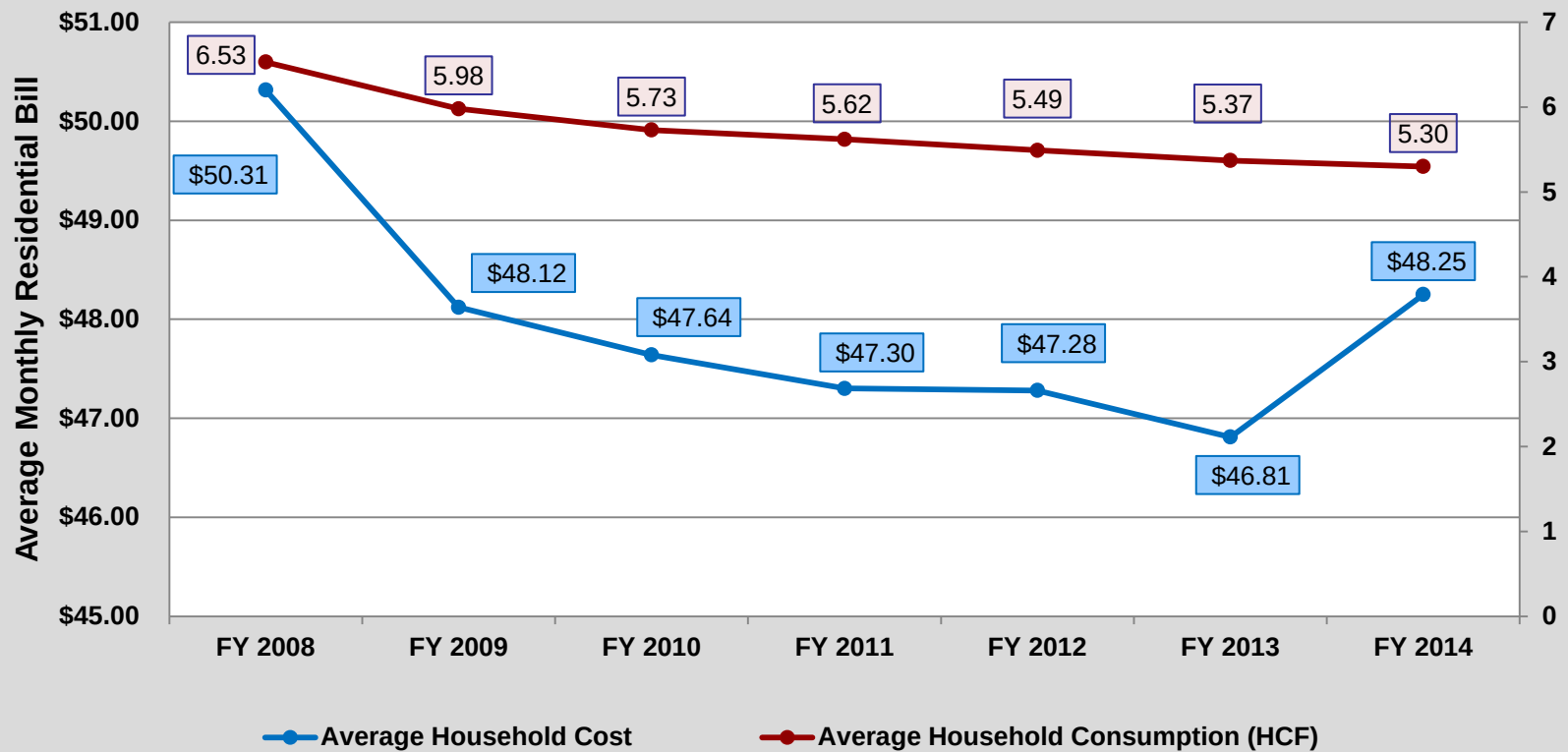
- Current Rate = \$204.90
- Actual Cost = \$299.99
- Proposed Rate = \$215.15



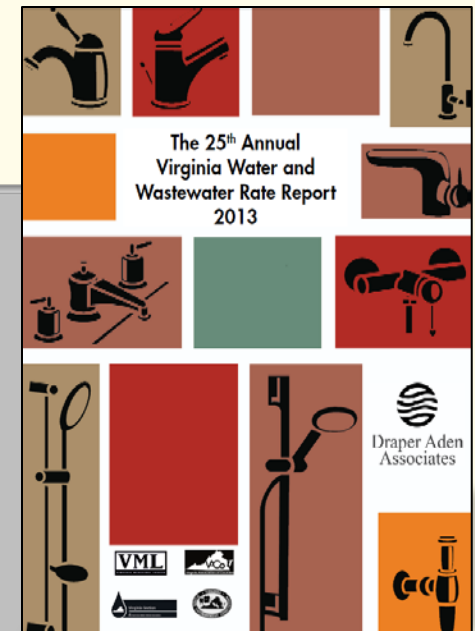
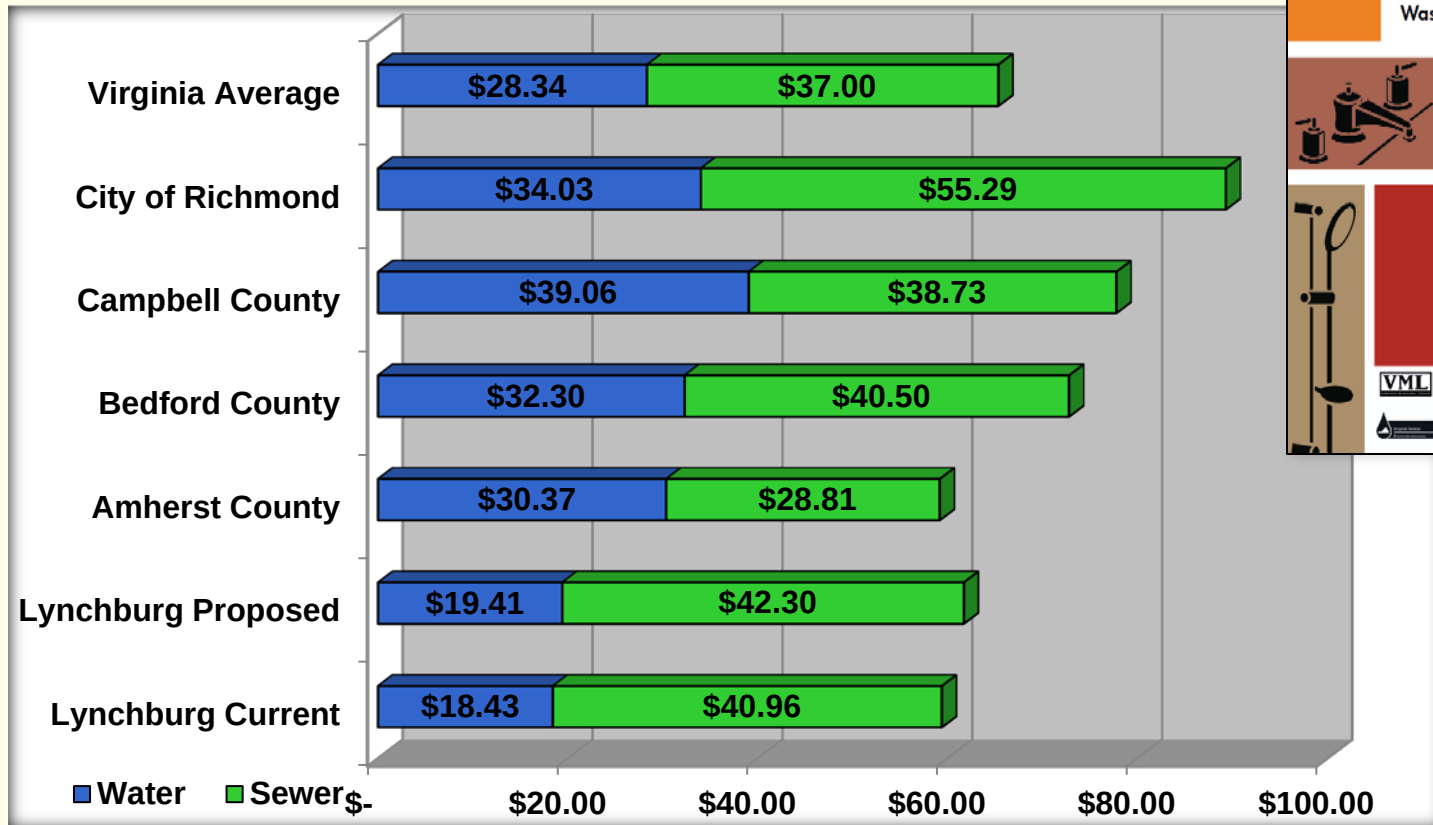
Rate Analysis

Monthly Bills based on Consumption

Consumption Impacts on Monthly Bills



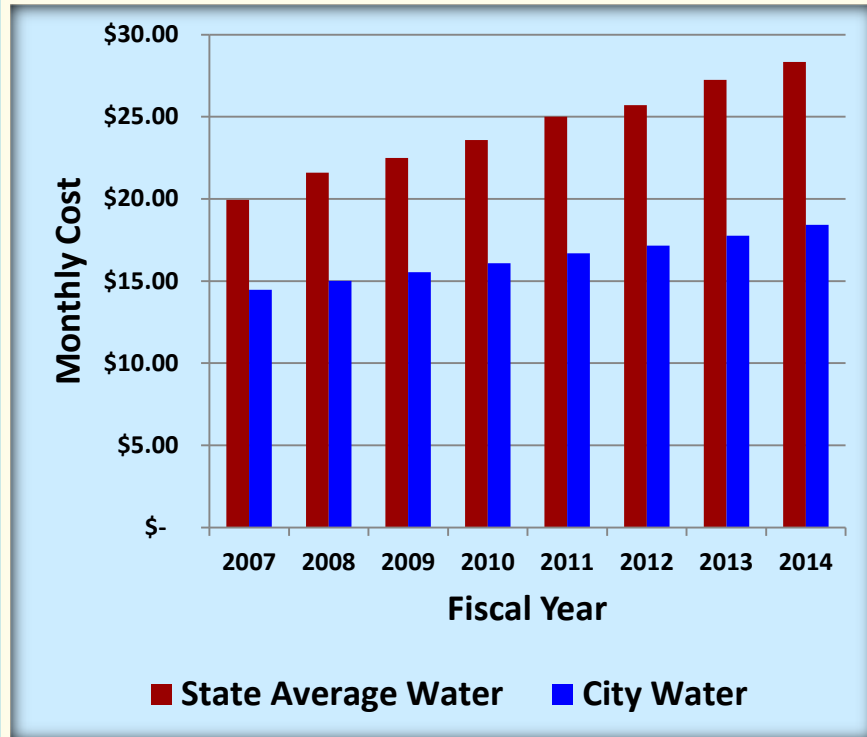
Rate Comparisons



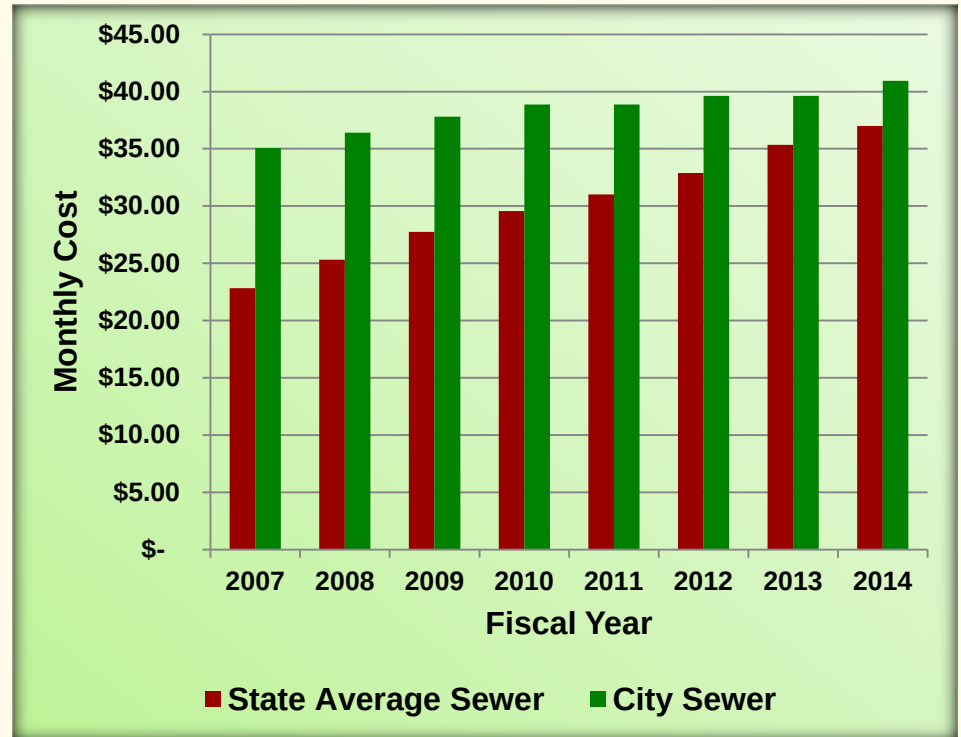


Rate Comparisons

Lynchburg vs. State Averages



Water – Lynchburg's monthly bill \$9.92 less than State average

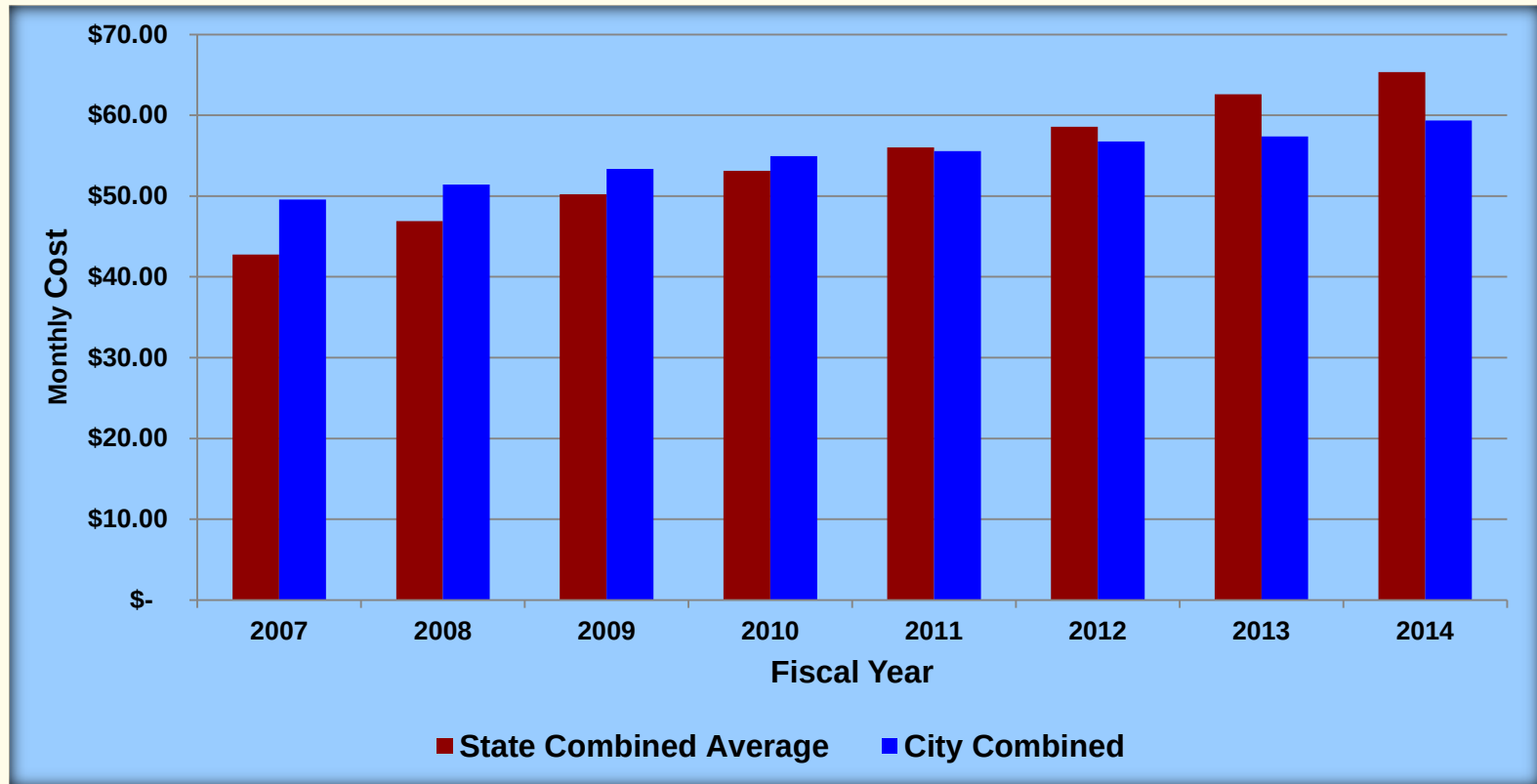


Sewer – Lynchburg's monthly bill is \$3.95 more than State average



Rate Comparisons

Combined Water & Sewer Comparison



- Fourth Consecutive year below state average
- \$5.97 (10%) less than average Virginian



Rate Recommendations

	FY 2014	FY 2015	% Increase
Water Volume Rate	\$2.38	\$2.43	2%
Sewer Only	\$44.58	\$45.92	3%
BOD charge/100 lbs.	\$22.40	\$23.52	5%
TSS charge/100 lbs.	\$25.33	\$26.60	5%
Septic Hauler	\$204.90	\$215.15	5%
Monthly Service Charge	(Next Table)	(Next Table)	(Next Table)



Rate Recommendations

Monthly Service Charges

Meter Size	Exist. Account Charge	Meter Factor	Fee per Equivalent Meter	Fee per Meter Size	Recommended Service Charge
5/8"	\$3.69	1.0	\$4.00	\$4.00	\$7.69
3/4"	\$3.69	1.5	\$4.00	\$6.00	\$9.69
1"	\$3.69	2.5	\$4.00	\$10.00	\$13.69
1-1/2"	\$3.69	5.0	\$4.00	\$20.00	\$23.69
2"	\$3.69	8.0	\$4.00	\$32.00	\$35.69
3"	\$3.69	15.0	\$4.00	\$60.00	\$63.69
4"	\$3.69	30.0	\$4.00	\$120.00	\$123.69
6"	\$3.69	60.0	\$4.00	\$240.00	\$243.69
8"	\$3.69	90.0	\$4.00	\$360.00	\$363.69
10"	\$3.69	150.0	\$4.00	\$600.00	\$603.69

Questions?



*“We forget that the water cycle
and the life cycle are one.”*

~ Jacques Cousteau



**DEPARTMENT OF WATER RESOURCES
FY 2015 RATE STUDY AND ANNUAL REPORT**



DEPARTMENT OF WATER RESOURCES FY 2015 RATE STUDY AND ANNUAL REPORT

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Mission Statement

Our Mission is to provide excellent water, wastewater, and stormwater services that promote the health, safety, and prosperity of the community.



Director's Message

Recently, an employee reminded me that the Department of Water Resources is actually a very new department. Eight years ago "Utilities" was one of five divisions of the Department of Public Works. As a result of ever increasing infrastructure needs and regulatory challenges, Public Works was split and the Department of Utilities was established on April 5, 2006. Two years ago we dramatically changed again with the development of the Stormwater Utility and renaming of the Department to Water Resources, once again to adapt to the changing environment and better represent what we actually do. Our mission is to "provide excellent water, wastewater, and stormwater services that promote the health, safety, and prosperity of the community." Basically, we want to produce the cleanest water possible while being good stewards of the environment and provide these services at a reasonable and equitable cost.

"It is essential that we renew our infrastructure at a pace that will ensure that it meets the needs of future generations . . . Water is essential for life, adequate water infrastructure is essential for the long term vitality of our city."



The Department has not only adapted as necessary to meet changing regulations, we have been actively involved in both the state and federal regulatory and legislative process from aggressive participation in various technical advisory committees to lobbying our congressional delegation. The purpose of which is fighting to keep both legislative and regulatory actions reasonable for the citizens of Lynchburg.

We also strive for continuous improvement, always looking to find a better way. After nearly a five year effort, we are in the home stretch of obtaining approval of a new CSO Long Term Control Plan by the Department of Environmental Quality. This effort will save the citizens of Lynchburg nearly a quarter of a billion dollars. Additionally, over the last decade we have secured nearly \$60 million in state and federal grants including a \$30 million grant in the 2013 General Assembly Session. This was due in large part to the savings of time and money associated with the new CSO plan, thus providing further savings to the citizens while improving water quality faster.

We have performed assessments of our utility assets and developed and begun implementation of various plans to address our extensive infrastructure needs. Overall we are making progress. Both water treatment plants have recently been upgraded. The Pedlar Dam has been brought into compliance with the new dam safety regulations. The wastewater treatment plant just completed a major upgrade that allows much higher flows to be treated and normal flows to be treated to an even higher quality. Priority water line replacement projects throughout the city have been established based on size, material, age, and maintenance history of the pipe lines including the Central Business District Water Line Replacement Master Plan.

As a result of our efforts, we have gained much state and national recognition some of which is described in this report. The Department of Water Resources has come a long way in a short period of time but our work is ongoing. It is essential that we renew our infrastructure at a pace that will ensure that it meets the needs of future generations. Our utility systems are a testament to the vision of those that came before us, but it is essential that we have the same foresight and will to adequately invest in our future. Water is essential for life, adequate water infrastructure is essential for the long term vitality of our city.

Tim Mitchell

Director



Drinking Water

History

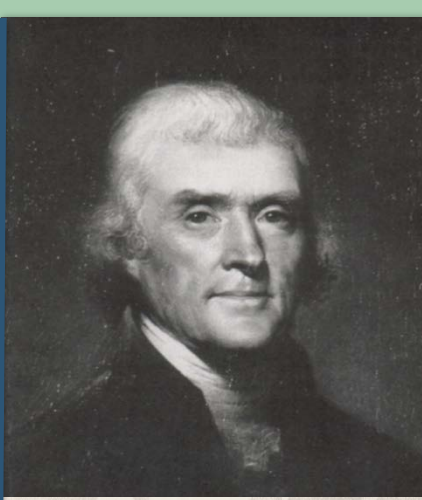
Lynchburg has an extraordinary history associated with our drinking water system that dates back to Thomas Jefferson's Presidency. Over 200 years ago only 18 towns in the country were supplied with water, and in 1812 Lynchburg gained the distinction of being the first town in Virginia to complete such a system. It consisted of logs with 3-inch holes bored end-to-end and connected by iron bands. The wooden piping extended along Church Street and was fed by gravity from a spring near the present day Fifth Street roundabout.

By 1822 the town was rapidly growing away from the river. The leaking wooden piping had become obsolete and was replaced by a dam and canal along the river, a brick reservoir on Clay Street, and downtown distribution piping. A water wheel powered pump lifted the water 242 feet from the river to the reservoir, an unprecedented engineering feat at the time. In 1878, fulfilling the bequest of philanthropist Samuel Miller, the system was extended to an even higher reservoir at College Hill and the original Clay Street Reservoir was replaced by the reservoirs there today.

A late 1800s search for cleaner water led to the 1907 construction of the Pedlar Reservoir in Amherst County and 21 miles of redwood piping through three mountain tunnels and under the James River to College Hill. The wooden pipe was replaced during the 1930s with a cast iron pipe made by Lynchburg Foundry.

Lynchburg's clean water leadership led to the 1917 College Hill Filtration Plant which caused the typhoid rate to drop to zero, chlorination in the 30s, fluoridation in the 50s, new filtration plants at College Hill and Abert on the James River in the 50s and 70s, and today 460 miles of distribution system delivering 12 million gallons of drinking water daily and fire protection to 22,000 customers at a water rate among the lowest in Virginia.

That tradition of excellence continues today. Lynchburg water meets and exceeds the requirements of every drinking water standard and perennially receives the Virginia Department of Health's highest recognition, the Excellence in Water Works Performance Award.

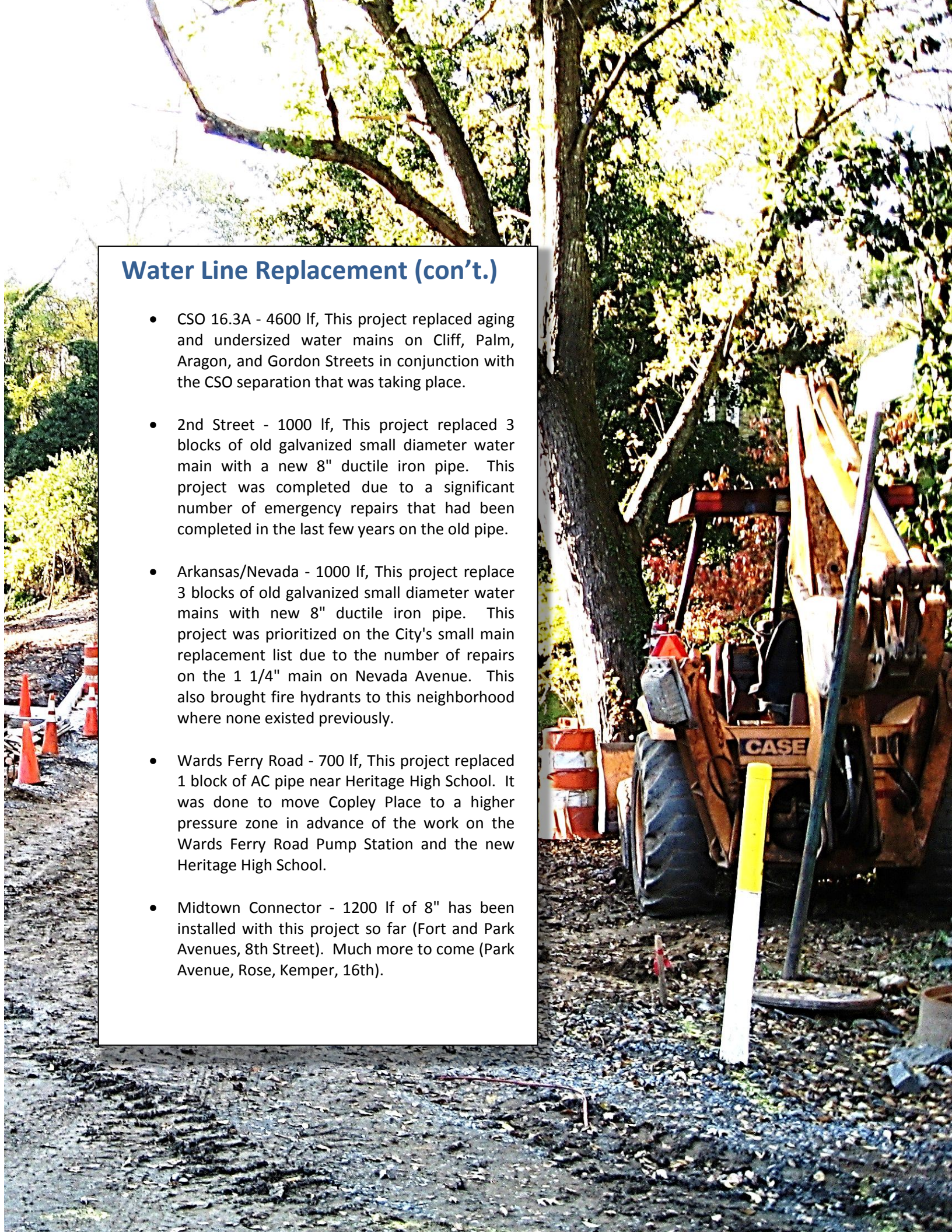


Water Line Replacement Projects

The Department of Water Resources replaced a total of 16,900 linear feet (3.4 miles) of water lines in 2013. While this is close to the goal of replacing one percent of the water system per year it still falls short of the 4.6 miles necessary to accomplish this goal. Additionally, as illustrated in the “Challenges” section below, there is a significant back log of projects that have already been identified as high priority projects. The following provides a brief description of projects that have been completed within the last year.

- Blue Ridge Farms (2012 and 2013) - 7000 lf, This project replaced undersized 4" and 6" AC pipe on Dandridge and Ardmore Drive. Work started in 2012 and was completed in 2013. This was Phase 1 of four potential projects in this neighborhood. Phase 2 has been designed and will include the remainder of Ardmore Drive and the interconnecting streets between Ardmore and Dandridge.
- Fifth Street (2012 and 2013) - 1800 lf, This project replaced a 100 year old 8" cast iron pipe with a 16" ductile iron water main from Harrison to Main Street. This project will also allow the future abandonment of a 100 year old large diameter main on 6th Street. Future work in the Central Business District will build off this water main. During construction it was discovered that the old 8" cast iron pipe on 5th Street was cracked in 2 locations, which would have eventually led to main breaks had the pipe not been abandoned.
- Clay Street - 800 lf, This project replaced 100 year old cast iron water main between 5th Street and the Clay Street PRV. When the water main is replace uphill of the roundabout with a future project, this will complete a new large diameter ductile iron main from the College Hill WTP to the Clay Street PRV, ensuring reliability for water entering the 739 pressure zone





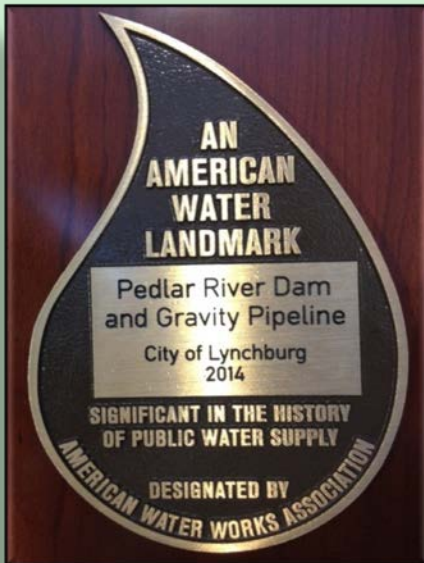
Water Line Replacement (con't.)

- CSO 16.3A - 4600 lf, This project replaced aging and undersized water mains on Cliff, Palm, Aragon, and Gordon Streets in conjunction with the CSO separation that was taking place.
- 2nd Street - 1000 lf, This project replaced 3 blocks of old galvanized small diameter water main with a new 8" ductile iron pipe. This project was completed due to a significant number of emergency repairs that had been completed in the last few years on the old pipe.
- Arkansas/Nevada - 1000 lf, This project replace 3 blocks of old galvanized small diameter water mains with new 8" ductile iron pipe. This project was prioritized on the City's small main replacement list due to the number of repairs on the 1 1/4" main on Nevada Avenue. This also brought fire hydrants to this neighborhood where none existed previously.
- Wards Ferry Road - 700 lf, This project replaced 1 block of AC pipe near Heritage High School. It was done to move Copley Place to a higher pressure zone in advance of the work on the Wards Ferry Road Pump Station and the new Heritage High School.
- Midtown Connector - 1200 lf of 8" has been installed with this project so far (Fort and Park Avenues, 8th Street). Much more to come (Park Avenue, Rose, Kemper, 16th).

Awards and Recognition

Water Landmark Award

This award, presented by the American Water Works Association, is given to only a few historic water projects that meet strict eligibility requirements including: historical significance, purpose, demonstrated maintenance, and age requirements



Best Maintained Dam

The City of Lynchburg received the 2013 Best Maintained Publically Owned Dam in Virginia award for the historic Pedlar River Dam at the Virginia Lakes and Watersheds Association annual conference in Richmond on March 5, 2013.





Lab chemist Leslie Gryder, shown preparing water samples for coliform testing, spends considerable time outside the lab dealing with customer issues and distribution matters.

OUT AND ABOUT

STORY: TED J. RULSEN
PHOTOGRAPHY: JEFF REID

Leslie Gryder's role as a lab chemist in Lynchburg includes reaching out into the community to help troubleshoot customers' issues and respond to emergencies

Fluoridation Award

In December, 2013, the City of Lynchburg received an award from the U.S. Centers for Disease Control and Prevention (CDC) for consistently treating drinking water with fluoride at optimal level to prevent tooth decay. The CDC has recognized community water fluoridation as one of the ten great public health achievements of the 20th Century and recommends water fluoridation as a safe, effective, and inexpensive method of preventing tooth decay.

Recognition in a National Publication

Leslie Gryder, our Water Chemist was recognized for her talents and dedication in the September edition of "Water System Operator," a national publication.



Challenges

The City of Lynchburg has over 460 miles of water distribution piping necessary to serve customers throughout the City and into surrounding counties. The water distribution network includes pipe installed in 1829 (the second oldest cast iron water pipe in the country), and throughout the 19th, 20th, and 21st centuries. The distribution system includes cast iron, ductile iron, asbestos cement, and galvanized steel pipe in sizes from 1" to 36" in diameter.

The Department of Water Resources (DWR) operates and maintains this distribution network. As part of this maintenance, the Department has taken an active role in replacement of water distribution piping which is undersized or beyond its expected life. In evaluating the existing piping, the Department targets three particular criteria which make a pipe more likely for replacement.



Pipe Size – The size of a water distribution main is important to deliver adequate fire protection through the distribution system. Currently, the City's standards and specifications does not allow any new water distribution pipe under 8" diameter with the exception that 6" diameter is allowed for short dead end water mains with no potential for looping or extension.

1" to 3" diameter water mains have the highest priority for replacement due to inadequate flow capacity. Once these water mains are replaced, DWR would then target replacement of 4" diameter mains.

Pipe Materials – The City standard is to use ductile iron for new water main projects. Prior to the introduction of ductile iron in the 1960's, cast iron and galvanized steel was readily used by City contractors and developers. Asbestos cement (AC) water pipe was used in Campbell County and Bedford County and inherited by the City during annexation.

Due to the number of failures and the size of the mains, the galvanized steel pipe has the highest priority for water main replacement, followed by the asbestos cement pipe. Cast iron has shown to have a much longer expected lifespan, at 100 years or longer depending on site conditions.

Pipe Age – The Ductile Iron Pipe Research Association (DIPRA) has considered the average life expectancy of cast or ductile iron pipe to be 100 years. The Chrysotile Institute estimates the average AC pipe life expectancy is 70 years. The City began installing cast iron pipe in 1829, over 180 years ago. It is unknown exactly how old the piping is in much of the downtown, College Hill, Diamond Hill, Tinbridge Hill, and other older areas. The Department's oldest map shows all the piping that was in place in 1908 and DWR installation records begin in 1910.

DWR targets all piping over 100 years old as critically in need of replacement. Cast iron pipe installed between 1910 and 1940 has held up very well from a maintenance standpoint but consideration of replacement would be a priority once the pre 1910 pipe is replaced.

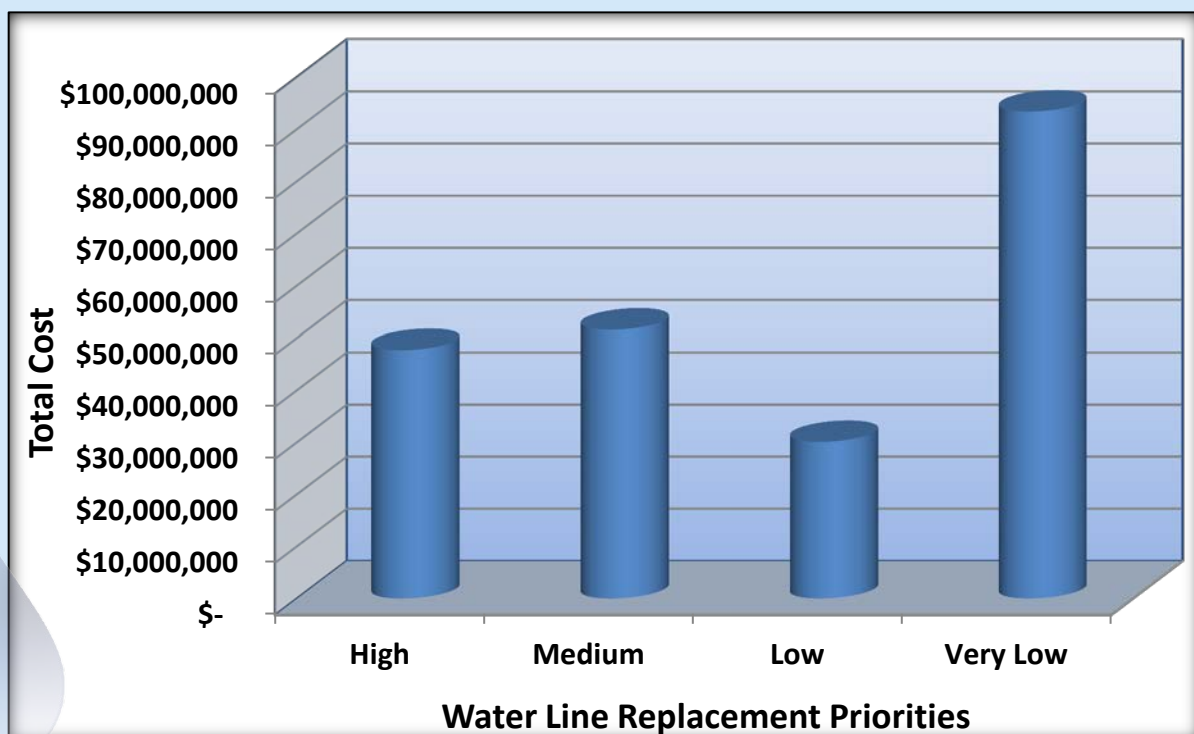
8" Cast iron main from 5th Street Project, failure would have been imminent.



Looking inside a 100 year old cast iron water main

The following table shows DWR priority water distribution pipe replacements. In order to avoid falling further behind, we should plan on replacing the high priority water lines within the next decade. With total cost of \$48 million, we should be budgeting \$5 million annually for water line replacement. For FY2015 we have only included \$2.75 million for distribution system replacement.

Pipe Size	Pipe Material	Pipe Age	Approx. Length (ft)	Replacement Cost (Est \$)	2014 Priority
1"-3"	Galvanized	>90 years	20,000	\$3,500,000	High
1"-3"	Galvanized	70-90 years	31,000	\$5,400,000	High
1"-3"	Galvanized	<70 years	26,000	\$4,500,000	High
4"	Cast Iron	>90 years	31,000	\$5,400,000	High
4"	Cast Iron	<70 years	15,000	\$2,600,000	Medium
6"-8"	Cast Iron	>90 years	165,000	\$28,900,000	High
6"-8"	Cast Iron	70-90 years	133,000	\$23,300,000	Low
6"-8"	Cast Iron	<70 years	338,000	\$59,200,000	Very low
10"+	Cast Iron	>90 years	51,000	\$11,500,000	Medium
10"+	Cast Iron	70-90 years	30,000	\$6,800,000	Low
10"+	Cast Iron	<70 years	152,000	\$34,200,000	Very low
4"-6"	AC	30-60 years	140,000	\$24,500,000	Medium
8"+	AC	30-60 years	74,000	\$13,000,000	Medium





Water main break – damage to concrete and brick sidewalks.



Water main break – damage to pavement.

Water Infrastructure Failure Impacts

Water main pipe failures can result from many causes, including water main age, weaknesses inherent in the pipe manufacture, soil conditions, and installation methods. The most common failure is at a pipe joint where age and repeated stresses due to slight movement or water surges may weaken the bell of the pipe or the gasket at the joint. Repairs can be made in the field at the joint or by cutting sections of the pipe out and installing a new piece of pipe.

The impacts during a water main break can be as small as the inconvenience of traffic detours and water being shut off for a period of time while a repair is made, or in the worst cases, can result in property flooding, damage to public and private property, or boil water notices in cases where water mains are shut down elevating the risk of a contamination event.

Water main break – flooding of private property.



Water main break – damage to pavement and sewer manhole (risk of cross contamination from sewer)



Wastewater

Wastewater Treatment

In January, 2014, the Lynchburg Regional Wastewater Plant (LRWWTP) completed a 10 million dollar upgrade to increase flow capacity and replace obsolete clarifier equipment. This was accomplished without exceedance of any of the permit parameters during the two and a half year construction project. In fact, even with constant changes in the treatment processes to allow for various improvements throughout the facility, staff was able to keep the appropriate balance of microorganism necessary for appropriate treatment and nutrient reduction. Moreover, as a result of staffs' diligence, we have been able to reduce the nutrient loads by approximately 20% over the last several years. This results in generating approximately \$100,000 in annual revenue from the Virginia Nutrient Credit Exchange Association "The ExChange" instead of needing to purchase



\$160,000 worth of credits as originally projected when the The ExChange was created.

In conjunction with the upgrade, plant staff developed wet weather operating procedures to maximize treatment capacity and minimize CSOs. Recently during a heavy rainfall these procedures were tested

and it was verified that the plant could treat a flow rate of nearly 60 million gallons per day (mgd) for extended periods of time and still meet all permit requirements. This dramatic improvement in plant operation and significantly reduces the volume of untreated sewage being discharged into the James River. This is a critical component of the proposed CSO Long Term Control Plan.

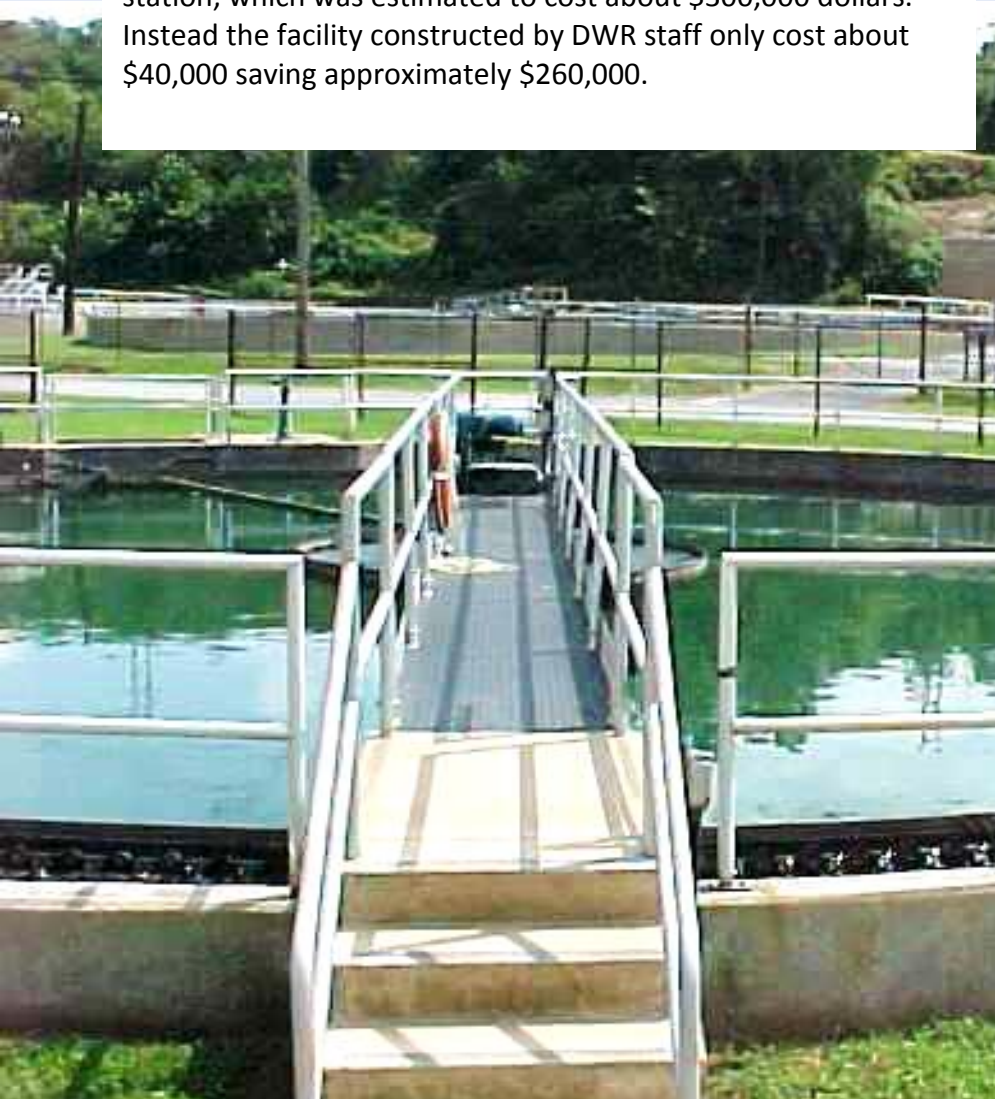


In 2013, the LRWWTP removed over 23,000 tons of material from the wastewater before discharging it to the river. Over half of this was carbon, nitrogen, phosphorous, salts and other miscellaneous metals converted by a plant grown blend of microorganisms to a form which the process is capable of removing in the 8-12 hours liquids remain in the plant. Of this, 19,000 tons were hauled to the Region 2000 Landfill on Livestock Road in Campbell County. The remaining 4,000 tons was shipped to Maplewood Landfill in Amelia, a private landfill operated by Waste Management, Inc.

During the past year the WWTP staff and Sewer Collection staff completed a grit transfer station for the sewer cleaning trucks and other vehicles to transfer grit and other wetted materials to a container where it can dry. This allowed continued use of existing equipment and saved hours of driving time. A single canister can hold 3 to 4 loads from a sewer cleaning truck requiring one trip to the landfill instead of four. DWR previously had an engineering firm develop plans for a dump station, which was estimated to cost about \$300,000 dollars. Instead the facility constructed by DWR staff only cost about \$40,000 saving approximately \$260,000.

DWR completed a three year study and installed a chemical feed facility to eliminate long term sewer odors and complaints from the Ivy Creek Interceptor area. The odors were caused by high strength waste discharged in an area of low flows resulting in the generation of high levels of hydrogen sulfide. Hydrogen sulfide can result in damage to the sewer system and nuisance odors throughout the area. Using expertise of three divisions (Sewer Collection, Wastewater plant and Technical Services) gas detection equipment was installed at key points in the sewer system to continuous record hydrogen sulfide levels. Staff completed three chemical pilot studies to determine most cost effective method of reduction of odors. Once the chosen alternative was installed odor improvements were almost immediately evident.

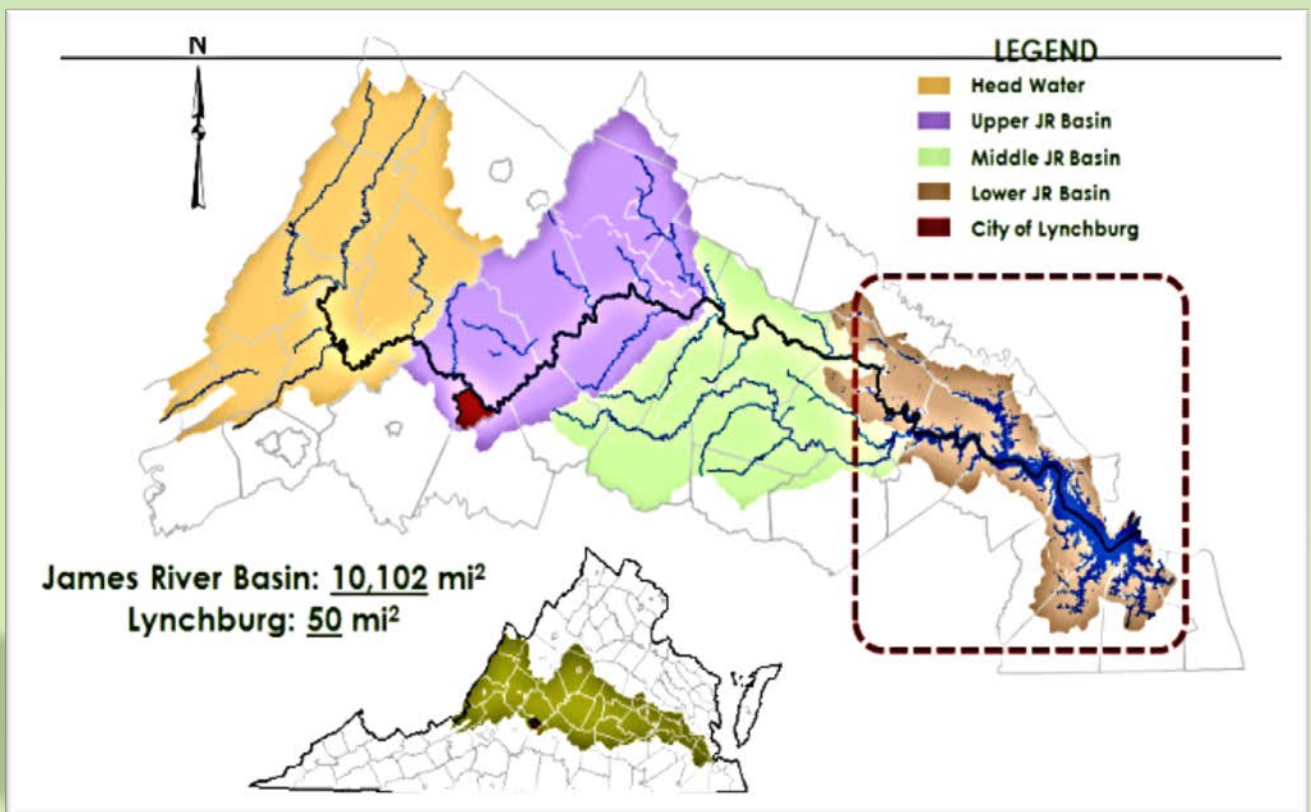
Despite these successes, significant challenges remain. At the top of the list is attracting and retaining highly qualified personnel. With all four senior management staff currently eligible for retirement, succession planning is critical. Finding qualified applicants that have the needed science or engineering background and that are willing to make a career working in the conditions at the LRWWTP is a significant challenge. Operators must be knowledgeable of bacteria and microorganisms, perform various laboratory tests, and operate very complex and technical equipment effectively and efficiently.



Another significant challenge is the long term disposal of biosolids. Processing and disposal of biosolids is the most costly operation of the facility. Biosolids are being hauled to the Maplewood Landfill with increased frequency driving the disposal costs up. Recently proposals for land application were received and could have potentially saved nearly \$200,000. However, this would have had a negative financial impact on the Regional Landfill resulting in increased tipping fees for the region which would have overall increased the trash disposal costs for the City. While landfiling sludge is the short term answer, it is not a long term sustainable option. A solids master plan was completed a few

years ago and options that convert sludge into energy should be pursued as the long term option.

Continued compliance with ever increasing regulations will also be challenging. Within the next few years we should know the results and impacts of the State initiated study of Chlorophyll-A in the James River. Many of the Chesapeake Bay final decisions regarding final nutrient allocations for facilities on the James River have been deferred pending the results of this study. Initial estimates for upgrades to the next level of nutrient removal for the LRWWTP are between \$70 and \$80 million.



James River Chlorophyll-a Study

Sewer Line Maintenance

There are over 450 miles of combined and separated sewers in the City that are maintained by the Sewer Line Maintenance Division of Water Resources. With the exception of the influent pump station at the LRWWTP the entire public sewer system is currently served by gravity. Adequate maintenance of this system is absolutely critical and requires well trained staff and a fleet of specialized vehicles. Without it the system is subject to back-ups, pipe and manhole failures, and Sanitary Sewer Overflows (SSOs).



SSOs are an untreated or partially treated sewage release and are different from CSOs in that they are not discharged through a permitted overflow point and are prohibited by the Clean Water Act and are



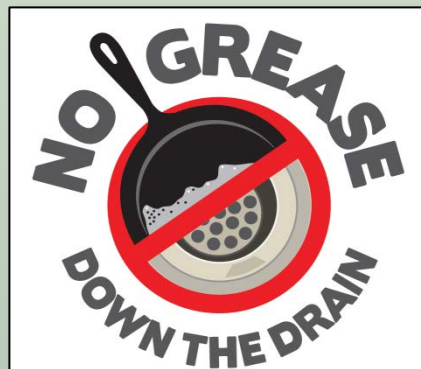
typically caused by pipe failures, roots, grease, debris, or capacity issues. This results in public health and safety issues, private property damage, and environmental damage. Most of the sewer system is composed of vitrified clay pipe (VCP). This was the primary pipe material installed in the City until approximately 15 years ago, at which time polyvinyl chloride (PVC) became the predominant pipe material utilized. Most of the interceptors, the largest sewer lines, are composed of concrete pipe. VCP is prone to root intrusion, collapse, and other forms of failure.

In an effort to identify and prioritize priority areas and sewer lines for maintenance and rehabilitation, we have an ongoing Sewer System Evaluation Survey (SSES) Program. As part of the SSES Program the sewer system was methodically divided into fifteen areas for assessment. A sanitary sewer criticality model was developed to identify sewer areas that pose the most risk with regard to likelihood and consequence of failure and ranked the fifteen areas from highest to lowest. This helps to target limited resources on the portions of the system that have the most need and pose the greatest risk.

In addition to the SSES Program, the Department of Water Resources manages a CMOM Program. CMOM stands for “Capacity, Management, Operations, and Maintenance”. It is a flexible, dynamic framework used to incorporate widely accepted wastewater industry practices to:

- Better manage, operate, and maintain collection systems
- Investigate capacity constrained areas of the collection system
- Respond to sanitary sewer overflow (SSO) events

In CMOM planning, performance goals are established, and CMOM activities are designed to meet those goals. Information collection and management practices are used to track how well each CMOM activity is meeting the performance goals, and whether overall system efficiency is improving. Our CMOM program includes activities such as sewer line cleaning and inspection, a Sewer



Overflow Response Plan or SORP, a Fats Oil and Grease (FOG) Program, among others. These elements are critical in reducing SSOs. For example, one of the most frequent causes of SSOs is a build-up of grease in the sewer lines. A robust FOG Program is essential in that it educates the public on ways to properly dispose of grease and it holds food establishments accountable for properly installing and maintaining grease handling facilities.

CSO

We are on the verge of completing one of the most significant projects in the CSO Program's history. The James River Interceptor is by far the largest and most complex component of the CSO plan. It included six divisions, spanning 7.23 miles along the James River including multiple tunnels, navigating around numerous obstacles and challenges, and ranging in size



from 24 to 84 inches in diameter. Construction has just begun on the last 2,780 feet of the project through Riverfront Park. When complete, the total project cost will be in excess of \$75 million. Completing the James River Interceptor is vital to being able to move forward with the new CSO plan because of the volume of flow it can convey to the LRWWTP.

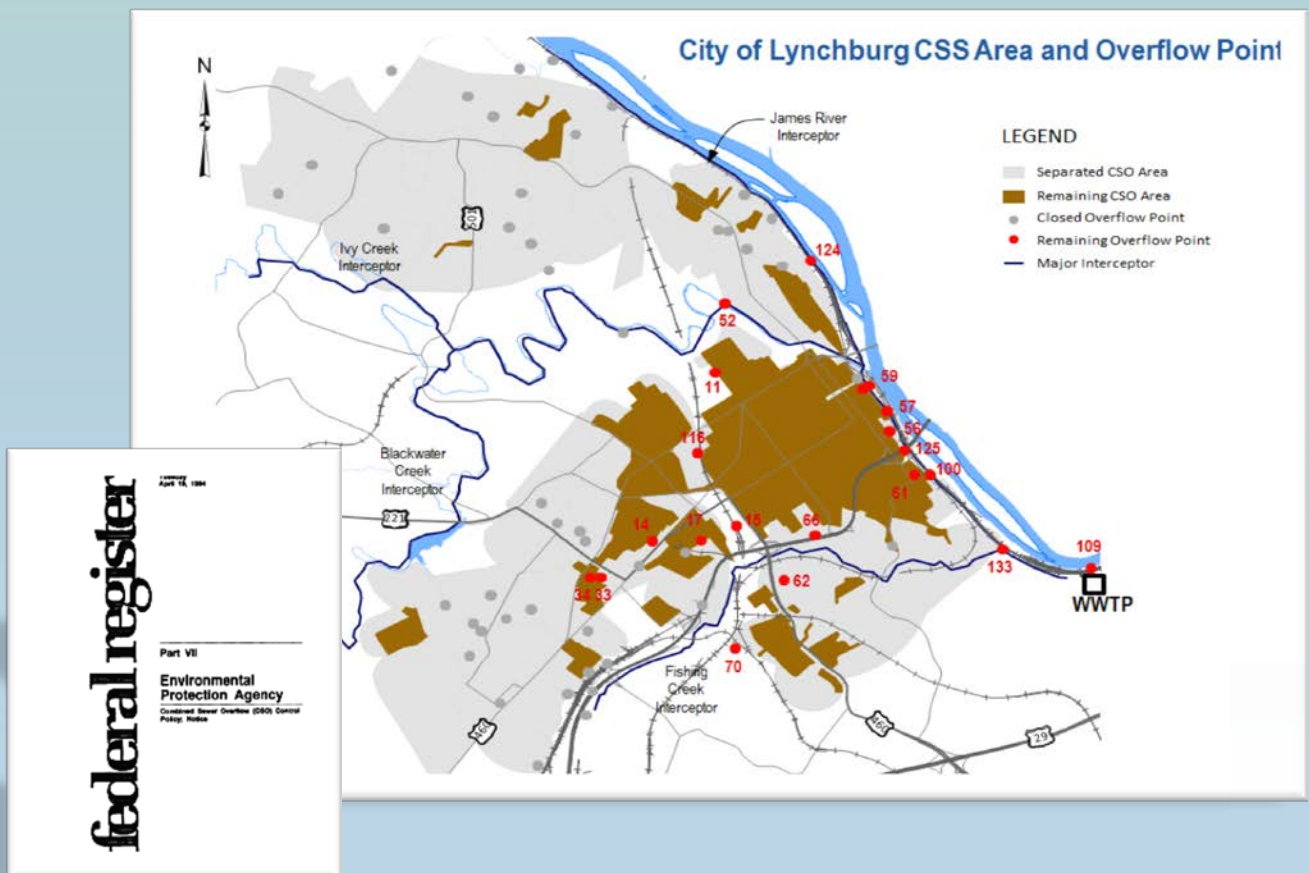
The Department of Water Resources continues to work with the Department of Environmental Quality towards final approval of the revised CSO Long Term Control Plan (LTCP). This is a process that started nearly five years ago as part of an effort to a more holistic approach of meeting water

quality goals. It became clear with the Chesapeake Bay TMDL and associated regulations that in order to effectively address the various water quality requirements we would need to change our approach. Simply remaining status quo was no longer an option.

We had to explore new alternatives that could utilize the infrastructure that we had already invested in to meet water quality goals. The Federal CSO Policy of 1994 essentially provides several alternatives to achieve compliance. Currently our CSO Program is based on the 100% capture approach which can only be achieved by completely separating all the sanitary and storm sewers. It is estimated that this will take another \$280 million and many more decades to complete.

Our new plan takes advantage of two alternative approaches allowed by the Federal CSO Policy. The first is the “Presumption Approach” whereby no more than an average of four overflow events occur each year or no less than 85% of the

combined sewage is collected and treated. Upon completion of the new LTCP we will be eliminating or capturing and treating approximately 93% of the original CSO volume of 1 billion gallons annually. Our primary approach is the “Demonstration Approach”. Under this method of complying with the CSO Policy, we must be able to show that the remaining CSO discharges do not cause or contribute to the exceedance of Water Quality Standards. We have done this by developing an extensive hydraulic model of the sewer system and extensive water quality models of the tributaries and the James River. This new approach will save the citizens of Lynchburg nearly a quarter billion dollars and will enable the program to be completed in the next 10 to 15 years. This level of assurance that the program could





be completed and amount of savings involved played a key role in the General Assembly's \$30 million grant award last year. The Department of Water Resources has received an Excellence in Environmental Engineering Award from the American Academy of Environmental Engineers & Scientists for the holistic approach to our CSO program. We were also recognized in a national publication for the efforts. In July, 2013, Municipal Sewer & Water magazine featured Lynchburg's program entitled "Holistic Approach – Lynchburg, VA attacks CSO problems with innovative planning."

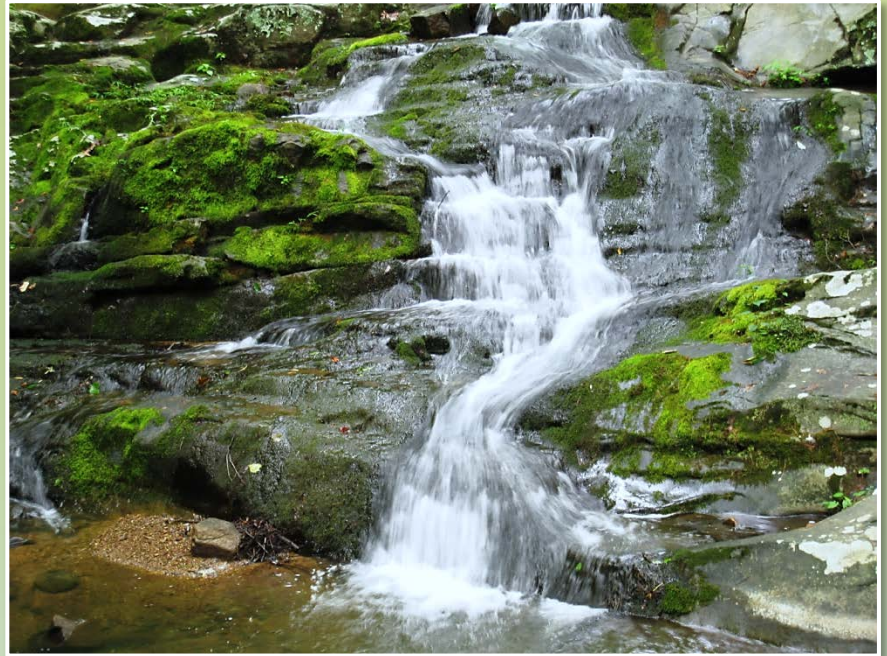
We are working closely with DEQ staff as well as the Director to finalize our plan. This process has been long and complex and many of DEQ's staff have not been involved in a process such as this and have had many questions requiring several submittals of the plan. However, we are very optimistic that we have successfully addressed most all of their questions and concerns and are close to obtaining final approval on the new LTCP. Upon approval we will enter into a new Consent Order that will enable us to proceed with this exciting new approach.



Stormwater

As we are completing the second year of the stormwater utility, we have been very busy working with regulatory agencies on policies, guidance, and planning. The transfer of the State's stormwater authority from the Department of Conservation and Recreation to the Department of Environmental Quality has added to the complexity of our program development. We have also been working with various many other City Departments, especially Public Works and Community Development to further develop the City's Stormwater Program. Because this is such a regulatory driven program, memorandums of understanding are being developed among these departments regarding the operations or activities that can impact permit compliance in order to clearly identify areas of responsibility. We have also been working with City Schools because all properties owned by the City are owned subject to the same regulations. These properties also provide opportunities to help meet pollutant reduction goals as well as educational goals through the installation of stormwater best management practices. We knew that the stormwater program was going to be more complex and costly, and we are now beginning to better understand the ultimate impacts.

The City's new Small Municipal Separate Storm Sewer System (MS4) General Permit became effective July 1, 2013 and is effective through June 30, 2018. The new permit requires a



much more extensive effort than previous permits including:

- significant mapping requirements,
- measurable goals for public outreach, and education,
- an enhanced illicit discharge program,
- development of nutrient management plans and stormwater pollution prevention plans (SWPPPs),
- Development of an employee training program,
- New post construction program regulations and requirements.

The most important and significant new requirements include specific nitrogen, phosphorous, and sediment reduction goals for meeting the Chesapeake Bay Total Maximum Daily Load (TMDL) such as the James River Bacteria TMDL. Each of these efforts falls under the permit or one of the six minimum



control measures (MCMs) of the permit. These requirements require extensive planning and resources to achieve and maintain compliance with the permit and other associated regulations.

In order to address these requirements in the most cost effective manner possible, the DWR has started a master planning initiative for the stormwater program with the goal of meeting all of the requirements and timeframes for permit compliance. This will be an iterative process so that the program can adapt to changes in regulations and/or permit requirements. Strategies will be developed to meet current and future permit, regulatory, and infrastructure needs. The initial phase will develop a regulatory framework for tracking the various permit components and requirements; characterize the city's

watersheds and systems to determine baseline conditions and setting waste load allocations to meet the Chesapeake Bay TMDL requirements; coordination with the MCMs of the permit; developing required TMDL Action Plan and implementation strategy; and developing a strategy for capital improvement needed to existing infrastructure system. Water Resources will be coordinating with multiple city departments in the development of the master plan and will also provide opportunities for the public to comment on the process through a series of meetings or charette-style events.

There are specific program requirements of the six MCMs that will impact city departments. We are currently in the process of evaluating city facilities for the development of required stormwater pollution prevention plans and nutrient management plans. These plans will require additional resources for the inspection and upkeep of city facilities to meet the good housekeeping/pollution prevention requirements of the permit. A training program for operating and maintenance requirements is also required for city employees working at certain facilities. Training is to occur biannually and also requires specific certification requirements for employees handling pesticides and herbicides, responsible for the erosion and sediment control and VSMP programs and spill response.

The City has also been very involved in the transfer of the state Virginia Stormwater Management Permit (VSMP) to localities

through the Stormwater Local Government Advisory Committee. We have also worked closely with Region 2000 PDC and surrounding localities to develop local programs and tools needed to implement the program July 1, 2014. This transfer will require additional



administration of the VSMP program that includes stormwater management requirements in addition to the stormwater pollution prevention plans. The City will have additional responsibility in the collection of permit information and associated fees of the VSMP program and coordination with the Department of Environmental Quality (DEQ). Additional resources will be required for the effective administration of the VSMP program.

Water Resources has also been working on developing an education and outreach program. This program will be centered on raising public knowledge and awareness about issues that affect water quality. Through a grant from the Chesapeake Bay Foundation we have been able to create a framework for the Public Education and Outreach Plan. This plan will act as a guide to maximize the

effectiveness of public outreach campaigns. This plan will help Lynchburg Water Resources better understand the audiences in the watershed, create messages that resonate with them, find appropriate ways to communicate the message, and prompt changes in behavior to reduce water pollution in Lynchburg. During this process we have been able to research, review, and recommend improvements to current program policies and procedures. We have been also able to bring up to date many of program manuals, brochures and stormwater educational media.

To begin to address both mapping and infrastructure capital needs, we have been working with WorldView Solutions for the update of the GIS mapping of the stormwater infrastructure system. Program outfall inspection requirements entail having a complete map of the infrastructure; specific data retention for drainage areas served by the



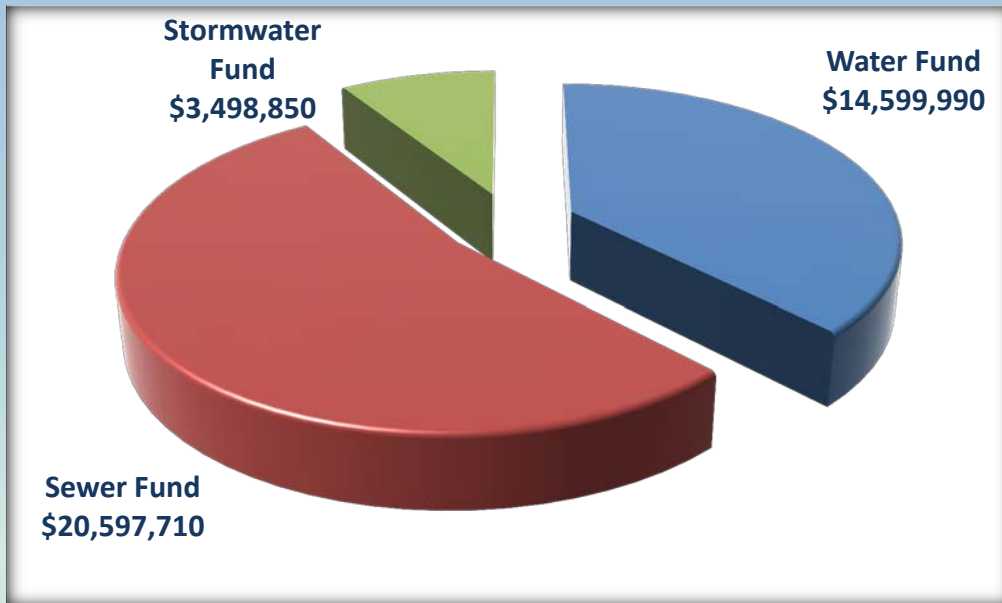
infrastructure and increased coordination of the illicit discharge program. Through this mapping process many assets were found that previously were unknown and many also found in poor condition. The Department has begun a holistic planning approach when planning infrastructure renewal projects to include stormwater infrastructure in addition to water and sewer. Through the master planning process, the Department plans to develop a strategy for assessing the system condition, prioritization of system repairs or replacement, and associated capital costs.

In summary, although stormwater utility is still very new, we are making progress towards meeting the various new requirements and meeting the significant water quality and infrastructure challenges that lie ahead. In order to be successful, it is going to take a substantial coordinated effort. The new requirements and infrastructure needs are daunting and will be very costly. Through good planning and financial strategies we will work to minimize the impacts to the citizens of Lynchburg.

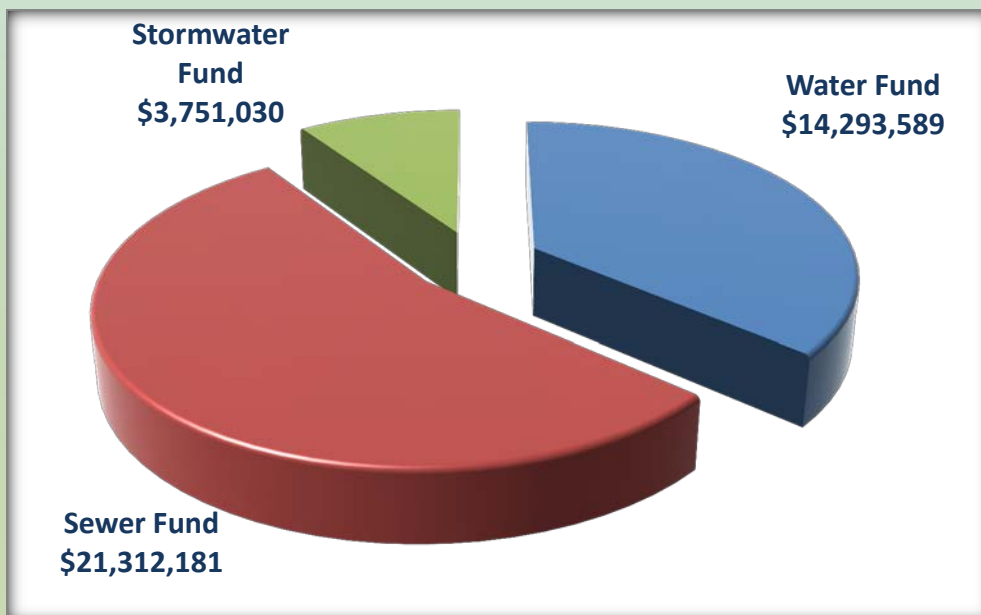


Financial

Water, Sewer, and Stormwater Total Revenues = \$38,696,550



***Total Expenses = \$39,356,800**

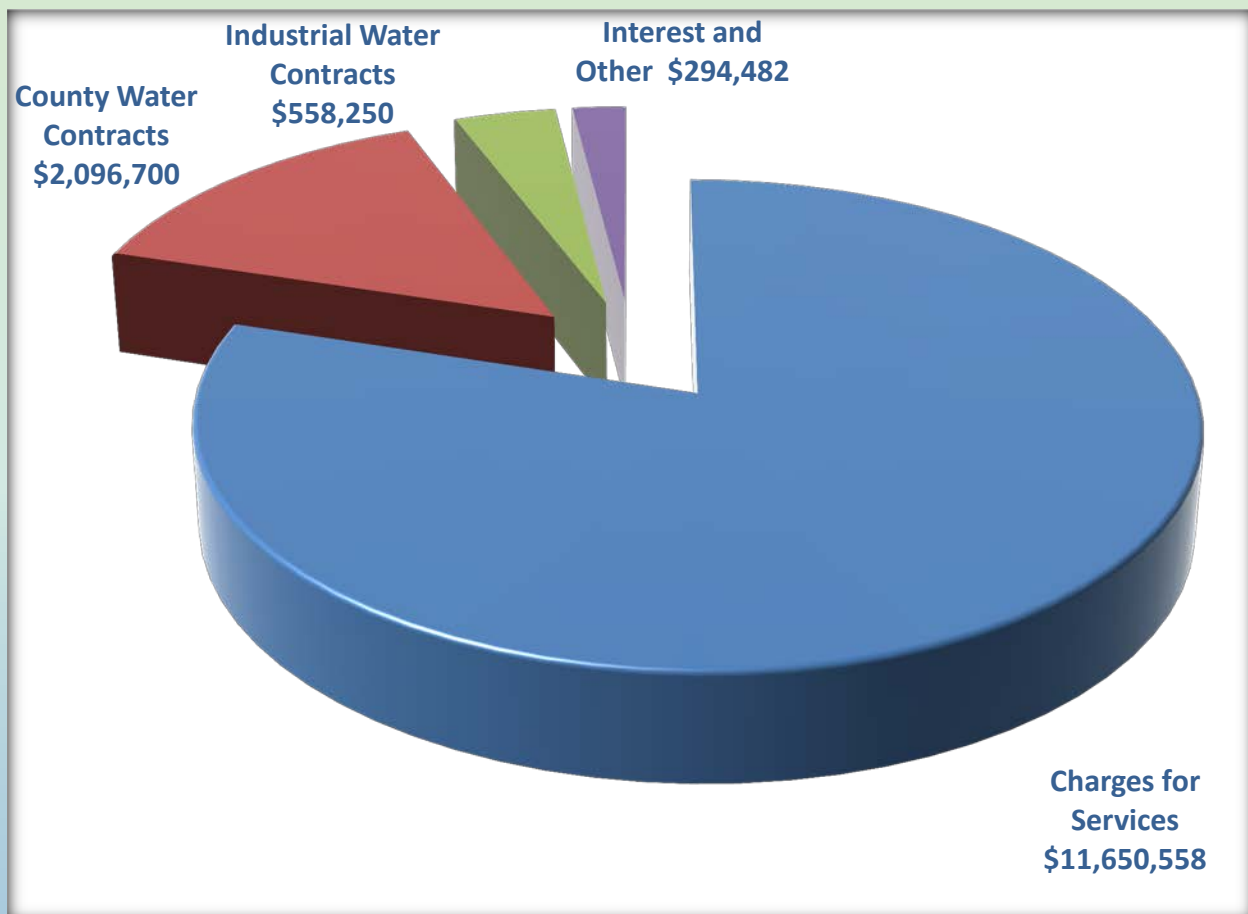


*Stormwater Fund expense explanation – For fiscal year ending June 30, 2014, the Stormwater Operating Fund is projected to have \$1,080,417 in Unrestricted Net Assets. These available funds allow for a budgeted transfer to the Stormwater Capital Fund in FY 2015 in the amount of \$1,050,000 compared to budgeted transfers for FY 2013 and FY 2014 of \$300,000 and \$750,000 respectively. This is included in the Stormwater Fund expenses.

*Sewer Fund expense explanation – For fiscal year ending June 30, 2014, the Sewer Operating Fund is projected to have \$11,424,670 in Unrestricted Net Assets. These available funds allow for a budgeted transfer to the Sewer Capital Fund in FY 2015 in the amount of \$2,000,000 compared to budgeted transfers for FY 2013 and FY 2014 of \$1,500,000 each year. In addition the budgeted \$2,000,000 transfer provides compliance with the CSO Special Order that requires unrestricted cash to equal no more than 25% of the subsequent year's budgeted operating expenditures.

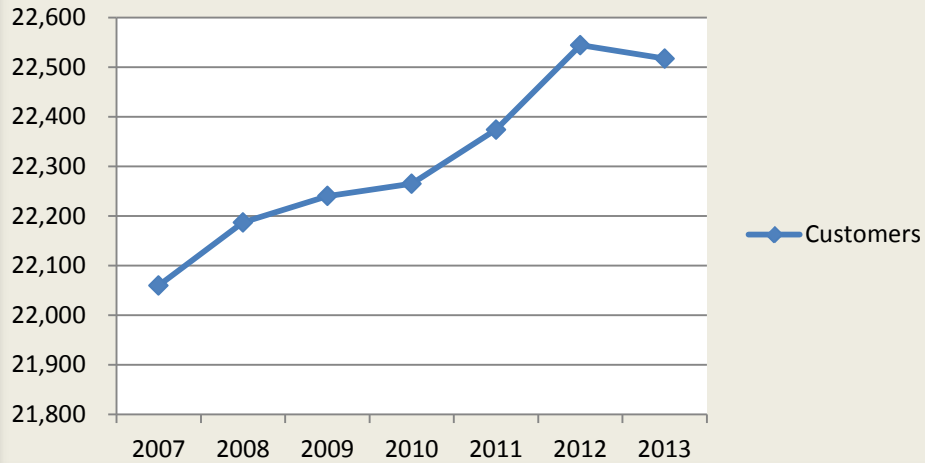
Water Fund – Revenues

Total Revenues = \$14,599,990

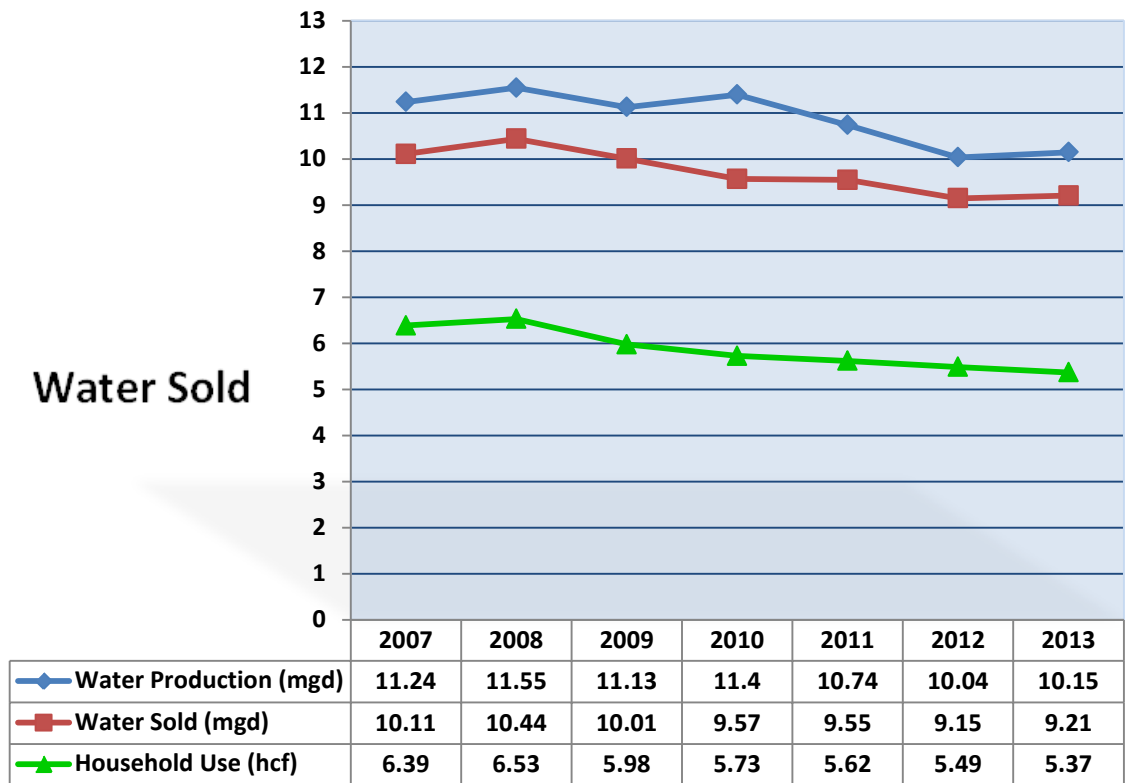


Assuming the proposed rate increases are implemented the Water Fund revenues are expected to be \$14,599,990 for FY 2015. There has been a steady increase in customer base with the exception of last year where there was a slight decrease in the number of business customers. Last year there was a very slight increase in overall water sold from 9.15 million gallons per day to 9.21 million gallons per day but the average residential usage continues to decline. Currently the average household is using 5.37 hcf, slightly over 4,000 gallons per month.

Number of Water Customers

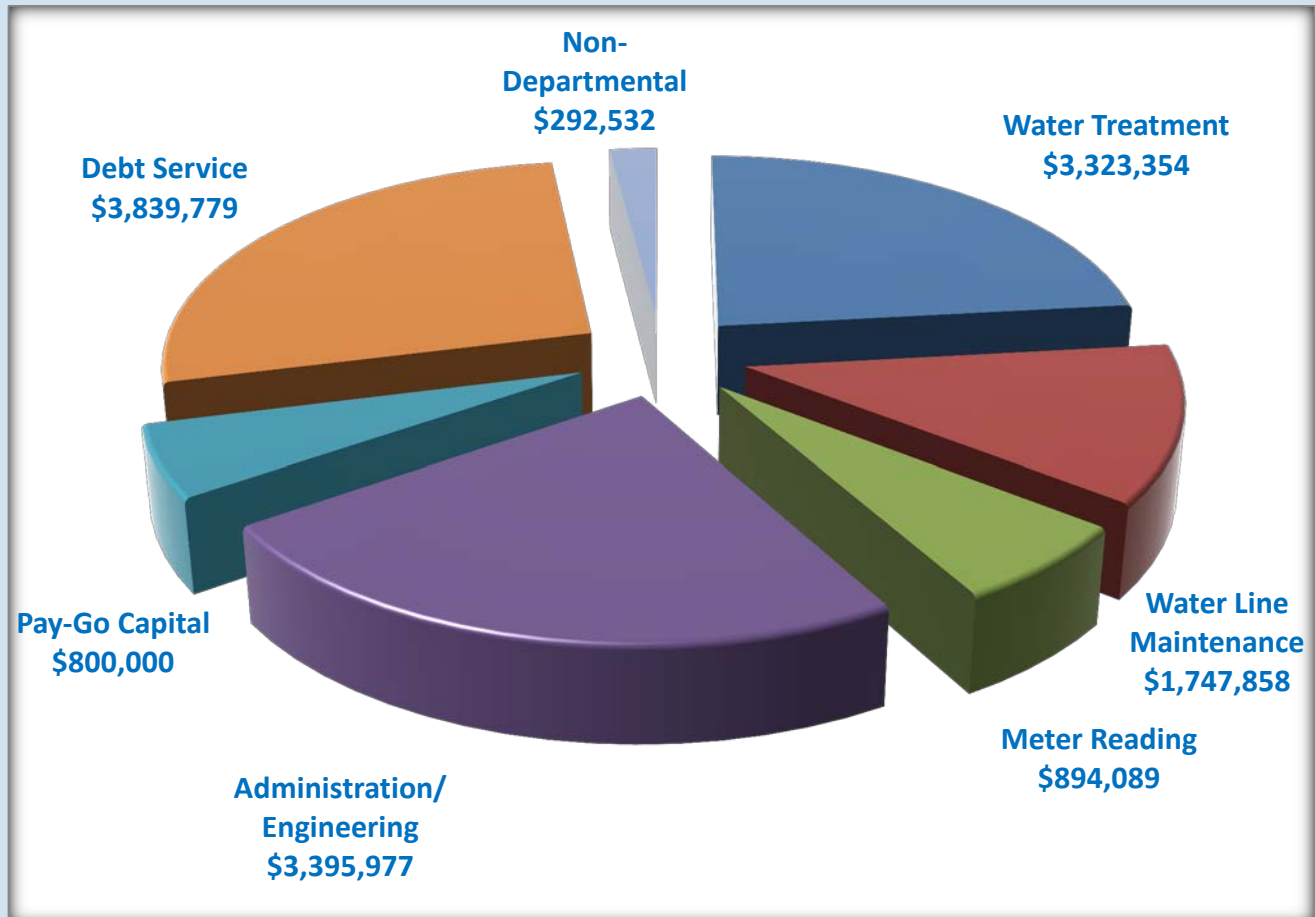


Water Sold



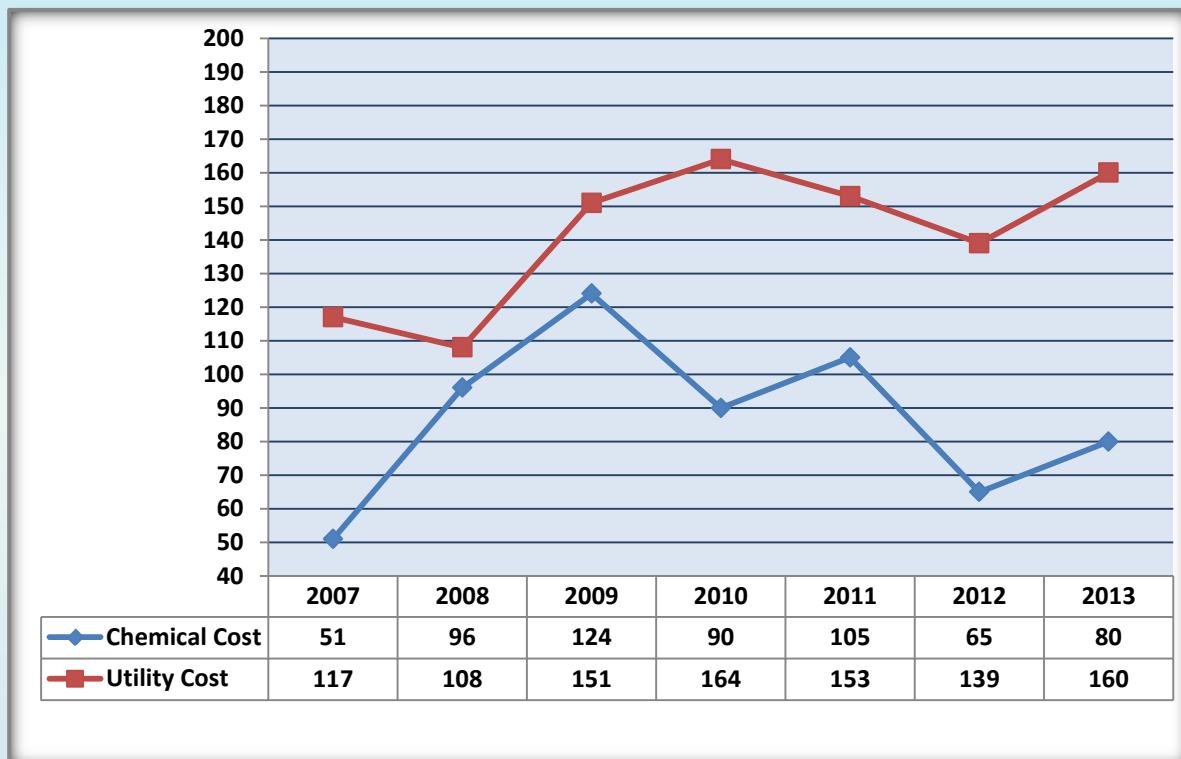
Water Fund

Water Fund-Total Expenses = \$14,293,589



The **Administrative Division** provides administrative functions for water, sewer, and stormwater and is funded in the water fund. Transfers are made from the sewer and stormwater funds to cover administrative costs associated with sewer and stormwater activities. The proposed FY 2015 Administrative Division budget is \$3,395,977 and reflects an increase of \$312,963 over the adopted FY 2014 budget primarily due to increases in the indirect cost payments to the General Fund, FY 2014 salary increases, and the addition of three positions that are needed due to the increasing requirements associated with the stormwater program. The positions include a stormwater engineer, training coordinator, and administrative support associate. Most of the expenses of these positions is offset by transfers from the Stormwater Fund and the transfer of one engineering technician position to the General Fund.

The **Water Treatment Division** is responsible for the operation and maintenance of the City's two water filtration plants, the Pedlar Reservoir, and numerous pump stations and water tanks. The proposed FY 2015 budget is \$3,323,354 and represents a \$44,545 increase above the adopted FY 2014 budget primarily due to FY 2014 salary increases. There are minor variations in other expense categories. It should be noted that the variable expenses, primarily chemicals and utilities increased by \$36 per million gallons treated last year.



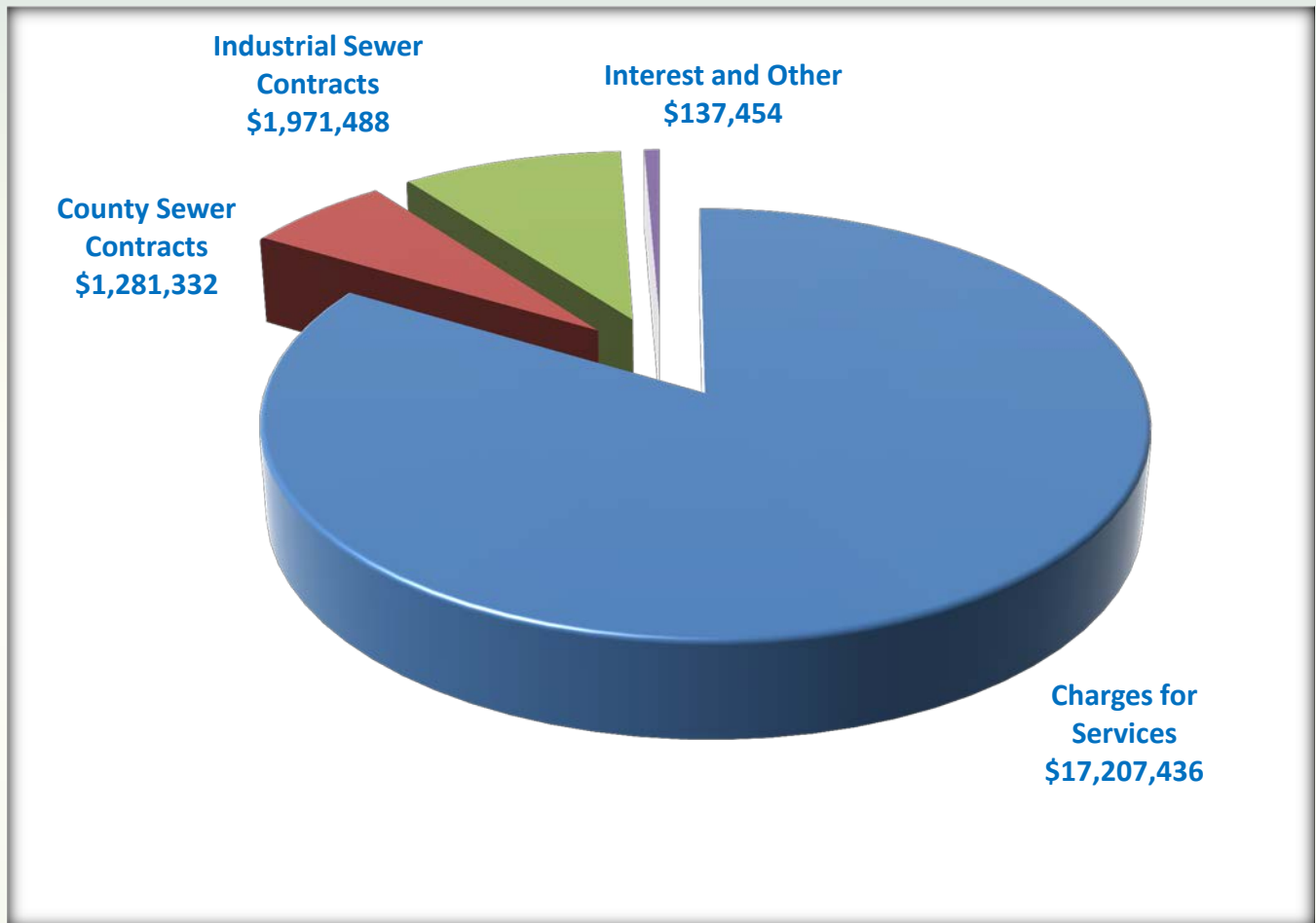
Water Treatment Variable Expenses per Million Gallons Treated

The **Water Line Maintenance Division** is responsible for the operation and maintenance of over 460 miles of water line and appurtenances within the City including: repairing main breaks, fire hydrant maintenance, service installations, etc. The proposed budget for the Water Line Maintenance Division for FY 2015 is \$1,747,858 and represents a \$66,829 increase above the adopted FY 2014 budget. This increase is primarily due to FY 2014 salary increases. There are minor variations in other expense categories.

The **Meter Reading Division** is responsible for the reading, maintenance, replacement, of nearly 23,000 meters. Additionally, they are responsible for cut-offs / ons related to delinquent accounts. The proposed budget for FY 2015 is \$894,089 which represents a \$6,461 increase from the FY 2014 adopted budget. The primary reason for this increase is FY 2014 salary increases.

Sewer Fund

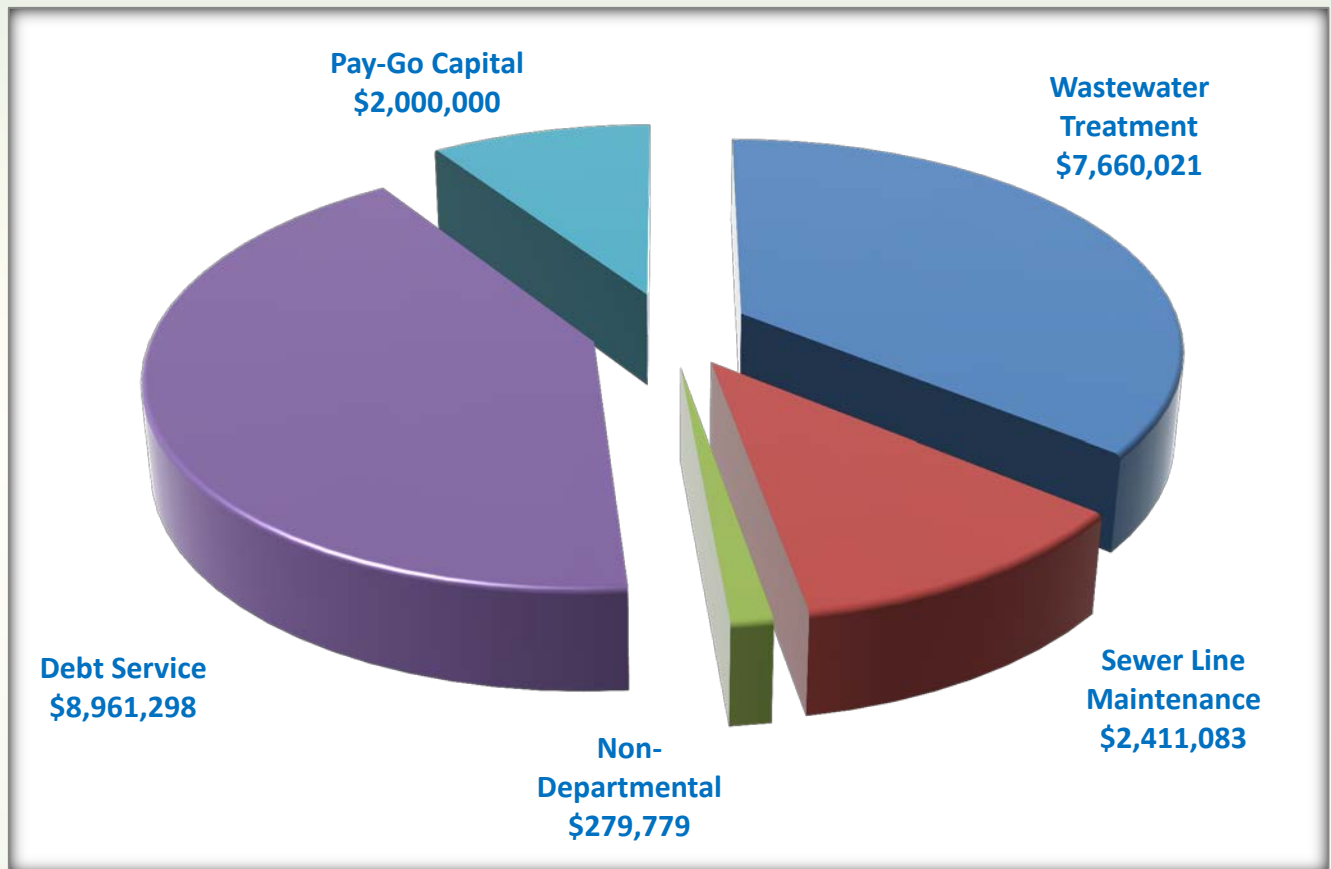
Sewer Fund – Total Revenues = \$20,597,710



Assuming the proposed rate adjustments are implemented, the total Sewer Fund revenues are expected to be \$20,597,710 in FY 2015.

Sewer Fund – Total Expenses = \$21,312,181

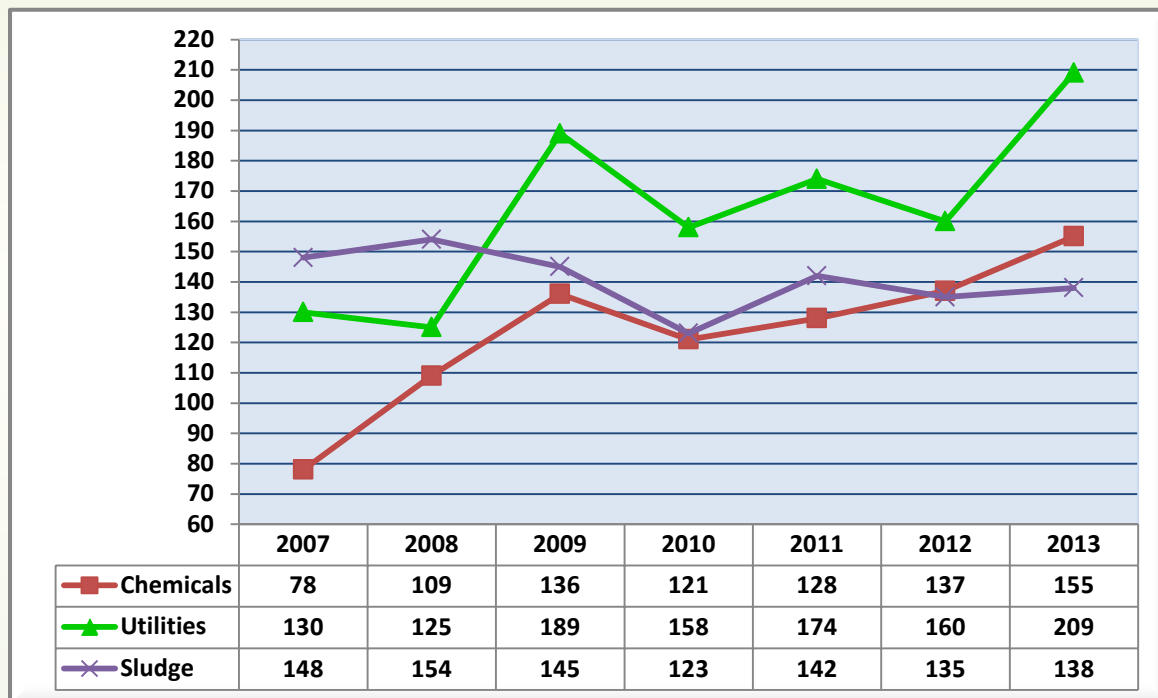
Sewer Fund Expenses



The **Wastewater Treatment Division** is responsible for the operation and maintenance of the Lynchburg Regional Wastewater Treatment Plant (LRWWTP). The proposed FY 2015 budget is \$7,660,021 and represents a \$578,489 increase from the adopted FY 2014 budget. This increase is primarily the result of significant increases in the indirect cost transfer to the General Fund, FY 2014 pay increase, and significant increases in chemicals, utilities, and sludge disposal costs.

The variable expenses of the LRWWTP, chemicals, power, and sludge disposal rose from \$432 per million gallons treated in FY 2012 to \$502 per million gallons treated in FY 2013, a 16% increase in one year. This helps to illustrate the volatility of costs associated with operating the LRWWTP.

Variable Expenses per Million Gallons Treated

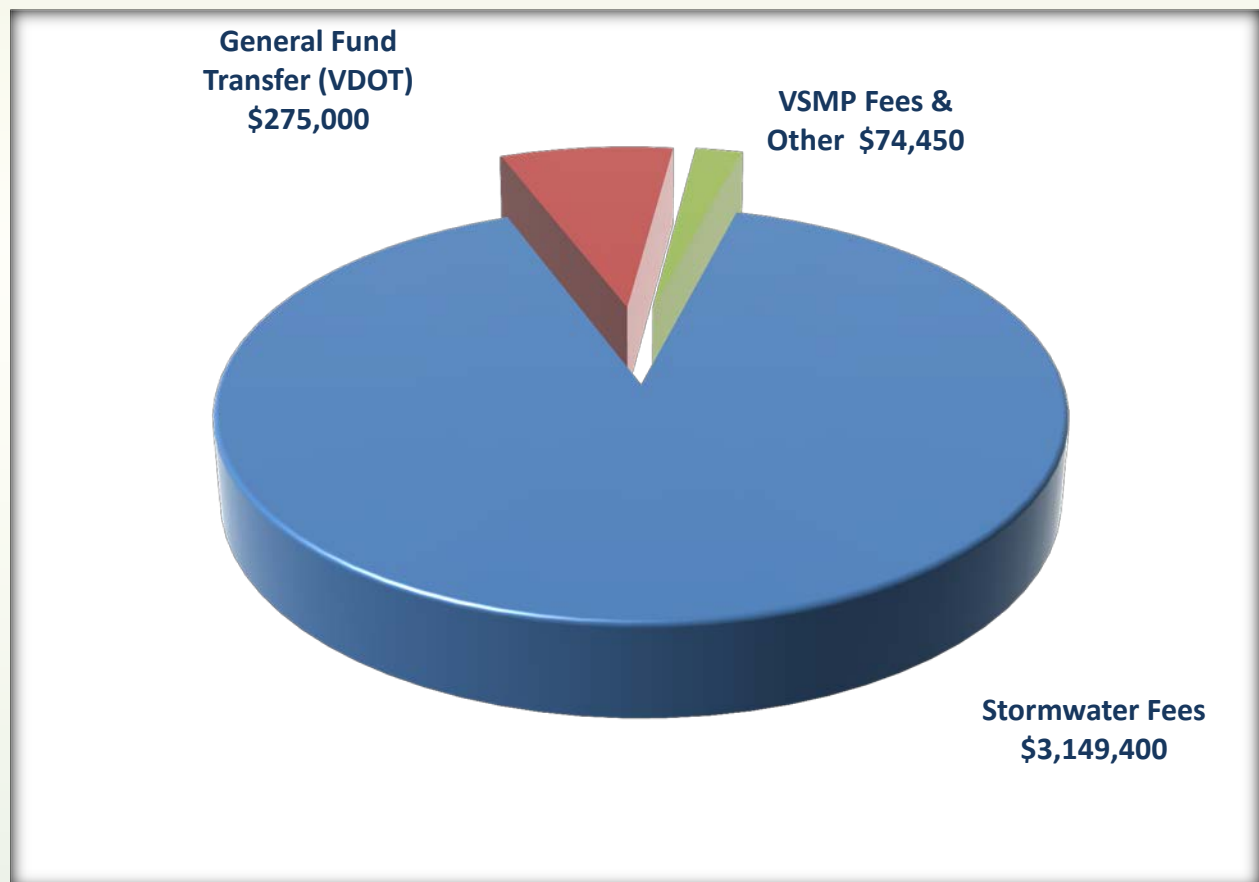


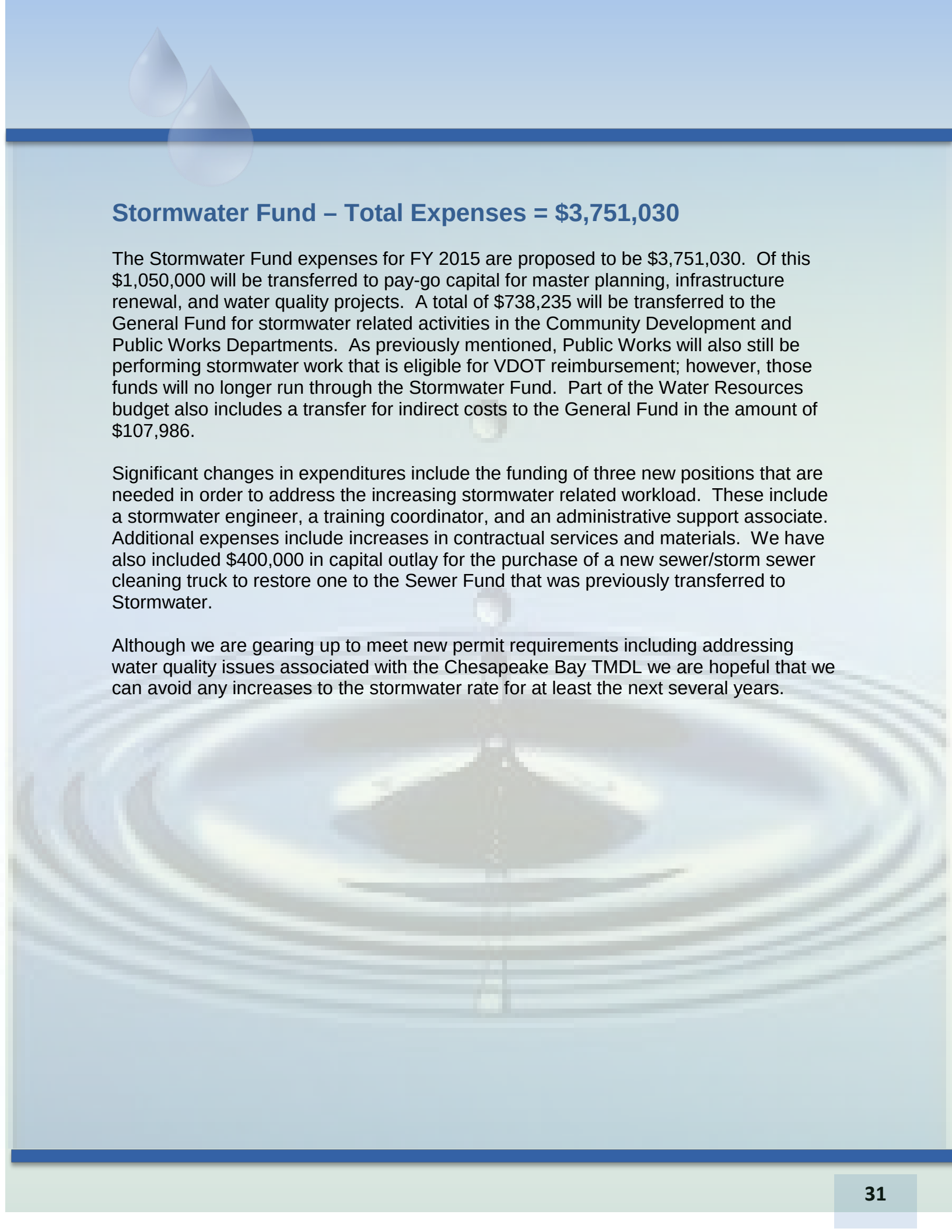
The **Sewer Line Maintenance Division** is responsible for the operation and maintenance over 450 miles of sanitary sewer lines in the City including: inspection, cleaning, repairing, installation of services, etc. The proposed budget for FY 2015 is \$2,411,083 and represents a \$287,973 increase from the adopted FY 2014 budget. This increase is primarily due to the addition of two new Utility Line Technician positions which are needed to provide an additional sewer cleaning crew. This is essential in meeting regulatory requirements associated with reducing and eliminating sanitary sewer overflows. Other significant increases include costs associated with utility line marking services, increases to the indirect cost payment to the General Fund, increased transfer to the Administration Division, and funds for the purchase of a portable camera unit.

Stormwater Fund

Stormwater Fund – Total Revenues = \$3,498,850

Total revenues for the Stormwater Fund for FY 2015 are expected to be \$3,498,850. This is a decrease of \$283,150 from FY 2014 primarily due to \$375,000 reduction in the VDOT transfer for VDOT eligible stormwater work. Instead of including Public Works' VDOT eligible costs in the Stormwater budget and then reimbursing Public Works for the activity, this funding will just remain in the General Fund.





Stormwater Fund – Total Expenses = \$3,751,030

The Stormwater Fund expenses for FY 2015 are proposed to be \$3,751,030. Of this \$1,050,000 will be transferred to pay-go capital for master planning, infrastructure renewal, and water quality projects. A total of \$738,235 will be transferred to the General Fund for stormwater related activities in the Community Development and Public Works Departments. As previously mentioned, Public Works will also still be performing stormwater work that is eligible for VDOT reimbursement; however, those funds will no longer run through the Stormwater Fund. Part of the Water Resources budget also includes a transfer for indirect costs to the General Fund in the amount of \$107,986.

Significant changes in expenditures include the funding of three new positions that are needed in order to address the increasing stormwater related workload. These include a stormwater engineer, a training coordinator, and an administrative support associate. Additional expenses include increases in contractual services and materials. We have also included \$400,000 in capital outlay for the purchase of a new sewer/storm sewer cleaning truck to restore one to the Sewer Fund that was previously transferred to Stormwater.

Although we are gearing up to meet new permit requirements including addressing water quality issues associated with the Chesapeake Bay TMDL we are hopeful that we can avoid any increases to the stormwater rate for at least the next several years.

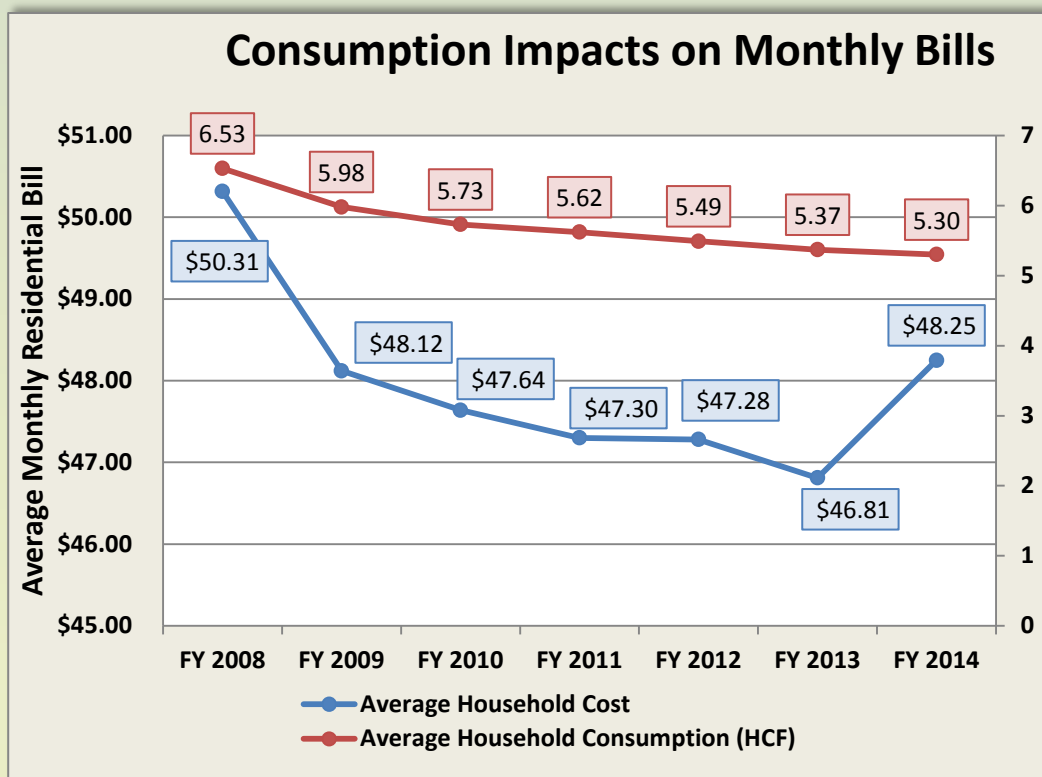
Rate Analysis

The rate adjustments proposed in this report will result in a typical monthly water and sewer bill increase of \$2.35 for a residential customer using 7 hcf of water per month or approximately 3.8% increase. The table below provides a comparison of typical monthly water and sewer bills for a cross section of the customer base.

Monthly Bill Impact

Customer Type	Monthly Volume	Current Bill	Proposed Bill	% Increase
Residential (5/8" meter)	7 hcf	\$61.90	\$64.25	3.8%
Commercial (2" meter)	60 hcf	\$501.49	\$520.49	3.8%
Industrial (8" meter)	1000 hcf	\$8,213.69	\$8,443.69	2.8%

Since FY 2008 when the actual household consumption is factored in with the applicable water and sewer rates at the actual average household water and sewer bill has declined from \$50.31 per month in FY 2008 to \$48.25 in FY 2014. The average bill is calculated by multiplying the average monthly household consumption by the prevailing water and sewer rates and adding the monthly service fee. This is attributable to the continuous decline in residential consumption. The figure below illustrates the change in average household water and sewer bills since FY 2008.



Monthly Service Charge per Meter Size

As we presented last year although the number of households are increasing the average household consumption continues to decline. With over 90% of costs being fixed it is important that we continue to take steps to stabilize the revenue by minimizing increases in the volumetric rates and instead shifting more of the increases to the fixed monthly service charge. It is recommended that we increase the fee per equivalent meter by \$2.00. Revenues from this increase will be divided between the water and sewer fund as they were last year. One third of the revenue (\$0.66) will be allocated to Water and two thirds (\$1.34) will be allocated to Sewer. This is approximately the ratio of debt service between the two funds.

Water Volume Rate

It is recommended that the water volume rate be increased by 2% in FY 2015. This increase is needed to cover increases in chemicals, utilities, and materials but more importantly it allows continuous progress on water line replacement. As mentioned above there are over \$40 million in high priority needs for water distribution system replacement that should be addressed within the next 10 years. Without adequate funding, water system renewal will fall further and further behind.

Sewer Volume Rate

There is no sewer volume rate increase proposed for FY 2015. The City's CSO Special Order dictates that we maintain the average annual sewer bill at 1.25% of the Median Household Income (MHI). As of July 1, 2013 the average annual sewer bill was 1.32% of the MHI.

Sewer Only Rate

It is recommended that \$1.34, the portion of the fixed charge increase attributable to the sewer fund, be added to the current sewer only rate. The proposed new sewer only rate would be \$45.92 which is a 3.0% increase.

Stormwater Rate

As discussed above it is recommended the stormwater rate remain at \$4.00 per sfu per month.



Industrial Surcharges

These charges are designed to recover the cost of treating high strength sewerage which is measured in pounds of biological oxygen demand (BOD) or total suspended solids (TSS) over the amounts assumed to be included in domestic sewerage. There are a total of 19 industrial pretreatment permits of those, seven are currently billed for high strength BOD and TSS. Rock Tenn and Frito-Lay are billed based on contract rates.

A comparison between the current rates and the actual cost of treating BOD and TSS is shown in the following table *"Pretreatment Cost Analysis"*.

Pretreatment Cost Analysis

	Current Rate	Actual Cost	% Difference	Proposed Rate (+5%)
BOD charge / 100 lbs.	\$22.40	\$31.53	40.8%	\$23.52
TSS charge / 100 lbs.	\$25.33	\$27.55	8.8%	\$26.60

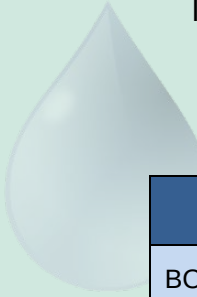
The BOD and TSS rates included in the above table are based on a cost of service analysis that was used to determine the contract rates charged to Rock Tenn and Frito-Lay.

Continuing with the proposed strategy from last year, we recommend that the current BOD and TSS rates be increased 5% to more closely recover the actual cost of service. In future years the BOD rate should increase at a faster pace than the TSS due to the large difference in actual cost of service.

Septic Hauler Charges

There are currently 22 permitted septic haulers that dispose of septic material at the Wastewater Treatment Plant plus approximately 40 large companies that have contracts with the City to dispose their septic material at the plant. Currently the septic hauler rates do not recover the actual cost of providing this service.





If the charges are based on the average concentrations of BOD and TSS in septic material that are treated in the wastewater plant, the charge for a 2,500 gallons truck load of septic material would be as shown in the following table.

Actual Septage Disposal Costs

	Lbs.	Rate / lb.	Charge
BOD	155	\$.3153	\$48.87
TSS	730	\$.2755	\$201.12
Administration*			\$50.00
Total for a 2,500 gallon truck load			\$299.99
Charge for each additional 500 gallons			\$40.23

* Administration includes approximately 4 hours of City time to register a septic hauler at the wastewater plant, take PH samples, and record information for billing purposes.

The BOD and TSS rates included in the above table are based on a cost of service analysis that was used to determine the contract rates charged to Frito-Lay and Rock Tenn.

Revenues from septic haulers and customers with contracts that dispose of waste in the Wastewater Treatment Plant have averaged \$350,000 over the past five years. The current minimum septic hauler charge is \$204.90 and applies to all trucks that carry up to 2,500 gallons of septic material. The current septic hauler charge increases by \$34.74 for every 500 gallon increase in the septic carrying capacity of a truck.

Continuing with the proposed strategy from last year, we recommend that current septic hauler charges be increased 5% per year until fees match the actual cost of providing the service. The resulting rate for FY 2015 would be \$215.15 for a 2,500 gallon truck load and \$36.48 for each additional 500 gallons.

Connection and Availability Fees

There are no proposed increases in these fees for FY 2015.



Proposed Water and Sewer Rates

Below is a comparison of the current water and sewer rates to the rates proposed for City Council approval, effective July 1, 2014.

Water and Sewer Rates

		Proposed	%
	FY 2014	FY 2015	Increase
Water			
Volume charge / hcf	\$2.38	\$2.43	2%
Sewer			
Volume charge / hcf	5.65	5.65	0%
BOD charge / 100 lbs	22.40	23.52	5%
TSS charge / 100 lbs.	25.33	26.60	5%
Septic hauler charge	204.90	215.15	5%
Industrial permit fee	varies	varies	0%
Sewer only	44.58	45.92	3%
Stormwater			
Rater per sfu per month	\$4.00	\$4.00	0%
Fire Protection			
Hydrants & 8" or smaller fire lines	19.79	19.79	0%
10" fire lines	35.53	35.53	0%
12" fire lines	56.38	56.38	0%
Availability Fees			
Water	1220.00	1220.00	0%
Sewer	1950.00	1950.00	0%
Water Connection Fees			
¾" & 5/8" meters	1,045.00	1,045.00	0%
1" service – 5/8' meter	1,100.00	1,100.00	0%
1" service – 1" meter	1,265.00	1,265.00	0%
Greater than 1"- minimum	1,265.00	1,265.00	0%
Sewer Connection Fees			
4" sewer line	1,210.00	1,210.00	0%
Greater than 4"- minimum	1,320.00	1,320.00	0%
Other Charges			
Monthly Service Charge	(See Table A)	(See Table A)	(See Table A)
Cut-on charge	15.00	15.00	0%
Cut-off charge	25.00	25.00	0%
Delinquent account fee	5%	5%	0%

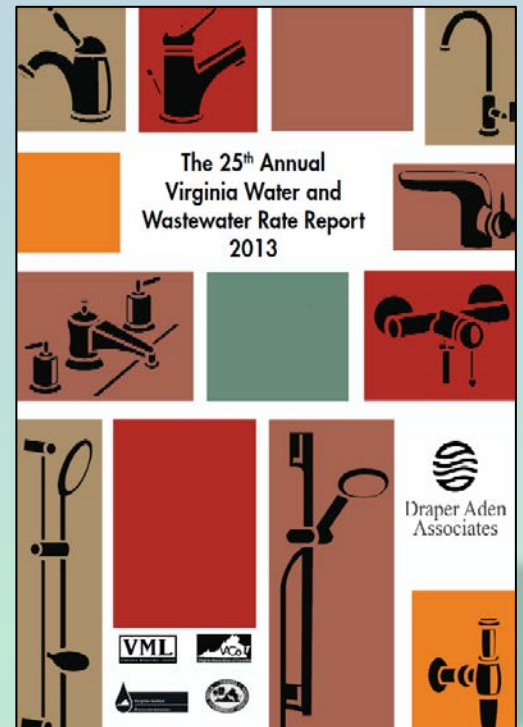
Table A - Recommended Service Charge

Meter Size	Exist. Account Charge	Meter Factor	Fee per Equivalent Meter	Fee per Meter Size	Total Service Charge
5/8"	\$3.69	1.0	\$4.00	\$4.00	\$7.69
3/4"	\$3.69	1.5	\$4.00	\$6.00	\$9.69
1"	\$3.69	2.5	\$4.00	\$10.00	\$13.69
1-1/2"	\$3.69	5.0	\$4.00	\$20.00	\$23.69
2"	\$3.69	8.0	\$4.00	\$32.00	\$35.69
3"	\$3.69	15.0	\$4.00	\$60.00	\$63.69
4"	\$3.69	30.0	\$4.00	\$120.00	\$123.69
6"	\$3.69	60.0	\$4.00	\$240.00	\$243.69
8"	\$3.69	90.0	\$4.00	\$360.00	\$363.69
10"	\$3.69	150.0	\$4.00	\$600.00	\$603.69

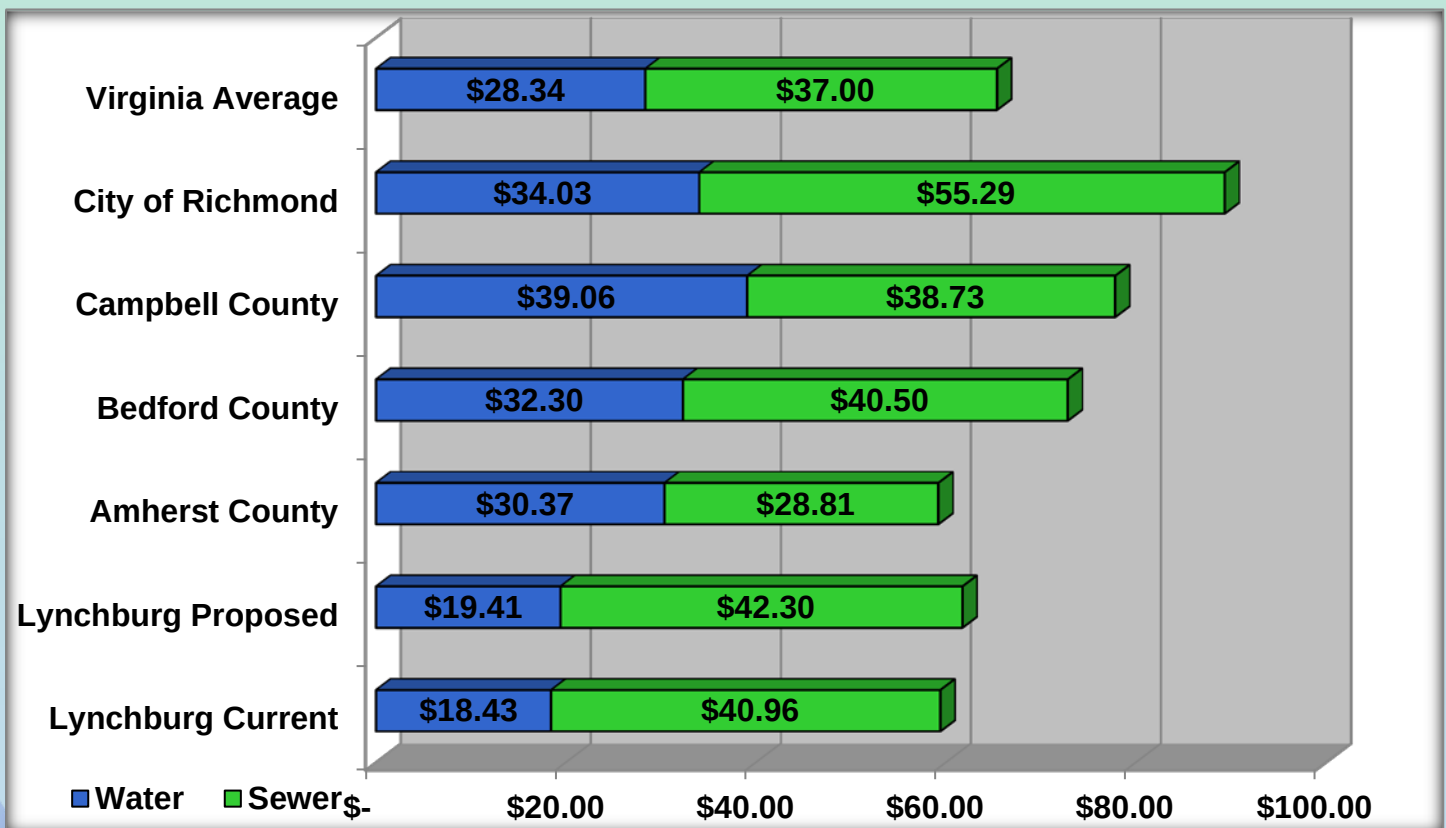
Rate Comparisons

A comparison of the City's water and sewer bills for a customer using 5,000 gallons (6.68 hcf) of water per month to other communities is shown below. (Information from other localities and the statewide average is based upon the "25th Annual Virginia Water and Wastewater Rate Report 2013", prepared by Draper Aden Associates.)

The City of Lynchburg's current combined water and sewer rates are among the lowest in the region including those of Amherst, Bedford, and Campbell Counties. Also, Lynchburg's rates for water and sewer are lower than the City of Richmond; the State's other CSO city.

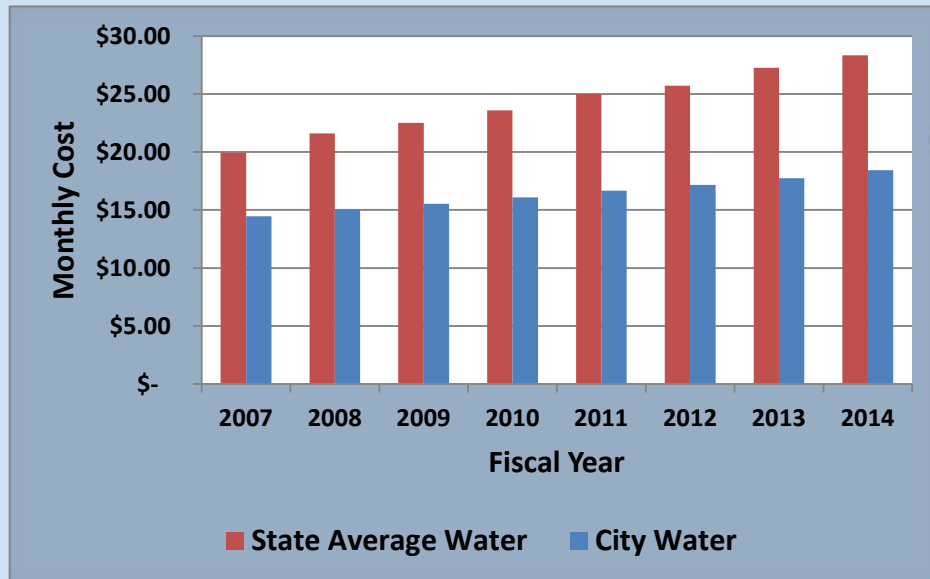


Bill Comparisons



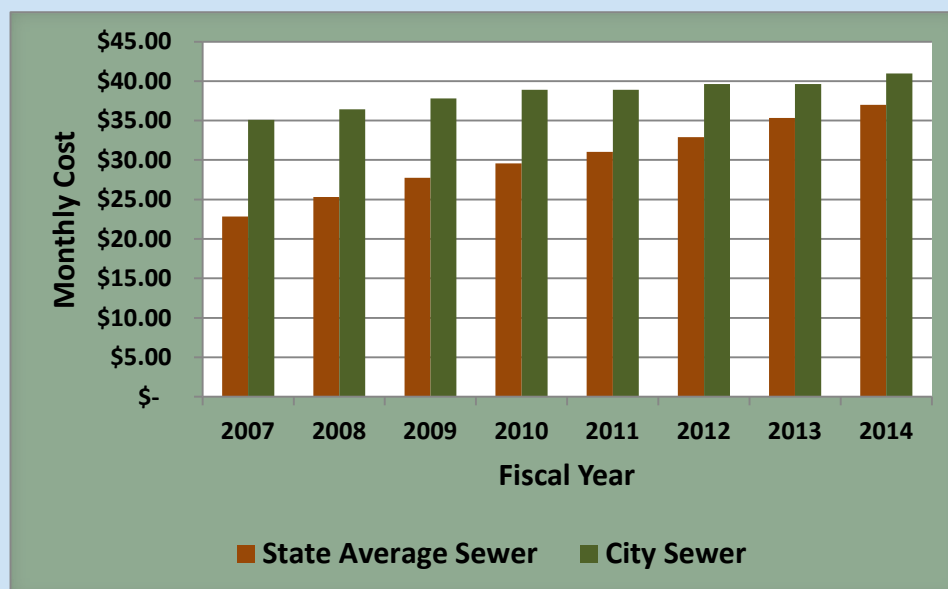
As shown below, the City of Lynchburg's water rate is \$9.92 per month less than the statewide average. Since 2007 the average statewide water rates have increased by \$8.40 per month while the City of Lynchburg's water rates have increased by only \$3.95 per month.

**Water Increases
(5000 Gallons per Month)**



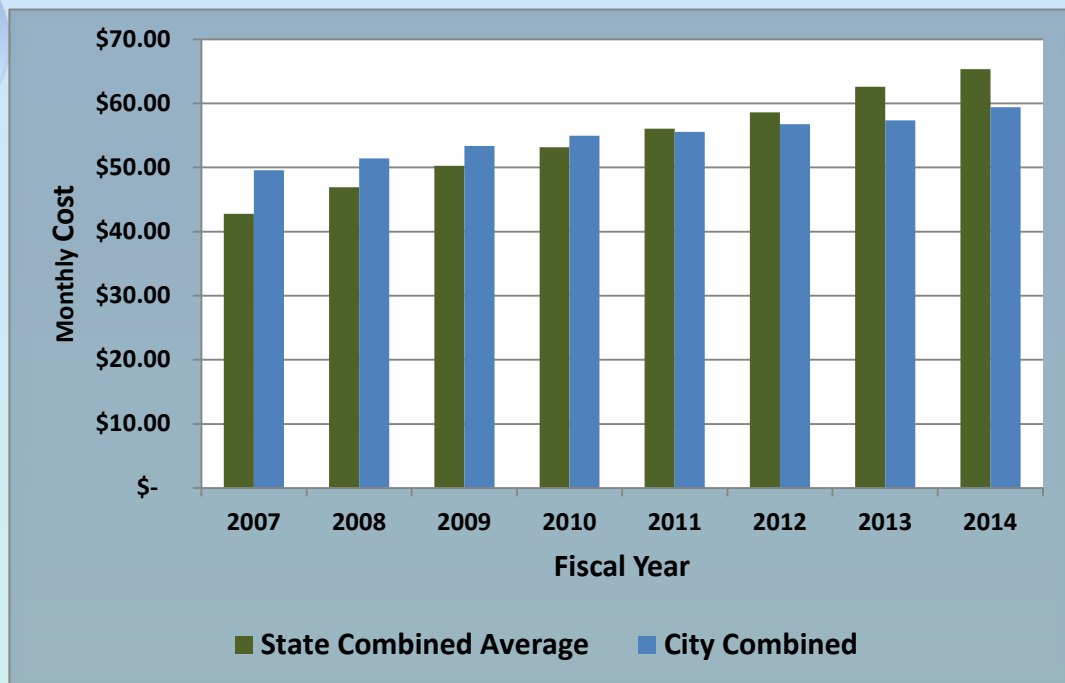
In 2007, the City of Lynchburg's monthly sewer charges were \$12.24 more than the statewide average. Today that gap has closed to only \$3.95, this despite the fact that Lynchburg is one of only two cities with an active CSO program. This is an indicator of not only a well-managed CSO Program but also the increasing regulatory and infrastructure burden on other utilities. The chart below provides an illustration.

**Sewer Increases
(5000 Gallons per Month)**



FY 2015 will be the fourth consecutive year that our combined water and sewer rates are below the statewide average and the difference continues to increase. City of Lynchburg water and sewer customers are currently paying \$5.97 (10%) per month less than the average Virginian.

**Combined Water and Sewer Increases
(5000 Gallons per Month)**



Conclusion

It is extremely important that water and sewer rates reflect the true cost of providing the services. Adequately maintaining and renewing the water and sewer infrastructure is part of that cost. We need to have the vision to understand that deferring maintenance will have a long term detrimental effect on not only the health and safety of the community but also the economy.

Appendix A.
Projection Letter





PJ Sun, LLC
Providing Services to the
Water Industry

February 26, 2014

City Council
City of Lynchburg
900 Church Street
Lynchburg, Virginia 24504

We have assembled, from information provided by management, the accompanying financial projections of the Water, Sewer and Stormwater Funds of the City of Lynchburg for each of the six years ending June 30, 2019. The accompanying projections were prepared to help management evaluate the need for rate adjustments and develop strategies for funding capital improvements.

The financial projections have been prepared based on the assumptions that are described on the first page of the Water, Sewer and Stormwater projections that follow this letter report. An explanation of the proposed rate increases to be effective July 1, 2014 (FY 2015) and a brief overview of the rate increases that are likely to be needed after FY 2015 are included below.

PROPOSED RATE INCREASES

Over the past five years water and sewer rate increases have resulted in an average annual bill increase to most residential customers of 3.3%. As shown in Table 1 below this has been the result of annual increases in the water and sewer volume rates and a \$2.00 increase in the account charge effective July 1, 2013.

TABLE 1: Actual and Proposed Water & Sewer Rates

	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Proposed</u>
	<u>7/1/2009</u>	<u>7/1/2010</u>	<u>7/1/2011</u>	<u>7/1/2012</u>	<u>7/1/2013</u>	<u>7/1/2014</u>
Water	\$2.05	\$2.13	\$2.22	\$2.38	\$2.38	\$2.43
Volume Rate						
Sewer	\$5.38	\$5.54	\$5.54	\$5.65	\$5.65	\$5.65
Volume Rate						
Account	\$3.69	\$3.69	\$3.69	\$3.69	\$5.69	\$7.69
Charge						

It is noteworthy that the \$3.69 account charge was increased by \$2.00 effective July 1, 2013. The \$2.00 increase in this fixed charge was scaled-up by equivalent meter size so that the account charge for large customers would be higher. Nationally many water utilities are increasing their fixed charges, rather than volume charges, in order to achieve a more stable and predictable revenue base. The City's account charge is currently much less than the comparable fixed charges of nearby communities.

Effective July 1, 2014 (FY 2015) the water volume rate is proposed to be increased 2% and the account charge is proposed to increase by an additional \$2.00. Similar to last year, the \$2.00 increase in the account charge will be scaled-up by equivalent meter size so that the account charge for larger customers will be higher. The \$2.00 increase in the account charge and 2% increase in the water volume rate are estimated to generate approximately \$400,000 in new annual water revenues and \$400,000 in new sewer revenues. These increases equate to a 3% to 4% increase in the monthly water and sewer bill to most customers. However, the percentage increase will be higher for customers with monthly use less than 4 HCF (Hundred Cubic Feet), but still less than \$2.20 per month.

As further explained in this letter report the proposed rate increases in Table 1 above are needed to ensure that the City continues to meet the Special Order Rate Requirement and Council's financial targets for debt service coverage of 1.20 and unreserved cash balance of 25% to 40% in the Water Fund.

SPECIAL ORDER REQUIREMENT

The Special Order requires the City to increase its sewer rates so that the average annual sewer bill is equal to at least 1.25% of MHI (Median Household Income). As shown in Table 2 below the City has met this requirement in FY 2013 and is expected to meet it in FY 2014 and FY 2015 based on the increases in the account charge noted above.

The FY 2013 estimated MHI shown in Table 2 below is based on numbers published by the U.S. Bureau of Labor and Statistics. For FY 2014 and FY 2015 we have assumed a 2% annual increase in MHI. The \$2.00 increase in the account charge (\$1.34 for sewer) is needed to (1) keep the annual sewer bill for an average customer over 1.25% of MHI and (2) pay for increasing operation and maintenance expenses and debt service on previously issued and new debt.

TABLE 2: Annual Sewer Bill as a % of MHI

	FY 2013	FY 2014	FY 2015
Annual Sewer Bill			
Sewer volume rate	\$5.65	\$5.65	\$5.65
Avg. monthly use in HCF	<u>x7</u>	<u>x7</u>	<u>x7</u>
Volume charge	39.55	39.55	39.55
Account charge	<u>1.85</u>	<u>3.19</u>	<u>4.53</u>
Total monthly sewer bill	41.40	42.74	44.08
	<u>x12</u>	<u>x12</u>	<u>x12</u>
Annual sewer bill	\$496.80	\$512.88	\$528.96
Estimated MHI	\$38,340	\$38,823	\$39,600
Annual Sewer Bill as a % of MHI	1.30%	1.32%	1.34%

WATER FUND

Over the past five years annual water capital expenditures have averaged \$4.7 million. During this time period both water treatment plants were renewed and upgraded and several water tanks were rehabilitated. Further, the Pedlar Dam and raw water lines were evaluated and reported to be in good condition considering their age. After FY 2014 annual capital expenditures in the Water Fund are projected to average \$3.0 million. This is approximately 35% less than the average annual capital expenditures over the past five years. However, close to 90% of the annual capital expenditures after FY 2014 are earmarked for distribution network improvements. This level of annual expenditures will not be sufficient to rehab or replace the oldest and most vulnerable water mains in the City. Approximately \$5 million is needed annually over the next decade to address the most critical water line needs. Many of these water mains are in the Downtown sections of the City.

A summary of the projected activity in the Water Capital Fund from FY 2014 to FY 2019 is included in Table 3 below.

TABLE 3: Projected Water Capital Fund Activity
(In \$000's)

Year	Beginning Funds	Operating Transfers	New Borrowing	CIP Project Expenditures	Ending Funds
FY 2014	\$2,653	\$800	\$4,200	-\$5,261	\$2,392
FY 2015	2,392	800	5,000	-3,330	4,862
FY 2016	4,862	800	-	-3,356	2,306
FY 2017	2,306	800	3,500	-3,642	2,964
FY 2018	2,964	800	-	-2,016	1,748
FY 2019	1,748	800	1,500	-2,785	1,263

Many of the water capital projects over the past two years and in FY 2014 have or will be been funded with a bank line of credit. Repayment of the line of credit and a portion of future water capital expenditures in FY 2015 and FY 2016 are scheduled to be funded from General Obligation bond proceeds approximating \$14.4 million. We understand that the General Obligation bond is scheduled to occur in the summer of 2014.

For most of the past five years (FY 2009 to FY 2013) the financial results in the Water Fund have been above Council's minimum financial target of 1.20 debt coverage and an unreserved cash balance of 25% to 40% of budget. Financial projections of the Water Fund follow this letter. The financial projections are based on the rate increases shown in Table 1 above plus continuation of 2% annual increases in the water volume rate and the \$2.00 increase in the account charge. The financial projections indicate that the debt coverage ratio in FY 2014 and FY 2015 will be 1.35 and 1.34, respectively.

Table 4 on the following page presents the projected debt coverage ratio and unreserved cash balance as a percent of budget for the FY 2014 to FY 2019 projection period.

TABLE 4: Projected Water Fund Debt Coverage & Unreserved Cash Balances as a % of Budget

Year	Debt Coverage Ratio	Unreserved Cash % of Budget
FY 2014	1.35	51%
FY 2015	1.34	49%
FY 2016	1.20	45%
FY 2017	1.26	44%
FY 2018	1.34	45%
FY 2019	1.46	49%

The debt coverage ratio decreases in FY 2016 because it is assumed that the contract water rate charged to Bedford County will be discounted by approximately 25%. This discount is likely needed in order to keep Bedford County as a City water customer. The unreserved cash balance as a percent of budget is projected to be higher than Council's 25% to 40% target. This was done in order to provide additional reserves in the event that Bedford County ceases to be a contract customer after FY 2016 as explained below.

As of the date of this letter it is unclear if Bedford County will continue to be a long term contract customer after FY 2016. We have assumed that the City will continue to service the Forest area of Bedford County but at a discount of approximately 25% to the current contract water rate. Bedford County is currently evaluating other options for serving the Forest area. If Bedford County ceases to be a contract customer the Water Fund would lose over \$1.0 million in annual net revenue over and above the revenues to be derived with the 25% discount. This is equivalent to a 12% annual water rate increase. Contingency plans are currently being developed in the event Bedford County ceases to be a City water customer. These plans include a combination of rate increases and temporary reductions in Council's debt coverage target.

SEWER FUND

Over the past five years annual sewer capital expenditures have averaged \$23.5 million. Almost 80% of the average annual capital expenditures have been related to the CSO (Combined Sewer Overflow) Program. Based on the terms of the current Special Order, which is based on full separation in the CSO areas of the City, this level of capital spending may need to continue indefinitely.

The Water Resources Department has recently submitted an updated Long Term Control Plan related to the CSO Program. The updated plan provides for major expansion of flow capacity at the wastewater treatment plant in lieu of complete separation of the sewers in the CSO areas of the City. If the updated plan is accepted by the Virginia DEQ (Department of Environmental Quality) the CSO Program may be completed within the next 10 to 15 years at a cost of approximately \$60.0 million. The Virginia DEQ is

currently evaluating the updated Long Term Control Plan. The Sewer Fund financial projections are based on the assumption that the plan will be approved.

The cost to complete the \$60.0 million CSO program will be partially financed by a \$30.0 million grant that was recently awarded to the City by the Commonwealth of Virginia. The remainder of the program will be financed with 0% loans from the Virginia Clean Water Revolving Loan Fund. Other major sewer capital expenditures planned over the FY 2014 to FY 2019 projection period include the replacement of the Burton Creek Interceptor and rehab and replacement of sewer mains. Much of the sewer main work will be focused in the Downtown sections of the City and will be done together with water main rehab and replacement projects. A summary of the projected activity in the Sewer Capital Fund from FY 2014 to FY 2019 is included in Table 5 below:

TABLE 5: Projected Sewer Capital Fund Activity (\$ in \$000's)

Year	Beginning Funds	Grant Proceeds	Operating Transfers	New Borrowing	CIP Project Expenditures	Ending Funds
FY 2014	\$9,765	\$3,656	\$2,250	-	-\$13,589	\$2,082
FY 2015	2,082	7,760	2,000	5,750	-12,536	5,056
FY 2016	5,056	1,607	2,000	-	-6,447	2,216
FY 2017	2,216	8,577	2,000	17,207	-14,478	15,522
FY 2018	15,522	8,400	2,000	-	-20,659	5,263
FY 2019	5,263	-	2,000	1,900	-6,884	2,279

For all of the past five years (FY 2009 to FY 2013) the financial results in the Sewer Fund have been above Council's minimum financial criteria of 1.20 debt coverage and consistent with the Special Order requirement to keep an unreserved cash balance of less than 25% of the subsequent year's budgeted operating expenditures. Financial projections of the Sewer Fund follow this letter and are based on the rate increases shown in Table 1 above plus continuation of annual increases of \$2.00 to the account charge. The financial projections indicate that the debt coverage ratio in FY 2014 and FY 2015 will be 1.28 and 1.22, respectively. Table 6 below presents the projected debt coverage ratio and unreserved cash balance as a percent of budget for the FY 2014 to FY 2019 projection period.

TABLE 6: Projected Sewer Fund Debt Coverage & Unreserved Cash Balances as a % of Budget

Year	Debt Coverage Ratio	Unreserved Cash % of Budget
FY 2014	1.28	28%
FY 2015	1.22	24%
FY 2016	1.21	20%
FY 2017	1.21	17%
FY 2018	1.25	16%
FY 2019	1.30	17%

STORMWATER FUND

The Stormwater Fund was implemented and the stormwater fee of \$4.00 per month was approved, effective July 1, 2012. The new permit cycle effective July 1, 2013 and ending June 30, 2018 provides information to allow management to more clearly understand regulatory requirements and future environmental goals. In this regard, an initial stormwater master plan will be commissioned in FY 2014 at an approximate cost of \$1.5 million. The initial master plan will define capital projects needed to meet the new stormwater permit requirements. The initial master plan will include a condition assessment of the stormwater system and also include efforts to map the stormwater system in the GIS.

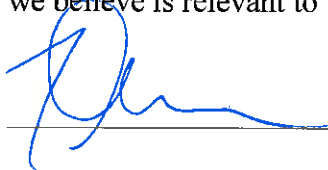
No increase in the \$4.00 per month stormwater charge is proposed at this time. Going forward it is clear that the stormwater fee will need to increase but it is not possible to predict with any confidence when an increase will be needed. Once the master plan is developed information will be available to better assess the need for future increases in the stormwater fee.

Sincerely,



Paul J. Cumiskey

We the undersigned have participated in the preparation and review of the attached financial projections and to the best of our knowledge believe they reasonably present the expected capital expenditures, borrowings, revenues and expenses, and cash flows related to the City's Water, Sewer and Stormwater Funds for the projection period. Further, to the best of our knowledge we have made available to you all significant information that we believe is relevant to the financial projections.



Timothy A. Mitchell, P.E., Director



John Rosser, CPA, Financial Professional IV

Appendix B.
Financial Projections

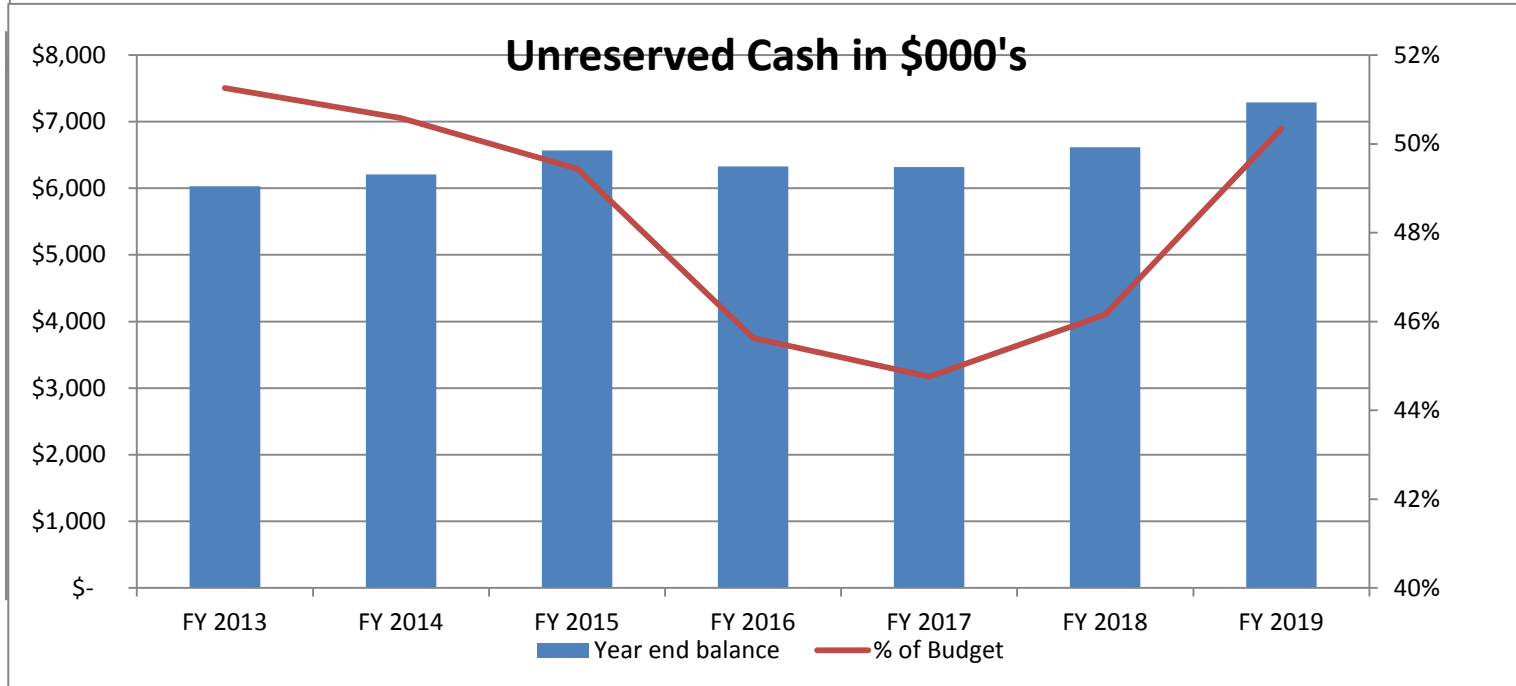
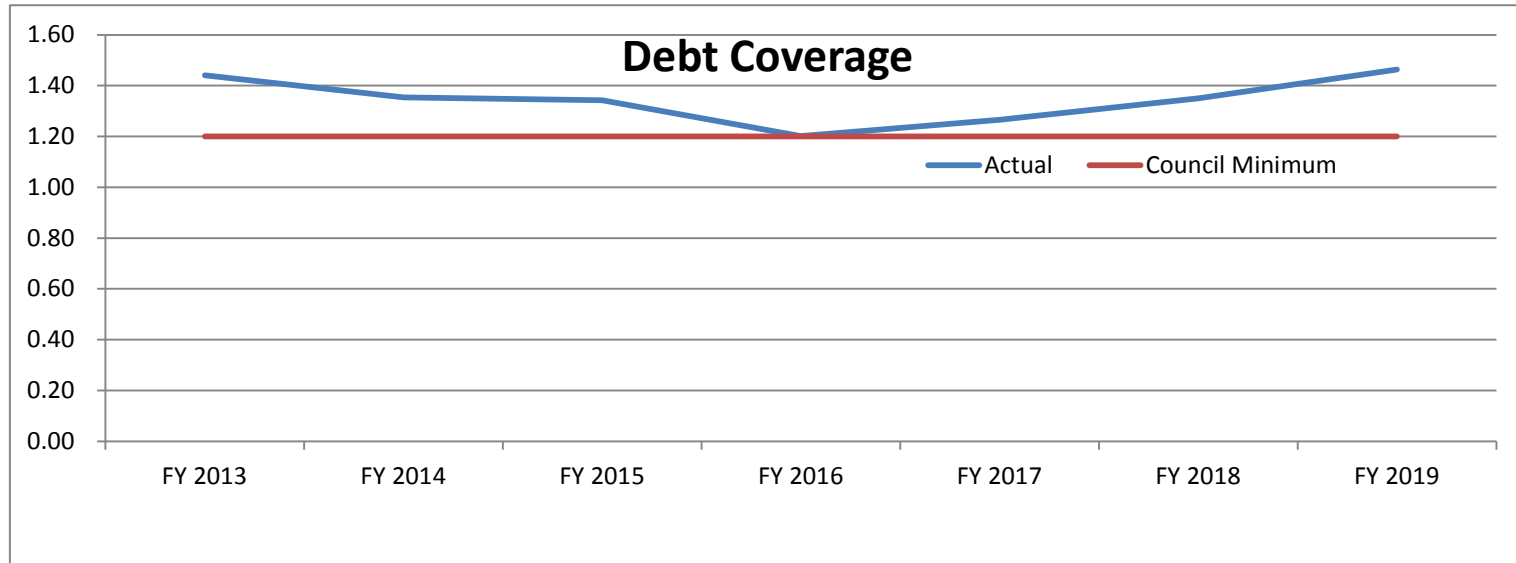


WATER FUND
FINANCIAL PROJECTIONS
FY 2014 to FY 2019

WATER FUND KEY ASSUMPTIONS

1. Annual water production will average 10.60 MGD during the projection period. Over the past five years annual water production has averaged 10.66 MGD and has ranged from 10.04 MGD in FY 2012 to 10.74 MGD in FY 2011.
2. The annual volume of water billed to non-contract customers is estimated at 3.100 million HCF for each year during the projection period. Over the past five years the annual water volume billed to non-contract customers has averaged 3.147 million HCF and has ranged from 3.101 million HCF in FY 2012 to 3.187 million HCF in FY 2011.
3. The annual volume of water billed to contract customers (Amherst, Bedford, Campbell, Rock Tenn and Frito-Lay) is estimated at 1.446 million HCF in FY 2014 and is assumed to increase 1% per year despite the assumed reduction in volume from Amherst due to a phased closure of a regional training academy. Bedford County is assumed to continue buy all its water needs in the Forest area from the City. Over the past five years the annual volume of water sold to contract customers has averaged 1.487 million HCF and has ranged from 1.384 HCF in FY 2012 to 1.670 HCF in FY 2009.
4. The water volume rate is assumed to increase 2% per year during the projection period. The Account / Fixed charge is also assumed to increase \$2.00 (\$.66 for water and \$1.34 for sewer) per year per equivalent 5/8" water meter during the projection period.
5. Water rates applicable to Amherst and Campbell County are assumed to increase 2% per year. The water rate for Bedford County is assumed to be reduced by approximately 25% in FY 2016 in connection with negotiations to retain Bedford County as a contract customer. Water rates applicable to Rock Tenn and Frito-Lay are based on recently proposed contract rates which are being negotiated.
6. FY 2015 operating expenses are based on preliminary budget submission documents ; operating expenses after FY 2015 are assumed to increase 3% per year.
7. There are approximately 66.15 equivalent full time approved staff position in Water Fund departments in FY 2014. Three additional positions are proposed for FY 2015. No new positions are assumed from FY 2016 to FY 2019.
8. Short term line of credit financing is assumed to be available at 2%; long term debt financing is assumed to be available at 4.0%, 30 year repayment terms.
9. Additional assumptions are included as part of the notes that are included on the following financial projections.

WATER FUND



**CITY OF LYNCHBURG
WATER CAPITAL FINANCING PLAN**

	Est.	Budget	Proj.	Proj.	Proj.	Proj.
	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
BEGINNING FUNDS	\$2,653,291	\$2,392,286	\$4,861,986	\$2,306,136	\$2,964,136	\$1,748,136
RECEIPTS						
Transfers	800,000	800,000	800,000	800,000	800,000	800,000
LOC borrowing	4,200,000	-	-	-	-	-
G.O. borrowings, net proceeds	-	5,000,000	-	3,500,000	-	1,500,000
total receipts	5,000,000	5,800,000	800,000	4,300,000	800,000	2,300,000
EXPENDITURES						
Annual water petitions	-	-	-	-	-	-
Distribution system improvements	3,341,648	2,745,300	2,905,850	3,217,000	1,685,000	2,575,000
Water main replacements	673,887	-	-	-	-	-
Annual facility improvements	750,500	-	300,000	300,000	176,000	200,000
Water tank rehabilitation	48,200	235,000	150,000	125,000	155,000	10,000
Water tank 2 (PER)	400,000	350,000	-	-	-	-
Other	46,770	-	-	-	-	-
total expenditures	5,261,005	3,330,300	3,355,850	3,642,000	2,016,000	2,785,000
ENDING FUNDS	\$2,392,286	\$4,861,986	\$2,306,136	\$2,964,136	\$1,748,136	\$1,263,136

Notes:

1. Beginning funds in FY 2014 equals cash and investments in the Water Capital Fund plus SNAP investments.
2. Cumulative Letter of credit (LOC) borrowing at June 30, 2013 totals \$5,193,865.

CITY OF LYNCHBURG
PROJECTED STATEMENT OF WATER FUND DEBT COVERAGE

	Actual	Est.	Budget	Proj.	Proj.	Proj.	Proj.
	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
Revenues:							
Charges for services	\$10,552,956	\$10,676,938	\$11,650,558	\$12,099,969	\$12,553,858	\$13,012,327	\$13,475,486
Water contracts	2,432,319	2,576,973	2,654,950	2,308,084	2,356,064	2,428,896	2,491,183
Interest and other	352,651	274,482	294,482	294,482	294,482	294,482	294,482
total revenues	13,337,926	13,528,393	14,599,990	14,702,535	15,204,403	15,735,705	16,261,151
Expenses:							
Water treatment	2,747,640	3,030,213	3,283,589	3,382,097	3,483,560	3,588,066	3,695,708
Water line maintenance	1,370,968	1,673,780	1,744,553	1,796,890	1,850,796	1,906,320	1,963,510
Meter reading	789,231	895,279	899,065	926,037	953,818	982,433	1,011,906
Administration / engineering	2,963,101	3,060,775	3,422,003	3,524,663	3,630,403	3,739,315	3,851,495
Non-departmental	480,529	227,713	254,600	261,488	268,583	275,890	283,417
Capitalizable cost (1)	(144,554)	(148,891)	(160,000)	(164,800)	(169,744)	(174,836)	(180,081)
total expenses	8,206,915	8,738,869	9,443,810	9,726,374	10,017,416	10,317,188	10,625,954
Operating income	5,131,011	4,789,524	5,156,180	4,976,161	5,186,988	5,418,517	5,635,197
Debt Service	3,560,120	3,536,606	3,839,266	4,140,768	4,097,185	4,015,515	3,852,222
Net Revenue	\$1,570,891	\$1,252,918	\$1,316,914	\$835,392	\$1,089,802	\$1,403,002	\$1,782,975
Debt Coverage Ratio	1.44	1.35	1.34	1.20	1.27	1.35	1.46

Notes:

1. Capitalizable cost includes internal labor charges applicable to time spent on capital project activities.

CITY OF LYNCHBURG
PROJECTED STATEMENT OF WATER FUND SOURCES & USES OF CASH

	Actual	Est.	Budget	Proj.	Proj.	Proj.	Proj.
	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
Sources of Cash:							
Beginning cash balance	\$8,177,638	\$9,311,413	\$9,238,430	\$12,075,885	\$9,290,627	\$9,948,685	\$9,040,851
Net revenue plus capitalized costs	1,426,337	1,104,027	1,156,914	670,592	920,058	1,228,166	1,602,894
LOC borrowing	5,114,160	4,200,000	-	-	-	-	-
Federal grant	-	-	-	-	-	-	-
G.O. bond proceeds (1)	-	-	14,400,000	-	3,500,000	-	1,500,000
total sources of cash	14,718,135	14,615,440	24,795,345	12,746,477	13,710,685	11,176,851	12,143,745
Uses of Cash:							
Capital Fund expenditures	5,516,906	5,261,005	3,330,300	3,355,850	3,642,000	2,016,000	2,785,000
Other capital expenditures	-	116,005	75,000	100,000	120,000	120,000	120,000
Repayment of LOC borrowing	-	-	9,314,160	-	-	-	-
Payments to other organizations	-	-	-	-	-	-	-
Change in working capital items	(110,184)	-	-	-	-	-	-
total uses of cash	5,406,722	5,377,010	12,719,460	3,455,850	3,762,000	2,136,000	2,905,000
Ending Cash	\$9,311,413	\$9,238,430	\$12,075,885	\$9,290,627	\$9,948,685	\$9,040,851	\$9,238,745

Cash in Capital Fund	\$2,653,291	\$2,392,286	\$4,861,986	\$2,306,136	\$2,964,136	\$1,748,136	\$1,263,136
Customer deposits	626,825	636,825	646,825	656,825	666,825	676,825	686,825
Unrestricted cash	6,031,297	6,209,319	6,567,074	6,327,666	6,317,724	6,615,890	7,288,784
Total cash	\$9,311,413	\$9,238,430	\$12,075,885	\$9,290,627	\$9,948,685	\$9,040,851	\$9,238,745
Unrestricted cash as a % of budget	51%	51%	49%	46%	45%	46%	50%

Notes:

1. G.O. Bond in FY 2015 based on following:

LOC borrowing to June 30, 2013	\$ 5,193,865
Planned LOC borrowing in FY 2014	4,200,000
Planned new borrowing in FY 2015	5,000,000
	<u>\$ 14,393,865</u>

**CITY OF LYNCHBURG
WATER CONTRACTS**

	Actual	Est.	Budget	Proj.	Proj.	Proj.	Proj.
	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
AMHERST							
HCF of use	42,130	35,700	35,000	30,000	25,000	20,000	15,000
Rate	1.97	2.00	2.00	2.04	2.08	2.12	2.16
Current year bills	\$82,880	\$71,400	\$70,000	\$61,200	\$52,020	\$42,448	\$32,473
Prior year settlement	(\$8,860)	(210)	-	-	-	-	-
	\$74,020	\$71,190	\$70,000	\$61,200	\$52,020	\$42,448	\$32,473
BEDFORD							
HCF of use	756,927	758,000	765,000	780,300	795,906	811,824	828,061
Rate	1.97	1.98	1.98	1.48	1.50	1.54	1.57
Current year bills	\$1,488,738	\$1,500,840	\$1,514,700	\$1,154,844	\$1,193,859	\$1,250,209	\$1,300,055
Prior year settlement	(134,355)	(1,874)	-	-	-	-	-
	\$1,354,383	\$1,498,966	\$1,514,700	\$1,154,844	\$1,193,859	\$1,250,209	\$1,300,055
CAMPBELL							
HCF of use	256,960	256,000	256,000	256,000	256,000	256,000	256,000
Rate	1.99	2.00	2.00	2.04	2.08	2.12	2.16
Current year bills	\$511,344	\$512,000	\$512,000	\$522,240	\$532,685	\$543,338	\$554,205
Prior year settlement	3,384	(5,683)	-	-	-	-	-
	\$514,728	\$506,317	\$512,000	\$522,240	\$532,685	\$543,338	\$554,205
ROCK TENN							
HCF of use	244,786	245,000	245,000	245,000	245,000	245,000	245,000
Rate	1.28	1.30	1.45	1.48	1.50	1.54	1.57
	\$313,388	\$318,500	\$355,250	\$362,600	\$367,500	\$377,300	\$384,650
FRITO-LAY							
HCF of use	140,381	140,000	140,000	140,000	140,000	140,000	140,000
Rate	1.25	1.30	1.45	1.48	1.50	1.54	1.57
	\$175,800	\$182,000	\$203,000	\$207,200	\$210,000	\$215,600	\$219,800
	\$2,432,319	\$2,576,973	\$2,654,950	\$2,308,084	\$2,356,064	\$2,428,896	\$2,491,183

Notes:

1. Amherst water use assumed to decrease as the Training Center is phased-out.
2. Forest area assumed to continue to be served by City; rate decreased in FY 2016 per potential contract renegotiation.
3. Campbell water use includes water not used per existing take or pay contract.
4. Rock Tenn and Frito-Lay rates starting in FY 2015 based on preliminary cost of service rate calculations.

**CITY OF LYNCHBURG
CHARGES FOR SERVICES**

	Actual	Est.	Budget	Proj.	Proj.	Proj.	Proj.
	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
Water Sales							
HCF of use	3,106,133	3,100,000	3,100,000	3,100,000	3,100,000	3,100,000	3,100,000
Water volume rate	2.38	2.38	2.43	2.48	2.53	2.58	2.63
	\$7,392,597	\$7,378,000	\$7,525,560	\$7,676,071	\$7,829,593	\$7,986,184	\$8,145,908
% increase in revenues	4.00%	-0.20%	2.00%	2.00%	2.00%	2.00%	2.00%
All Other:							
Account / Fixed charge	618,168	918,000	1,168,000	1,418,000	1,668,000	1,918,000	2,168,000
Sewer Fund charge	1,620,000	1,580,000	1,630,000	1,678,900	1,729,267	1,781,145	1,834,579
Hydrant rentals-water	14,910	3,000	3,000	3,000	3,000	3,000	3,000
Hydrant rentals-equip.	14,670	4,500	10,000	10,000	10,000	10,000	10,000
General Fund hydrants	351,900	358,938	879,498	879,498	879,498	879,498	879,498
Cut-on/off-late fees	102,132	100,000	100,000	100,000	100,000	100,000	100,000
Meter removal	6,983	7,500	7,500	7,500	7,500	7,500	7,500
Delinquent account fee	86,317	85,000	85,000	85,000	85,000	85,000	85,000
Fire protection	101,905	102,000	102,000	102,000	102,000	102,000	102,000
Connection fee	115,288	50,000	50,000	50,000	50,000	50,000	50,000
Availability fee	82,992	60,000	60,000	60,000	60,000	60,000	60,000
Water cost plus & other	45,094	30,000	30,000	30,000	30,000	30,000	30,000
	3,160,359	3,298,938	4,124,998	4,423,898	4,724,265	5,026,143	5,329,577
	\$10,552,956	\$10,676,938	\$11,650,558	\$12,099,969	\$12,553,858	\$13,012,327	\$13,475,486

Notes:

1. The water volume rate of \$2.38 is assumed to increase 2% per year starting in July 2014.
2. Sewer Fund charge is designed to recover cost charged to the Adm. / Engineering Department that are applicable to the Sewer and Stormwater Fund. The Sewer Fund charge increases in FY 2015 due to additional staff positions assumed to be hired that will support the Sewer and Stormwater Fund.
3. Account / Fixed charge increases due to continuation of a \$2.00 fixed charge by meter size equivalent effective July 1 of each year. Approximately one-third-of the fixed charge is allocated to the Water fund.
4. General Fund Hydrant charges assumed to increase from \$358,938 to \$879,498 in FY 2015 for calculated costs of providing fire protection in City.
5. No increase in the private fire protection fees assumed during the projection period.
6. Availability and connection fee revenues reduced in FY 2014 from FY 2013 actual levels due to uncertainty in real estate market.

CITY OF LYNCHBURG
INTEREST & OTHER WATER REVENUES

	Actual	Est.	Budget	Proj.	Proj.	Proj.	Proj.
	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
Investment earnings	2,729	30,000	50,000	50,000	50,000	50,000	50,000
IRS interest rebate	251,598	233,482	233,482	233,482	233,482	233,482	233,482
Federal grants	81,789	-	-	-	-	-	-
All other	16,535	11,000	11,000	11,000	11,000	11,000	11,000
	\$352,651	\$274,482	\$294,482	\$294,482	\$294,482	\$294,482	\$294,482

Note:

1. Investment earnings in FY 2013 are net of a decrease in principal market valuation. Thereafter investment earnings are based on estimated average cash balances at a .05% interest earnings rate.
2. IRS rebate of Build America Bonds anticipated to be reduced in FY 2014.

**CITY OF LYNCHBURG
ADMIN. / ENGINEERING**

	Actual	Est.	Budget	Proj.	Proj.	Proj.	Proj.
	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
Personal services	\$1,277,512	\$1,217,902	\$1,350,369	\$1,390,880	\$1,432,606	\$1,475,585	\$1,519,852
Fringe benefits	459,802	447,557	508,456	523,710	539,421	555,604	572,272
Supplies & materials	48,866	43,973	47,450	48,874	50,340	51,850	53,405
Gasoline / fuel	7,893	8,553	8,502	8,757	9,020	9,290	9,569
Internal service charges	21,569	17,318	24,453	25,187	25,942	26,720	27,522
Rentals & leases	4,213	4,000	4,500	4,635	4,774	4,917	5,065
Communication charges	13,037	11,500	13,900	14,317	14,747	15,189	15,645
Contractual services	95,213	233,233	159,478	164,262	169,190	174,266	179,494
Training & travel	12,501	16,700	16,700	17,201	17,717	18,249	18,796
Indirect costs	807,321	852,890	1,099,940	1,132,938	1,166,926	1,201,934	1,237,992
City engineering charges	58,934	45,000	0	0	0	0	0
Self - insurance	146,529	146,529	146,529	150,925	155,453	160,116	164,920
Miscellaneous	9,711	15,620	15,700	16,171	16,656	17,156	17,670
Sub-total	2,963,101	3,060,775	3,395,977	3,497,856	3,602,792	3,710,876	3,822,202
Compensation adjustments	-	-	26,026	26,807	27,611	28,439	29,292
Total	\$2,963,101	\$3,060,775	\$3,422,003	\$3,524,663	\$3,630,403	\$3,739,315	\$3,851,495

Notes:

1. 2015 amounts are based on budget worksheets submitted as part of the FY 2015 budget process.
2. Personal services in FY 2015 assumes 22.6 staff positions will be filled throughout the year.
3. Indirect costs in FY 2014 is based on the approved FY 2014 budget. FY 2015 amount is based on the FY 2012 Maximus Report.
4. City engineering charges are included as part of the indirect cost starting in FY 2015.
5. After FY 2015 all costs assumed to increase 3% per year unless noted otherwise.

**CITY OF LYNCHBURG
WATER TREATMENT**

	Actual	Est.	Budget	Proj.	Proj.	Proj.	Proj.
	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
Personal services	\$985,656	\$1,029,326	\$1,049,585	\$1,081,073	\$1,113,505	\$1,146,910	\$1,181,317
Fringe benefits	380,114	418,699	429,799	442,693	455,974	469,653	483,743
Supplies & materials	135,750	128,000	129,800	133,694	137,705	141,836	146,091
Chemicals	299,536	336,400	526,400	542,192	558,458	575,211	592,468
Gasoline / fuel	9,983	11,945	10,863	11,189	11,525	11,870	12,226
Internal service charges	32,775	32,015	31,360	32,301	33,270	34,268	35,296
Rentals & leases	2,213	4,000	4,000	4,120	4,244	4,371	4,502
Communication charges	10,490	11,000	12,200	12,566	12,943	13,331	13,731
Utilities	600,543	717,458	759,200	781,976	805,435	829,598	854,486
Contractual services	186,894	259,695	224,647	231,386	238,328	245,478	252,842
Training & travel	13,105	10,000	13,000	13,390	13,792	14,205	14,632
Misc., incl. operations fee	90,581	71,675	72,500	74,675	76,915	79,223	81,599
Sub-total	2,747,640	3,030,213	3,263,354	3,361,255	3,462,092	3,565,955	3,672,934
Compensation adjustment	-	-	20,235	20,842	21,467	22,111	22,775
Total	\$2,747,640	\$3,030,213	\$3,283,589	\$3,382,097	\$3,483,560	\$3,588,066	\$3,695,708

Notes:

1. FY 2015 amounts are based on budget worksheets submitted as part of the FY 2015 budget process.
2. Personal services in FY 2015 assumes 24 staff positions will be filled throughout the year.
3. Cemicals and utilities in FY 2015 includes a contingency for incremental cost of treating James River water in dry weather periods.
4. After FY 2015 all costs assumed to increase 3% per year.

**CITY OF LYNCHBURG
WATER LINE MAINTENANCE**

	Actual	Est.	Budget	Proj.	Proj.	Proj.	Proj.
	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
Personal services	\$563,755	\$600,151	\$618,289	\$636,838	\$655,943	\$675,621	\$695,890
Fringe benefits	204,859	232,806	243,134	250,428	257,941	265,679	273,649
Supplies & materials	365,029	488,100	501,150	516,185	531,670	547,620	564,049
Gasoline / fuel	32,254	38,791	32,433	33,406	34,408	35,440	36,504
Internal service charges	91,198	103,306	129,588	133,476	137,480	141,604	145,852
Rentals & leases	1,068	3,500	3,500	3,605	3,713	3,825	3,939
Communication charges	2,422	3,400	3,200	3,296	3,395	3,497	3,602
Contractual services	113,429	199,406	197,244	203,161	209,256	215,534	222,000
Training & travel	3,562	3,750	3,750	3,863	3,978	4,098	4,221
Miscellaneous	(6,608)	570	570	587	605	623	642
Sub-total	1,370,968	1,673,780	1,732,858	1,784,844	1,838,389	1,893,541	1,950,347
Compensation adjustment	-	-	11,695	12,046	12,407	12,779	13,163
Total	\$1,370,968	\$1,673,780	\$1,744,553	\$1,796,890	\$1,850,796	\$1,906,320	\$1,963,510

Notes:

1. FY 2015 amounts are based on budget worksheets submitted as part of the FY 2015 budget process.
2. Personal services in FY 2015 assumes 14.75 staff positions will be filled throughout the year.
3. After FY 2015 all costs assumed to increase 3% per year.

**CITY OF LYNCHBURG
METER READING**

	Actual	Est.	Budget	Proj.	Proj.	Proj.	Proj.
	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
Personal services	\$257,157	\$264,985	\$262,073	\$269,935	\$278,033	\$286,374	\$294,965
Fringe benefits	97,967	105,987	107,733	110,965	114,294	117,723	121,254
Supplies & materials	359,212	419,000	419,200	431,776	444,729	458,071	471,813
Gasoline / fuel	19,705	21,268	21,412	22,054	22,716	23,397	24,099
Internal service charges	26,644	35,973	35,605	36,673	37,773	38,907	40,074
Rentals & leases	85	100	100	103	106	109	113
Communication charges	2,730	3,500	3,500	3,605	3,713	3,825	3,939
Contractual services	24,030	42,466	42,466	43,740	45,052	46,404	47,796
Training & travel	-	2,000	2,000	2,060	2,122	2,185	2,251
Miscellaneous	1,701	-	-	-	-	-	-
Sub-total	789,231	895,279	894,089	920,912	948,539	976,995	1,006,305
Compensation adjustments	-	-	4,976	5,125	5,279	5,437	5,601
Total	\$789,231	\$895,279	\$899,065	\$926,037	\$953,818	\$982,433	\$1,011,906

Notes:

1. FY 2015 amounts are based on budget worksheets submitted as part of the FY 2015 budget process.
2. Personal services in FY 2015 assumes 7.63 staff positions will be filled throughout the year.
3. After FY 2015 all costs assumed to increase 3% per year.

**CITY OF LYNCHBURG
WATER NON-DEPARTMENTAL**

	Actual	Est.	Budget	Proj.	Proj.	Proj.	Proj.
	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
Financial audit	\$21,025	\$21,914	\$24,200	\$24,926	\$25,674	\$26,444	\$27,237
Interest on customer deposits	3,586	3,408	5,700	5,871	6,047	6,229	6,415
OPEB/Retirees health/WC insurance	151,234	170,500	179,700	185,091	190,644	196,363	202,254
Utility billing upgrades & other	0	0	0	0	0	0	0
Allowance for doubtful accounts	19,674	6,891	20,000	20,600	21,218	21,855	22,510
Project costs charged to operations	285,010	25,000	25,000	25,000	25,000	25,000	25,000
	\$480,529	\$227,713	\$254,600	\$261,488	\$268,583	\$275,890	\$283,417

Notes:

1. FY 2015 amounts are based on budget worksheets submitted as part of the FY 2015 budget process.
2. OPEB related cost based on best available information.
3. Project cost charged to operations in FY 2013 includes \$285,010 related to Pedlar Raw Water Main Assessment Project.
4. After FY 2015 all costs assumed to increase 3% per year.
5. Non-departmental excludes legal and fiscal charges associated with future bond sales. These charges are paid for from the bond proceeds

CITY OF LYNCHBURG
WATER FUND BONDS PAYABLE AND DEBT SERVICE

	Est.	Budget	Proj.	Proj.	Proj.	Proj.
	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
P&I on borrowings o/s @ 6/30/13 (1)	\$3,458,991	\$3,329,747	\$3,308,015	\$3,194,432	\$3,042,762	\$2,779,423
Interest on LOC borrowing	77,615	93,142	-	-	-	-
Interest only payments on G.O. Bonds						
\$14.4 million issued in FY 2015	-	288,000	-	-	-	-
\$3.5 million issued in FY 2017				70,000	140,000	-
\$1.5 million issue in FY 2019						30,000
Level debt service payments on G.O. Bonds						
Level P&I on \$14.4 million		128,377	832,753	832,753	832,753	832,753
Level P&I on \$3.5 million						210,045
	\$3,536,606	\$3,839,266	\$4,140,768	\$4,097,185	\$4,015,515	\$3,852,222

Notes:

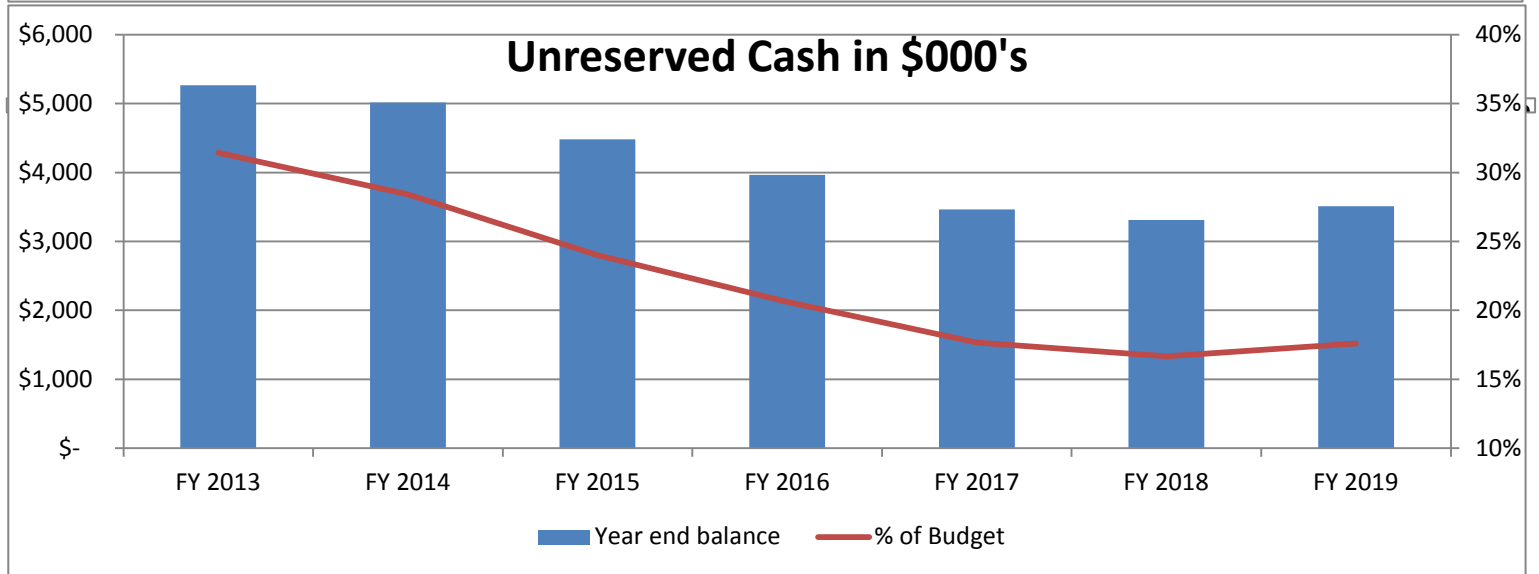
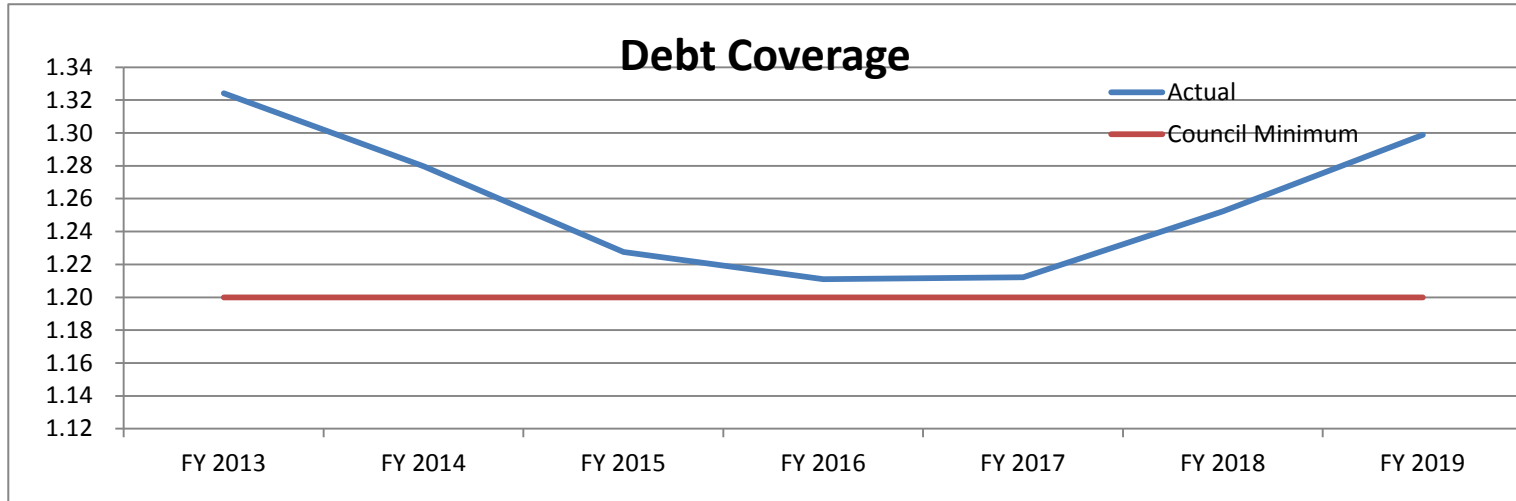
1. Based on Debt Book as of June 30, 2013.
2. Interest on LOC based on a 2.0% annual rate and paid May 1 and November 1 of each year.
3. \$14.4 million G.O. issue assumed to occur in early FY 2015; Terms are assumed to be at 4%, 30 year repayment. First principal payment assumed to occur May, 2015.
4. All other debt issues assumed to occur in the first quarter of years shown. Terms are 4%, 30 year repayment with the first two years interest only.

SEWER FUND
FINANCIAL PROJECTIONS
FY 2014 to FY 2019

SEWER FUND KEY ASSUMPTIONS

1. Annual sewer flow at the wastewater treatment plant (WWTP) will average 11.0 MGD during the projection period. Over the past five years WWTP flow has averaged 11.0 MGD and has ranged from 10.00 MGD in FY 2009 to 13.0 MGD in FY 2010.
2. The annual volume of wastewater billed to non-contract customers is estimated at 2.550 million HCF for each year during the projection period. Over the past five years the annual wastewater billed to non-contract customers has averaged 2.550 million HCF and has ranged from 2.513 million HCF in FY 2012 to 2.582 million HCF in FY 2010.
3. The annual wastewater flow applicable to Bedford and Campbell Counties is assumed to increase slightly each year; the flow applicable to Amherst is assumed to decrease by about 35% over the next five years due to a phased closure of a regional training center located in Amherst County.
4. No increase in the wastewater volume rate is assumed during the projection period. However, a \$2.00 increase in the Account / Fixed charge (\$.66 for water and \$1.34 for sewer) per equivalent 5/8" meter is assumed each year during the projection period.
5. Sewer rates applicable to Rock Tenn and Frito-Lay are based on recently proposed rates that are currently being negotiated with the two companies. Septic hauler charges and industrial sur-charges are also assumed to increase 5% in FY 2015 and then 3% per year thereafter.
6. FY 2015 operating expenses are based on preliminary budget submission documents; operating expenses after FY 2015 are assumed to increase 3% per year.
7. There are approximately 50.45 equivalent full time approved staff positions in the Sewer Fund departments FY 2014. Two additional positions are proposed for FY 2015. No new positions are assumed from FY 2016 to FY 2019.
8. Short term line of credit financing is assumed to be available at 2%; long term financing is assumed to be available at 4.0%, 30 year repayment terms. Future borrowing with the VCWRLF is assumed to continue at 0%.
9. Additional assumptions are included as part of the notes that are included on the following financial projections.

SEWER FUND



**CITY OF LYNCHBURG
SEWER LOCAL CAPITAL FINANCING PLAN**

	Est.	Budget	Proj.	Proj.	Proj.	Proj.
	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
BEGINNING FUNDS (1)	\$3,623,774	\$2,082,258	\$5,056,566	\$2,216,566	\$3,315,566	\$431,427
RECEIPTS						
Transfers	2,250,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
LOC borrowing	-	-	-	-	-	-
G.O. borrowing	-	5,750,000	-	5,000,000	-	1,900,000
Total Receipts	2,250,000	7,750,000	2,000,000	7,000,000	2,000,000	3,900,000
EXPENDITURES						
SSSES	755,500	1,260,000	1,695,000	3,575,000	3,121,000	1,502,900
Sewer extensions	113,815	100,000	100,000	100,000	100,000	100,000
Sewer separation / rehabilitation	1,902,565	525,692				
RDP	-	50,000	50,000	50,000	53,139	-
WWTP improvements	470,964	190,000	200,000	370,000	250,000	450,000
WWTP Control Building			750,000	1,250,000		
Blue Ridge Farms	48,672	650,000	45,000	556,000	1,360,000	-
Burton Creek interceptor	500,000	2,000,000	2,000,000	-	-	-
Total Expenditures	3,791,516	4,775,692	4,840,000	5,901,000	4,884,139	2,052,900
ENDING FUNDS	\$2,082,258	\$5,056,566	\$2,216,566	\$3,315,566	\$431,427	\$2,278,527

Notes:

1. Beginning funds in FY 2013 equals cash and investment accounts in the Sewer Capital Fund.
2. Unexpended appropriations represents unspent funds applicable to FY 2012 and prior year appropriations.

CITY OF LYNCHBURG
SEWER VCWRLF & GRANT FINANCING PLAN

	Est.	Budget	Proj.	Proj.	Proj.	Proj.
	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
BEGINNING FUNDS	\$ 6,141,722	\$ -	\$ -	\$ -	\$ 12,206,630	\$ 4,831,400
RECEIPTS						
State grant reimbursements	3,656,000	7,760,000	1,607,230	8,576,770	8,400,000	
VCWRLF loan approvals - 0%	-	-	-	12,206,630	-	-
Total Receipts	3,656,000	7,760,000	1,607,230	20,783,400	8,400,000	-
EXPENDITURES FROM STATE GRANT						
JRI 3A	666,000					
JRI 3B	2,600,000	4,700,000	307,230	-	-	-
CSO 125	40,000	310,000			-	-
CSO - WWTP PER/Design	350,000	2,750,000	1,300,000	-	-	-
CSO - WWTP - headwork construction	-	-	-	8,576,770	8,400,000	-
Total Expenditures from State Grant	3,656,000	7,760,000	1,607,230	8,576,770	8,400,000	-
EXPENDITURES FROM VCWRLF LOANS						
CSO projects	3,665,814					
JRI 3A	1,808,606					
JRI 4	41,695					
WWTP - SCAB	213,675					
Long Term Control Plan	192,277					
BWC projects	119,655					
College Hill parking lot	100,000					
CSO - WWTP headworks upgrade					2,875,230	200,000
CSO - WWTP tanks					4,500,000	4,631,400
Total Expenditures from VCWRLF loans	6,141,722	-	-	-	7,375,230	4,831,400
ENDING FUNDS	\$ -	\$ -	\$ -	\$ 12,206,630	\$ 4,831,400	\$ -

Notes:

1. Beginning funds and VCWRLF loan approvals are funds held by DEQ on behalf of the City. No interest is earned on these funds.
2. Beginning Funds based on July Schedule 1 remaining balances.

CITY OF LYNCHBURG
PROJECTED STATEMENT OF SEWER FUND DEBT COVERAGE

	Actual	Est.	Budget	Proj.	Proj.	Proj.	Proj.
	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
Revenues:							
Charges for services	\$16,579,876	\$16,735,380	\$17,180,754	\$17,611,351	\$18,043,167	\$18,476,237	\$18,910,599
Sewer contracts	2,908,370	3,118,263	3,338,037	3,376,258	3,472,392	3,623,542	3,670,974
Interest and other	241	203,644	193,644	198,847	68,644	68,644	68,644
Total Revenues	19,488,487	20,057,288	20,712,435	21,186,456	21,584,202	22,168,423	22,650,217
Expenses:							
WWTP	6,447,537	6,951,012	7,417,183	7,642,998	7,875,588	8,115,156	8,361,911
Sewer line maintenance	1,952,646	2,132,646	2,371,252	2,442,390	2,515,661	2,591,131	2,668,865
Stormwater (1)	-	-	-	-	-	-	-
Non-departmental	170,850	180,093	172,697	227,128	231,692	236,392	241,234
Capitalizable cost (2)	(220,691)	(227,312)	(250,000)	(257,500)	(265,225)	(273,182)	(281,377)
Total Expenses	8,350,342	9,036,440	9,711,132	10,055,016	10,357,716	10,669,498	10,990,633
Operating Income	11,138,145	11,020,848	11,001,303	11,131,440	11,226,486	11,498,925	11,659,584
Debt service	8,411,692	8,611,155	8,961,703	9,192,095	9,261,109	9,181,985	8,976,798
Net Revenue	\$2,726,453	\$2,409,693	\$2,039,600	\$1,939,345	\$1,965,378	\$2,316,941	\$2,682,785
Debt Coverage	1.32	1.28	1.23	1.21	1.21	1.25	1.30

Notes:

1. Capitalizable cost includes internal labor charges applicable to time spent on capital project activities.

CITY OF LYNCHBURG

PROJECTED STATEMENT OF SEWER FUND SOURCES & USES of CASH

	Actual	Est.	Budget	Proj.	Proj.	Proj.	Proj.
	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
Sources of Cash:							
Beginning cash balance	\$9,236,906	\$8,891,197	\$7,096,449	\$9,540,357	\$6,182,202	\$6,781,355	\$3,740,975
Net revenue plus capitalized costs	2,505,762	2,182,381	1,789,600	1,681,845	1,700,153	2,043,759	2,401,408
LOC borrowing	-	-	-	-	-	-	-
G.O. bond proceeds, net	-	-	5,750,000	-	5,000,000	-	1,900,000
State grant reimbursements	-	3,656,000	7,760,000	1,607,230	8,576,770	8,400,000	-
VCWRLF loan draw downs	14,495,045	6,141,722	-	-	-	7,375,230	4,831,400
Proceeds from sale of assets	71,000	-	-	-	-	-	-
Proceeds from other organizations	541,335	-	-	-	-	-	-
Total Sources of Cash	26,850,048	20,871,301	22,396,049	12,829,432	21,459,125	24,600,344	12,873,783
Uses of Cash:							
Capital & VCWRLF expenditures	17,671,906	13,589,238	12,535,692	6,447,230	14,477,770	20,659,369	6,884,300
Other capital expenditures	-	185,614	320,000	200,000	200,000	200,000	200,000
LOC repayment	-	-	-	-	-	-	-
Change in working capital items	286,945	-	-	-	-	-	-
Total Uses of Cash	17,958,851	13,774,852	12,855,692	6,647,230	14,677,770	20,859,369	7,084,300
Ending Cash	\$8,891,197	\$7,096,449	\$9,540,357	\$6,182,202	\$6,781,355	\$3,740,975	\$5,789,483

Cash in capital fund	\$3,623,774	\$2,082,258	\$5,056,566	\$2,216,566	\$3,315,566	\$431,427	\$2,278,527
Unrestricted cash	5,267,423	5,014,191	4,483,791	3,965,636	3,465,789	3,309,548	3,510,956
Total cash	\$8,891,197	\$7,096,449	\$9,540,357	\$6,182,202	\$6,781,355	\$3,740,975	\$5,789,483
Unrestricted cash as a % of budget	31%	28%	24%	21%	18%	17%	18%

**CITY OF LYNCHBURG
CHARGES FOR SERVICES**

	Actual	Est.	Budget	Proj.	Proj.	Proj.	Proj.
	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
CITY CUSTOMERS							
HCF of use	2,573,268	2,550,000	2,550,000	2,550,000	2,550,000	2,550,000	2,550,000
Rate	5.65	5.65	5.65	5.65	5.65	5.65	5.65
	\$14,538,967	\$14,407,500	\$14,407,500	\$14,407,500	\$14,407,500	\$14,407,500	\$14,407,500
% increase in revenues	0.0%	-0.9%	0.0%	0.0%	0.0%	0.0%	0.0%
ALL OTHER:							
Account charge	447,145	843,000	1,233,000	1,623,000	2,013,000	2,403,000	2,793,000
VDOT reimbursement	0	0	0	0	0	0	0
College Hill backwash	123,041	126,732	130,534	134,450	138,484	142,638	146,917
Leachate treatment	66,078	68,061	70,102	72,206	74,372	76,603	78,901
Septic hauler charges	488,231	512,643	538,275	554,423	571,056	588,187	605,833
Industrial pre-treatment	961	4,500	4,500	4,635	4,774	4,917	5,065
Industrial surcharges	508,516	457,945	480,842	495,268	510,126	525,429	541,192
Industrial monitoring	36,564	35,000	35,000	36,050	37,132	38,245	39,393
Cut-on penalties	95,936	83,000	84,000	86,520	89,116	91,789	94,543
Connection charges	138,800	75,000	75,000	75,000	75,000	75,000	75,000
Availability charges	122,090	100,000	100,000	100,000	100,000	100,000	100,000
Sewer cost plus	6,831	12,000	12,000	12,000	12,000	12,000	12,000
Collection & Tax Lien Fees	6,716	10,000	10,000	10,300	10,609	10,927	11,255
All other	-	-	-	-	-	-	-
	2,040,909	2,327,880	2,773,254	3,203,851	3,635,667	4,068,737	4,503,099
	\$16,579,876	\$16,735,380	\$17,180,754	\$17,611,351	\$18,043,167	\$18,476,237	\$18,910,599

Notes:

1. Account / Fixed charge increase in FY 2014 is due to introduction of a \$2.00 fixed fee by meter size equivalent. The fixed fee assumed to increase \$2.00 per year starting in FY 2015. Two-thirds of the fixed fee is allocated to the Sewer Fund.
2. Septic hauler and industrial sur-charges assumed to increase 5% per year to FY 2015; thereafter 3% per year.
3. Availability and connection fees for FY 2014 - FY 2019 are conservative due to uncertainty in real estate development.

**CITY OF LYNCHBURG
SEWER CONTRACTS**

	Actual	Est.	Budget	Proj.	Proj.	Proj.	Proj.
	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
AMHERST							
Operating	\$177,200	\$194,628	\$206,824	\$213,121	\$219,607	\$226,288	\$233,169
Existing capital amort.	217,203	268,717	265,306	252,045	251,450	248,494	245,610
Prior Year O&M settlement	1,802	5,692	-	-	-	-	-
Capital PAYGO.	16,798	30,001	23,999	15,904	11,360	19,312	11,360
Future capital - Financed	-	-	2,999	5,091	5,917	16,381	17,859
	413,003	499,038	499,128	486,161	488,334	510,475	507,998
BEDFORD							
Operating	226,200	208,530	221,597	228,344	235,294	242,451	249,824
Existing capital amort.	218,598	217,974	215,456	186,362	184,020	166,921	111,138
Prior Year O&M settlement	(9,499)	(35,147)	-	-	-	-	-
Capital PAYGO.	7,270	26,150	32,130	20,020	9,783	17,563	13,650
Future capital - Financed	-	-	18,000	18,000	18,000	21,552	21,552
	442,569	417,507	487,183	452,726	447,097	448,487	396,164
CAMPBELL							
Operating	184,000	201,579	214,211	220,733	227,451	234,370	241,497
Existing capital amort.	107,769	127,576	126,110	120,758	119,467	118,176	116,886
Prior Year O&M settlement	9,416	7,463	-	-	-	-	-
Capital PAYGO.	6,957	25,681	32,130	20,020	9,783	17,563	13,650
Future capital - Financed	-	-	7,787	7,787	7,787	11,339	11,339
	308,142	362,299	380,238	369,298	364,488	381,448	383,372
INDUSTRIAL							
Rock Tenn	982,205	1,010,457	1,075,825	1,139,117	1,207,702	1,281,063	1,342,523
Frito-Lay	762,451	828,961	895,663	928,955	964,771	1,002,069	1,040,917
	1,744,656	1,839,418	1,971,488	2,068,072	2,172,473	2,283,132	2,383,440
	\$2,908,370	\$3,118,263	\$3,338,037	\$3,376,258	\$3,472,392	\$3,623,542	\$3,670,974

Notes:

1. County operating revenues based on % of WWTP expenses (Amherst-2.8%, Bedford-3.0%, Campbell-2.9%).
2. Amherst operating revenues decrease due to planned closure of Training Academy.
3. Rock Tenn revenues are assumed to increase 4% - 6% per year.
4. Frito-Lay revenues are assumed to increase 3% - 5% per year.

**CITY OF LYNCHBURG
OTHER SEWER REVENUES**

	Est.	Est.	Proj.	Proj.	Proj.	Proj.	Proj.
Other Revenues	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
Interest revenue	8,916	30,000	20,000	20,000	20,000	20,000	20,000
State highway maintenance	-	-	-	-	-	-	-
Federal grant - Derecho	93,667						
Miscellaneous revenue	11,999	6,000	6,000	6,000	6,000	6,000	6,000
Loss on asset disposal	(160,294)						
SW Fund start-up repayment	-	125,000	125,000	130,203	-	-	-
IRS interest rebate	45,953	42,644	42,644	42,644	42,644	42,644	42,644
	\$241	\$203,644	\$193,644	\$198,847	\$68,644	\$68,644	\$68,644

Notes:

1. SW Fund start-up repayment is a transfer from the SW Fund to recover the cost incurred by the Sewer Fund to study, organize and implement the SW fund and fee.

**CITY OF LYNCHBURG
WASTEWATER TREATMENT**

	Actual	Est.	Budget	Proj.	Proj.	Proj.	Proj.
	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
Personal services	\$1,448,510	\$1,551,685	\$1,606,273	\$1,654,461	\$1,704,095	\$1,755,218	\$1,807,874
Fringe benefits	537,854	599,753	615,930	634,408	653,440	673,043	693,235
Supplies & materials	325,843	402,500	402,555	414,632	427,071	439,883	453,079
Sludge disposal - landfill	530,455	575,000	600,000	618,000	636,540	655,636	675,305
Chemicals	597,215	644,000	667,000	687,010	707,620	728,849	750,714
Gasoline / fuel	39,260	64,120	52,000	53,560	55,167	56,822	58,526
Internal service charges	183,856	272,558	197,395	203,317	209,416	215,699	222,170
Rentals & leases	3,620	8,500	8,500	8,755	9,018	9,288	9,567
Communication charges	7,712	9,300	9,300	9,579	9,866	10,162	10,467
Electricity	745,649	675,000	700,000	721,000	742,630	764,909	787,856
Other utilities	58,898	140,300	125,300	129,059	132,931	136,919	141,026
Contractual services	753,714	746,305	839,577	864,764	890,707	917,428	944,951
Training & meetings	13,545	16,600	16,700	17,201	17,717	18,249	18,796
Indirect costs	352,560	488,021	767,680	790,710	814,432	838,865	864,031
Self-insurance	48,470	48,470	48,470	49,924	51,422	52,964	54,553
Water Adm. Services	875,000	791,000	812,000	836,360	861,451	887,294	913,913
Nutrient payments	-	-	-	-	-	-	-
Nutrient sales	(74,125)	(110,000)	(110,000)	(110,000)	(110,000)	(110,000)	(110,000)
Misc.	(499)	27,900	27,900	28,737	29,599	30,487	31,402
Sub-total	6,447,537	6,951,012	7,386,580	7,611,477	7,843,122	8,081,715	8,327,467
Compensation adjustment	-	-	30,603	31,521	32,467	33,441	34,444
Total	\$ 6,447,537	\$ 6,951,012	\$ 7,417,183	\$ 7,642,998	\$ 7,875,588	\$ 8,115,156	\$ 8,361,911

Notes:

1. FY 2015 amounts are based on budget worksheets submitted as part of the FY 2015 budget process.
2. Personal services in FY 2015 assumes 37 staff positions will be filled throughout the year.
3. Gasoline / fuel increases in FY 2014 due to closing of landfill in City and need to haul to Campbell County landfill or Maplewood.
4. Internal service charges increase in FY 2014 due to additional trucks being maintained related to sludge hauling.
5. Other utilities increase in FY 2013 due to increase in natural gas needs.
6. Indirect costs in FY 2014 is based on the approved FY 2014 budget. FY 2015 amount is based on the FY 2012 Maximus Report.
7. Nutrient payments and credits based on best available information as of date of projections.
8. Unless noted otherwise, all expenses after FY 2015 are assumed to increase 3% per year.

**CITY OF LYNCHBURG
SEWER LINE MAINTENANCE**

	Actual	Est.	Budget	Proj.	Proj.	Proj.	Proj.
	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
Personal services	\$449,578	\$498,442	\$573,695	\$590,906	\$608,633	\$626,892	\$645,699
Fringe benefits	185,614	203,773	242,636	249,915	257,413	265,135	273,089
Supplies & materials	109,952	153,000	159,800	164,594	169,532	174,618	179,856
Gasoline / fuel	52,082	60,311	66,755	68,758	70,820	72,945	75,133
Internal service charges	191,617	216,126	222,520	229,196	236,071	243,154	250,448
Rentals & leases	1,506	3,000	3,000	3,090	3,183	3,278	3,377
Communication charges	3,681	5,000	4,700	4,841	4,986	5,136	5,290
Contractual services	112,208	180,425	240,326	247,536	254,962	262,611	270,489
Training & meetings	3,381	3,750	4,150	4,275	4,403	4,535	4,671
Indirect costs	231,216	203,812	342,794	353,078	363,670	374,580	385,818
Self-insurance	152,257	152,257	152,257	156,825	161,529	166,375	171,367
City engineering / CD charges	83,809	113,300	0	0	0	0	0
Water Adm. Services	375,000	339,000	348,000	358,440	369,193	380,269	391,677
Miscellaneous Expenses	745	450	450	464	477	492	506
Sub-total	1,952,646	2,132,646	2,361,083	2,431,915	2,504,873	2,580,019	2,657,420
Compensation adjustment	-	-	10,169	10,474	10,788	11,112	11,445
Total	\$ 1,952,646	\$ 2,132,646	\$ 2,371,252	\$ 2,442,390	\$ 2,515,661	\$ 2,591,131	\$ 2,668,865

Notes:

By Activity:

1. FY 2015 amounts are based on budget worksheets submitted as part of the FY 2015 budget process.
2. Personal services in FY 2013 and FY 2014 includes 13.45 budgeted staff positions. FY 2015 assumes two additional staff positions will be added.
3. Indirect costs in FY 2014 is based on the approved FY 2014 budget. FY 2015 amount is based on the FY 2012 Maximus Report.
4. FY 2013 and FY2014 City engineering charges represent actual labor, overhead and direct overhead cost of staff time in the PW Engineering Dept. that work on sewer projects. FY 2015 engineering charges are incorporated in FY 2015 Indirect costs.
5. Unless noted otherwise, all expenses after FY 2015 are assumed to increase 3% per year.

**CITY OF LYNCHBURG
NON-DEPARTMENTAL-SEWER**

	Actual	Est.	Budget	Proj.	Proj.	Proj.	Proj.
	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
Financial audit	\$19,178	\$19,753	\$21,000	\$21,630	\$22,279	\$22,947	\$23,636
Allowance for doubtful accounts	44,965	46,314	35,000	36,050	37,132	38,245	39,393
OPEB/Retirees health/WC insurance	86,433	89,026	91,697	94,448	97,281	100,200	103,206
Legal & professional (CSO)	-	-	-	-	-	-	-
Major sewer line cleaning	-	-	0	50,000	50,000	50,000	50,000
Fire damage	5,490	-	-	-	-	-	-
Minor capital purchases	-	-	-	-	-	-	-
Project costs charged to operations	14,784	25,000	25,000	25,000	25,000	25,000	25,000
	\$170,850	\$180,093	\$172,697	\$227,128	\$231,692	\$236,392	\$241,234

Notes:

1. FY 2015 amounts are based on budget worksheets submitted as part of the FY 2015 budget process.
2. OPEB related cost based on best available information.
3. After FY 2015, Financial Audit, Allowance for Doubtful Accounts and OPEB/Retirees Health/WC assumed to increase 3% per year.
4. Non-departmental excludes legal and fiscal charges associated with future bond sales. These charges are paid for from the bond proceeds

**CITY OF LYNCHBURG
SEWER FUND BONDS PAYABLE**

	Est.	Budget	Proj.	Proj.	Proj.	Proj.
	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
P&I on debt o/s @ 6/30/13 (1)	8,611,155	8,846,703	8,962,095	8,816,034	8,636,910	8,331,659
Interest on LOC borrowing	-	-	-	-	-	-
Interest only payments on G.O. Bonds						
\$5.75 million bond issue in FY 2015	-	115,000	230,000	-	-	-
\$5.0 million bond issue in FY 2017				100,000	200,000	-
\$1.9 million bond issue in FY 2019						
Level debt service payments on G.O. Bonds						
\$5.75 million bond issue in FY 2015				345,075	345,075	345,075
\$5.0 million bond issue in FY 2017						300,065
	\$8,611,155	\$8,961,703	\$9,192,095	\$9,261,109	\$9,181,985	\$8,976,798

NOTES:

1. Based on Debt book as of June 30, 2013.
2. Level debt service on G.O issues starting two years after issue date at 4.0%; 30 year repayment terms.

STORMWATER FUND
FINANCIAL PROJECTIONS
FY 2014 to FY 2019

**CITY OF LYNCHBURG
STORMWATER CAPITAL FINANCING PLAN**

	Actual	Est.	Budget	Proj.	Proj.	Proj.	Proj.
	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
Sources of Cash:							
Beginning funds	\$ -	\$ 221,718	\$ 573,783	\$ 143,783	\$ 2,033,783	\$ 2,183,783	\$ 3,223,783
Transfer from Operations	300,000	1,350,000	1,050,000	1,000,000	900,000	700,000	500,000
VCWRLF loans	-	-		2,000,000	2,000,000	3,000,000	3,000,000
total receipts	300,000	1,571,718	1,623,783	3,143,783	4,933,783	5,883,783	6,723,783
Uses of Cash:							
Master planning & design	-	647,935	830,000	360,000	500,000	410,000	200,000
Infrastructure renewal	78,282	350,000	250,000	250,000	250,000	250,000	250,000
Water quality projects	-	-	400,000	500,000	2,000,000	2,000,000	3,000,000
	-	-	-	-	-	-	-
total expenditures	78,282	997,935	1,480,000	1,110,000	2,750,000	2,660,000	3,450,000
Ending Funds	\$221,718	\$573,783	\$143,783	\$2,033,783	\$2,183,783	\$3,223,783	\$3,273,783

Notes:

1. Watershed implementation plan calls for \$110 to \$120 million to be spent on water quality by 2025
2. First permit cycle calls for a 5% reduction of water quality goals by 2018 (≈\$1.0 million CAPEX / year).
3. Second permit cycle will call for a 35% reduction of water quality goals by 2023 (≈\$8.0 million CAPEX / year).
4. Third permit cycle will call for a 60 % reduction to water quality goals by 2028 (≈\$14.0 million CAPEX / year)
5. Trading and credits for existing BMPs are assumed to reduce CAPEX in first permit cycle.
6. VCWRLF loans assume to be closed in June of the year shown and available to fund water quality projects in the subsequent year.
First loan closing June, 2016.

CITY OF LYNCHBURG
PROJECTED STATEMENT OF STORMWATER NET REVENUE

	Actual	Est.	Budget	Proj.	Proj.	Proj.	Proj.
	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
Revenues:							
Stormwater fees, net	\$ 3,355,267	\$ 3,135,000	\$ 3,149,400	\$ 3,149,400	\$ 3,149,400	\$ 3,345,300	\$ 3,345,300
General Fund transfer (VDOT)	650,000	650,000	275,000	275,000	275,000	275,000	275,000
VSMP fees	-	-	69,450	69,450	69,450	69,450	69,450
Event Fees			4,000	4,000	4,000	4,000	4,000
Miscellaneous and Other	-	5,000	1,000	1,000	1,000	1,000	1,000
total revenues	4,005,267	3,790,000	3,498,850	3,498,850	3,498,850	3,694,750	3,694,750
Expenses & Transfers:							
Operating expenses	\$936,758	\$1,401,418	\$1,562,795	\$1,610,398	\$1,657,739	\$1,706,500	\$1,756,724
G.F. charges - PW	862,162	1,052,501	308,000	317,240	326,757	336,560	346,657
G.F. charges - CD	298,408	388,873	430,235	443,142	456,436	470,129	484,233
Incremental BMP expense	-	-		20,000	45,000	145,000	245,000
Capital Outlay (Vactor Truck)			400,000				
Transfer to Sewer Fund (SIP Reimb)	-	125,000	125,000	130,203	-	-	-
Transfers to Capital Fund	300,000	1,350,000	1,050,000	1,000,000	900,000	700,000	500,000
Debt service	-	-	-	0	100,000	250,000	400,000
total expenses & transfers	2,397,328	4,317,792	3,876,030	3,520,983	3,485,933	3,608,190	3,732,614
Net Revenue	1,607,939	(527,792)	(377,180)	(22,133)	12,917	86,560	(37,864)
Beginning Funds	-	1,607,939	1,080,147	702,967	680,834	693,751	780,312
Ending Funds	\$ 1,607,939	\$ 1,080,147	\$ 702,967	\$ 680,834	\$ 693,751	\$ 780,312	\$ 742,447
Debt Coverage	n/a	n/a	n/a	n/a	10.1	4.1	2.2
Ending Funds - % of Op. Budget	77%	36%	25%	27%	28%	29%	26%

Notes:

1. General Fund charges for PW (Public Works) is for maintenance of existing BMPs. Amount decreases in FY 2015 due to reduction of General Fund transfer (VDOT) to Stormwater Fund and allowable charges from Public Works for BMP maintenance.
2. General Fund charges for CD (Community Development) is for management of the VSMP and plan review and inspection of new developmen
3. Incremental BMP expense is a rough estimate of additional staff and equipment expenses to maintain new BMPs. The incremental expense is calculated at 5% of new completed water quality projects.
4. Transfer to Sewer Fund is for reimbursement of start-up cost for the Stormwater Utility Fund.
5. Debt service assumes all debt is from VCWRLF at 0%; 20 year repayment terms.
6. Debt coverage ratio equals net revenue + transfers to capital fund + debt service / debt service.

CITY OF LYNCHBURG
STORMWATER OPERATING REVENUES & EXPENSES

	Actual	Estimated	Budget	Proj.	Proj.	Proj.	Proj.
	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
Stormwater Fees:							
SFU's Billed	69,584	65,000	65,300	65,300	65,300	65,300	65,300
Annual Rate	\$48.00	\$48.00	\$48.00	\$48.00	\$48.00	\$51.00	\$51.00
Annual billed revenue	3,340,041	3,120,000	3,134,400	3,134,400	3,134,400	3,330,300	3,330,300
Delinquent account charges	15,226	15,000	15,000	15,000	15,000	15,000	15,000
	\$ 3,355,267	\$ 3,135,000	\$ 3,149,400	\$ 3,149,400	\$ 3,149,400	\$ 3,345,300	\$ 3,345,300
Operating Expenses:							
Personal services	\$ 196,418	\$ 321,107	\$ 255,238	\$ 262,895	\$ 270,782	\$ 278,905	\$ 287,273
Fringe benefits	86,347	133,105	110,025	113,326	116,726	120,227	123,834
M&R supplies & materials	50,357	131,059	147,200	151,616	156,164	160,849	165,675
Contractual charges	84,702	166,774	299,481	308,465	317,719	327,251	337,069
Internal service charged	97,025	74,522	101,891	104,948	108,096	111,339	114,679
Water Adm. Services	370,000	450,000	470,000	484,100	498,623	513,582	528,989
Indirect costs	-	81,807	107,986	111,226	114,562	117,999	121,539
Travel & training	3,620	5,165	10,200	10,506	10,821	11,146	11,480
Communications	1,079	2,029	2,900	2,987	3,077	3,169	3,264
Allowance for bad debts	10,122	18,000	16,000	16,000	16,000	16,000	16,000
Non Departmental	-	9,500	14,724	16,365	16,365	16,365	16,365
EPA audit	32,000	-	-	-	-	-	-
VSMP payments & other	5,088	8,350.00	27,150	27,965	28,803	29,668	30,558
	\$ 936,758	\$ 1,401,418	\$ 1,562,795	\$ 1,610,398	\$ 1,657,739	\$ 1,706,500	\$ 1,756,724

Notes:

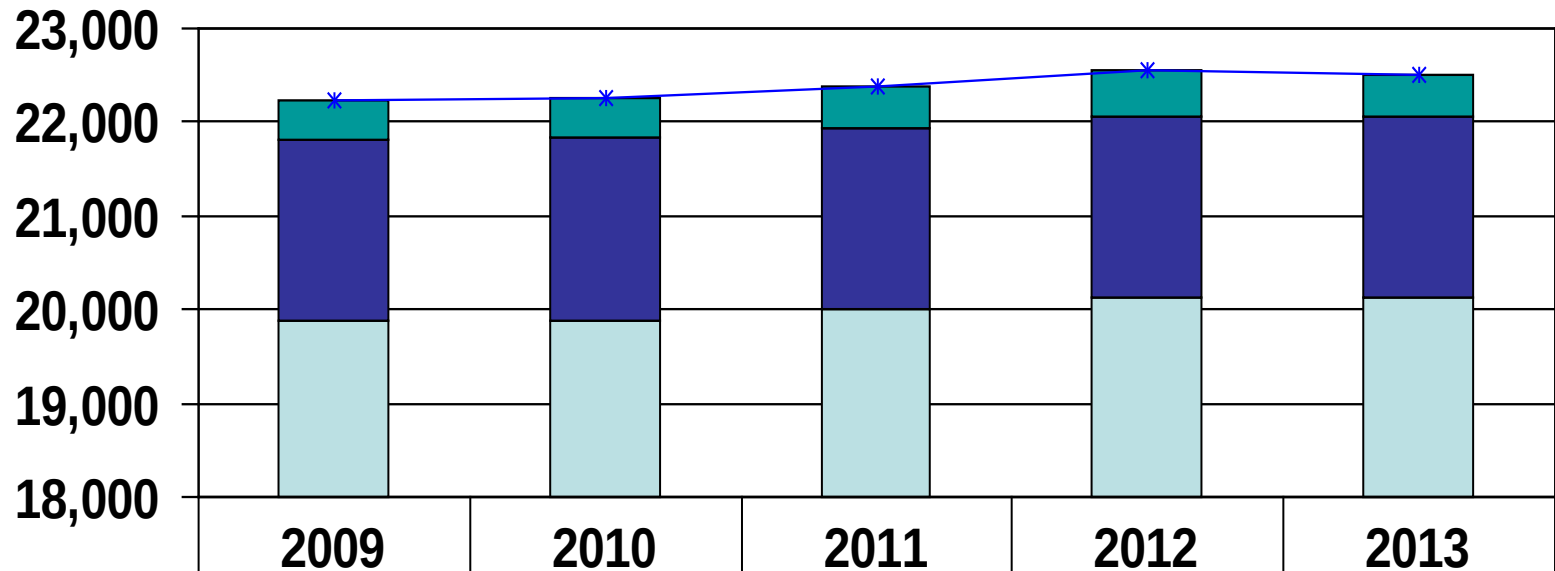
1. FY 2014 and FY 2015 department expenses based on preliminary budget request.
2. Personal services in FY 2015 assumes 6.8 FTE staff. Decrease in FY 2015 is due to re-allocation of IT staff.
3. Internal service charges based on fuel, maintenance and depreciation for one vactor, dump truck, utility truck.
4. Water Adm. Services is based on Water Fund Engineering / Adm cost allocations.
5. Indirect costs in FY 2014 to FY 2015 based on agreed upon amounts between Finance and Water Resources.
6. Unless noted otherwise all cost after FY 2015 assumed to increase 3% per year.
7. FY13 annual billed revenue included 12 months billing plus part of July billings for accrual.

Appendix C.
Statistical Data



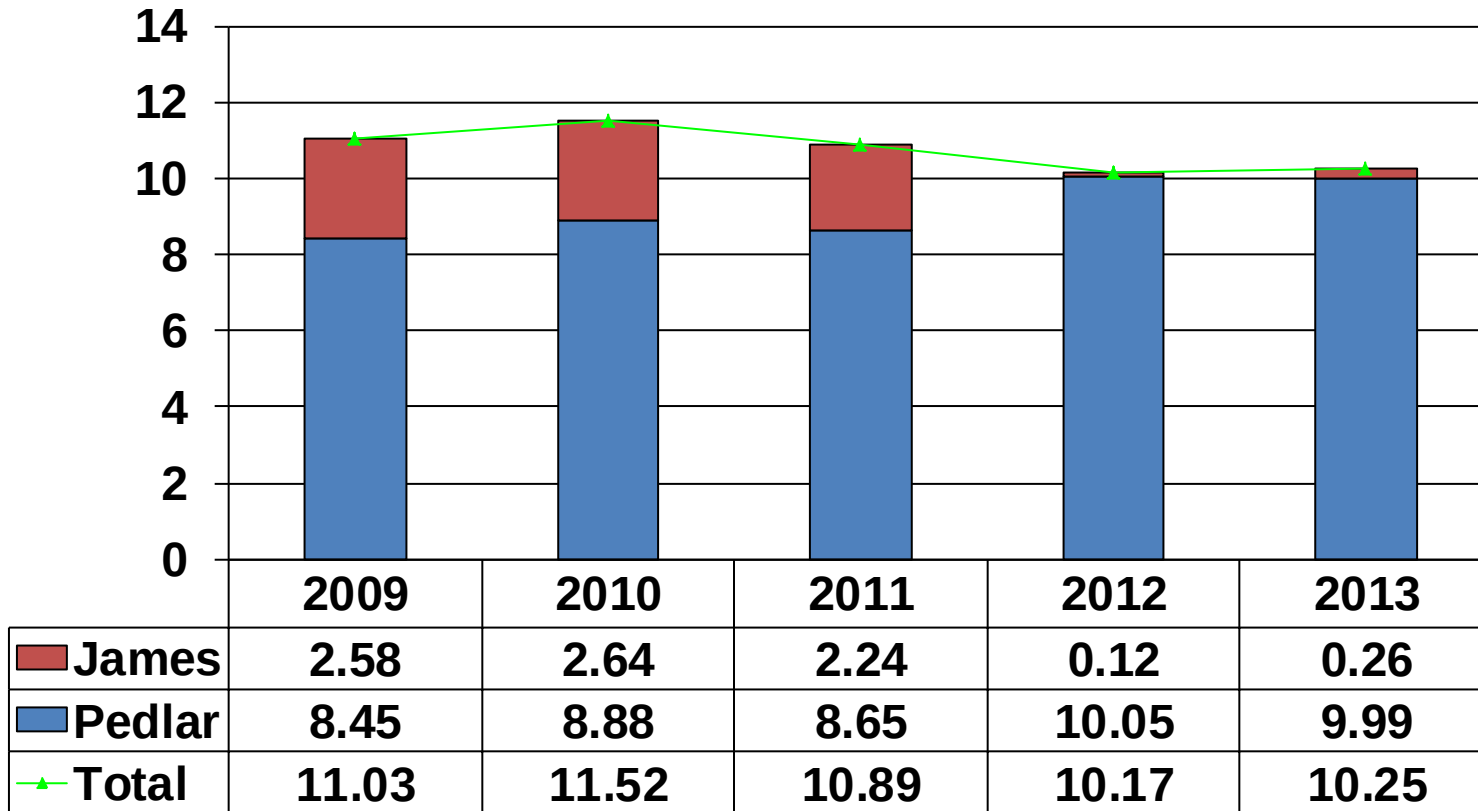
Water Fund Statistics

Number of Water Customers

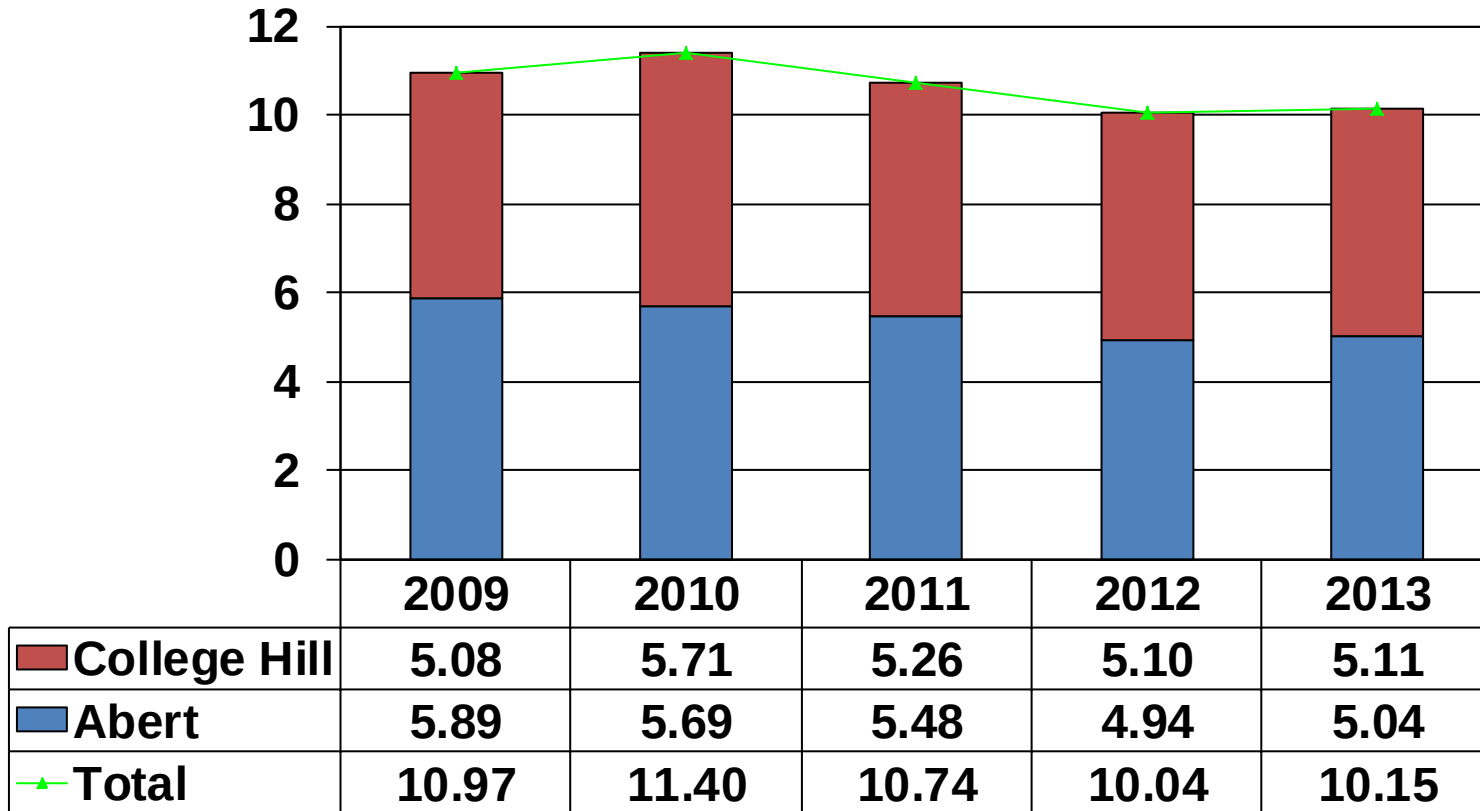


 Other	430	431	436	476	452
 Business	1,930	1,951	1,945	1,942	1,925
 Domestic	19,880	19,883	19,993	20,126	20,140
					
					

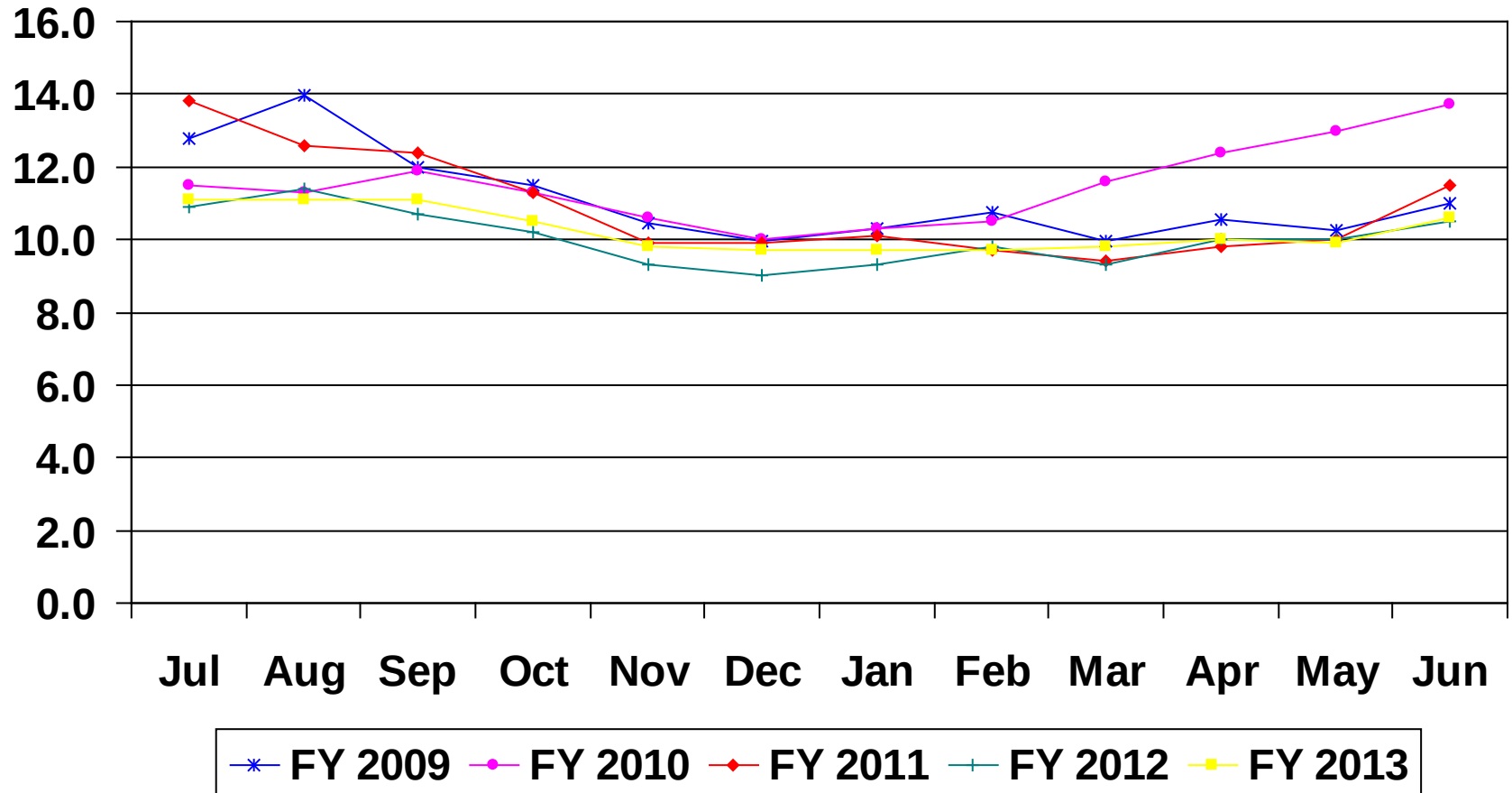
Water Withdrawals in MGD



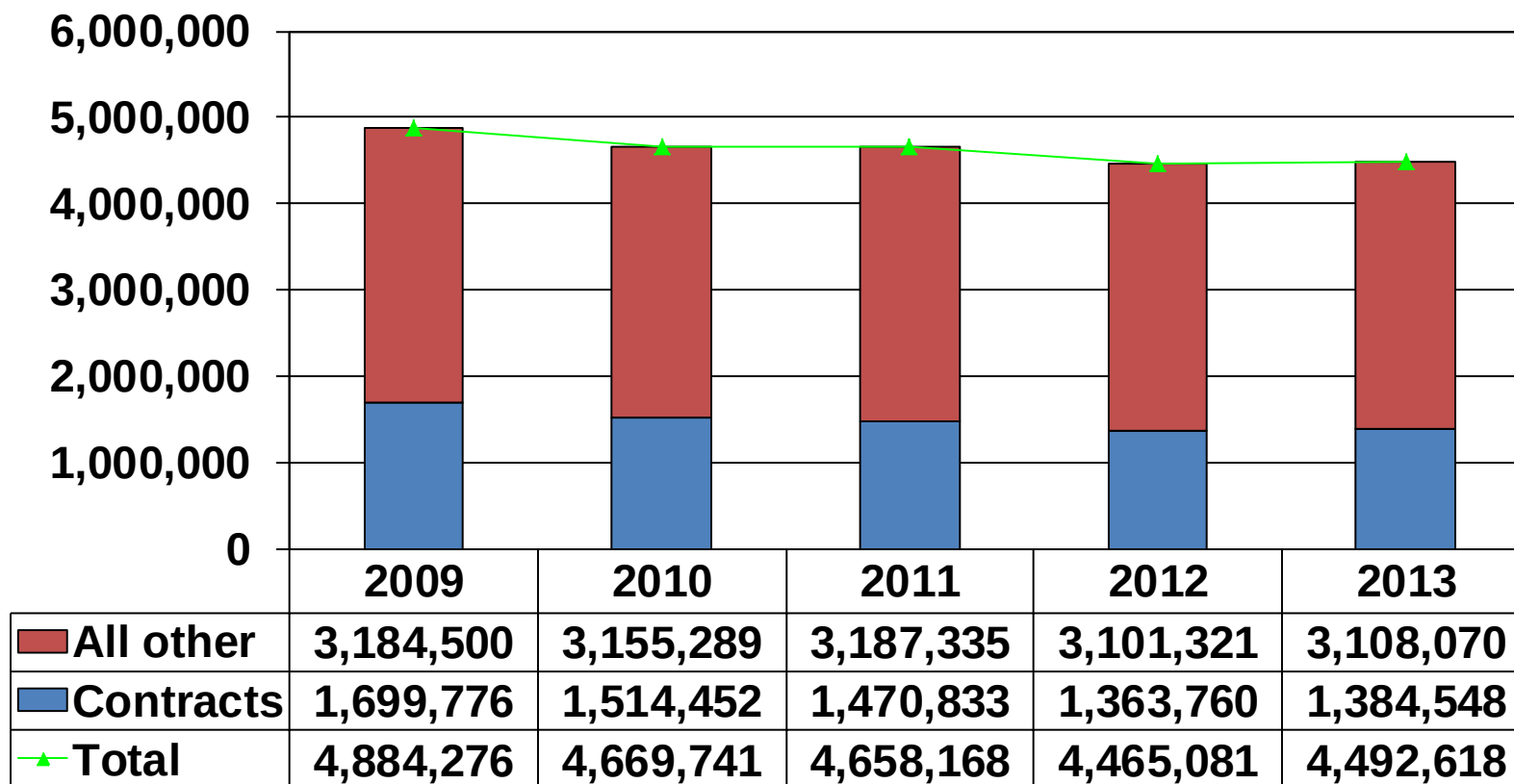
Water Production in MGD



Monthly Production in MGD



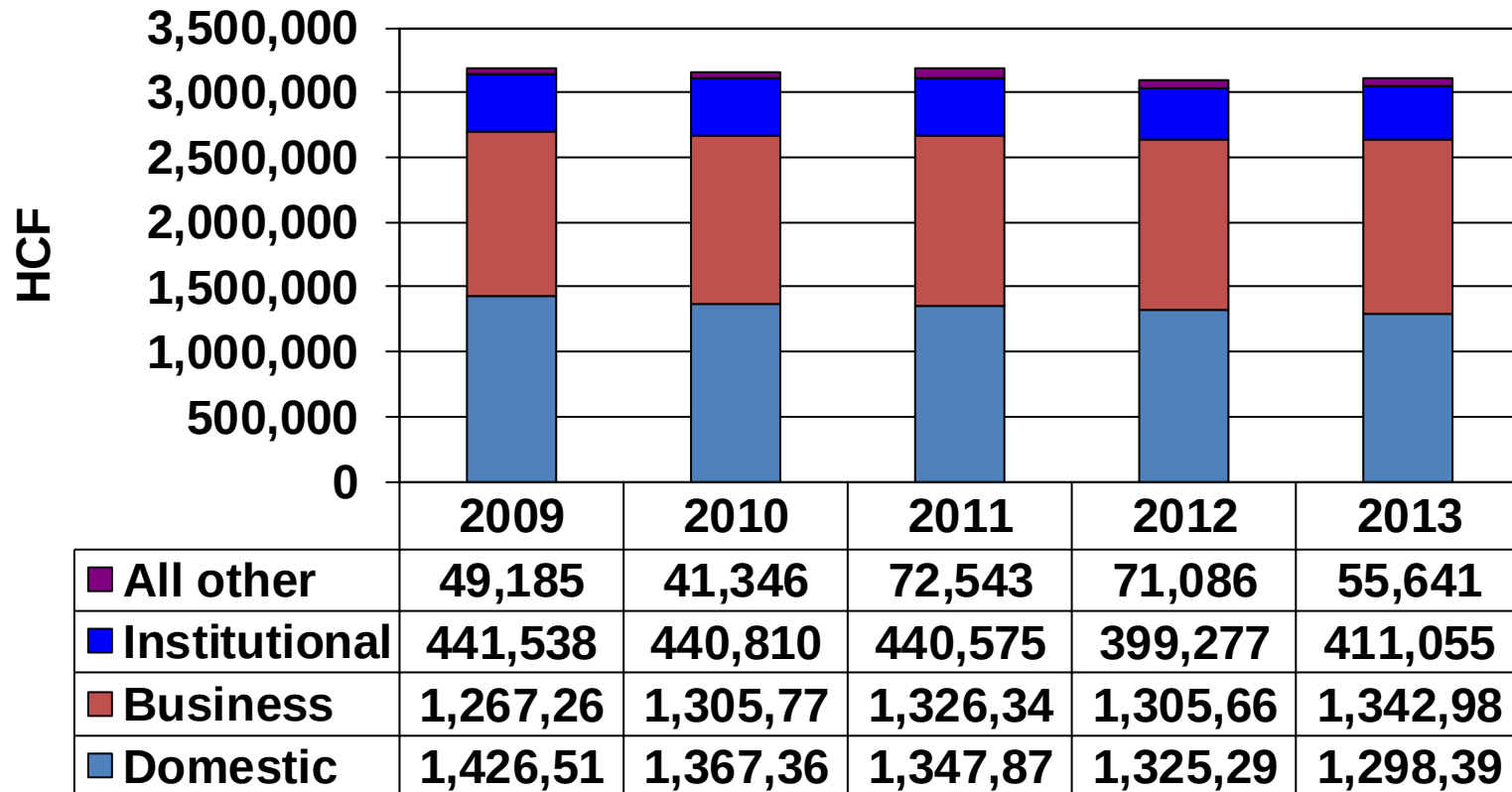
Water Sold in HCF



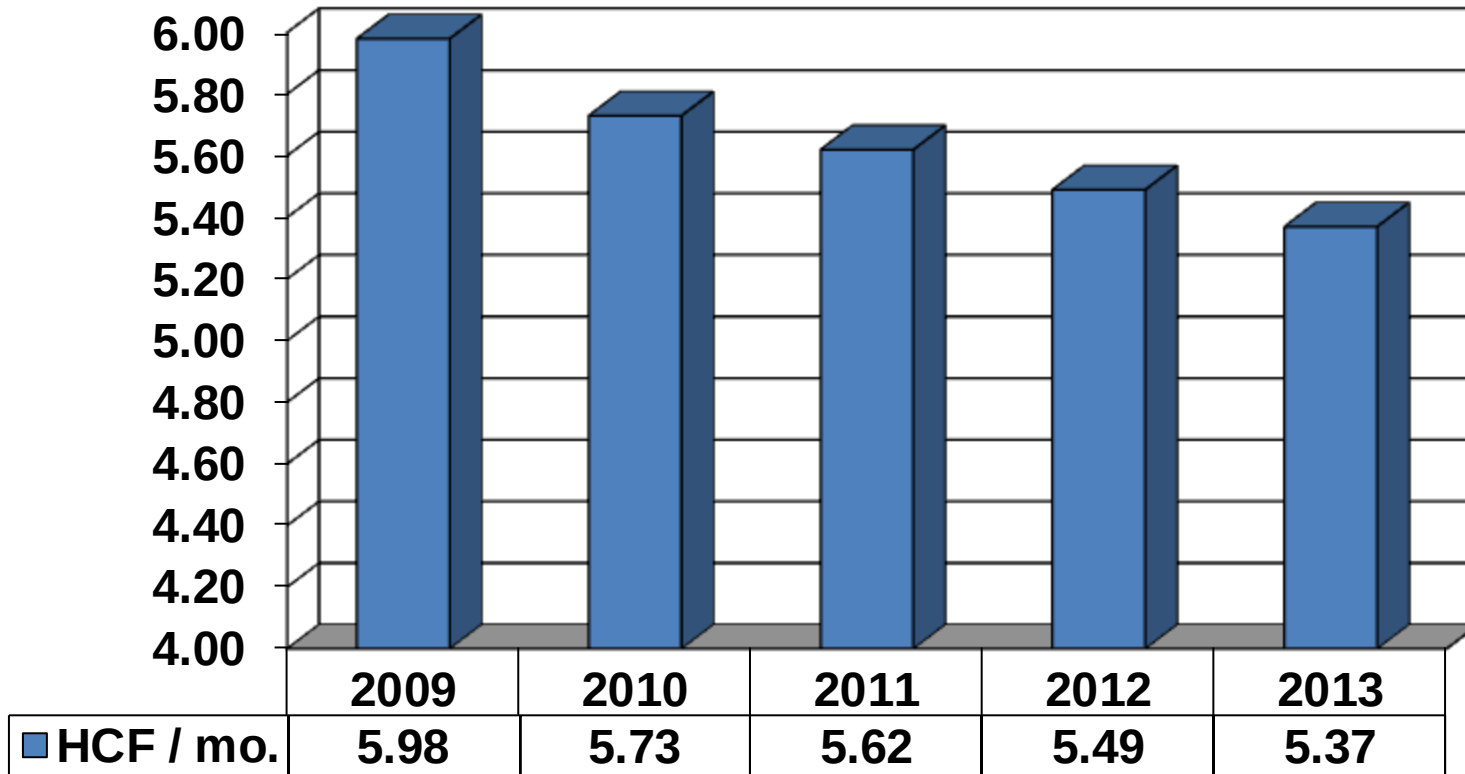
Contract Water Use in HCF

Water Customers	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
Amherst	55,355	49,805	54,080	43,305	42,130
Bedford	798,263	725,571	748,310	727,881	756,927
CCUSA	250,826	215,854	196,767	182,489	200,324
Frito-Lay	155,245	125,509	139,112	136,765	140,381
Rock Tenn	440,087	397,713	332,564	273,320	244,786
Total contract use	1,699,776	1,514,452	1,470,833	1,363,760	1,384,548
Non-contract use	3,184,500	3,155,289	3,187,335	3,101,321	3,108,070
Total use	4,884,276	4,669,741	4,658,168	4,465,081	4,492,618
Contract % of use	35%	32%	32%	31%	31%

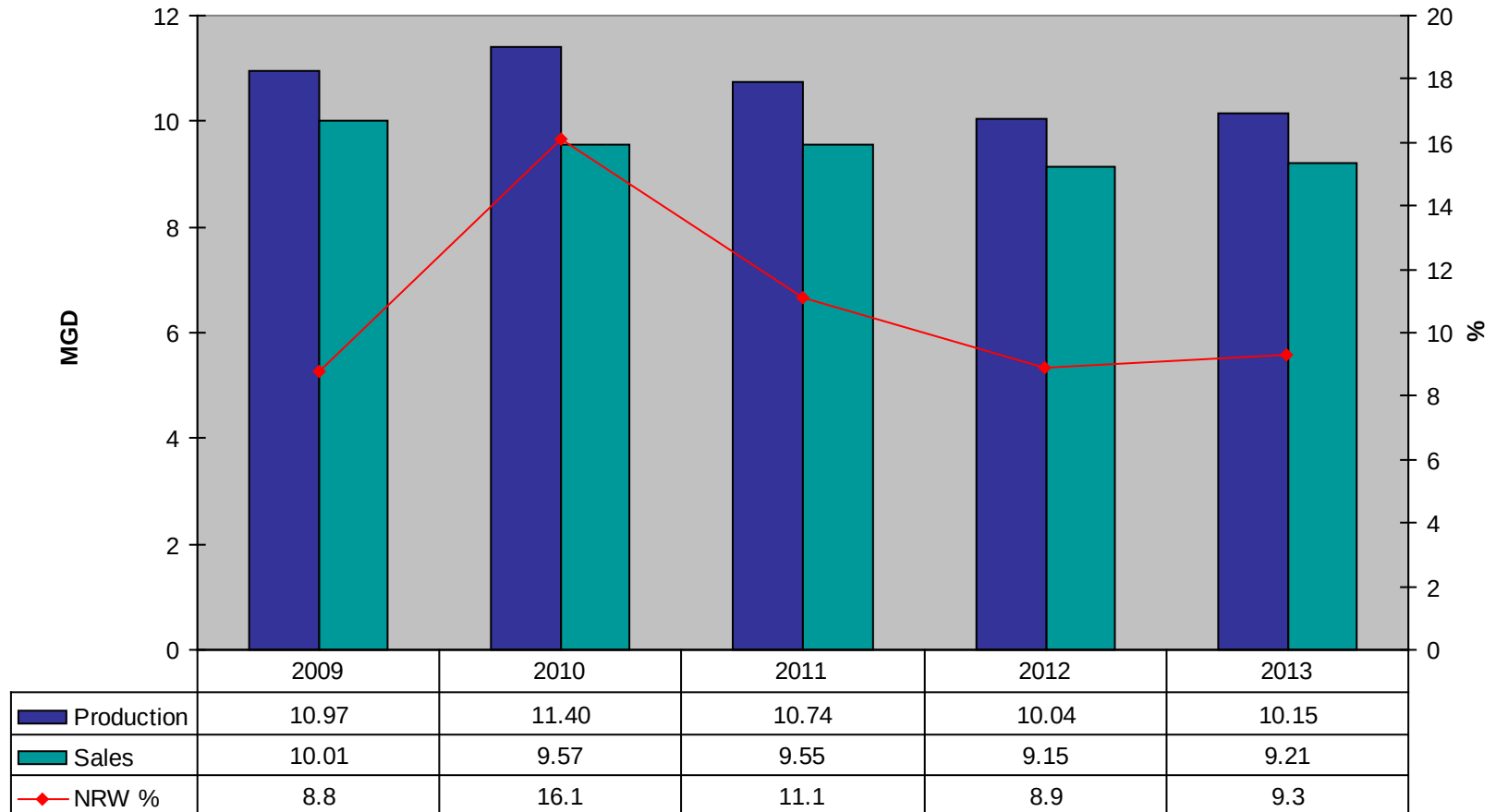
Non-Contract Water Sales in HCF



Avg. Monthly Water Sold Domestic Customers



Non Revenue Water



Water Complaints

Type of Complaint	FY2009	FY 2010	FY 2011	FY 2012	FY 2013
1. Discolored water	131	140	123	53	62
2. Odor / taste	8	2	11	6	7
3. No water	28	40	15	13	15
4. High / low pressure	94	86	95	67	54
5. Service line leaks	211	133	98	85	72
6. Main breaks	39	46	30	39	22
7. Meter related	134	75	75	71	41
8. Unclassified	-	-	255	232	239
Total complaints	645	522	702	566	512
Number of water customers	22,240	22,265	22,374	23,308	22,517
Complaints / 1,000 customers	29	23	31	24	23

Water Fund Financial Data

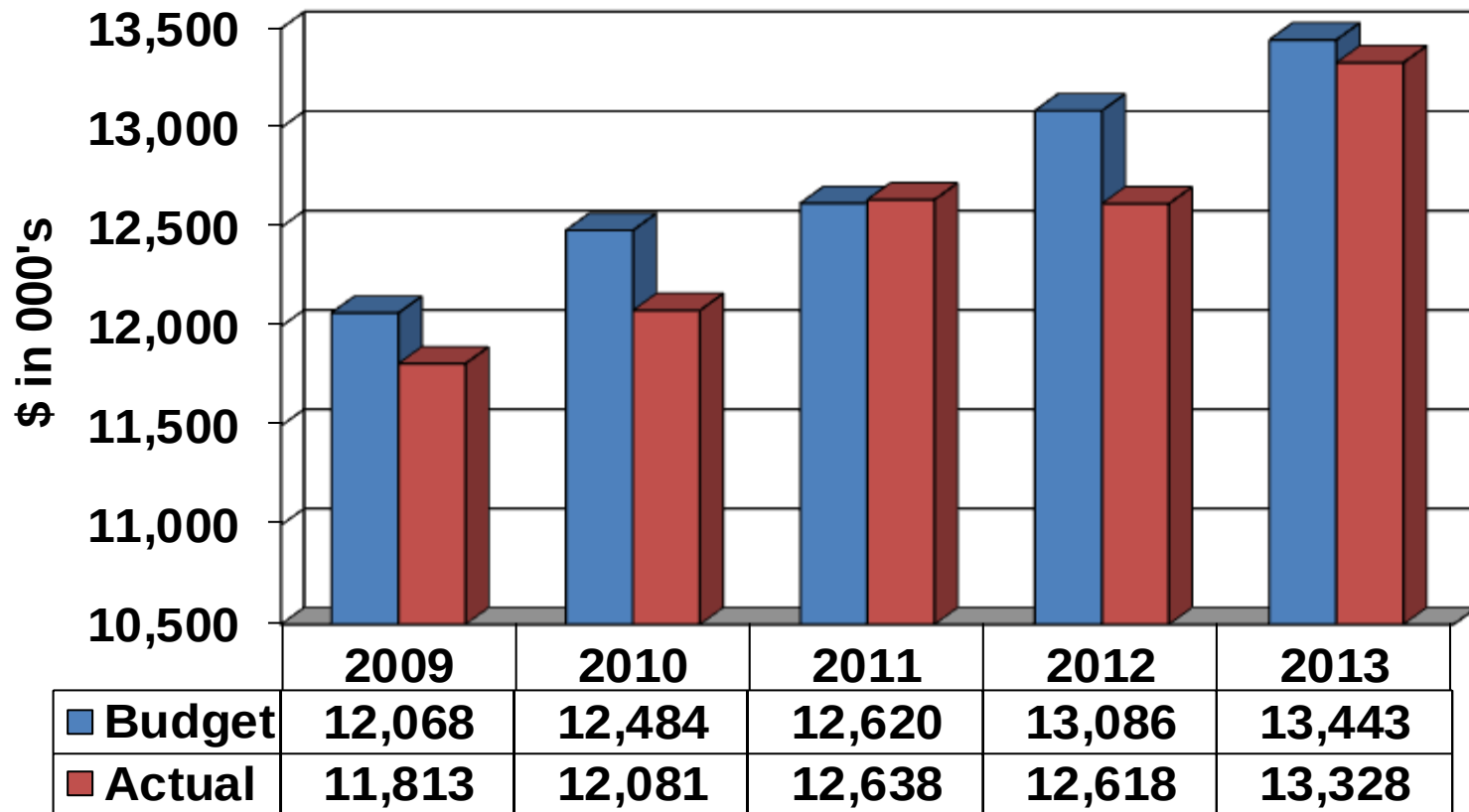
Water Fund Debt Coverage

(\$ in 000's)

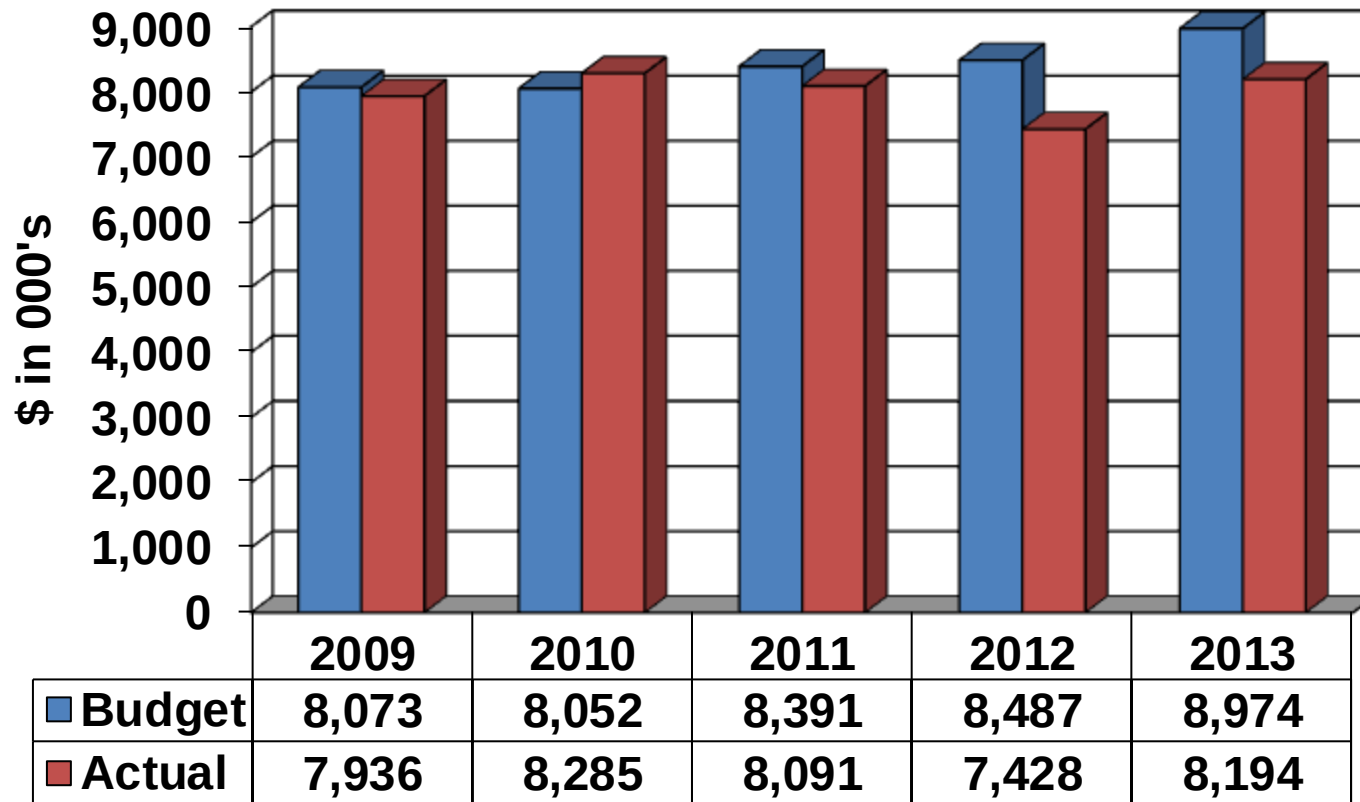
	FY2009	FY 2010	FY 2011	FY 2012	FY 2013
Revenues:					
Charges for services	\$9,034	\$9,309	9,792	9,791	10,549
Water contracts	2,690	2,720	2,670	2,518	2,432
Interest & other	89	52	176	309	347
	11,813	12,081	12,638	12,618	13,328
Expenses:					
Water treatment	2,954	2,863	2,767	2,390	2,727
Water line maintenance	1,548	1,603	1,627	1,469	1,378
Meter reading	821	861	836	885	787
Administration	2,452	2,448	2,793	2,647	2,967
Non-departmental	128	113	164	119	195
Project expenses	33	397	14	21	285
Capitalized expenses	0	0	(110)	(103)	(145)
	7,936	8,285	8,091	7,428	8,194
Operating income	3,877	3,796	4,547	5,190	5,134
Debt service	2,703	2,999	3,677	3,650	3,617
Debt coverage	1.43	1.27	1.24	1.42	1.42

Water Revenues

Adopted Budget vs. Actual



Water Operating Expenses Adopted Budget vs. Actual



Largest Water Customers

(\$ in 000's)

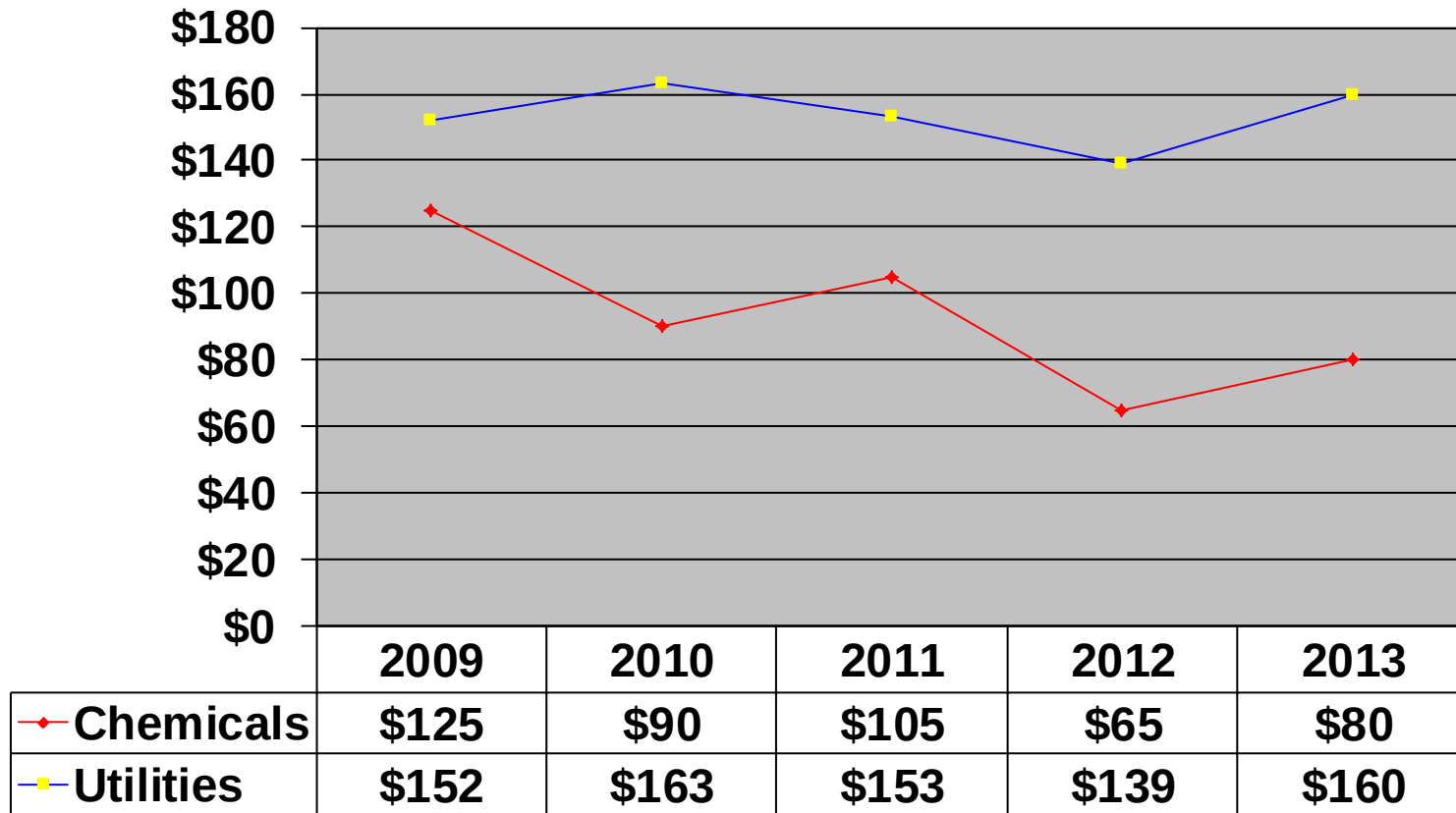
Customer	FY2009	FY 2010	FY 2011	FY 2012	FY 2013
1. Bedford County	\$1,501	\$1,537	\$1,487	\$1,406	\$1,354
2. CCUSA	473	465	509	543	515
3. Rock Tenn	436	460	396	324	313
4. Liberty University	215	233	269	303	355
5. Frito-Lay	169	149	170	168	176
6. Azdel	56	143	150	126	193
7. Centra Health	173	124	137	262	246
8. Griffin Pipe	120	115	135	148	187
9. Amherst County	97	110	107	77	74
10. Kroger / Westover	105	108	105	107	109
11. Tri-Tech	67	106	133	154	179
12. RR Donnelley	115	102	135	112	115
Total top 12	3,527	3,652	3,733	3,730	3,816
Total water revenues	11,813	12,081	12,638	12,618	13,328
Top 12 % of total	30%	30%	30%	30%	29%
Customers with total billings in excess of \$100,000 / year.					

Water Expenses by Object

(\$ in 000's)

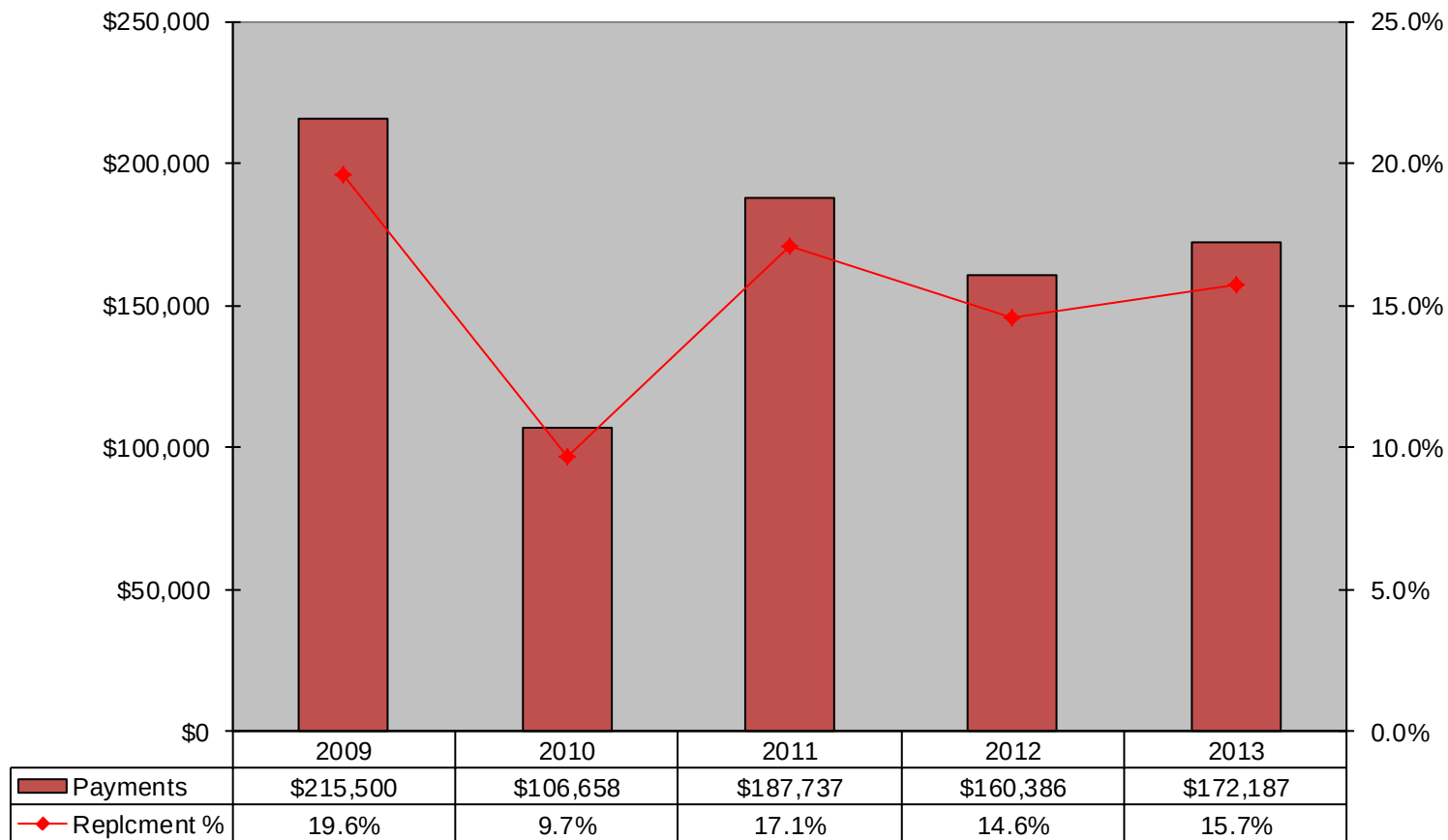
Expenses by object	FY2009	FY 2010	FY 2011	FY 2012	FY 2013
Personal services	\$2,791	\$2,828	2,976	2,770	3,084
Fringe benefits	1,022	1,052	1,151	979	1,294
Supplies & materials	959	974	1,052	1,051	908
Contractual services	479	582	419	472	420
Utilities, including natural gas	614	687	609	516	600
Chemicals	504	378	419	242	299
General Fund allocations	1,026	905	1,004	1,003	1,013
All other, including project expenses	541	879	461	395	576
Total excluding capitalized expenses	\$7,936	\$8,285	\$8,091	\$7,428	\$8,194
% increase	0.6%	4.4%	-2.3%	-8.2%	10.3%

Water Variable Expenses / MG



Water Vehicle Costs

Total cost of all vehicles (\$1.1 million)

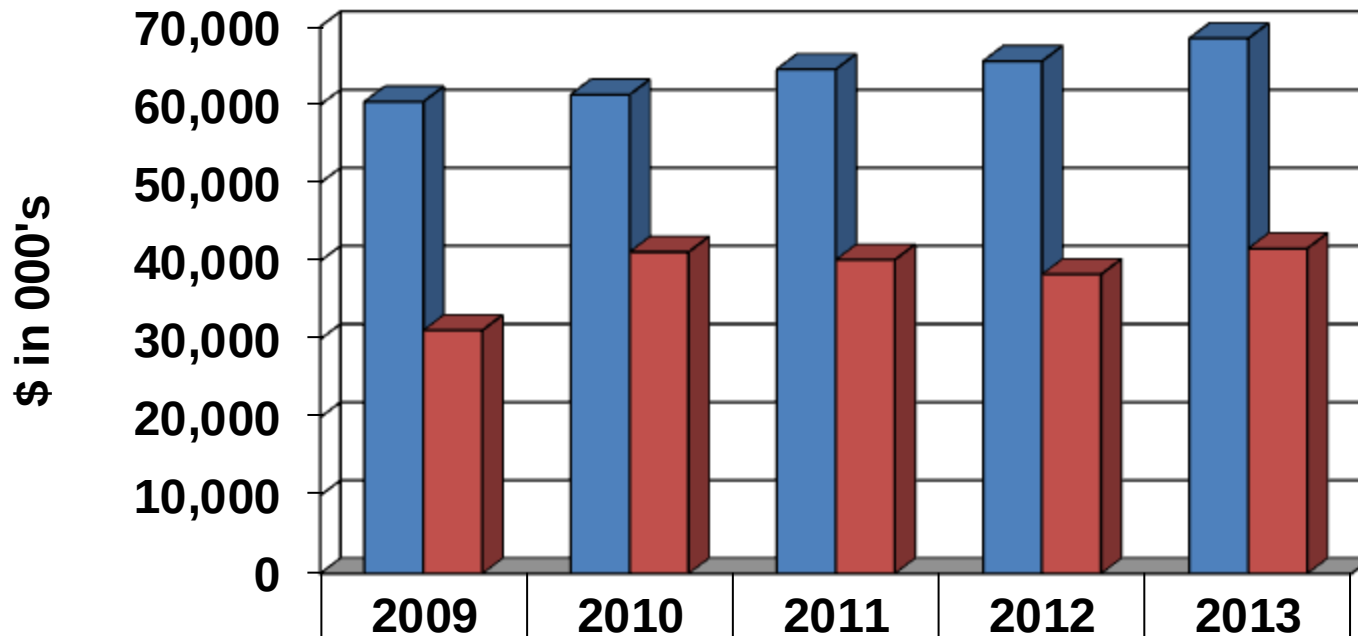


Water Capital Expenditures

\$ in 000's

Capital Expenditures	FY2009	FY 2010	FY 2011	FY 2012	FY 2013
Source of supply	220	463	1,202	103	206
Treatment plants	2,349	83	494	298	209
Storage tanks	733	98	603	22	26
Petitions & extensions	211	239	304	111	121
Distribution & CSO improvements	1,765	1,795	2,435	2,920	5,245
Other	182	778	364	0	0
Total	5,460	3,456	5,402	3,454	5,807

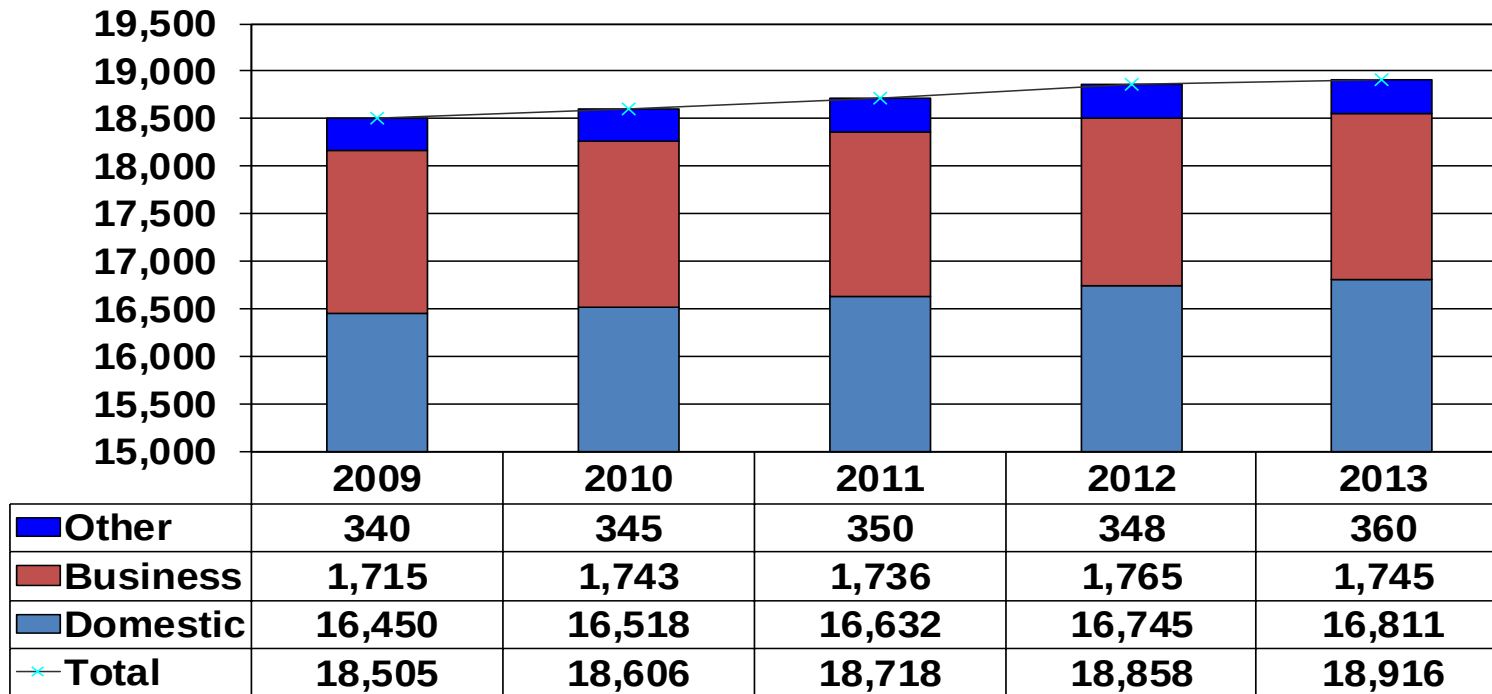
Net Water Capital Assets



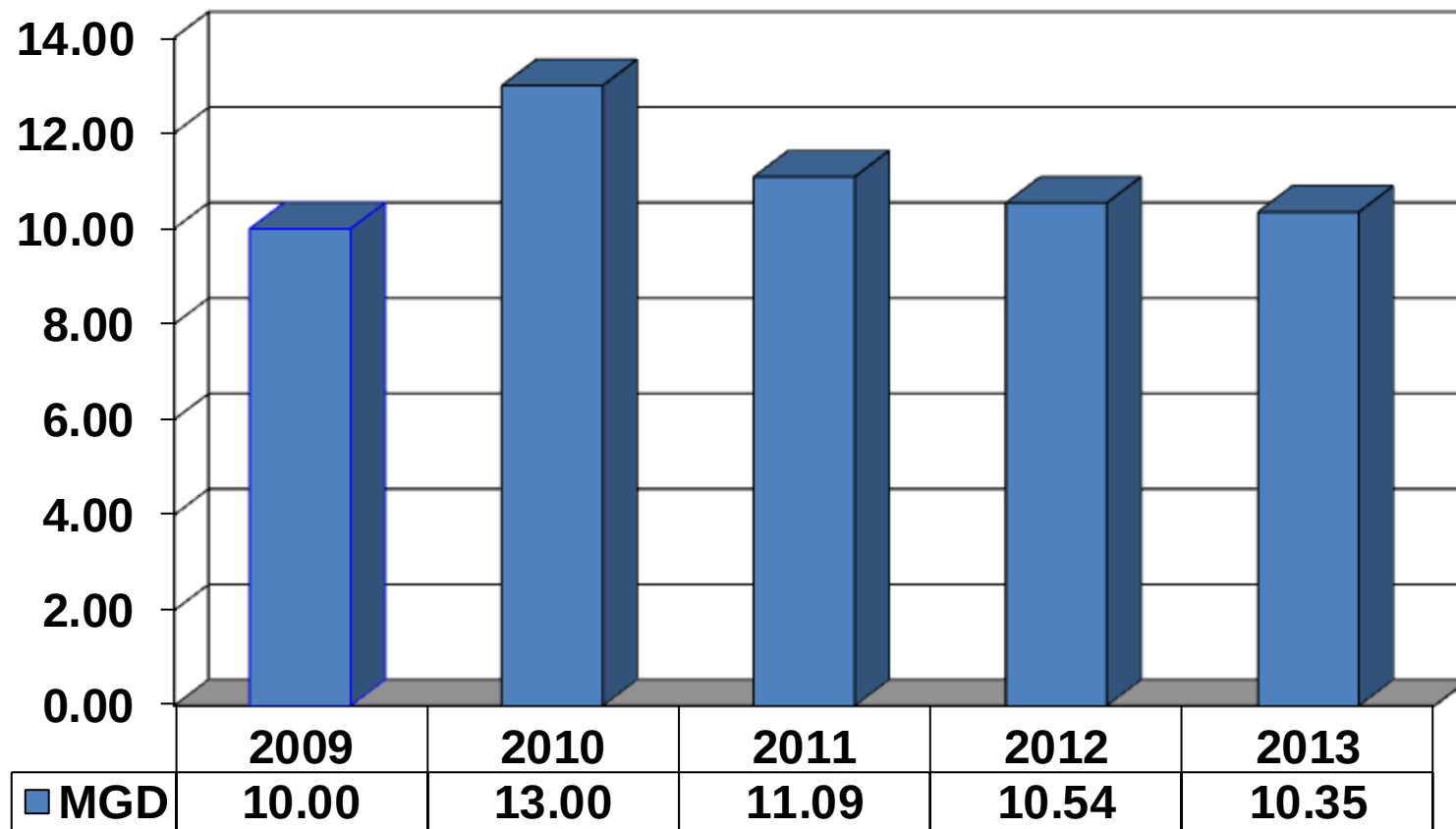
■ Net fixed assets	60,391	61,294	64,545	65,579	68,495
■ Bonds & notes	31,138	41,164	40,166	38,293	41,608

Wastewater Statistics

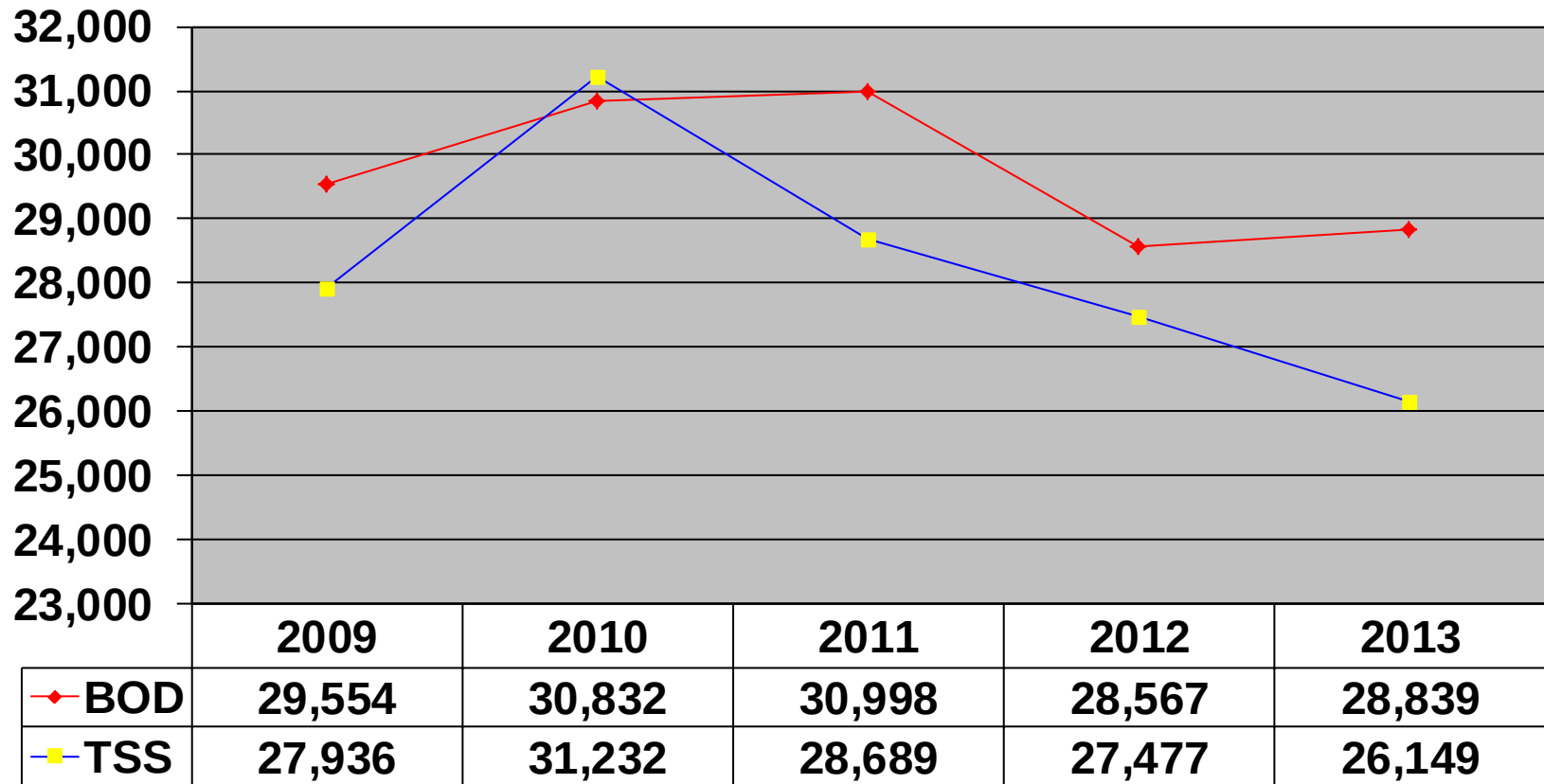
Number of Sewer Customers



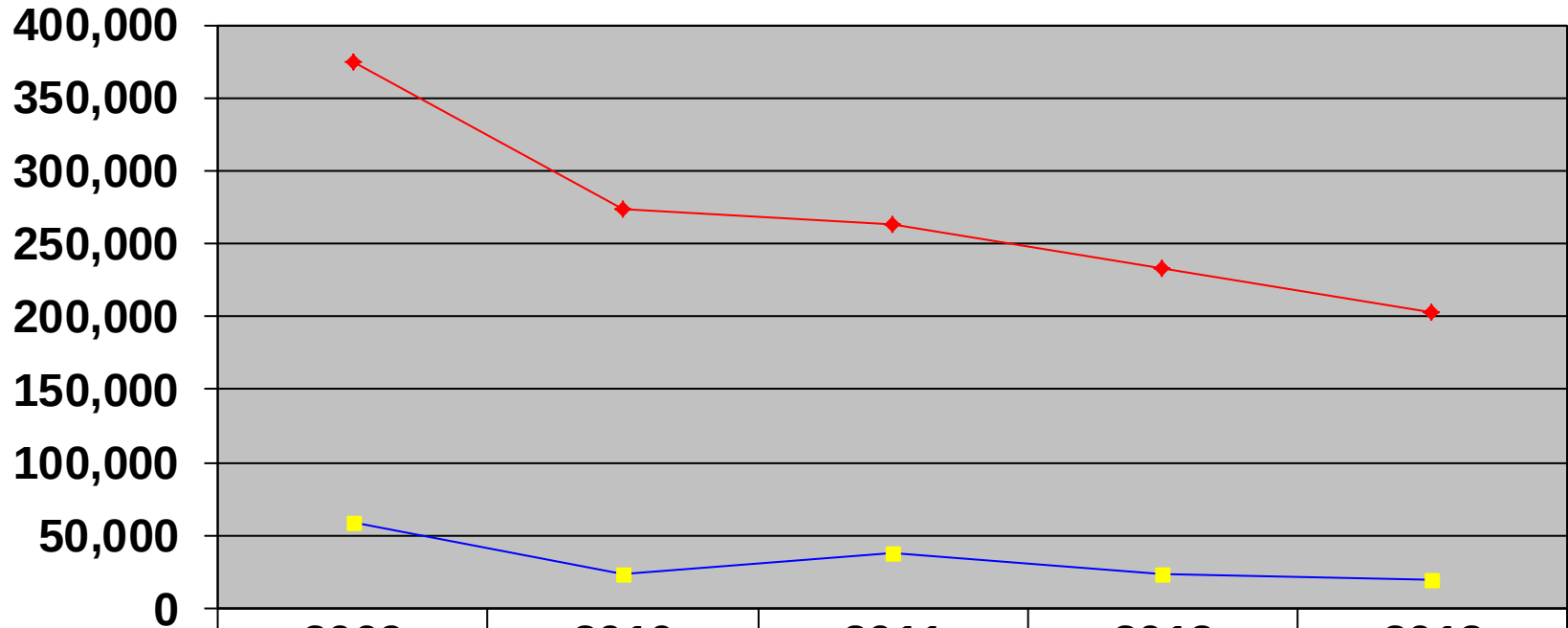
Wastewater Effluent in MGD



BOD / TSS Loadings in lbs. / Day

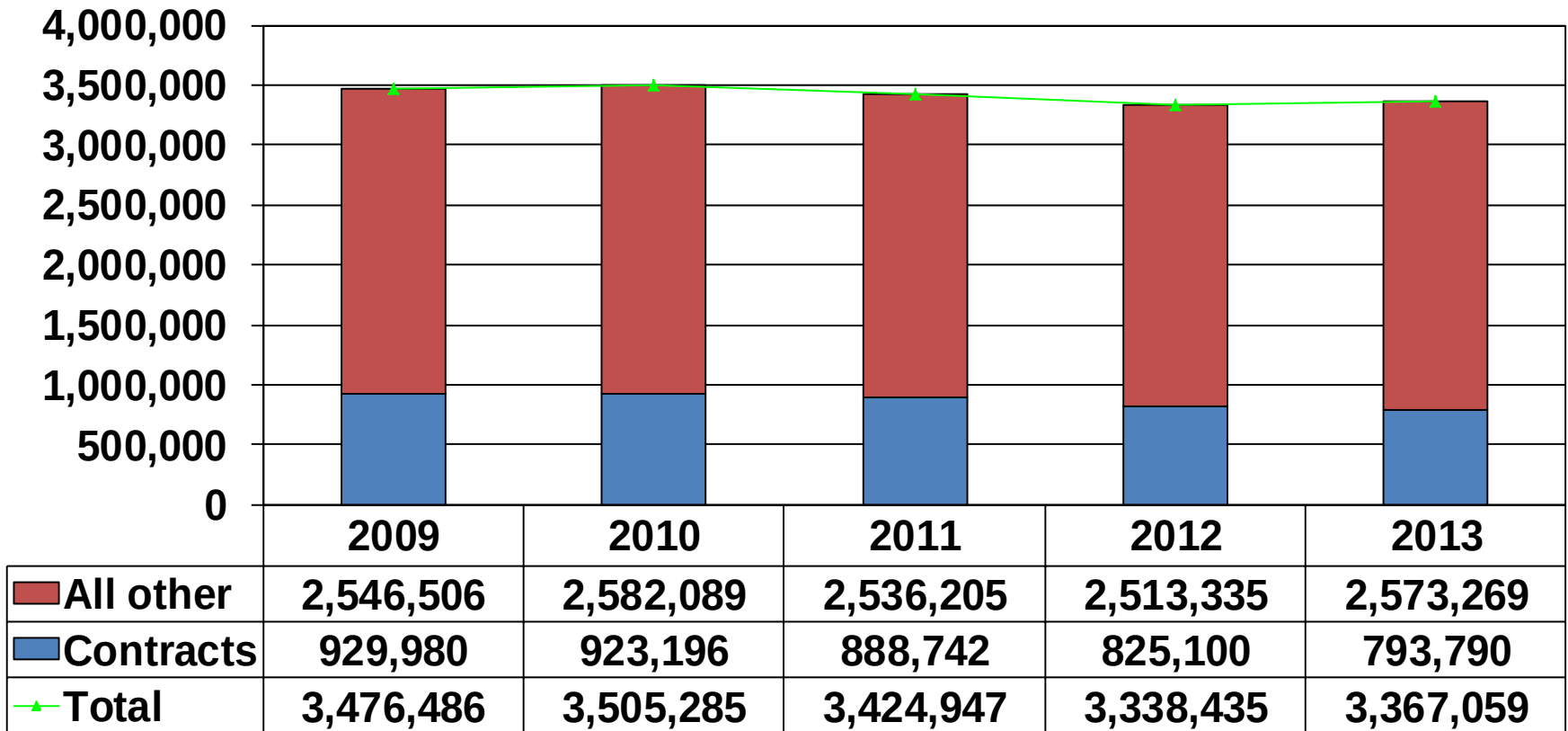


Nitrogen / Phosphorus Annual Discharge in lbs

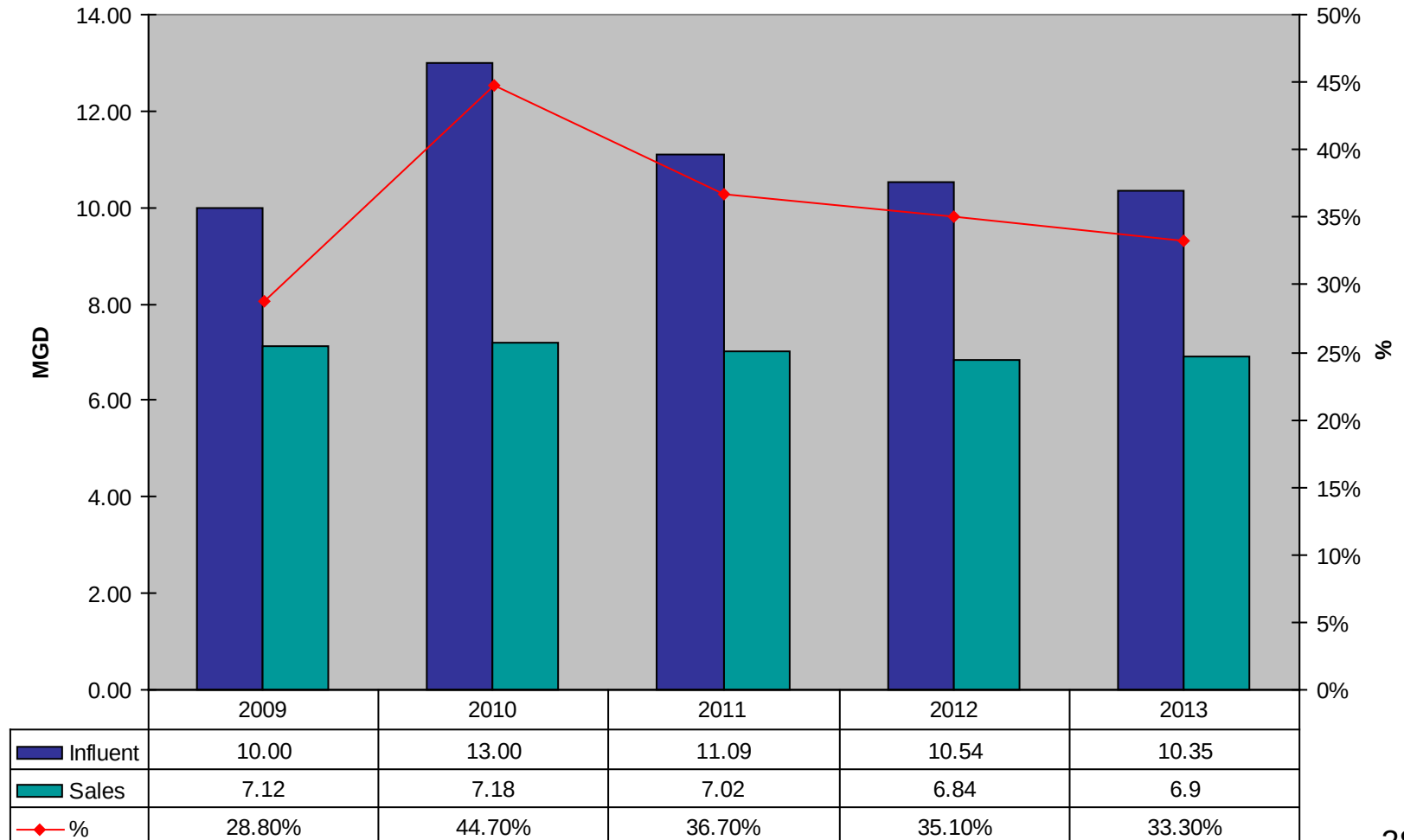


◆ Nitrogen	2009	2010	2011	2012	2013
	375,106	273,963	263,308	232,563	203,280
■ Phosphorus	59,343	23,319	37,923	22,949	19,156

Sewer Sold in HCF



Sewer Sales to Influent



Sewer Complaints

Type of Complaint	FY2009	FY 2010	FY 2011	FY 2012	FY 2013
1. Cave-in / broken sewer line	29	25	-	-	-
2. Sewer odor	76	45	72	30	32
3. Sewer overflow / backups	58	183	138	10	18
4. Stormwater related	228	203	219	154	178
5. All other	66	78	122	217	197
Total complaints	457	534	551	411	425
Number of sewer customers	18,505	18,606	18,718	19,572	18,916
Complaints / 1,000 customers	25	29	29	21	22

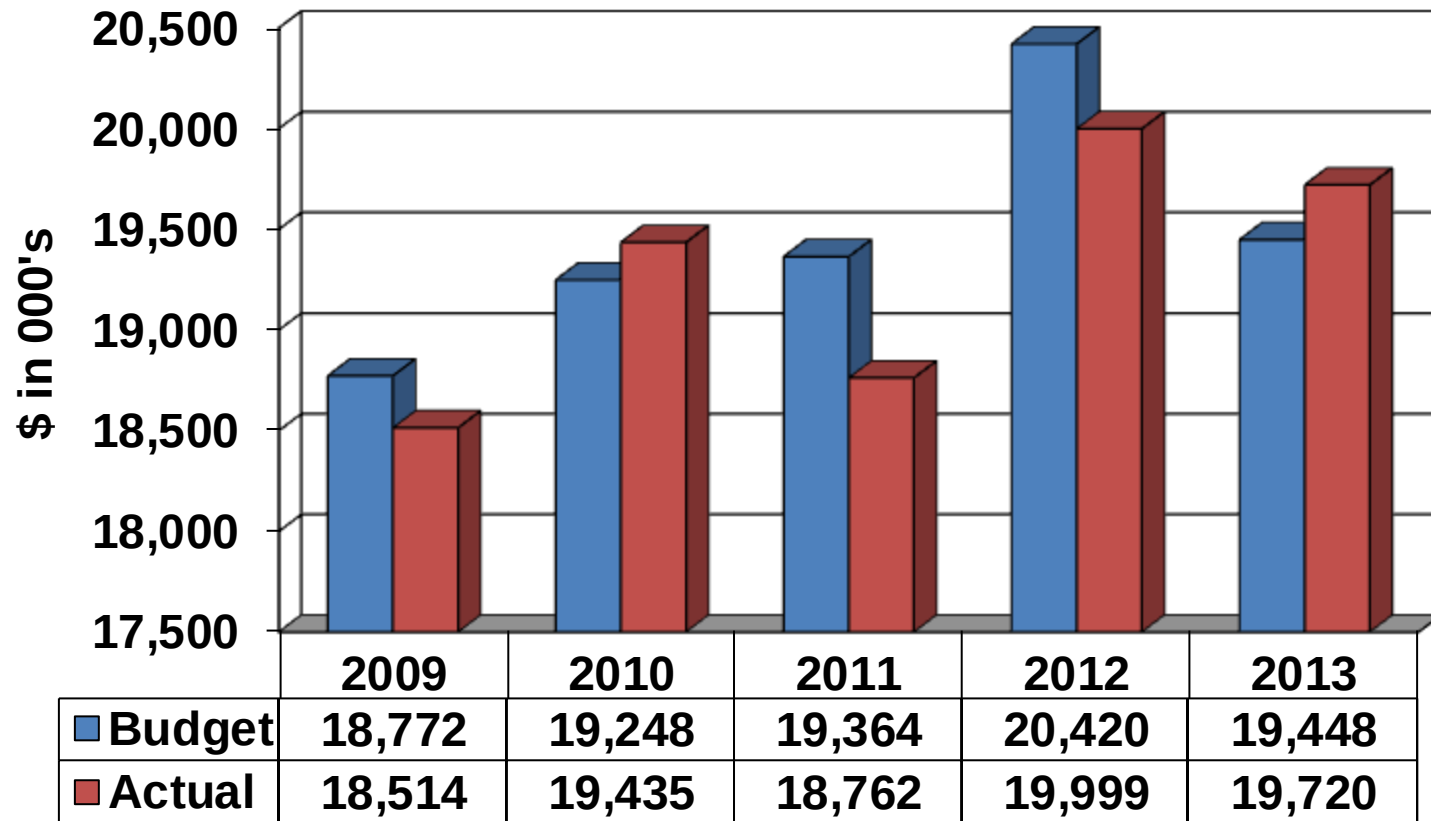
Sewer Fund Financial Data

Sewer Fund Debt Coverage

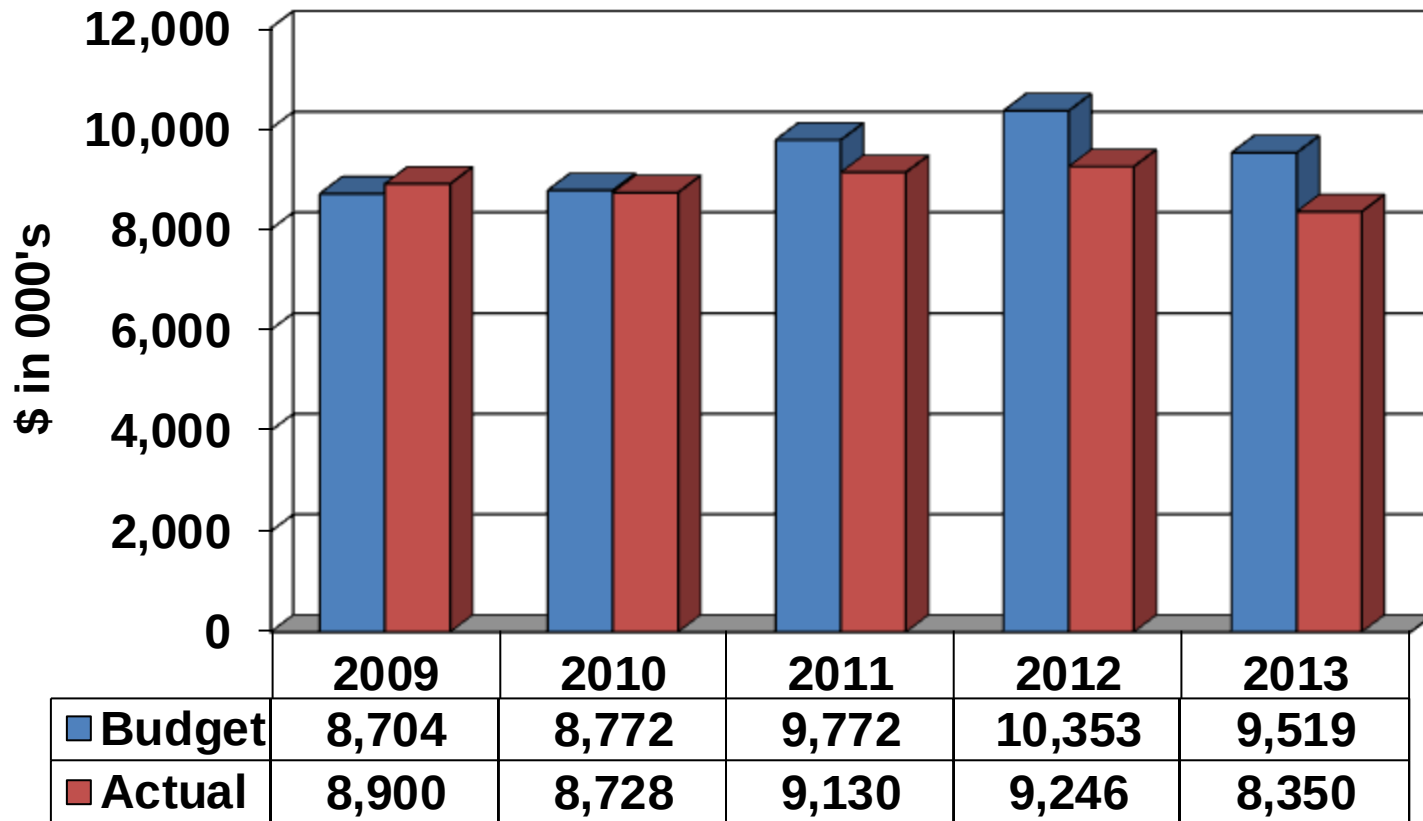
	FY2009	FY 2010	FY 2011	FY 2012	FY 2013
Revenues:					
Charges for services	15,542	16,085	15,757	16,267	16,573
Water contracts	2,562	2,991	2,806	2,802	2,909
Interest & other	410	359	199	930	238
	18,514	19,435	18,762	19,999	19,720
Expenses:					
WWTP	5,054	6,007	6,310	6,104	6,448
Sewer line maintenance + sw	1,921	2,305	2,665	2,598	1,952
Non-departmental	1,278	250	250	462	156
Project expenses	647	166	135	380	15
Capitalized expenses	0	0	(230)	(298)	(221)
	8,900	8,728	9,130	9,246	8,350
Operating income	9,614	10,707	9,632	10,753	11,370
Debt service, net of IRS rebate	6,569	7,107	7,573	8,067	8,412
Debt coverage	1.46	1.51	1.27	1.33	1.35

Sewer Revenues

Adopted Budget vs. Actual



Sewer Operating Expenses Adopted Budget vs. Actual



Ten Largest Sewer Customers

(\$ in 000)

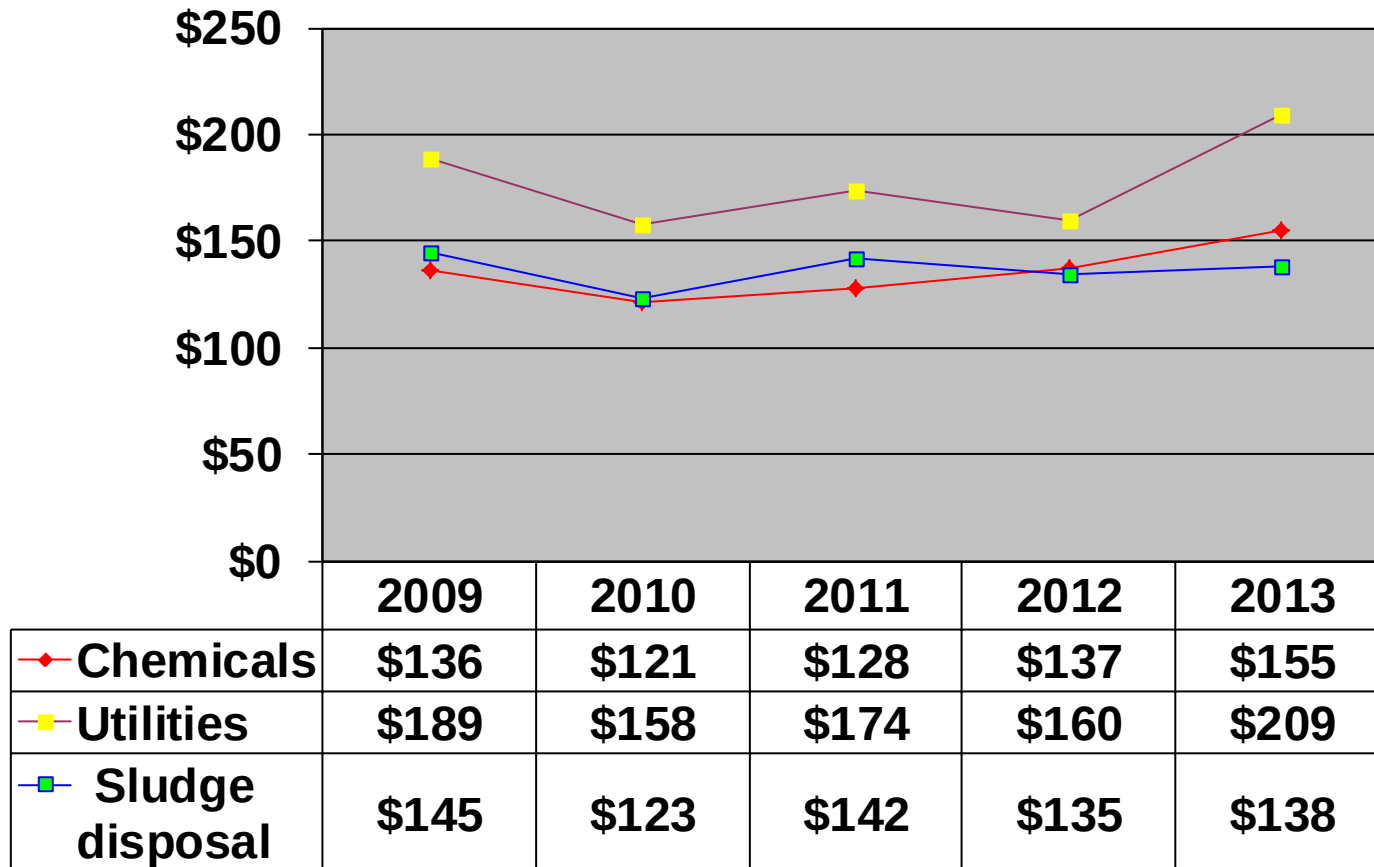
Customers	FY2009	FY 2010	FY 2011	FY 2012	FY 2013
1. Rock Tenn	\$1,139	\$1,154	\$1,019	\$921	\$982
2. Frito-Lay	938	1,146	1,276	1,102	1,230
3. Centra Health	382	450	537	516	601
4. Liberty University	469	476	518	614	722
5. Azdel	175	519	417	368	567
6. Bedford County	365	484	388	441	443
7. Amherst County	337	396	365	400	413
8. Griffin Pipe	295	280	316	283	502
9. Kroger / Westover Dairy	276	203	308	290	325
10. CCUSA	246	264	262	350	308
Total top 10	4,622	5,372	5,406	5,285	6,093
Total sewer revenues	18,514	19,435	18,762	19,999	19,720
Top ten % of total	25%	28%	29%	26%	31%

Sewer Expenses by Object

\$ in 000's

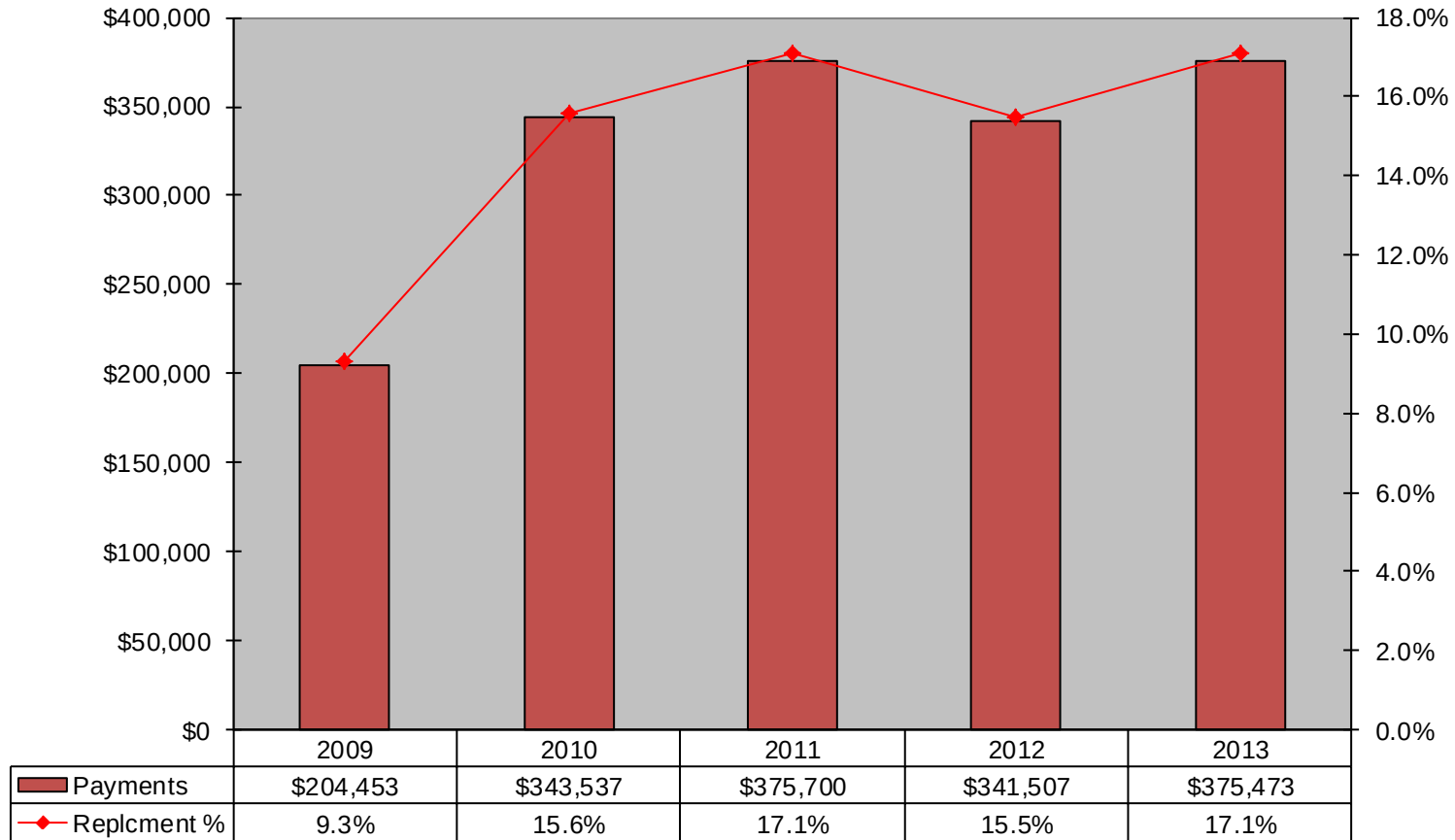
Expenses by object	FY2009	FY 2010	FY 2011	FY 2012	FY 2013
Personal services	1,767	1,844	1,886	2,087	1,898
Fringe benefits	674	699	729	737	723
Supplies & materials	493	544	624	517	436
Contractual expenses	807	888	1,059	964	866
Sludge disposal	531	582	574	545	530
Utilities	691	751	704	648	805
Chemicals	496	575	518	555	597
General & Water Fund Allocations	2,114	1,979	2,360	2,136	2,118
All other	1,327	866	676	1,057	377
Total excluding capitalized expense	\$8,900	\$8,728	\$9,130	\$9,246	\$8,350
% Increase - total	9.7%	-1.9%	4.6%	1.3%	-9.7%

Sewer Variable Expenses / MG



Sewer Vehicle Costs

Total cost of all vehicles (\$2.2 million)

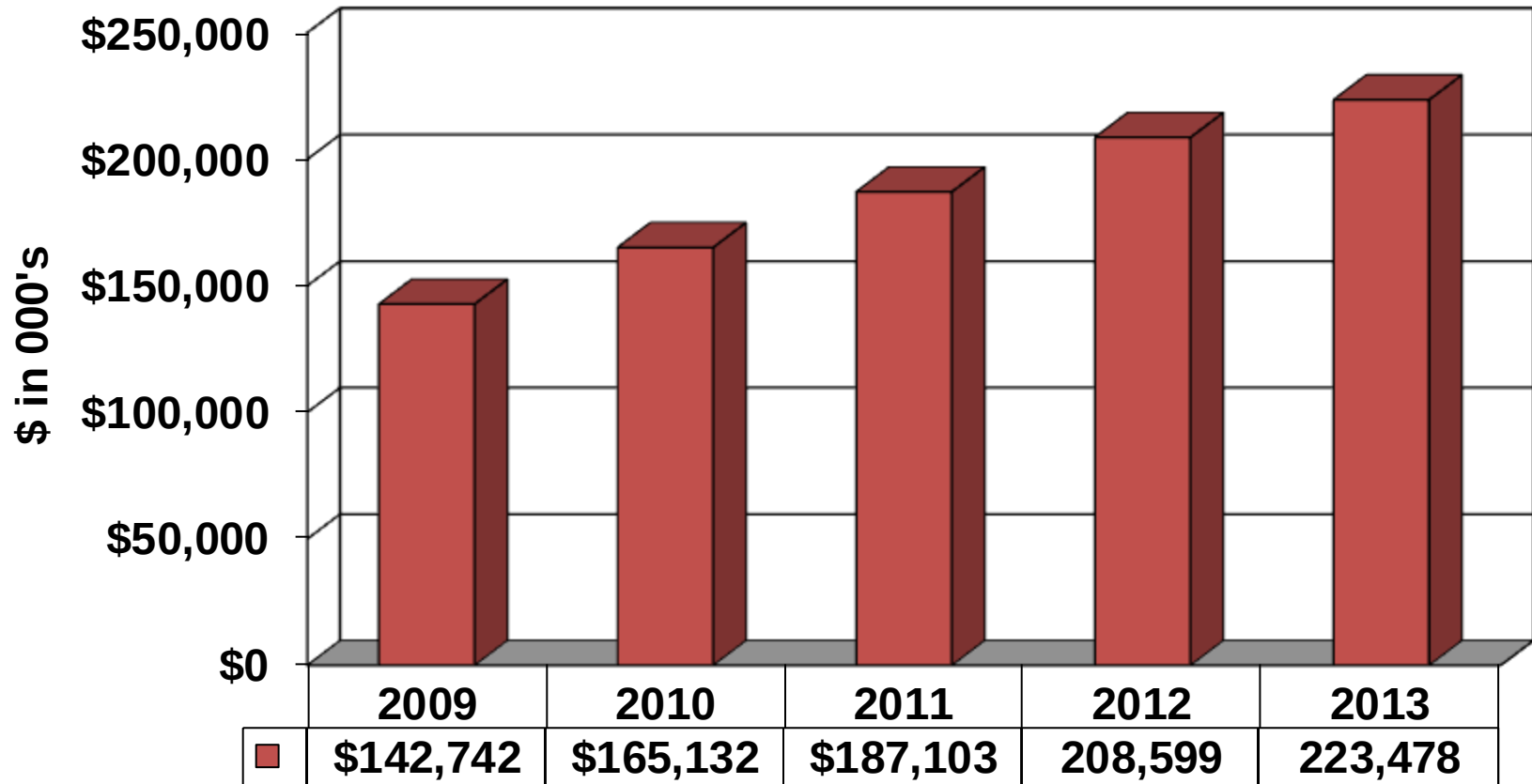


Sewer Capital Expenditures

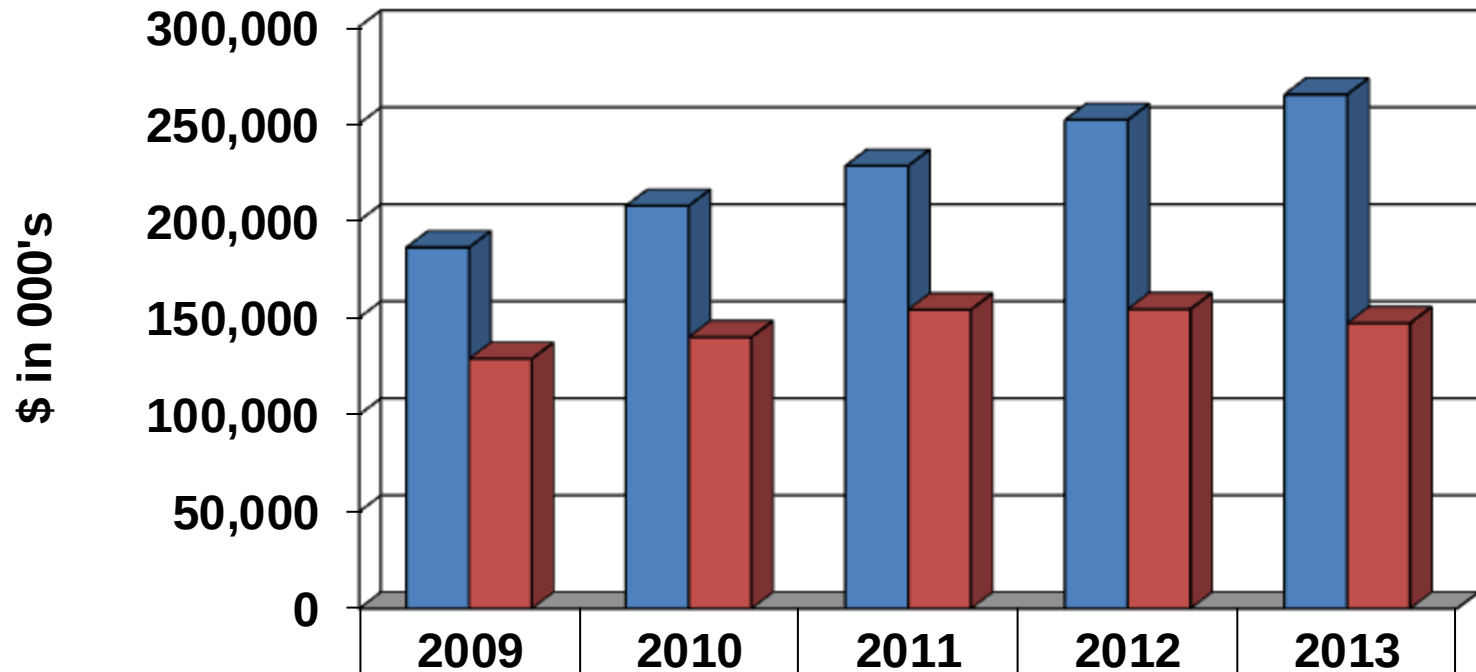
\$ in 000's

Capital Expenditures	FY2009	FY 2010	FY 2011	FY 2012	FY 2013
Sewer extensions	572	596	193	258	69
Treatment plant	2,564	1,612	1,164	5,572	3,377
Collection system repairs	309	464	997	1,667	1,402
CSO - separation & RDP	8,007	7,387	9,423	5,194	5,497
Interceptors	6,060	14,003	12,549	15,639	8,846
Stormwater	0	0	284	92	77
Other	218	1,092	1,177	1,132	183
Total	17,730	25,154	25,787	29,554	19,451

Cumulative CSO Expenditures



Net Sewer Capital Assets



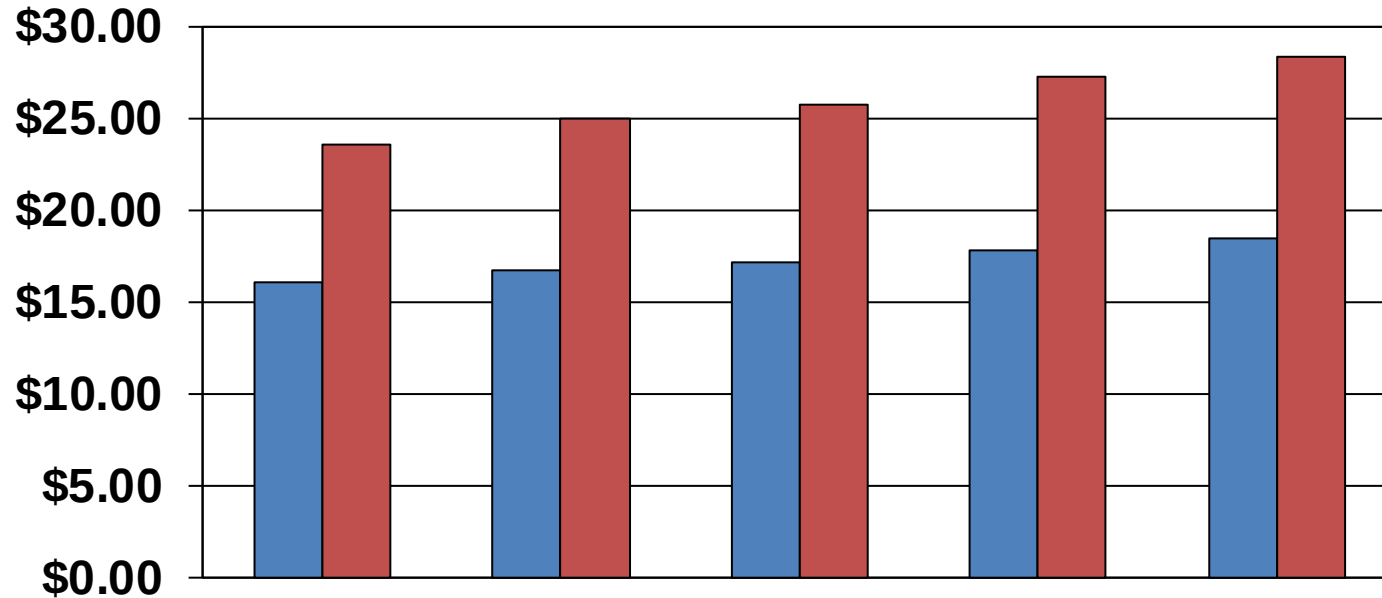
■ Net fixed assets	186,190	207,611	\$228,252	\$251,930	\$265,057
■ Bonds & notes	128,757	139,951	\$154,132	\$154,374	\$147,154

Rate & Bill Data

Water, Sewer & Stormwater Rates

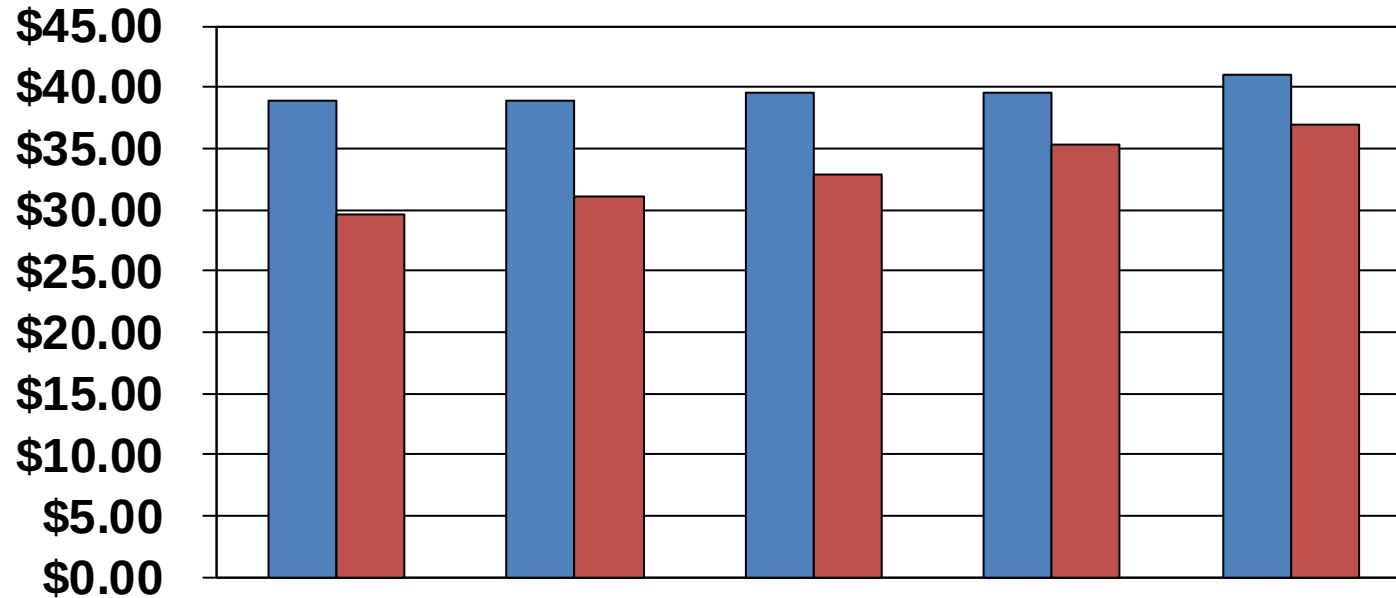
	7/1/2009	7/1/2010	7/1/2011	7/1/2012	7/1/2013
Water volume charge / hcf	\$2.13	\$2.22	\$2.29	\$2.38	\$2.38
Sewer					
Volume charge / hcf	5.54	5.54	5.65	5.65	5.65
BOD / 100 lbs	18.46	20.31	20.31	21.33	22.40
TSS / 100 lbs.	20.88	22.97	22.97	24.12	25.33
Septic hauler charge	177.00	185.50	185.50	195.14	204.90
Avg. industrial pre-treatment / permit fee	1,460	1,606	1,606	1,606	1,606
Sewer only	42.47	42.27	43.24	43.24	44.58
Account charge	3.69	3.69	3.69	3.69	5.69
Stormwater					
Rate per sfu per month	0.00	0.00	0.00	4.00	4.00
Water Connection fees					
3/4" & 5/8" meters	950	950	950	950	1,045
1" service - 5/8" meter	1,000	1,000	1,000	1,000	1,100
1" service - 1" meter	1,150	1,150	1,150	1,150	1,265
Greater than 1" minimum	1,150	1,150	1,150	1,150	1,265
Sewer Connection Fees					
4" line	1,100	1,100	1,100	1,100	1,210
Greater than 4" - minimum	1,200	1,200	1,200	1,200	1,320
Availability fee					
Water	1,220	1,220	1,220	1,220	1,220
Sewer	1,950	1,950	1,950	1,950	1,950
Fire protection fees					
Hydrants & 8" fire lines	17.99	19.79	19.79	19.79	19.79
10" fire line	32.30	35.53	35.53	35.53	35.53
12" fire line	51.25	56.38	56.38	56.38	56.38
Cut-on charge	15	15	15	15	15
Cut-off charge	30	30	30	30	30

Water Bill Comparison @ 5,000 gallons / month



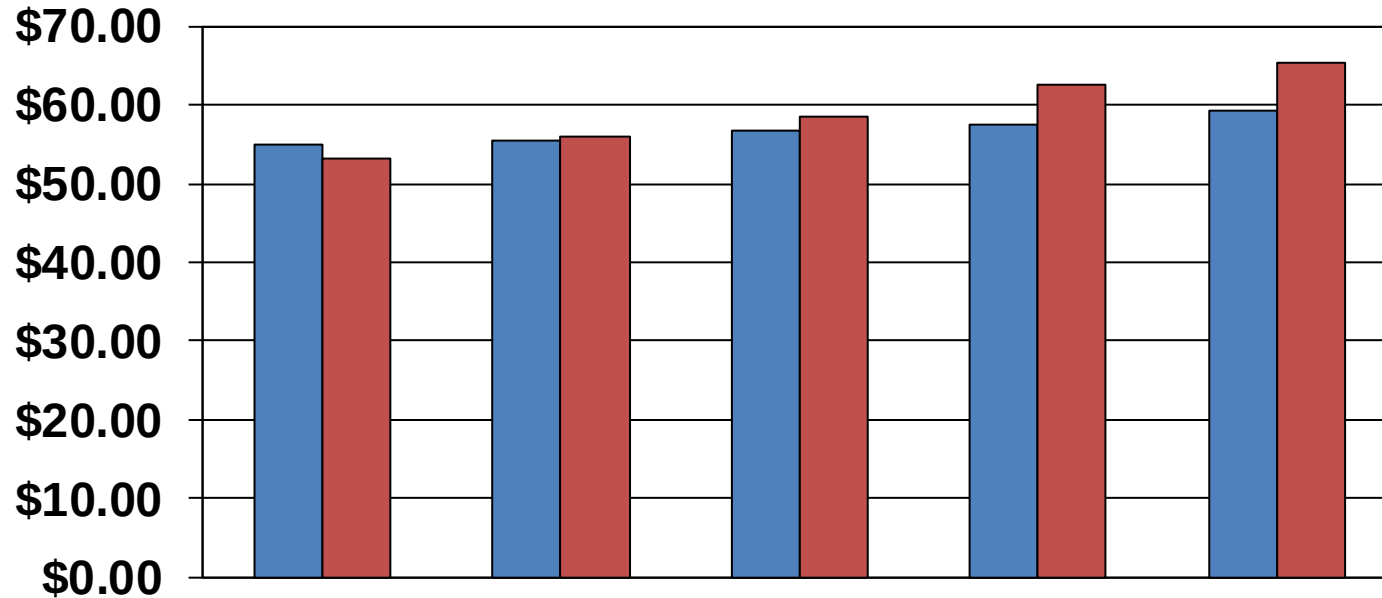
	7/1/2009	7/1/2010	7/1/2011	7/1/2012	7/1/2013
Lynchburg	\$16.08	\$16.68	\$17.15	\$17.75	\$18.42
State avg.	\$23.58	\$25.00	\$25.70	\$27.25	\$28.34

Sewer Bill Comparison @ 5,000 gallons / month



	7/1/2009	7/1/2010	7/1/2011	7/1/2012	7/1/2013
■ Lynchburg	\$38.88	\$38.88	\$39.62	\$39.62	\$40.95
■ State avg.	\$29.56	\$31.03	\$32.88	\$35.34	\$37.00

Water & Sewer Bill Comparison @ 5,000 gallons / month



	7/1/2009	7/1/2010	7/1/2011	7/1/2012	7/1/2013
Lynchburg	\$54.96	\$55.56	\$56.76	\$57.37	\$59.37
State avg.	\$53.14	\$56.03	\$58.58	\$62.59	\$65.34

Contract Rates

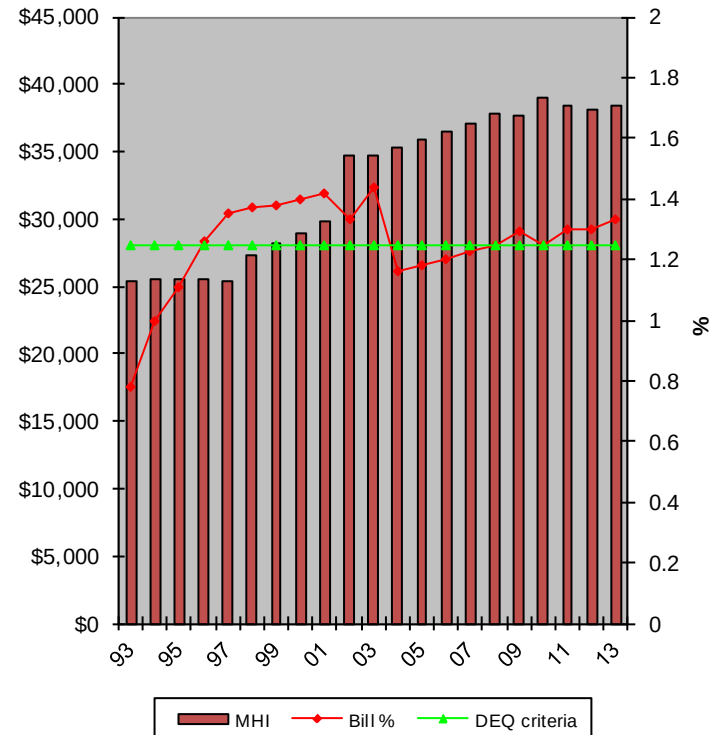
	FY2009	FY2010	FY2011	FY2012	FY2013
Water Contract rates / HCF					
Amherst	1.89	1.99	1.89	1.84	1.98
Bedford	1.93	2.00	1.90	1.84	1.98
CCUSA	1.80	1.98	1.89	1.82	1.97
Frito-Lay	1.086	1.18	1.21	1.24	1.27
Rock Tenn	1.086	1.18	1.21	1.24	1.27
Sewer Contract rates / 1,000 gallons					
Amherst (1)	1.47	1.27	1.61	1.60	1.73
Bedford (1)	1.47	1.27	1.61	1.60	1.73
CCUSA (1)	1.47	1.27	1.61	1.60	1.73
Frito-Lay	1.73	2.51	2.65	2.82	2.87
Rock Tenn	1.73	1.84	1.89	2.01	2.01
1. Volume rate only.					

Annual Sewer Bill as a % of MHI

Annual Sewer Bill

FY	Bill	MHI	%
1993	\$199.08	\$25,437	0.78%
1994	\$255.00	\$25,539	1.00%
1995	\$282.96	\$25,523	1.11%
1996	\$321.36	\$25,527	1.26%
1997	\$342.96	\$25,370	1.35%
1998	\$374.28	\$27,370	1.37%
1999	\$388.32	\$28,168	1.38%
2000	\$406.68	\$28,965	1.40%
2001	\$421.80	\$29,762	1.42%
2002	\$461.76	\$34,716	1.33%
2003	\$499.56	\$34,756	1.44%
2004	\$408.33	\$35,340	1.16%
2005	\$423.72	\$35,934	1.18%
2006	\$439.68	\$36,537	1.20%
2007	\$456.48	\$37,151	1.23%
2008	\$473.92	\$37,775	1.25%
2009	\$487.56	\$37,710	1.29%
2010	\$487.56	\$38,983	1.25%
2011	\$496.80	\$38,353	1.30%
2012	\$496.80	\$38,126	1.30%
2013	\$512.76	\$38,480	1.33%

Note - MHI based on 9 hcf of monthly use up to 2003; 7 hcf thereafter.





*"We forget that the water cycle
and the life cycle are one."*

~ Jacques Cousteau



Department of Water Resources

525 Taylor Street

Lynchburg, Virginia 24501

(434) 455-4250



Agenda Item #5

396

January 28, 2013

// A regular meeting of the Council of the City of Lynchburg was held on the 28th day of January, 2014, at 4:00 P.M. in the Council Chamber, City Hall, Michael Gillette, President, presiding. The following Members were present:

Present: Cary, Foster, Johnson, Nelson, Perrow, Gillette

6

Absent: Helgeson

1

// Council Member Helgeson arrived at 4:06 p.m.

// Council Member Perrow made the following statement "I have a personal interest in Liberty University and according to the Conflict of Interest Act I have a conflict and I should abstain on discussing and voting on this item."

// City Manager Kimball Payne provided information and stated on November 26, 2013 Council authorized the drafting of a franchise agreement with Liberty University granting access to Treasure Island. Mr. Payne further stated that during the November 26, 2013 meeting, Council heard of Liberty University's interest in regaining access to Treasure Island via the abandoned roadway adjacent to Riverside Park. Mr. Payne went on to say that City Attorney Walter Erwin has advised that there are two options for providing the desired access: 1) create a permanent public right of way, or 2) grant a franchise to Liberty University that would provide access for up to 40 years. Council authorized City staff to explore the latter option with Liberty University. Mr. David Corey, Legal Counsel for Liberty University gave a presentation on why the possible franchise agreement would be the best possible option. Following Council discussion, Mayor Gillette explained if this access is approved Liberty University is requesting that this route become a public street, build out the road and maintain the road by bringing the road up to current standards and build a bridge.

// The report on the Analysis of Impediments to Fair Housing was moved to the 7:30 p.m. meeting for discussion and adoption of a Resolution.

// Fire Chief Brad Ferguson gave an overview on the Non-Emergency Ambulance Transport. Mr. Ferguson explained that the Fire Department wants to stop providing non-emergency ambulance transports within the City limits and concentrate its resources on emergency responses.

Mr. Ferguson further stated in Fall of 1976 the Lynchburg Fire Department assumed responsibility for the provision of emergency medical services and ambulance transport when the private company that was doing these refused to continue. In the spring of 1977 the Fire Department also became the provider of non-emergency transports when this same private company went out of business. Mr. Ferguson went on to say they would like to pursue the issuance of Certificates of Convenience and Necessity to agencies interested in providing non-emergency ambulance transports within the City limits, and that said agencies must meet the requirements set forth in the State Code. On motion of Council Member Helgeson, seconded by Council Member Cary, Council by the following recorded vote approved a Certificate of Convenience and Necessity:

Ayes: Cary, Foster, Helgeson, Johnson, Nelson, Perrow, Gillette

7

Noes:

0

// Due to time constraints the Medicare Eligible Retiree Medical Coverage Follow-Up was moved to a future work session.

// During roll call Council Member Perrow stated he had received several noise complaints from citizens living around Riverside Park, and he inquired about the possibility of some type of plan for screening around the Sprayground and Playground.

// On motion of Council Member Helgeson, seconded by Council Member Foster, Council by the following recorded vote elected to hold a closed meeting to consider appointment to Council-appointed Boards and Commissions, i.e., Planning Commission; pursuant to Section 2.2-3711(A)(1), Code of Virginia (1950), as amended:

Ayes: Cary, Foster, Helgeson, Johnson, Nelson, Perrow, Gillette 7

Noes: 0

// The meeting was re-opened to the public.

// Council Member Helgeson made the following motion:

WHEREAS, the Council of the City of Lynchburg has convened a closed meeting on this date, pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by City Council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Lynchburg certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by Council.

The Motion was seconded by Vice Mayor Johnson, and Council by the following recorded vote adopted the motion:

Ayes: Cary, Foster, Helgeson, Johnson, Nelson, Perrow, Gillette 7

Noes: 0

// In the matter of Appointments, and on nomination of Council Member Helgeson, seconded by Council Member Perrow, Council by the following recorded vote appointed Robert C. Light, Jr., to serve on the Planning Commission Board for a term to expire December 31, 2016:

Ayes: Cary, Foster, Helgeson, Johnson, Nelson, Perrow, Gillette 7

Noes: 0

// City Council recessed the meeting at 6:15 p.m.

// City Council reconvened the meeting at 7:30 p.m.

The following Members were present:

Present: Cary, Foster, Helgeson, Johnson, Nelson, Perrow, Gillette 7

Absent: 0

Council Member Foster gave the Invocation, followed by the Pledge of Allegiance.

// In the matter of City Council, Resolution #R-14-005 amending the FY 2014 City Capital Fund budget and appropriating \$44,241 to fund equipment replacement and maintenance needs at the City Baseball Stadium, laid over from the January 14, 2014 meeting, was again presented and read, and on motion of Council Member Foster, seconded by Council Member Cary, Council by the following recorded vote adopted the Resolution:

Ayes: Cary, Foster, Helgeson, Johnson, Nelson, Perrow, Gillette 7

Noes: 0

// In the matter of Parks and Recreation – General, Resolution #R-14-006 amending the FY 2014 General Fund budget and appropriating \$250,000, for the purpose of renovating the gymnasium at 1721 Monsview Place (the old Armstrong School) for Parks and Recreation Department programs, laid over from the January 14, 2014 meeting, was again presented and read, and on motion of Council Member Foster, seconded by Council Member Cary, Council by the following recorded vote adopted the Resolution:

Ayes: Cary, Foster, Helgeson, Johnson, Nelson, Perrow, Gillette 7

Noes: 0

// In the matter of Community Development – General, a public hearing was held regarding City Council Report #8 regarding the draft Analysis of Impediments to Fair Housing Choice (AI) and adopting a Resolution endorsing the (AI) for submittal to the U.S. Department of Housing and Urban Development. Kevin Henry, Planner II, provided a presentation of the Analysis of Impediments to Fair Housing Choice (AI) and asked for approval of this request. There was no one else present who wished to speak to this item, and the public hearing was closed. On motion of Council Member Perrow, seconded by Vice Mayor Johnson, Council by the following recorded vote adopted Resolution #R-14-007, as presented, to endorse the Analysis of Impediments to Fair Housing Choice (A1):

Ayes: Cary, Foster, Helgeson, Johnson, Nelson, Perrow, Gillette 7

Noes: 0

// City Manager Kimball Payne introduced Tim Trent, Administrator, and Matt Marsteller, Assistant Administrator, of the Blue Ridge Regional Jail. Mr. Trent gave a presentation on the activities of the Blue Ridge Regional Jail system.

// In the matter of Library – General, City Council Report #10 was considered. Council Member Cary, Chair of the Finance Committee (FC) stated this matter came before the FC, which recommended approval. This motion does not require a second, and Council by the following recorded vote introduced and laid over to a later meeting for final action Resolution #R-14-008, as presented, to amend the FY 2014 City Capital Projects Fund budget and appropriate \$256,000 with resources from a donation from the Friends of the Lynchburg Public Library to build a dedicated Story Time Room at the Lynchburg Public Library:

Ayes: Cary, Foster, Helgeson, Johnson, Nelson, Perrow, Gillette 7

Noes: 0

// In the matter of Public Works – General, City Council Report #11 was considered. Council Member Perrow, Chair of the Physical Development Committee (PDC) stated this matter came before the PDC, which recommended approval. This motion does not require a second, and Council by the following recorded vote introduced and laid over to a later meeting for final action Resolution #R-14-009, as presented, to amend the FY 2014 City Capital Projects Fund budget and appropriate \$131,575, with resources from the sale of property at 2400 Lakeside Drive for the design of improvements to transportation infrastructure:

Ayes: Cary, Foster, Helgeson, Johnson, Nelson, Perrow, Gillette 7

Noes: 0

// In the matter of Police – General, City Council Report #12 was considered. Council Member Cary, Chair of the Finance Committee (FC) stated this matter came before the FC, which recommended approval. This motion does not require a second, and Council by the following recorded vote introduced and laid over to a later meeting for final action Resolution #R-14-010, as presented, amending the FY 2014 Forfeited Asset Fund budget and appropriating \$180,274 with resources from the 2014 Federal Asset Forfeiture program for the Crisis Intervention Team, to purchase public safety vehicles and equipment, and for additional public safety needs:

Ayes: Cary, Foster, Helgeson, Johnson, Nelson, Perrow, Gillette 7

Noes: 0

// In the matter of Public Works – General, City Council Report #13 was considered. On motion of Council Member Perrow, seconded by Council Member Foster, Council by the following recorded vote adopted Resolution #R-14-011, as presented, requesting the Virginia Department of Transportation (VDOT) to increase the official record of the City's street lane mileage for reimbursement of highway maintenance funds:

Ayes: Cary, Foster, Helgeson, Johnson, Nelson, Perrow, Gillette 7

Noes: 0

// In the matter of Public Works – Refuse, City Council Report #14 was considered. Council Member Helgeson stated he would be voting against this item stating this would be another added burden on the citizens. On motion of Council Member Foster, seconded by Vice Mayor Johnson, Council by the following recorded vote adopted Ordinance #0-14-012, as amended, relating to the collection of Solid Waste within the City:

Ayes: Cary, Foster, Johnson, Nelson, Perrow, Gillette 6

Noes: Helgeson 1

// The meeting was adjourned at 9:34 P.M.

// A regular meeting of the Council of the City of Lynchburg was held on the 11th day of February, 2014, at 4:00 P.M. in the Council Chamber, City Hall, Michael Gillette, President, presiding. The following Members were present:

Present: Cary, Foster, Helgeson, Johnson, Nelson, Perrow, Gillette

7

Absent:

0

// Parks and Recreation Director Kay Frazier provided a presentation to Council on the plans and schedules for the City Football Stadium Renovation. Ms. Frazier stated in FY 2011 Parks and Recreation engaged the services of VMDO to complete a conceptual plan for the development of City Stadium and surrounding properties; to conduct an assessment of the existing conditions of the football complex, and to complete the first phase of design development for the renovation of the football complex, which included a site survey and cost estimates. Ms. Frazier introduced Mr. Joe Celentano and Mr. Noah Bolton with VMDO to explain the two phases of the construction of the football stadium. The first phase of construction focuses on the athletic field, converting the existing grass field to synthetic turf. This phase also includes drainage and storm water systems, a new score board, and refurbishing the track that surrounds the field. Because the construction of the Heritage High School project will mandate taking existing athletic fields at the school out of play, this phase of the stadium renovation is on an aggressive schedule. The intent is to complete this phase of the project with the goal of having the field in play for fall 2014 athletics. The project is proposed to be bid in early February, construction to begin late April with substantial completion by early August. The cost estimate for this phase of construction is \$1.4 million. The second phase of the project focuses on the renovation of the surrounding structures and supporting amenities. This phase includes a new entrance, concession areas, restrooms, a home locker room, new PA system, pedestrian and visitor access improvements, limited bleacher and stand improvements and, possibly, field lighting upgrades. Design development is continuing for this phase with a schedule to bid in June 2014, construction to begin in November, with substantial completion by August 2015. The cost estimate for this phase of work is \$6.9 million, including architectural and engineering costs. Following Council discussion, there were no major concerns with the project or moving forward with renovation of the City Football Stadium.

// Fire Chief Brad Ferguson briefed Council on the City's recently received, and upgraded, Public Protection Classification (PPC) from the Insurance Services Office (ISO). Chief Ferguson explained background information on how the ISO collects and evaluates information from communities in the United States on their structure fire suppression capabilities. Chief Ferguson went on to say that the Lynchburg Fire Department has been classified as ISO-3 since the 1980s. The ISO's PPC program evaluates communities according to a set of criteria, incorporating nationally recognized standards developed by the National Protection Association and the American Water Works Association. The community's PPC depends on the following:

- Needed Fire Flows
- Emergency Communications
- Fire Department
- Water Supply

In conclusion, Chief Ferguson stated that the Lynchburg Fire Department has been classified now as an ISO-2 which makes the Lynchburg Fire Department the sixth in the State of Virginia with that rating.

// Human Resources Director Margaret Schmitt provided information on the Medicare Eligible Retiree Medical Coverage. Ms. Schmitt stated that employee and retiree medical coverage was discussed at previous work sessions and Council requested follow-up information regarding options for Medicare eligible retirees. Ms. Schmitt explained the Medicare Retiree Medical Coverage as follows:

- Current Policy
 - o Hired after 1996
 - o Hired before 1996
- Options
 - o Hired after 1996
 - o Hired before 1996

Following Council discussion on the three options of the Medicare Retiree Coverage there was a discussion on the Pre 1996 and the Post 1996 employees. Council was in agreement not to make any changes in the Pre 1996 coverage. The following are options Council discussed:

1. No access to City Plan and no City contribution
2. Maintain current policy – no change
3. No access to City Plan and City provides an annual stipend directly to Retiree in lieu of coverage

Ms. Schmitt stated that if changes are made, depending upon the complexity of the change, up to one year may be needed to implement. Vice Mayor Johnson stated that there should not be a change to the Post 1996 employees Plan and he would be voting against a Resolution with changes to the Post 1996 employees Plan. Council by the following recorded vote agreed to have a Resolution prepared regarding the Post 1996 employees access to the City Plan:

Ayes: Cary, Foster, Helgeson, Nelson, Perrow, Gillette

6

Noes: Johnson

1

// During roll call Council Member Cary stated several items of concern: 1) A citizen had fallen on the sidewalk at 12th and Clay Streets and wanted to thank the police officer that rendered assistance, 2) Paint is peeling off the side of a house on Link Road and another house on Woodlawn Drive is in need of repair. He would like staff to look into these two properties as they seem to be a case of blighted properties, and 3) recognized Horizon Behavioral Health for receiving a three year accreditation.

// Council Member Perrow mentioned the article in the newspaper regarding the firefighter that saved the family on Perrymont Avenue during a recent fire and also congratulated the Fire Department on receiving the ISO-2 Rating.

// Vice Mayor Johnson stated he received a call from a citizen asking when would the signs be replaced on Martin Luther King, Jr., Boulevard and he thanked the Lynchburg Museum for hosting the Dunbar weekend with yearbooks and items donated by Carolyn Brown for Black History Month. He also thanked the Legacy Museum for hosting local authors this past weekend.

// Mayor Gillette announced the State of the City Address will be held on February 24, 2014 at 7:00 p.m. in Council Chamber.

// City Council recessed the meeting at 5:58 p.m.

// City Council reconvened the meeting at 7:30 p.m.

The following Members were present:

Present: Cary, Foster, Helgeson, Johnson, Nelson, Perrow, Gillette 7

Absent: 0

Council Member Cary gave the Invocation, followed by the Pledge of Allegiance.

// Copies of the minutes of the January 14, 2014 meeting, having been previously furnished Council, reading was dispensed with, and on motion of Council Member Nelson, seconded by Council Member Cary, Council by the following recorded vote approved the minutes as presented:

Ayes: Cary, Foster, Helgeson, Johnson, Nelson, Perrow, Gillette 7

Noes: 0

// Copies of the minutes of the January 21, 2014 (Council Budget Retreat) meeting, having been previously furnished Council, reading was dispensed with, and on motion of Council Member Nelson, seconded by Council Member Cary, Council by the following recorded vote approved the minutes as presented:

Ayes: Cary, Foster, Helgeson, Johnson, Nelson, Perrow, Gillette 7

Noes: 0

// In the matter of Library – General, Resolution #R-14-008 to amend the FY 2014 City Capital Projects Fund budget and appropriate \$256,000 with resources from a donation from the Friends of the Lynchburg Public Library to build a dedicated Storytime Room at the Lynchburg Public Library, laid over from the January 28, 2014 meeting, was again presented and read, and on motion of Council Member Nelson, seconded by Council Member Cary, Council by the following recorded vote adopted the Resolution:

Ayes: Cary, Foster, Helgeson, Johnson, Nelson, Perrow, Gillette 7

Noes: 0

// In the matter of Public Works – General, Resolution #R-14-009 to amend the FY 2014 City Capital Projects Fund budget and appropriate \$131,575, with resources from the sale of property at 2400 Lakeside Drive for the design of improvements to transportation infrastructure, laid over from the January 28, 2014 meeting, was again presented and read, and on motion of Council Member Nelson, seconded by Council Member Cary, Council by the following recorded vote adopted the Resolution:

Ayes: Cary, Foster, Helgeson, Johnson, Nelson, Perrow, Gillette 7

Noes: 0

// In the matter of Police – General, Resolution #R-14-010 amending the FY 2014 Forfeited Asset Fund budget and appropriate \$180,274 with resources from the 2014 Federal Asset Forfeiture program for the Crisis Intervention Team, to purchase public safety vehicles and equipment, and for additional public safety needs, laid over from the January 28, 2014 meeting, was again presented and read, and on motion of Council Member Nelson, seconded by Council Member Cary, Council by the following recorded vote

adopted the Resolution:

Ayes: Cary, Foster, Helgeson, Johnson, Nelson, Perrow, Gillette

7

Noes:

0

// In the matter of Communications and Marketing, City Council Report #10 was considered. On motion of Council Member Nelson seconded by Council Member Cary, Council by the following recorded vote introduced and laid over to a later meeting for final action Resolution #R-14-013, as presented, to amend the FY 2014 City/Federal/State Aid Fund budget and appropriate \$85,476 with resources of \$64,107 from a Federal Hazard Mitigation Grant Program award, \$17,095 from the General Fund Reserve for Contingencies, and \$4,274 of in-kind matching service to implement an emergency notification system to provide critical information to the citizens of Lynchburg:

Ayes: Cary, Foster, Helgeson, Johnson, Nelson, Perrow, Gillette

7

Noes:

0

// In the matter of Community Development – Zoning Amendments, a public hearing was held regarding City Council Report #11 regarding the petition of Anne Harris Massie to amend the Future Land Use Map (FLUM) for approximately thirty-three (33) acres located at 147 Marvin Place from Low Density Residential to Conservation. City Planner Tom Martin gave a summary of the request and stated that the Planning Commission recommended approval of the FLUM. Mr. Henry C. Devening, P.C., representing the petitioner, asked Council for approval of the FLUM. There was no one else present who wished to speak to this item, and the public hearing was closed. On motion of Council Member Helgeson, seconded by Council Member Perrow, Council by the following recorded vote adopted Ordinance #0-14-014, as presented, to amend the Future Land Use Map (FLUM) for approximately thirty-three (33) acres located at 147 Marvin Place from Low Density Residential to Conservation:

Ayes: Cary, Foster, Helgeson, Johnson, Nelson, Perrow, Gillette

7

Noes:

0

// Council Member Foster made the following statement, "As some of you may know I am planning on running for City Council again. My campaign manager has talked to Mr. West (who owns Westward Investment Properties) about using one of his properties for my campaign headquarters. So as to avoid any appearances of an impropriety I am going to abstain from discussing and voting on Items #12 and #13."

// Council Member Nelson made the following statement, "I too have a conflict of interest on these items. I have done work for the petitioner on these items so I am going to abstain from discussing and voting on Items #12 and #13."

// In the matter of Public Works – Street Vacation, a public hearing was held regarding City Council Report #12 regarding the petition of Westward Investment Properties, LLC to vacate an alley located between 401 Bay Street and 2517 Memorial Avenue, which extends approximately eighty (80) feet. Kevin Henry, Planner II gave a summary of the request to vacate an alley. Mr. Russell Nixon with Nixon Land Surveying, LLC., representing the petitioner, asked Council for approval to vacate an alley located

between 401 Bay Street and 2517 Memorial Avenue. There was no one else present who wished to speak to this item, and the public hearing was closed. Council Member Perrow, Chair of the Physical Development Committee (PDC), stated that this item came before the PDC which recommended staff discuss the petition with the adjoining property owner and forward the petition to City Council. This motion does not require a second, and Council by the following recorded vote adopted Ordinance #O-14-015, as presented, to vacate an alley located between 401 Bay Street and 2517 Memorial Avenue, which extends approximately eighty (80) feet:

Ayes: Cary, Helgeson, Johnson, Perrow, Gillette	5
Noes:	0
Abstention: Foster, Nelson	2

// In the matter of Community Development - Zoning Amendments, a public hearing was held regarding City Council Report #13 outlining the petition of Westward Investment Properties, LLC. to rezone approximately two hundred twenty-seven hundredths (0.227) of an acre at 2517 Memorial Avenue from B-3, Community Business District to B-5C, General Business District (Conditional) to allow for the construction of a storage unit building.

Kevin Henry, Planner II, gave a summary of the request stating that the Planning Commission recommended approval. Mr. Russell Nixon with Nixon Land Surveying, LLC, representing the petitioner, asked Council for approval for the rezoning. There was no one else present who wished to speak to this item, and the public hearing was closed. Mayor Gillette called for a vote to adopt a FLUM. The motion was called in error to adopt a FLUM. The motion was restated by Mayor Gillette for a vote to adopt a rezoning. On motion of Council Member Helgeson, seconded by Council Member Cary, Council by the following recorded vote adopted Ordinance #O-14-016, as presented, to rezone approximately two hundred twenty-seven hundredths (0.227) of an acre at 2517 Memorial Avenue from B-3, Community Business District to B-5C, General Business District (Conditional) to allow for the construction of a storage unit building:

Ayes: Cary, Helgeson, Johnson, Perrow, Gillette	5
Noes:	0
Abstention: Foster, Nelson	2

// The meeting was adjourned at 8:04 P.M.

Clerk of Council

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **March 11, 2014**

AGENDA ITEM NO.: 8

CONSENT: REGULAR: **X**

WORK SESSION:

CLOSED SESSION:
(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: ***Future Land Use Map (FLUM) Amendment – Low Density Residential to Medium Density Residential***

Rezoning: R-1, Low Density, Single-Family Residential District to R-4C, Medium-High Density, Multi-Family Residential District (Conditional) – 402 Alta Lane

RECOMMENDATION: Approval of the *FLUM* and rezoning petitions.

SUMMARY: Ted & Sherry Bell are petitioning to amend the *FLUM* from Low Density Residential to Medium Density Residential and to rezone approximately two and forty-nine hundredths (2.49) acres at 402 Alta Lane from R-1, Low Density, Single-Family Residential District to R-4C, Medium-High Density, Multi-Family Residential District (Conditional) to allow the construction of fifteen (15) townhomes and associated parking. The Planning Commission recommended approval of the petitions because:

- The property borders other R-4, Medium-High Density, Multi-Family Residential District zoning.
- Similar townhome developments currently exist on Alta Lane.
- There would not be a significant traffic impact from the proposed development.

PRIOR ACTION(S):

December 11, 2013: The Planning Division recommended approval of the *FLUM* and rezoning petitions.

The Planning Commission recommended denial of a *FLUM* amendment from Low Density Residential to High Density Residential (3-3, with Hannon absent).

The Planning Commission tabled the rezoning request and suggested the petitioner reconsider the petition to amend the *FLUM* to Medium Density Residential.

January 22, 2014: The Planning Division recommended approval of the *FLUM* and rezoning petitions.

The Planning Commission recommended approval of the *FLUM* amendment from Low Density Residential to Medium Density Residential (6-0) and the rezoning petition (6-0).

FISCAL IMPACT: N/A

CONTACT(S): Tom Martin, City Planner - 455-3900
Kent White, Director of Community Development – 455-3900

ATTACHMENT(S):

- Ordinances
- Planning Commission Report and Minutes – December 11, 2013
- Planning Commission Report and Minutes – January 22, 2014
- Vicinity Zoning Pattern Map
- Vicinity Proposed Land Use Map
- Watershed Location Map
- Planimetric and Topographic Map
- Concept Plan
- Sample Townhouse Photographs
- Signup Sheets

REVIEWED BY: bms

UNCODIFIED ORDINANCE:

AN ORDINANCE AMENDING THE FUTURE LAND USE MAP FOR THE PROPERTY LOCATED AT 402 ALTA LANE FROM LOW DENSITY RESIDENTIAL TO MEDIUM DENSITY RESIDENTIAL.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF LYNCHBURG that in order to promote the public necessity, convenience, welfare and good zoning practice that Chapter 35.1 of the Code of the City of Lynchburg, 1981 as amended, be and the same is hereby further amended by adding thereto Section 35.1-76, which section shall read as follows:

Section 35.1-76 _____. Amend the Future Land Use Map for the subject property at 402 Alta Lane from Low Density Residential to Medium Density Residential.

The area embraced within the following boundaries ...

BEGINNING AT A POINT ON ALTA LANE, COMMON CORNER WITH SAID PARCEL AND PARCEL ID NUMBER 26103021; THENCE N41°21'00" W FOR A DISTANCE OF 199.60 FEET TO A POINT; THENCE, N 29°45'00" E FOR A DISTANCE OF 428.90 FEET TO A POINT; THENCE, S 30° 22'00" E FOR A DISTANCE OF 418.20 FEET TO A POINT; THENCE S 64°53'00" W FOR A DISTANCE OF 135.00 FEET TO A POINT; THENCE, S 60°41'00" W FOR A DISTANCE OF 100.00 FEET TO A POINT; THENCE S 56°23'00" W A DISTANCE OF 100.00 FEET TO THE POINT OF BEGINNING; CONTAINING 2.428 ACRES ACCORDING TO A PLAT RECORDED AT PLAT BOOK 15 PAGE 162 IN THE CLERK'S OFFICE OF THE CIRCUIT COURT OF CAMPBELL COUNTY, VIRGINIA.

...is hereby amended on the Future Land Use Map from Low Density Residential to Medium Density Residential and the Director of Community Development shall forthwith cause the Future Land Use Map referred to in Sections 35.1-4 of this chapter to be amended in accordance therewith.

Adopted:

Certified: _____
Clerk of Council

028K

UNCODIFIED ORDINANCE:

AN ORDINANCE CHANGING A CERTAIN AREA LOCATED AT 402 ALTA LANE FROM R-1, LOW DENSITY, SINGLE-FAMILY RESIDENTIAL DISTRICT TO R-4C, MEDIUM-HIGH DENSITY, MULTI-FAMILY RESIDENTIAL DISTRICT (CONDITIONAL).

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF LYNCHBURG that in order to promote the public necessity, convenience, welfare and good zoning practice that Chapter 35.1 of the Code of the City of Lynchburg, 1981, as amended, be and the same is hereby further amended by adding thereto Section 35.1-76__, which section shall read as follows:

Section 35.1-76__. Change of a certain area located at 402 Alta Lane from R-1, Low Density, Single-Family Residential District to R-4C, Medium-High Density, Multi-Family Residential District (Conditional). The area embraced within the following boundaries ...

BEGINNING AT A POINT ON ALTA LANE, COMMON CORNER WITH SAID PARCEL AND PARCEL ID NUMBER 26103021; THENCE N41°21'00" W FOR A DISTANCE OF 199.60 FEET TO A POINT; THENCE, N 29°45'00" E FOR A DISTANCE OF 428.90 FEET TO A POINT; THENCE, S 30° 22'00" E FOR A DISTANCE OF 418.20 FEET TO A POINT; THENCE S 64°53'00" W FOR A DISTANCE OF 135.00 FEET TO A POINT; THENCE, S 60°41'00" W FOR A DISTANCE OF 100.00 FEET TO A POINT; THENCE S 56°23'00" W A DISTANCE OF 100.00 FEET TO THE POINT OF BEGINNING; CONTAINING 2.428 ACRES ACCORDING TO A PLAT RECORDED AT PLAT BOOK 15 PAGE 162 IN THE CLERK'S OFFICE OF THE CIRCUIT COURT OF CAMPBELL COUNTY, VIRGINIA.

... is hereby changed from R-1, Low Density, Single-Family Residential District to R-4C, Medium-High Density, Multi-Family Residential District (Conditional), subject to the condition set out herein below which was voluntarily proffered in writing by the petitioners, Mr. Ted and Mrs. Sherry Bell, to wit:

1. The property will be developed in substantial compliance with the site plan.
2. The building facades shall be hardi-plank, brick, or rock facades for the sides of the building readily in view of the public. This will include the building sides that face the parking lot and Alta Lane.

And the Director of Community Development shall forthwith cause the "Official Zoning Map of Lynchburg, Virginia," referred to in Section 35.1-4 of this chapter to be amended in accordance therewith.

Adopted:

Certified: _____
Clerk of Council

029K

The Department of Community Development

City Hall, Lynchburg, VA 24504 **434-455-3900**

To: Planning Commission

From: Planning Division

Date: December 11, 2013

Re: Alta Lane Townhomes – 402 Alta Lane

Future Land Use Map (FLUM) Amendment: Low Density Residential to High Density Residential

Rezoning: R-1, Low Density Residential to R-4C, Medium-High Density Residential (Conditional)

I. PETITIONER

Mr. Ted and Mrs. Sherry Bell, 190 Dayspring Road Rustburg, VA 24588

Representative: Mr. Norm Walton, P.E., Perkins & Orrison, Inc., 27 Green Hill Rd. Forest, VA 24551

II. LOCATION

The subject property includes one (1) tract totaling approximately two and forty-nine hundredths (2.49) acres located at 402 Alta Lane.

Property Owner(s): Mr. and Mrs. Ted and Sherry Bell, 190 Dayspring Road, Rustburg, VA 24588

III. PURPOSE

The purpose of the petition is to rezone the property to allow for the construction and sale of fifteen (15) townhome units and one (1) common lot for parking and stormwater management to be held under a homeowner's association.

IV. SUMMARY

- The petition would amend the *FLUM* from Low Density Residential to High Density Residential.
- The petition would rezone the property from R-1, Low Density Residential to R-4C Medium-High Density Residential (Conditional).
- Townhomes for sale are permitted by right in R-4, Medium to High Density Residential zones.
- The subject property sits adjacent to both R-1 and R-4 property. There are additional townhomes immediately to the west of this parcel.
- A proffer voluntarily submitted by the petitioner indicates substantial compliance with the submitted site plan and conformance with specified building materials for the townhome facades.

The Planning Division recommends approval of the *FLUM* amendment and rezoning petitions.

V. FINDINGS OF FACT

1. **Comprehensive Plan.** The *Comprehensive Plan 2002-2020* recommends a Low Density Residential use for the area: Low Density Residential areas are dominated by single-family detached housing at densities of up to four dwelling units per acre. In addition to residential uses, they may include public or institutional uses that are compatible in scale with single-family residential homes. (*pg. 5.5*) The proposed High Density Residential designation is

characterized by high density townhouse or multifamily housing. Densities can range up to thirty (30) units per acre. They may include public, institutional, private recreation, and private open space uses.

2. **Zoning.** The subject property was annexed into the City in 1978. The existing R-1, Low-Density Residential zoning was established by City Council at that time.
3. **Proffers.** The petitioner has voluntarily submitted the following proffers:
 - The property will be developed in substantial compliance with the site plan.
 - The building facades visible to the public and facing the parking lot and Alta Lane shall be hardi-plank, brick or rock.
4. **Board of Zoning Appeals (BZA).** The Zoning Official has determined that no variances would be needed for the development of the property as proposed.
5. **Surrounding Area.** There have been several items requiring City Council approval in the immediate area:
 - On May 22, 1979, Council rezoned approximately thirty-six (36) acres at the corner of Leesville Road and Del Ray Court to R-4 as part of the Timberlake Road Area rezoning.
 - On September 11, 1984, Council approved the petition of Covenant Presbyterian Church for a conditional use permit to construct two classrooms, an office and a sanctuary to adjoin the existing building at 108 Melinda Drive.
 - On May 14, 1985, Council approved the petition of Virginia Baptist Hospital for a conditional use permit for the property at 693 Leesville Road to construct a forty (40)-bed residential treatment center for children and adolescents, for long-term psychiatric care and substance abuse treatment.
 - On June 6, 1995, Council approved the petition of Virginia Baptist Hospital for a conditional use permit for the property at 693 Leesville Road to construct additions to the existing Bridges Treatment Center.
 - On April 9, 1996, Council approved the petition of Virginia Baptist Hospital for a conditional use permit for a Master Development Plan for the property at 693 Leesville Road to add a new residential cottage for approximately twenty (20) residents and a parking area with approximately twenty-six (26) spaces at the existing Bridges Treatment Center.
 - On October 10, 1999, Council approved the petition of Church of Jesus Christ (LDS) for a conditional use permit for use of the property at 110 Melinda Drive for the addition of a forty-six (46)-space parking lot at an existing church in an R-3, Two-Family Residential District and an R-4, Multi-Family Residential District.
 - On August 14, 2001, Council approved the petition of Virginia Baptist Hospital (Centra Health) for a conditional use permit for the Bridges Treatment Center at 693 Leesville Road to allow the temporary retention of a modular classroom, construct an additional classroom, add approximately thirty-five (35) new parking spaces and construct a cottage with approximately twenty (20) beds.
 - On December 10, 2002, Council approved the petition of Centra Health Inc./Bridges Treatment Center for a conditional use permit for the property at 693 Leesville Road to allow the temporary retention of an existing modular classroom, to allow the construction of

an additional cottage/classroom and to allow the construction of a nature walk on the existing campus.

- On November 8, 2005, Council rezoned a portion of property at the corner of Melinda Drive and Wards Ferry Road from R-C Resource Conservation and R-4 Multi-Family Residential to B-3 Community Business District (Conditional) to facilitate the construction of a shopping center.
 - On November 8, 2005, Council approved the petition of Compson Development, LLC for a conditional use permit to add fill within the one hundred (100)-year floodplain to accommodate construction of an access road for a retail shopping center located on a tract approximately one (1) acre in size located adjacent to Wards Ferry Road, also known as Valuation Tax No. 261-05-005.
6. **Site Description.** The subject property is one (1) tract encompassing approximately two and forty-nine hundredths (2.49) acres of undeveloped and mostly wooded land. The property is bound to the north, south and east by an established R-1 zoned neighborhood predominantly made up of single family homes and to the west by approximately thirty-six (36) acres of R-4 zoned properties including institutional and multi-family uses.
 7. **Proposed Use of Property.** If the rezoning petition is approved, the property would be used for the construction of fifteen (15) townhouses for sale and a common lot for parking and stormwater management. Public water is available in Alta Lane and a private sewer easement will be needed to provide sanitary sewer service to the site. The adjoining land owner has been contacted regarding the easement.
 8. **Traffic, Parking and Public Transit.** The vehicle trip threshold for the proposed use does not warrant a traffic study; however, the applicant has provided ITE Trip Generation numbers that indicate the average daily traffic generated by this project will be less than six (6) trips per day per unit or a total of ninety (90) trips per day for the entire development. The City's Transportation Engineer requested that the applicant identify the site distances at the proposed entrance and the information provided indicates five hundred seventy (570) feet to the east and seven hundred eight (780) feet to the west. The property is not served by GLTC and the nearest bus stop is at the corner of Leesville Road and Del Ray Court approximately two thousand (2,000) feet away from the property. The submitted site plan indicates thirty (30) parking spaces for residents, which complies with the *Zoning Ordinance*. The required landscaping is shown on the rezoning plan and conforms to the City's Landscaping Ordinance.
 9. **Stormwater Management.** The proposed project is required to treat stormwater runoff for quantity and quality. The applicant has identified an area for stormwater management on the rezoning plan and has evaluated the receiving channel for adequacy. The parcel is located outside the one hundred (100)-year floodplain.
 10. **Emergency Services.** Neither the City Fire Marshal's office nor the City Police Department had comments of concern related to the proposed petition.
 11. **Impact.** The submitted rezoning petition would allow the construction of fifteen (15) townhomes for sale, associated parking and stormwater management. Since other R-4, Multi-Family Residential uses exist in the area, the use of the property for townhomes as indicated on the site plan should have little to no impact.

- 12. Technical Review Committee.** The Technical Review Committee (TRC) reviewed the preliminary rezoning plan on October 22, 2013. Comments related to the proposed use have been addressed by the petitioner.
-

VI. PLANNING DIVISION RECOMMENDATION

Based on the preceding Findings of Fact, the Planning Commission recommends to City Council approval of the petition of Mr. Ted and Mrs. Sherry Bell to:

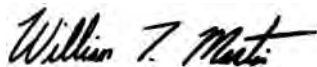
Amend the Future Lane Use Map (FLUM) from Low Density Residential to High Density Residential.

Waive the twenty-one (21)-day submittal requirement for proffers.

Rezone approximately two and forty-nine (2.49) hundredths acres at 402 Alta Lane from R-1, Low Density Residential District to R-4, Medium-High Density Residential District (Conditional) subject to the following voluntarily submitted proffers:

- 1. The property will be developed in substantial compliance with the site plan.**
- 2. The building facades shall be hardi-plank, brick, or rock facades for the sides of the building readily in view of the public. This will include the building sides that face the parking lot and Alta Lane.**

This matter is respectfully offered for your consideration.



William T. Martin, AICP
City Planner

pc: Mr. L. Kimball Payne, III, City Manager
Ms. Bonnie M. Svrcek, Deputy City Manager
Mr. Walter C. Erwin, City Attorney
Mr. Kent L. White, Director of Community Development
Mr. J. Lee Newland, City Engineer
Ms. Cynthia Kozarow, Lynchburg Police Department
Battalion Chief Greg Wormser, Fire Marshal
Mr. Don DeBerry, Transportation Engineer
Mr. Doug Saunders, Building Commissioner
Mr. Robert Fowler, Zoning Administrator
Mr. Jacob Dorman, Environmental Reviewer
Mr. Ted Bell, Petitioner
Mrs. Sherry Bell, Petitioner
Mr. Norm Walton, Representative

VII. ATTACHMENTS

- 1. Vicinity Zoning Pattern Map**
- 2. Vicinity Proposed Land Use Map**
- 3. Watershed Location Map**
- 4. Planimetric and Topographic Map**
- 5. Rezoning Plan**
- 6. Architectural Renderings**

MINUTES OF THE DECEMBER 11, 2013 PLANNING COMMISSION MEETING (MINUTES HAVE BEEN APPROVED):

c. Petition of Theodore and Sherry Bell to rezone approximately two and forty-nine hundredths (2.49) acres at 402 Alta Lane from R-1, Low Density, Single-Family Residential District to R-4C, Medium-High Density, Multi-Family Residential District (Conditional) to allow the construction of fifteen (15) townhomes and associated parking.

Mr. Henry summarized the report. These townhomes will be for sale with a common lot for parking and stormwater management. The common lot would be managed by a homeowners association. The *FLUM* recommends a Low Density Residential use for the property at this time. The proposal requests a *FLUM* amendment to High Density Residential to accommodate the townhomes. There is currently some R-4 zoning to the west of this property. There is some institutional property owner by Centra nearby and then there is a transition to more of a low density residential use.

The High Density Residential designation suggests up to 30 units per acre. The petitioner has proffered to be in substantial compliance with the site plan and for the façade of the townhomes to be hardi plank, brick and rock.

A traffic study was not required for this project but a trip generation report was done by the petitioner, which predicted 90 daily trips in total for the development. Given the minimal impact from increased traffic, as well as the surrounding R-4 zoning, staff recommends approval of the *FLUM* amendment and rezoning petitions.

Mr. Norm Walton of Perkins & Orrison, as well as Mr. Ted Bell, the owner and developer of the property, were present to represent the petition. Mr. Walton mentioned that this project can be laid out very nicely on the property, as shown on the site plan. Mr. Bell has worked out an informal agreement with the owner of the multi-family development to the rear to allow for sewer hookup. There is an available water main to hook up to as well. Mr. Walton also pointed out that there is a private easement that crosses the property and serves several properties to the rear. The easement would not be closed and maintained as is. The City Engineer has asked them to provide a curb style entrance at the roadway. Curb and gutter and sidewalk are proposed across the front with a curb cut. Mr. Bell did go out personally and pass out preliminary plans to adjoining neighbors.

Chair Sale asked for anyone else who wished to speak in favor of the petition. No one came forward. He asked for anyone who wished to speak in opposition or with questions. Ms. Betty Jean Moody came forward to speak. She said she had a chance to speak with Mr. Bell previously. One of her concerns was the private easement, which has been addressed. Ms. Moody explained that her property will be in the middle of the townhomes and the later single-family residences, which Mr. Bell is proposing. She acknowledged that the development may result in some improvements, such as sidewalks; however she has decided to relocate. She is not in opposition but has spoken to three realtors who have told her that townhomes next to them will devalue their property. She offered to sell her property to Mr. Bell, but he is not interested. She also was told by Mr. Bell that the townhomes will be rentals but today is hearing that they will be for sale. Mr. Henry explained that they will be for sale but can be rented out by the owners.

Ms. Moody asked for clarification about the 30 unit density that Mr. Henry had mentioned. She wondered if that means that 30 units could be developed on this property instead of the 15 proposed. Mr. Henry explained that if the *FLUM* designation is changed, it would allow up to 30 units in the future, but this proposal has been proffered to be in accordance with its site plan, which shows 15 units. Any higher density development now or in the future would have to come back before the Planning Commission and City Council for approval.

Ms. Moody explained that she has a modest property and feels that this development will further devalue it. She also pointed out that, although it has nothing to do with this particular development, people use Alta Lane as a cut through and she is concerned with how much more growth this street can handle. She acknowledges that there have been traffic calming islands installed but also notes that the student population that is growing in the area is certainly contributing to the traffic on Alta Lane.

Chair Sale closed the public hearing portion of the petition. Commissioner Johnston asked Mr. Henry if he has any information available on the occupancy rates of the surrounding townhomes. Mr. Henry said he does not. Commissioner Johnston also asked if the easement has been granted already for the use of Denson Drive. Mr. Walton explained that it is a complicated issue. There is not a prescribed easement for those properties. Just by the fact that it has been there so long, it is an understood easement. It is not a prescribed width and does not show up on a plat. The road that is there has been maintained by the property owners at the rear. They have rights to use this as ingress and egress and Mr. Bell has no plans to disrupt that use. Commissioner Johnston asked if there is any kind of contract. Mr. Walton explained that because the property owners have implied rights because they have been using this access point for so many years. Mr. Bell cannot legally cut those properties off without providing them another access point.

Chair Sale commented that a traffic study was not required; however, this development would be adding traffic to an area that is being used as a cut through. There is also significant neighborhood concern about speed on this road. Mr. DeBerry came up to address this issue. He said that there are traffic calming islands and this is one of the few places in the City where traffic calming measures have been constructed. His perspective though is that the impact of 15 townhomes on this road is insignificant. 90 daily trips, nine of them during peak hours, will not present a measureable impact, in his opinion. Mr. DeBerry said there are some other traffic calming measures being worked on but it will be up to City Council to approve their use. Those would further the issue of speed but Mr. DeBerry stated that the capacity on Alta Lane is not an issue.

Commissioner Coleman made a motion to amend the *FLUM* from Low Density to High Density. Commissioner Hooper seconded the motion.

Commissioner Barnes said the *FLUM* amendment is his concern with this proposal. There is the R-4 zoning nearby but it faces Leesville Road. There is a high density development farther up Alta Lane near Leesville Road. We have talked about encouraging higher density development along major corridors and using that for a transition to lower density development. It struck Commissioner Barnes that this property is right in the middle of lower density residential and that bothers him. Nothing else about the proposal is of concern to him, such as the design.

Commissioner Hooper asked Commissioner Barnes for clarification about his assessment. Commissioner Barnes explained that as you pull in from Del Ray Circle, there is a similar development with about 15 townhomes on Alta Lane. There are some single-family homes between that development and this property and there are some single-family homes across the street from the property. In Commissioner Hooper's opinion, the proposed development would be a good fit for this property. He is basing this on what is already out there and the minimal traffic impact from the development. It may even lead to better road conditions and improvements such as that.

Commissioner Swienton asked for clarification that townhomes are allowed in R-3 districts. Mr. Henry said they are not; they are permitted in R-4 districts. Duplexes are allowed in R-3 districts. Commissioner Swienton pointed out that the townhomes being mentioned are off Leesville Road. Alta Lane was acquired in the Campbell County annexation. It was previously used primarily as a residential road and is now being used as a cut through. Commissioner Swienton thinks that the townhomes further up Alta Lane were constructed in 1997. The Comprehensive Plan was done in 2002 and is currently being considered for amendment by City Council and will go through the year 2030. This land was

bought in 2011 when the Comprehensive Plan had this designated as Low Density Residential. He has major issues with the amendment, as he is very protective of R-1 property. Sometimes it is appropriate to change, but he is concerned with the precedence that these changes would mean for other R-1 neighborhoods in the City that has a parcel large enough to go R-4. He is fine with the other aspects of the project, but he has a big issue with the *FLUM* amendment, especially since we just went through the review of the Comprehensive Plan.

At this point, Mr. Henry did clarify that townhomes are allowed in R-3 districts by conditional use permit. Commissioner Coleman pointed out that we are talking about just this area. Commissioner Swienton acknowledged that but feels that it sets a precedent and how will one decide to pick and choose.

Commissioner Johnston agreed with the comments of Commissioner Barnes but asked if we had not decided to concentrate the high density residential on Leesville Road during the recent review of the Comprehensive Plan. Mr. Henry said it was not these specific properties but did show them on the *FLUM* where on Leesville Road it is proposed and also reminded them that the adjoining property to 402 Alta Lane is already designated High Density Residential and there is also Medium Density Residential nearby.

Commissioner Barnes commented that we generally try to avoid spot rezoning and this seems to him to be an example of spot rezoning.

Commissioner Johnston thinks the key word is transition. She is not sure that this proposal achieves the kind of transition that they would like to see and the precedent we would like to set for the rest of the City.

Commissioner Hooper feels it would be an improvement and is appropriate bearing in mind what is in close proximity (750 to 1000) feet of this property.

Chair Sale called the motion to a vote and it failed by the following vote:

AYES:	Coleman, Hooper and Sale	3
NOES:	Barnes, Johnston and Swienton	3
ABSTENTIONS:		0
ABSENT:	Hannon	1

Mr. Henry suggested that they could discuss changing the *FLUM* amendment to one of Medium Density Residential. There was discussion about tabling the item and allowing the petitioner to return with a Medium Density Residential proposal. Chair Sale asked if they can still vote on the rezoning. Mr. Henry said they can approve or deny the rezoning without the *FLUM* amendment. He acknowledged that it would be a strange precedent but can legally happen. The commissioners preferred to table the rezoning petition and the motion was made by Commissioner Johnston and seconded by Commissioner Coleman. It passed by the following vote:

AYES:	Barnes, Coleman, Hooper, Johnston, Sale and Swienton	6
NOES:		0
ABSTENTIONS:		0
ABSENT:	Hannon	1

The Department of Community Development

City Hall, Lynchburg, VA 24504 **434-455-3900**

To: Planning Commission

From: Planning Division

Date: January 22, 2014

Re: Alta Lane Townhomes – 402 Alta Lane

Future Land Use Map (FLUM) Amendment: Low Density Residential to Medium Density Residential

Rezoning: R-1, Low Density Residential to R-4C, Medium-High Density Residential (Conditional)

I. PETITIONER

Mr. Ted and Mrs. Sherry Bell, 190 Dayspring Road, Rustburg, VA 24588

Representative: Mr. Norm Walton, P.E., Perkins & Orrison, Inc., 27 Green Hill Rd. Forest, VA 24551

II. LOCATION

The subject property includes one (1) tract totaling approximately two and forty-nine hundredths (2.49) acres located at 402 Alta Lane.

Property Owner: Mr. and Mrs. Ted and Sherry Bell, 190 Dayspring Road, Rustburg, VA 24588

III. PURPOSE

The purpose of the petition is to rezone the property to allow for the construction and sale of fifteen (15) townhome units and one (1) common lot for parking and stormwater management to be held under a homeowner's association.

IV. SUMMARY

- The petition would amend the *FLUM* from Low Density Residential to Medium Density Residential.
- The petition would rezone the property from R-1, Low Density Residential to R-4C Medium-High Density Residential (Conditional).
- Townhomes for sale are permitted by right in R-4, Medium-High Density Residential zones.
- The subject property sits adjacent to both R-1 and R-4 property. There are additional townhomes immediately to the west of this parcel.
- A proffer voluntarily submitted by the petitioner indicates substantial compliance with the submitted site plan and conformance with specified building materials for the townhome facades.

The Planning Division recommends approval of the *FLUM* amendment and rezoning petitions.

V. FINDINGS OF FACT

1. **Comprehensive Plan.** The *Comprehensive Plan 2002-2020* recommends a Low Density Residential use for the area: Low Density Residential areas are dominated by single-family detached housing at densities of up to four dwelling units per acre. In addition to residential uses, they may include public or institutional uses that are compatible in scale with single-family residential homes. (*pg. 70*) The proposed Medium Density Residential designation is characterized by small-lot single-family detached housing, duplexes, and townhouses at

densities up to 12 units per acre. Where neighborhoods already exist, infill development should be at a compatible density and housing type (*pg. 70*).

2. **Zoning.** The subject property was annexed into the City in 1978. The existing R-1, Low-Density Residential zoning was established by City Council at that time.
3. **Proffers.** The petitioner has voluntarily submitted the following proffers:
 - The property will be developed in substantial compliance with the site plan.
 - The building facades visible to the public and facing the parking lot and Alta Lane shall be hardi-plank, brick or rock.
4. **Board of Zoning Appeals (BZA).** The Zoning Official has determined that no variances would be needed for the development of the property as proposed.
5. **Surrounding Area.** There have been several items requiring City Council approval in the immediate area:
 - On May 22, 1979, Council rezoned approximately thirty-six (36) acres at the corner of Leesville Road and Del Ray Court to R-4 as part of the Timberlake Road Area rezoning.
 - On September 11, 1984, Council approved the petition of Covenant Presbyterian Church for a conditional use permit (CUP) to construct two classrooms, an office and a sanctuary to adjoin the existing building at 108 Melinda Drive.
 - On May 14, 1985, Council approved the petition of Virginia Baptist Hospital for a CUP for the property at 693 Leesville Road to construct a forty (40)-bed residential treatment center for children and adolescents, for long-term psychiatric care and substance abuse treatment.
 - On June 6, 1995, Council approved the petition of Virginia Baptist Hospital for a CUP for the property at 693 Leesville Road to construct additions to the existing Bridges Treatment Center.
 - On April 9, 1996, Council approved the petition of Virginia Baptist Hospital for a CUP for a Master Development Plan for the property at 693 Leesville Road to add a new residential cottage for approximately twenty (20) residents and a parking area with approximately twenty-six (26) spaces at the existing Bridges Treatment Center.
 - On October 10, 1999, Council approved the petition of Church of Jesus Christ (LDS) for a CUP for use of the property at 110 Melinda Drive for the addition of a forty-six (46)-space parking lot at an existing church in an R-3, Two-Family Residential District and an R-4, Multi-Family Residential District.
 - On August 14, 2001, Council approved the petition of Virginia Baptist Hospital (Centra Health) for a CUP for the Bridges Treatment Center at 693 Leesville Road to allow the temporary retention of a modular classroom, construct an additional classroom, add approximately thirty-five (35) new parking spaces and construct a cottage with approximately twenty (20) beds.
 - On December 10, 2002, Council approved the petition of Centra Health Inc./Bridges Treatment Center for a CUP for the property at 693 Leesville Road to allow the temporary retention of an existing modular classroom, to allow the construction of an additional cottage/classroom and to allow the construction of a nature walk on the existing campus.
 - On November 8, 2005, Council rezoned a portion of property at the corner of Melinda Drive and Wards Ferry Road from R-C Resource Conservation and R-4 Multi-Family

Residential to B-3 Community Business District (Conditional) to facilitate the construction of a shopping center.

- On November 8, 2005, Council approved the petition of Compson Development, LLC for a CUP to add fill within the one hundred (100)-year floodplain to accommodate construction of an access road for a retail shopping center located on a tract approximately one (1) acre in size located adjacent to Wards Ferry Road, also known as Valuation Tax No. 261-05-005.
6. **Site Description.** The subject property is one (1) tract encompassing approximately two and forty-nine hundredths (2.49) acres of undeveloped and mostly wooded land. The property is bound to the north, south and east by an established R-1 zoned neighborhood predominantly made up of single family homes and to the west by approximately thirty-six (36) acres of R-4 zoned properties including institutional and multi-family uses.
 7. **Proposed Use of Property.** If the rezoning petition is approved, the property would be used for the construction of fifteen (15) townhouses for sale and a common lot for parking and stormwater management. Public water is available in Alta Lane and a private sewer easement will be needed to provide sanitary sewer service to the site. The adjoining land owner has been contacted regarding the easement.
 8. **Traffic, Parking and Public Transit.** The vehicle trip threshold for the proposed use does not warrant a traffic study; however, the applicant has provided ITE Trip Generation numbers that indicate the average daily traffic generated by this project will be less than six (6) trips per day per unit or a total of ninety (90) trips per day for the entire development. The City's Transportation Engineer requested that the applicant identify the sight distances at the proposed entrance and the information provided indicates five hundred seventy (570) feet to the east and seven hundred eight (780) feet to the west. The property is not served by GLTC and the nearest bus stop is at the corner of Leesville Road and Del Ray Court approximately two thousand (2,000) feet away from the property. The submitted site plan indicates thirty (30) parking spaces for residents, which complies with the *Zoning Ordinance*. The required landscaping is shown on the rezoning plan and conforms to the City's Landscaping Ordinance.
 9. **Stormwater Management.** The proposed project is required to treat stormwater runoff for quantity and quality. The applicant has identified an area for stormwater management on the rezoning plan and has evaluated the receiving channel for adequacy. The parcel is located outside the one hundred (100)-year floodplain.
 10. **Emergency Services.** Neither the City Fire Marshal's office nor the City Police Department had comments of concern related to the proposed petition.
 11. **Impact.** The submitted rezoning petition would allow the construction of fifteen (15) townhomes for sale, associated parking and stormwater management. Since other R-4, Multi-Family Residential uses exist in the area, the use of the property for townhomes as indicated on the site plan should have little to no impact.
 12. **Technical Review Committee.** The Technical Review Committee (TRC) reviewed the preliminary rezoning plan on October 22, 2013. Comments related to the proposed use have been addressed by the petitioner.
-

VI. PLANNING DIVISION RECOMMENDATION

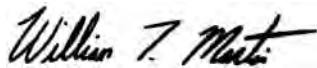
Based on the preceding Findings of Fact, the Planning Commission recommends to City Council approval of the petition of Mr. Ted and Mrs. Sherry Bell to:

Amend the Future Lane Use Map (FLUM) from Low Density Residential to Medium Density Residential.

Rezone approximately two and forty-nine (2.49) hundredths acres at 402 Alta Lane from R-1, Low Density Residential District to R-4, Medium-High Density Residential District (Conditional) subject to the following voluntarily submitted proffers:

- 1. The property will be developed in substantial compliance with the site plan.**
- 2. The building facades shall be hardi-plank, brick, or rock facades for the sides of the building readily in view of the public. This will include the building sides that face the parking lot and Alta Lane.**

This matter is respectfully offered for your consideration.



William T. Martin, AICP
City Planner

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Mr. Robert Fowler, Zoning Administrator
Mr. Jacob Dorman, Environmental Reviewer
Mr. Ted Bell, Petitioner
Mrs. Sherry Bell, Petitioner
Mr. Norm Walton, Representative

VII. ATTACHMENTS

- 1. Vicinity Zoning Pattern Map**
- 2. Vicinity Proposed Land Use Map**
- 3. Watershed Location Map**
- 4. Planimetric and Topographic Map**
- 5. Rezoning Plan**
- 6. Architectural Renderings**

MINUTES OF THE JANUARY 22, 2014 PLANNING COMMISSION MEETING (MINUTES HAVE BEEN APPROVED):

a. Petition of Theodore & Sherry Bell to amend the Future Land Use Map from Low Density Residential to Medium Density Residential and to rezone approximately two and forty-nine hundredths (2.49) acres at 402 Alta Lane from R-1, Low Density, Single-Family Residential District to R-4C, Medium-High Density, Multi-Family Residential District (Conditional) to allow the construction of fifteen (15) townhomes and associated parking.

Mr. Tom Martin explained that this petition was originally heard by the Planning Commission on December 11, 2013 as a request to change the *FLUM* from Low Density Residential to High Density Residential. The Planning Commission denied that land use request by a vote of 3-3. The commission had suggested that the petitioners change their request to amend the *FLUM* to Medium Density Residential for reconsideration. The rezoning petition was tabled with no discussion. The *FLUM* petition and rezoning have both been readvertised for a public hearing today, although it was not a requirement in order to discuss the rezoning.

Mr. Martin explained that a *FLUM* designation of Medium Density Residential is for single-family homes, duplexes or townhomes with a density of up to 12 units per acre. There are currently Medium Density and High Density Residential uses adjacent to this property fronting on Leesville Road. Mr. Martin noted that there are two ways that the petitioner could have requested to construct these townhomes. The first way would be to rezone the property to R-3, which only allows townhomes by a conditional use permit. The second way would be to rezone the property to R-4, which permits townhomes by right. The density of the proposed development was a concern to the Planning Commission at its December meeting. The proposal is for approximately 6.1 units per acre. Low Density Residential uses on the *FLUM* are at a density of four units per acre. There were some trip generations done, which indicated that there would be approximately 90 daily trips and nine peak hour trips generated by this development. The Traffic Engineer indicated that the trips generated by this development would be negligible. Mr. Martin reminded them that additional traffic was a concern on Wards Ferry Road or roads accessing it when the Wards Ferry Road Corridor study was discussed.

Stormwater management will be handled by a detention pond and best management practices at the rear of the property. The Planning Division recommends approval of both petitions.

Mr. Norm Walton of Perkins & Orrison was present to represent the petition. Mr. Walton pointed out that the proposed layout has not changed. The petitioners have proffered substantial compliance with the site plan. If the property is sold, a new owner would have to come back for a rezoning to develop the property differently. They feel that the proposed townhomes fit with the character of this area. Mr. Bell went door to door to talk to neighbors and did not find any in opposition. Mr. Walton did note a neighbor who had spoken at the December Planning Commission meeting but indicated that she may be upset that Mr. Bell does not want to purchase her property, as opposed to really being in opposition to the proposal. Mr. Walton pointed out that this property adjoins another R-4 development, which is a townhome development, although it fronts Leesville Road rather than Alta Lane.

Mr. Walton pointed out that there have been other requests to rezone in the vicinity as recent as 2005. The Technical Review Committee reviewed the proposal and had no concerns of significance with utilities, stormwater or traffic. Those comments have been addressed or will be addressed at the time of site plan approval. The Bells have a verbal agreement with the owner to the rear of the property for a sanitary sewer easement. Mr. Walton asked for a favorable recommendation and indicated that he and Mr. Bell were available to answer any questions they might have during the discussion.

Chair Swienton asked for anyone else who wished to speak in favor of the petition. No one came forward. He asked for anyone who wished to speak in opposition. No one came forward. He closed the public hearing.

Commissioner Hooper asked about the townhome development to the west of this property that accesses Alta Lane. Mr. Martin indicated that it does access Alta Lane and is zoned R-4. Commissioner Hooper noted that it is less than an eighth of a mile down the road from this property. Mr. Martin clarified that Low Density Residential uses on the *FLUM* are up to four units per acre, Medium Density Residential are up to 12 units per acre and High Density Residential are up to 30 units per acre.

Commissioner Marion noted that she is bothered by this proposal and had received an email from a citizen who is concerned about the proposal. Commissioner Marion asked if these units can be rented. Mr. Walton clarified that they will be platted for individual sale but any owner can rent them to a family or a group of three students. It was noted that these townhomes will be convenient to Liberty University and CVCC. Commissioner Marion noted that she is concerned with traffic. Alta Lane has had traffic calming measures installed, indicating that there is an issue with speeding and that Alta Lane is a fairly narrow road. She did acknowledge that the traffic calming measures do seem to slow down traffic. Commissioner Marion noted that this will create spots of R-1 mixed with R-4 and wondered if that is what the City wants to see.

Commissioner Coleman feels that this request is in keeping with what they discussed during the recent *Comprehensive Plan* rewrite. He is ready to make a motion to amend the *FLUM* to Medium Density Residential.

Commissioner Johnston is also ready to vote and thanked the petitioners for amending their request. That is what they requested them to do and she feels this encourages transition between uses in the City. She thinks this is a great example of transition as they are proposing six units per acre as opposed to 12 units per acre. In light of the fact that there are medium density and high density developments adjacent to this property, she will be voting in favor of both petitions.

Commissioner Perault noted that he has some concerns with this proposal but respects the fact that this came before them before he joined the commission. The commission asked for some changes and the petitioner listened to that request. He believes in following through with the previous commission's request.

Chair Swienton asked Mr. Walton how many units he feels could be put on this property. Mr. Walton indicated that the topography becomes challenging at the rear of the property. Without significant grading, this is the maximum number of units that could be developed. This layout also allows for the stormwater management as well. Chair Swienton asked for clarification that it is unlikely that there would be another proposal down the road to add more units. Mr. Walton said that is correct.

Chair Swienton feels there should be an underlying reason as to why a petitioner feels that the current zoning of a property is unreasonable. He asked Mr. Walton what the reason is in this case other than just trying to get a higher yield on the property. For example, the rezoning for Bojangles on Old Forest Road made a case that the properties fronted other commercial uses on Old Forest Road and was no longer desirable for single-family homes. Mr. Walton's explanation for why this property cannot be developed for single-family homes is a financial one. It is more economical to distribute the cost of extending sewer and water between 15 units as opposed to three single-family homes, which is the number that could reasonably be put on the property.

Chair Swienton asked Mr. Martin how it came about for staff to support an amendment to the *FLUM* of High Density Residential in the beginning. Mr. Martin said staff felt that the High Density Residential designation was in keeping with the R-4 zoning. Either way, the end result would be 15 townhomes.

There are also adjacent High Density and Medium Density Residential land uses. Mr. Martin feels that you have to look at each case on its own merits. Staff felt that this was a good transitional development for the area. Mr. Martin also noted that the traffic calming measures were put in to discourage cut through traffic. It was not really intended to slow down the people that live on the road.

Commissioner Coleman made the following motion, which was seconded by Commissioner Johnston:

“That the Planning Commission recommends to City Council approval of the petition of Mr. Ted and Mrs. Sherry Bell to amend the *Future Lane Use Map (FLUM)* from Low Density Residential to Medium Density Residential.”

Commissioner Hooper noted that he will be supporting the petition in light of the adjacent land uses. He feels that it is an attractive addition to the neighborhood.

Chair Swienton does not feel that traffic is an issue. His concern is with encroaching upon land that we designate as Low Density Residential in the *Comprehensive Plan*. He thinks that this is a residential area and a residential street that gets used as a cut through. He would vote for it if it were on a major corridor. He also does not feel that there is a compelling reason to amend the *FLUM*, especially in light of the recent discussion of the *FLUM* during the *Comprehensive Plan* rewrite.

The motion passed by the following vote:

AYES:	Coleman, Hooper, Johnston and Perault	4
NOES:	Marion and Swienton	2
ABSTENTIONS:		0
ABSENT:		0
VACANCIES:		1

Commissioner Coleman made the following motion, which was seconded by Commission Johnston:

“That the Planning Commission recommends to City Council approval of the petition of Mr. Ted and Mrs. Sherry Bell to rezone approximately two and forty-nine (2.49) hundredths acres at 402 Alta Lane from R-1, Low Density Residential District to R-4, Medium-High Density Residential District (Conditional) subject to the following voluntarily submitted proffers:

- 1. The property will be developed in substantial compliance with the site plan.**
- 2. The building facades shall be hardi-plank, brick, or rock facades for the sides of the building readily in view of the public. This will include the building sides that face the parking lot and Alta Lane.”**

The motion passed by the following vote:

AYES:	Coleman, Hooper, Johnston and Perault	4
NOES:	Marion and Swienton	2
ABSTENTIONS:		0
ABSENT:		0
VACANCIES:		1

Zoning Map

ALTA LANE TOWNHOMES

Zoning Request

Ted and Sherry Bell



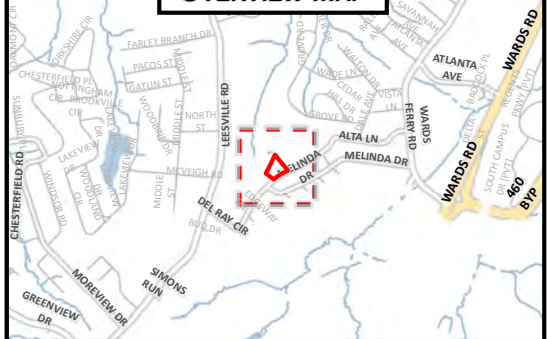
PROPERTY INFORMATION

PARCEL ID	ADDRESS
26103020	402 ALTA LN

LEGEND

- Subject Property
- 215' Buffer
- Zoning Boundary

OVERVIEW MAP



MAP SCALE: 1" to 200' DATE PRINTED: 11/23/2013

DISCLAIMER: THIS MAP IS NEITHER A LEGALLY RECORDED MAP NOR A SURVEY AND IS NOT INTENDED TO BE USED AS SUCH. THE INFORMATION DISPLAYED IS A COMPILATION OF RECORDS, INFORMATION, AND DATA OBTAINED FROM VARIOUS SOURCES. THE CITY OF LYNCHBURG IS NOT RESPONSIBLE FOR ITS ACCURACY OR HOW CURRENT IT MAY BE.

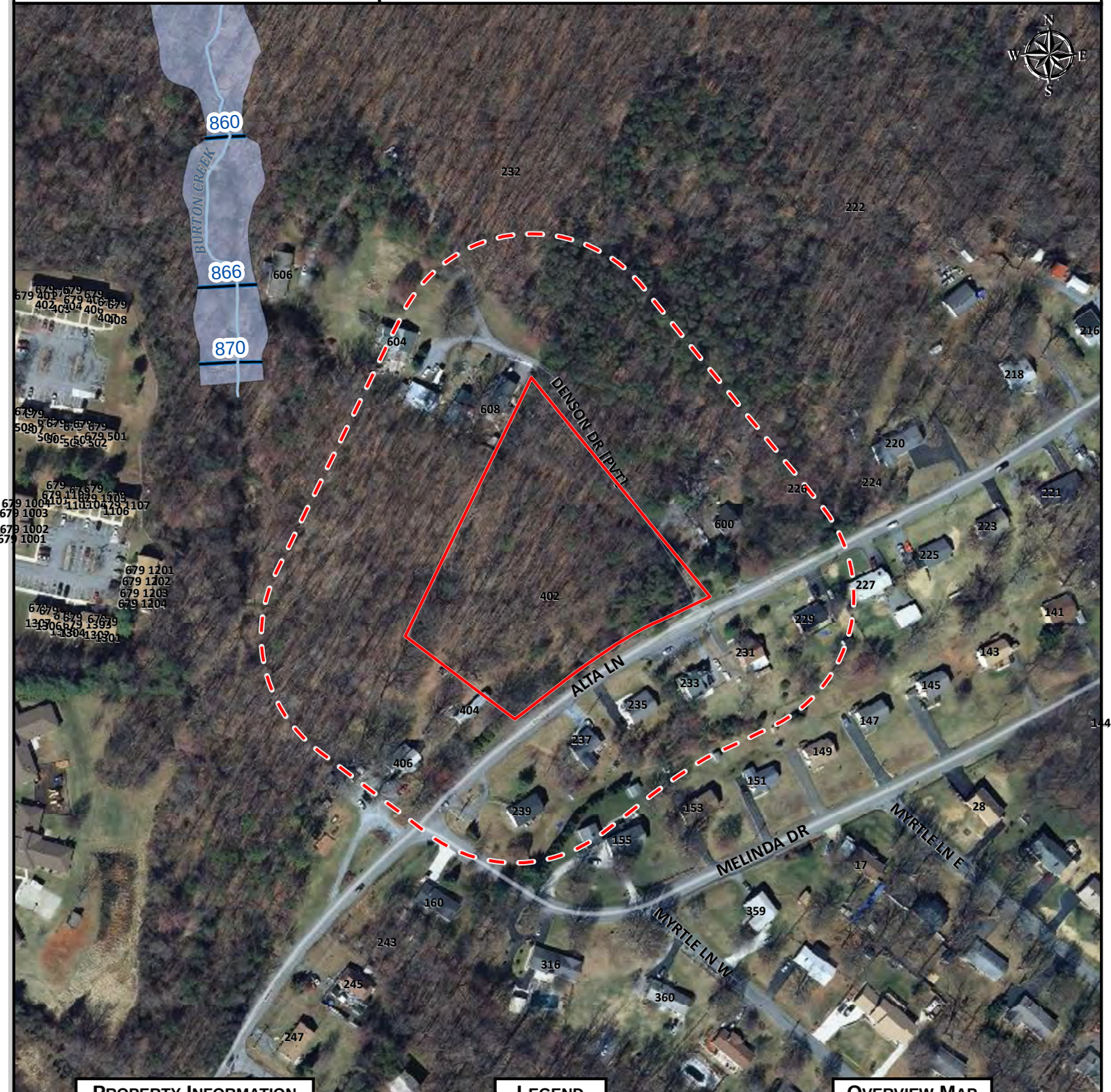
Parcel ID	Address	Owner
26104015	149 MELINDA DR	BABER, PHYLLIS A
26104016	147 MELINDA DR	BATHURST, DANIEL L
26103020	402 ALTA LN	BELL, THEODORE L & SHERRY A
26103014	226 ALTA LN	BELL, THEODORE L & SHERRY A
26103016	232 ALTA LN	BELL, THEODORE L & SHERRY A
26201006	679 LEESVILLE RD	BURTON CREEK ASSOCIATES
26104008	233 ALTA LN	CAMDEN, RONALD E
26104014	151 MELINDA DR	CARTWRIGHT, GORDON K & GLORIA
26104011	239 ALTA LN	CASE, THOMAS B & REGINA M
26201012	693 LEESVILLE RD	CENTRA HEALTH INC
26103019	608 DENSON DR	CREASY, MICHAEL E
26104005	227 ALTA LN	ELLIOTT, CLARA A
26104012	155 MELINDA DR	HUGHES, HARRY A JR
26103022	406 ALTA LN	JENNINGS, CECIL E & SHEILA B
26104013	153 MELINDA DR	KAPPLER, JEREMIAH
26103021	404 ALTA LN	LYNCH, JAMES T & DOROTHY N
26103015	600 DENSON DR	MOODY, JAMES J
26104010	237 ALTA LN	ROSE, KIMBERLY A & JEREMIAH S
26104009	235 ALTA LN	SCOTT, LANGSTON L SR & DEBROAH H
26103017	604 DENSON DR	SERENO, EUGENE L & LINDA S C
26104006	229 ALTA LN	VAUGHAN, TONY L & KAREN M
26104007	231 ALTA LN	WILKINS, JOSEPH D SR & PATRICIA A

Watershed Map

ALTA LANE TOWNHOMES

Zoning Request

Ted and Sherry Bell



PROPERTY INFORMATION

PARCEL ID	ADDRESS
26103020	402 ALTA LN

LEGEND

- Subject Property
- Base Flood Elevation
- Floodway
- Floodzone
- River / Lake / Stream

OVERVIEW MAP



MAP SCALE: 1" to 200' DATE PRINTED: 11/23/2013

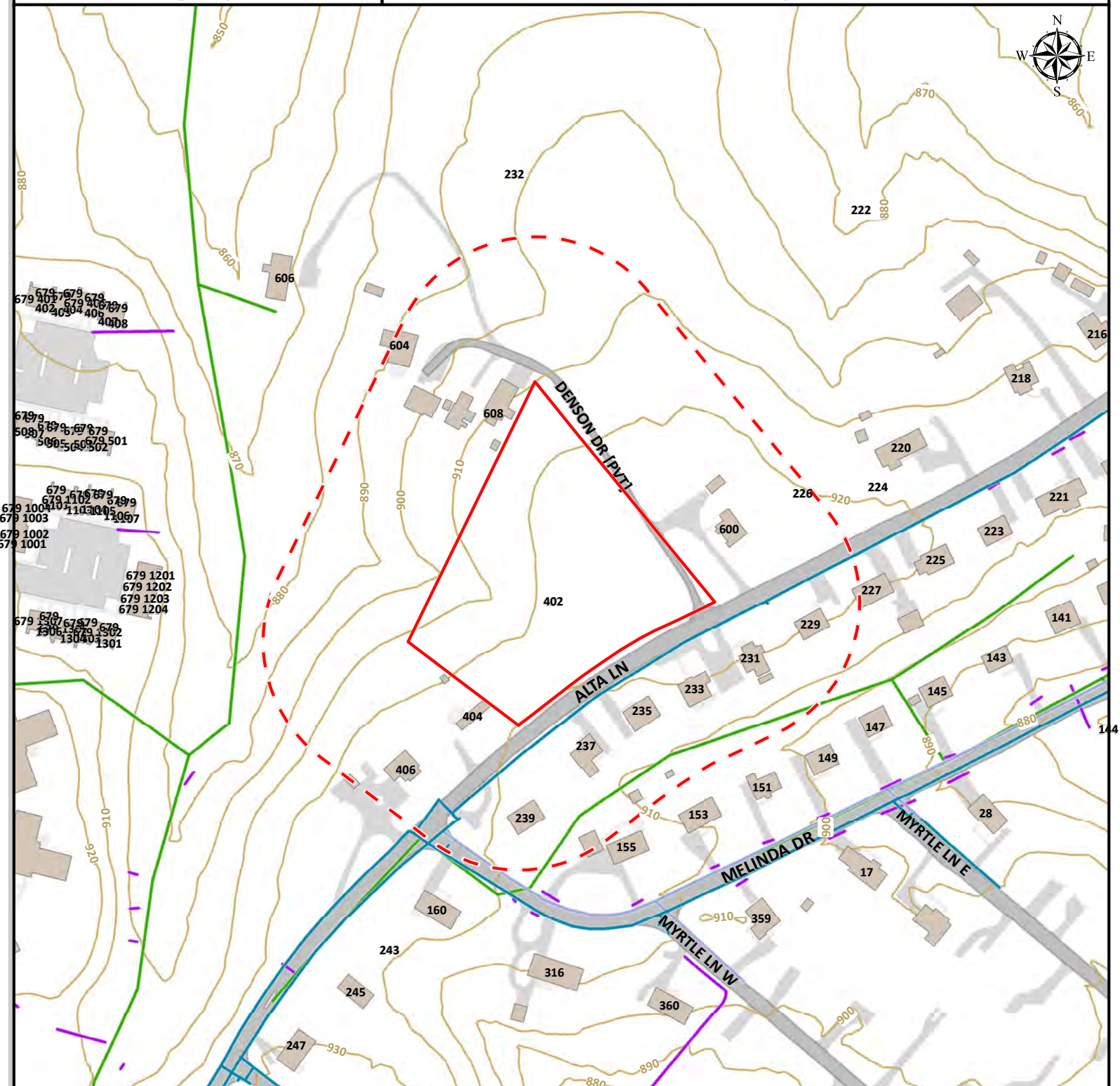
DISCLAIMER: THIS MAP IS NEITHER A LEGALLY RECORDED MAP NOR A SURVEY AND IS NOT INTENDED TO BE USED AS SUCH. THE INFORMATION DISPLAYED IS A COMPILATION OF RECORDS, INFORMATION, AND DATA OBTAINED FROM VARIOUS SOURCES. THE CITY OF LYNCHBURG IS NOT RESPONSIBLE FOR ITS ACCURACY OR HOW CURRENT IT MAY BE.

Planimetric and Topographic Map

ALTA LANE TOWNHOMES

Zoning Request

Ted and Sherry Bell



PROPERTY INFORMATION

PARCEL ID	ADDRESS
26103020	402 ALTA LN

LEGEND

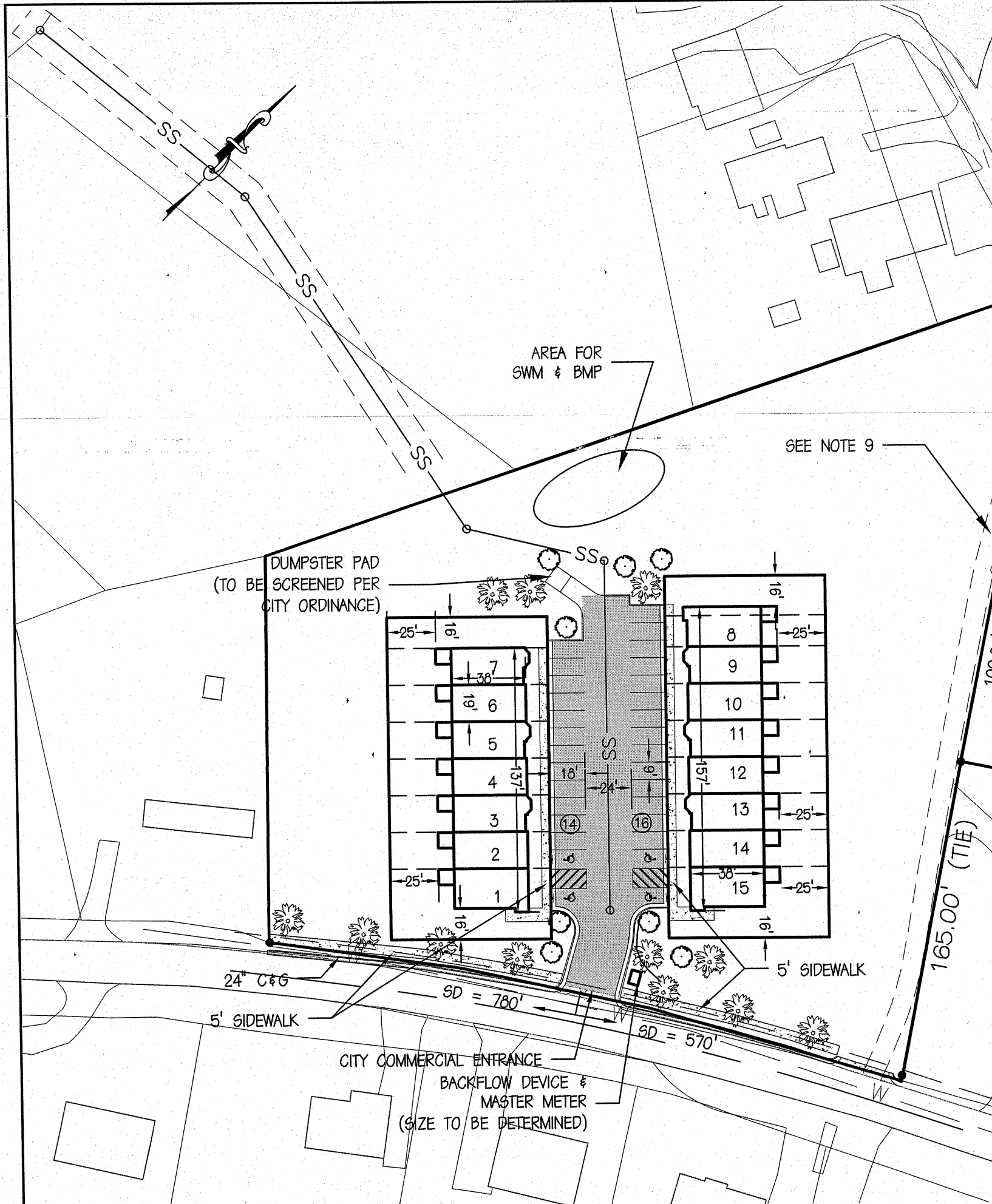
		Active	Proposed	Abandoned
Utilities	Water			
	Sanitary			
	Storm			
Planimetrics		Paved	Unpaved	Other
	Structure			
	Roadway			
	Parking			
	Sidewalk			
Driveway				
Topography		10'	10' Obs	
	Contour			

OVERVIEW MAP



MAP SCALE: 1" to 200' **DATE PRINTED:** 11/23/2013

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PROPERTY INFORMATION:

PARCEL ID: 261-03-020
PROPERTY ADDRESS: 402 ALTA LANE
OWNER/ REZONING APPLICANT:
THEODORE & SHERRY BELL
TOTAL ACREAGE: APPROXIMATELY 2.49 ACRES
TOTAL AREA TO BE REZONED: 2.49 AC.

CURRENT ZONING: R1 (LOW DENSITY RESIDENTIAL)
PROPOSED ZONING: R4 (MEDIUM-HIGH DENSITY RESIDENTIAL)

CURRENT USE: UNDEVELOPED
PROPOSED USE: 15 TOWNHOMES FOR SALE

LOT REQUIREMENTS:
LOT SIZE: 1200 SQ FT
LOT WIDTH: 16 FT

FRONT YARD 10 FT REQ'D/ 33 FT PROVIDED
SIDE YARD 16 FT REQ'D/ 16 FT PROVIDED AT INTERIOR LOT
LINES AND 50 FT ON PERIMETER
REAR YARD 25 FT AND 48 FT MIN

PERIMETER YARD SHALL BE A MIN. OF 25' UNLESS ABUTTING
A SINGLE FAMILY WHERE THE SIDE YARD SHALL BE 50'.

PARKING CALCS:

RESIDENTIAL USE: 1 SPACE PER UNIT
15 UNITS = 15 SPACES REQUIRED
30 SPACES PROVIDED W/ 4 H/C SPACES

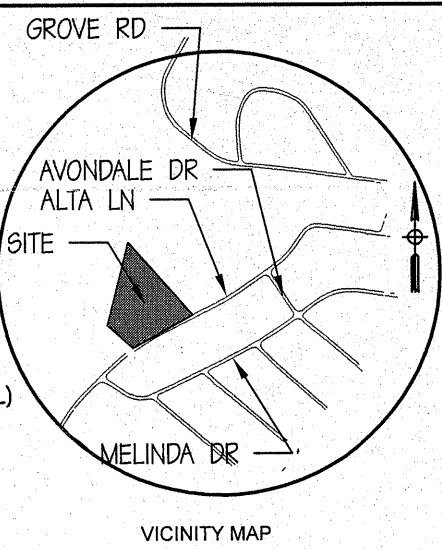
NOTES:

1. THE PURPOSE OF THIS PLAN IS TO SHOW A PRELIMINARY LAYOUT FOR THE REZONING PROCESS. THE ACTUAL LAYOUT MAY CHANGE SLIGHTLY WHEN ACTUAL CONSTRUCTION PLANS ARE SUBMITTED TO THE CITY FOR REVIEW, BUT SHALL REMAIN IN GENERAL CONFORMANCE TO THIS PLAN.
2. ANY INCREASE IN IMPERVIOUS AREA WILL BE ATTENUATED VIA THE STORMWATER MANAGEMENT POND PROPOSED ON THIS SITE.
3. THE PROPERTY SHOWN HEREON IS NOT WITHIN A FEMA 100 YEAR FLOOD PLAIN. SEE PANEL# 5100930102D, ZONE "X", DATED JUNE 3, 2008.
4. LANDSCAPING WILL BE PROPOSED PER THE CITY OF LYNCHBURG'S LANDSCAPE ORDINANCE. LANDSCAPING SHOWN HEREIN IS SHOWN TO BE IN CONFORMANCE WITH THE LANDSCAPING ORDINANCE.
5. EROSION AND SEDIMENT CONTROL MEASURES WILL BE USED IN ACCORDANCE WITH THE VIRGINIA EROSION AND SEDIMENT CONTROL HANDBOOK. E&S MEASURES ARE NOT SHOWN ON THIS PLAN, BUT WILL BE INCLUDED WITH THE ACTUAL SITE PLAN WHEN SUBMITTED.
6. THE DEVELOPER IS RESPONSIBLE FOR OBTAINING ALL NECESSARY STATE, FEDERAL, AND LOCAL PERMITS REQUIRED FOR THE DEVELOPMENT OF THIS SITE.
7. THIS SITE WILL BE SERVED BY PUBLIC WATER & SANITARY SEWER. A SEWER EXTENSION AND EASEMENT WILL BE REQUIRED.
8. THE SITE, AS SHOWN, WILL REQUIRE IMPORT OF SOILS TO BALANCE THE SITE. AN APPROVED BORROW FACILITY SHALL BE UTILIZED FOR MATERIAL OF THIS SITE.
9. AN EXISTING EASEMENT ALONG THE NORTHERN PROPERTY LINE PROVIDES INGRESS/EGRESS FOR SEVERAL HOMES TO THE NORTH-WEST OF THIS PROPERTY. THIS EASEMENT SHALL REMAIN OPEN, WITH ACCESS TO ALTA LANE.

LEGEND

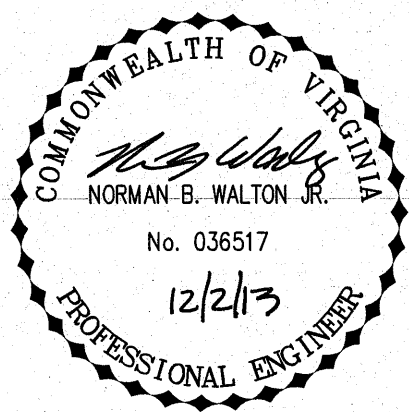
PROPOSED PAVED PARKING

SHEET NO	TITLE
1 OF 3	COVER/ LAYOUT
2 OF 3	GRADING PLAN
3 OF 3	BOUNDARY



PO BOX 1567 17 W. NELSON STREET
LEXINGTON, VIRGINIA 24450
PHONE: 540-464-9001 FAX: 540-464-5009
EMAIL: PNO@PERKINS-ORRISON.COM

27 GREEN HILL DRIVE
FOREST, VIRGINIA 24551
PHONE: 434-525-5985 FAX: 434-525-5986



JOB:

REZONING PLAN FOR
402 ALTA LANE

LYNCHBURG, VA

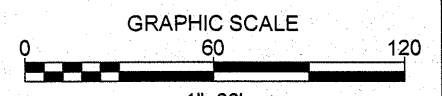
CLIENT:

COUNTS & DOBYNS

MARK	DATE	DESCRIPTION
------	------	-------------

ISSUE:	10/08/13
CONTOUR INTERVAL:	2'
DRAWN BY:	MJD/NBW
CHECKED BY:	NBW

COVER SHEET
SITE LAYOUT SHEET



JOB NO 13218 SHEET NO 1 OF 3



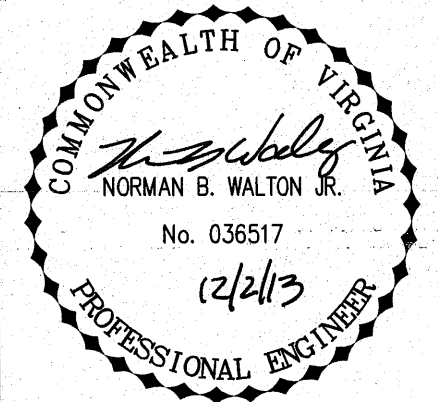
NOTES:

1. THIS SITE DOES NOT BALANCE AND WILL REQUIRE OFFSITE MATERIAL TO BALANCE.
2. THE ESTIMATED AREA OF DISTURBANCE IS 1.8 ACRES.
3. A COMPLETE EROSION AND SEDIMENT CONTROL PLAN WILL BE SUBMITTED TO THE CITY UPON THE SUCCESSFUL REZONING.
4. STORMWATER MANAGEMENT AND WATER QUALITY WILL BE ADDRESSED ONSITE, AND WILL BE SHOWN ON FINAL CONSTRUCTION DRAWINGS.



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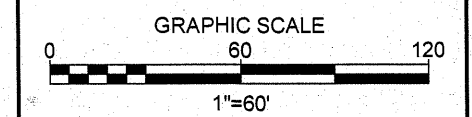
JOB:
REZONING PLAN FOR
402 ALTA LANE

LYNCHBURG, VA

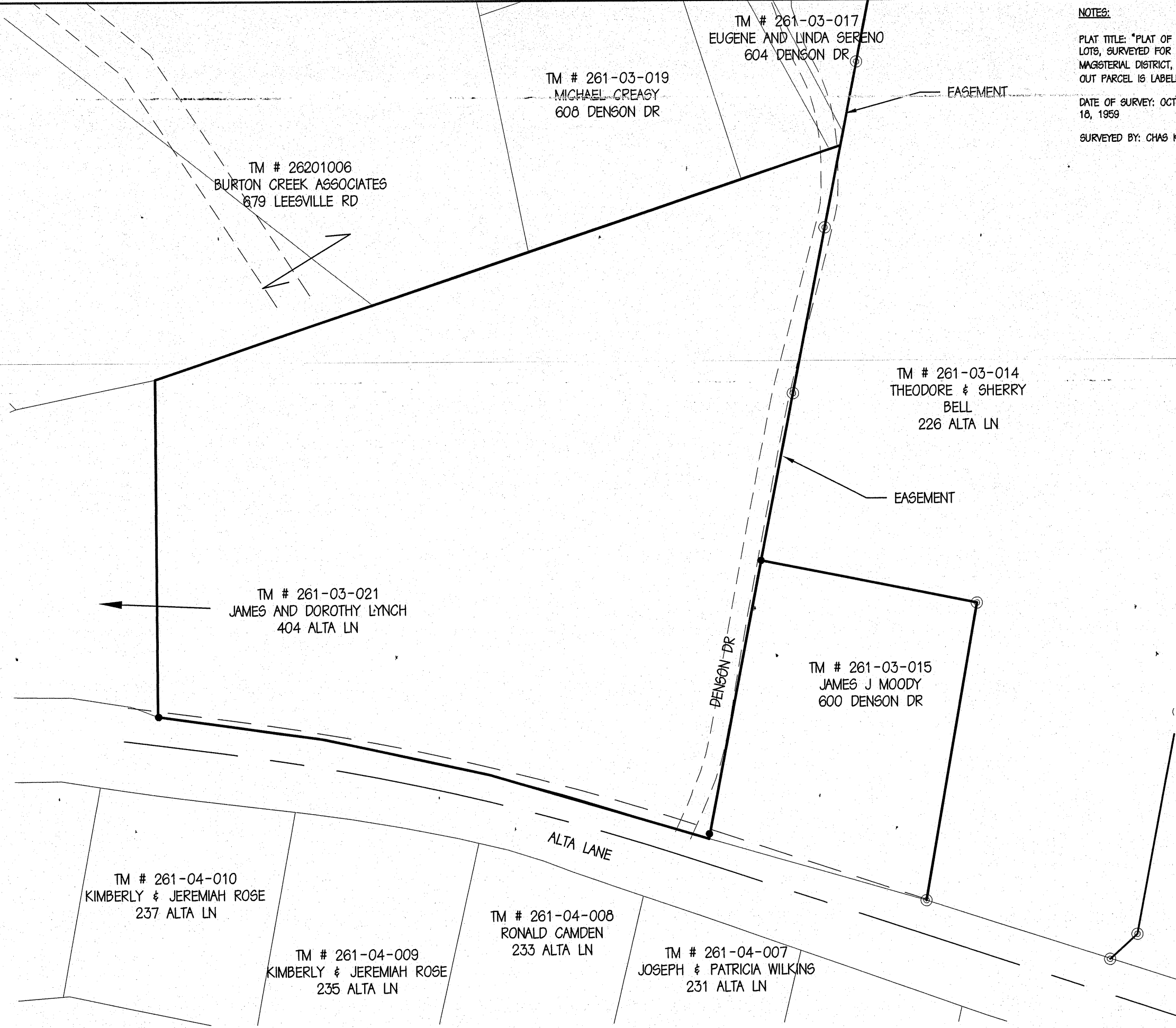
CLIENT:
COUNTS & DOBYNS

MARK	DATE	DESCRIPTION
ISSUE:	10/08/13	
CONTOUR INTERVAL:	2'	
DRAWN BY:	MJD/NBW	
CHECKED BY:	NBW	

GRADING PLAN



JOB NO 13218 SHEET NO 2 OF 3

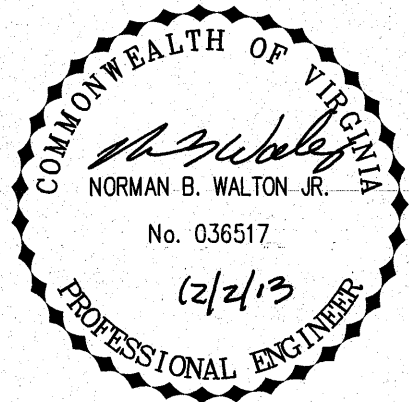


NOTES:
PLAT TITLE: "PLAT OF SURVEY OF THREE TRACTS AND TWO
LOTS, SURVEYED FOR E. R. ENGLISH, LYING IN BROOKVILLE
MAGISTERIAL DISTRICT, CAMPBELL COUNTY, VA. ON RT 893",
OUT PARCEL IS LABELED "AUSTIN TRACT A".
DATE OF SURVEY: OCTOBER 31, 1959, REVISED NOVEMBER
18, 1959
SURVEYED BY: CHAS KIRKLAND



PO BOX 1567 17 W. NELSON STREET
LEXINGTON, VIRGINIA 24450
PHONE: 540-464-9001 FAX: 540-464-5009
EMAIL: PNO@PERKINS-ORRISON.COM

27 GREEN HILL DRIVE
FOREST, VIRGINIA 24551
PHONE: 434-525-5985 FAX: 434-525-5986



JOB:
**REZONING PLAN FOR
402 ALTA LANE**

LYNCHBURG, VA

CLIENT:
COUNTS & DOBYNS

MARK	DATE	DESCRIPTION
ISSUE:		10/08/13
CONTOUR INTERVAL:		2'
DRAWN BY:		MJD/NBW
CHECKED BY:		NBW

BOUNDARY SHEET

GRAPHIC SCALE
0 60 120
1"=60'

JOB NO 13218 SHEET NO 3 OF 3





402 Alta Lane
Rezoning from R-1 to R-4C
December 11, 2013

PLEASE PRINT

[illegible]

FLUM Amendment from Low Density Residential to Medium Density and Rezoning from R-1 to R-4C
January 22, 2014

[illegible]

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **March 11, 2014**

AGENDA ITEM NO.: 9

CONSENT: REGULAR: **X**

WORK SESSION:

CLOSED SESSION:
(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: Rezoning: R-1, Low Density, Single-Family Residential District to R-4C, Medium-High Density, Multi-Family Residential District (Conditional) – 200 & 218 Timbrook Place

RECOMMENDATION: Approval of the rezoning petition.

SUMMARY: American Property Management Corporation is petitioning to rezone approximately sixteen and six tenths (16.6) acres at 200 & 218 Timbrook Place from R-1, Low Density, Single-Family Residential District to R-4C, Medium-High Density, Multi-Family Residential District (Conditional) to allow the construction of a one hundred ninety-two (192) unit apartment complex and associated parking. The Planning Commission recommended approval of the petition because:

- The property is adjacent to other land used or zoned for multi-family development.
- The overall unit density of the proposed development is in keeping with the twelve (12) units per acre recommended by the City's *Future Land Use Map*.
- The petitioner is proffering to leave a six and six tenths (6.6) acre portion of the property as undisturbed.
- The petitioner is proffering to construct a public street from Timbrook Place to Candlewood Court to allow vehicular access to a traffic signal.

PRIOR ACTION(S):

February 12, 2014: The Planning Division recommended approval of the rezoning petition.

The Planning Commission tabled the rezoning petition and requested that staff review the recently submitted traffic information and the commission's site layout questions.

February 26, 2014: The Planning Commission reopened the public hearing.

The Planning Commission recommended approval (4-1 with 2 members absent, Coleman/Hooper) of the rezoning petition.

FISCAL IMPACT: N/A

CONTACT(S): Tom Martin, City Planner - 455-3900
Kent White, Director of Community Development – 455-3900

ATTACHMENT(S):

- Ordinance
- Planning Commission Report – February 12, 2014
- Planning Commission Minutes – February 12, 2014
- Planning Commission Memo with amended proffers and concept plan – February 26, 2014
- Planning Commission Minutes – February 26, 2014
- Vicinity Zoning Pattern Map
- Vicinity Proposed Land Use Map
- Watershed Location Map
- Planimetric and Topographic Map
- Property Photographs
- Signup Sheets

REVIEWED BY: bms

UNCODIFIED ORDINANCE:

AN ORDINANCE CHANGING A CERTAIN AREA LOCATED AT 200 AND 218 TIMBROOK PLACE FROM R-1, LOW DENSITY, SINGLE-FAMILY RESIDENTIAL DISTRICT TO R-4C, MEDIUM-HIGH DENSITY, MULTI-FAMILY RESIDENTIAL DISTRICT (CONDITIONAL).

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF LYNCHBURG that in order to promote the public necessity, convenience, welfare and good zoning practice that Chapter 35.1 of the Code of the City of Lynchburg, 1981, as amended, be and the same is hereby further amended by adding thereto Section 35.1-76__, which section shall read as follows:

Section 35.1-76__. Change of a certain area located at 200 & 218 Timbrook Place from R-1, Low Density, Single-Family Residential District to R-4C, Medium-High Density, Multi-Family Residential District (Conditional).

The area embraced within the following boundaries ...

Property of Joyce W. Crouch
#200 Timbrook Place, Lynchburg, VA
Tax Map # 254-12-009

Beginning at a point of the northeasterly right of way of Timbrook Place at a common corner with tax parcel 254-12-003, thence along said right of way N 47° 16' W 407.17', thence leaving said right of way N 53° 30' E 591.56', thence S 36° 30' E 400', thence S 53° 30' W 515.5 to the point of beginning and containing 5.08 acres.

Property of Margaret Sowder
#218 Timbrook Place, Lynchburg, VA
Tax Map # 254-12-010

Beginning at a point of the northeasterly right of way of Timbrook Place at a common corner with tax parcel 254-12-009, thence along said right of way N 47° 16' W 146.86', thence along a curve to the left having a radius of 40', a chord of N 65° 46' 39" W 78.40' for a length of 119.60', thence leaving said right of way N 47° 16' W 356', thence N 27° 47' E 804', thence S 36° 30' E 916.50', thence S 53° 30' W 591.56' to the beginning and containing 11.522 acres

...is hereby changed from R-1, Low Density, Single-Family Residential District to R-4C, Medium-High Density, Multi-Family Residential District (Conditional), subject to the conditions set out herein below which was voluntarily proffered in writing by the petitioner, American Property Management Corporation, to wit:

1. The maximum units per acre density for the 16.602 acres shall be 11.565 units per acre, which is 192 units.
2. The site shall be developed in substantial compliance with the submitted rezoning plan.
3. The only R-4 use allowed shall be apartments. All other R-4 uses shall be prohibited.
4. The developer shall provide access to the GLTC bus stop on Timberlake Road by installing a sidewalk within Timbrook Place right-of-way to connect to existing and proposed sidewalk along said road.
5. The developer shall dedicate a fifty foot (50') wide right-of-way for future street connection from Timbrook Place to Beverly Hills Circle.
6. The architecture of the buildings shall be in substantial compliance with the rendering presented in the rezoning application.

7. The developer shall not develop the area noted on the rezoning plan as “6.6 acres of woods to remain” other than for passive recreational purposes for the residents of the apartment community only.
8. The developer agrees to construct a public street connecting Timbrook Place to Candlewood Court as shown on the rezoning plan.
9. The developer agrees to plant a vegetative buffer to screen the Hensley property either on the Hensley property or on the project property at Hensley’s discretion.

And the Director of Community Development shall forthwith cause the “Official Zoning Map of Lynchburg, Virginia,” referred to in Section 35.1-4 of this chapter to be amended in accordance therewith.

Adopted:

Certified:

Clerk of Council

030K

The Department of Community Development

City Hall, Lynchburg, VA 24504 434-455-3900

To: Planning Commission
From: Planning Division
Date: February 12, 2014
Re: Rezoning: R-1, Low Density Residential to R-4C, Medium-High Density Residential (Conditional) – 200 & 218 Timbrook Place

I. PETITIONER

American Property Management Corporation, 101 East Commonwealth Boulevard, Martinsville, VA 24112

Representative: Mr. Doyle Allen, Hurt & Proffitt, Inc., 2524 Langhorne Road, Lynchburg, VA 24501

II. LOCATION

The subject property includes two (2) tracts totaling approximately sixteen and six tenths (16.6) acres located at 200 and 218 Timbrook Place.

Property Owners: Ms. Joyce K. Crouch, 200 Timbrook Place, Lynchburg, VA 24502.
Mr. Joe E. & Ms. Margaret D. Sowder, 218 Timbrook Place, Lynchburg, VA 24502

III. PURPOSE

The purpose of the petition is to rezone the property to allow for the construction of a one hundred ninety-two (192) unit apartment complex with associated parking.

IV. SUMMARY

- The *Future Land Use Map (FLUM)* recommends a Medium Density Residential use for the area. These areas are characterized by single-family homes, duplexes or townhomes with densities of up to twelve units per acre.
- A traffic impact study has indicated the Timberlake Road eastbound left turn lane at “TGI Fridays” needs to be lengthened and the TGI Fridays entrance/exit to Timberlake Road should be improved.
- The City’s Transportation Engineer has requested additional analysis of crash data to determine if a right turn lane from Timberlake Road to Timbrook Place is needed. At the time this report was written, this analysis had not been performed.

The Planning Division recommends approval of the rezoning petitions.

V. FINDINGS OF FACT

1. **Comprehensive Plan.** The *Comprehensive Plan 2002-2020* recommends a Medium Density Residential use for the area: Medium Density Residential designation is characterized by small-lot single-family detached housing, duplexes, and townhouses at densities up to twelve (12) units per acre. Where neighborhoods already exist, infill development should be at a compatible density and housing type (*pg. 70*).
2. **Zoning.** The subject property was annexed into the City in 1976. The existing R-1, Low-Density Residential zoning was established in 1978 with the adoption of the current *Zoning Ordinance*.
3. **Proffers.** The petitioner has voluntarily submitted the following proffers:

- The maximum units per acre density for the 16.602 acres shall be 11.565 units per acre, which is one hundred ninety (192) units.
 - The site shall be developed in substantial compliance with the submitted rezoning plan.
 - The only R-4 use allowed shall be apartments. All other R-4 uses shall be prohibited.
 - The developer shall provide access to the GLTC bus stop on Timberlake Road by installing a sidewalk within Timbrook Place right-of-way to connect to existing and proposed sidewalk along said road.
 - The developer shall dedicate a fifty foot (50') wide right-of-way for future street connection from Timbrook Place to Beverly Hills Circle.
 - The architecture of the buildings shall be in substantial compliance with the rendering presented in the rezoning application.
 - The developer shall not develop the area noted on the rezoning plan as “6.6 acres of woods to remain” other than for passive recreational purposes for the residents of the apartment community only.
 - The developer agrees to lengthen the east bound left turn lane at the crossover at the TGI Friday restaurant to provide an acceptable queue length.
 - The developer agrees to widen the south bound private entrance located opposite the TGI Friday crossover provided the owner (Kroger/TGI Friday) agrees. The entrance would be widened enough to accommodate a separate left and right turn lane.
4. **Board of Zoning Appeals (BZA).** The Zoning Official has determined that no variances would be needed for the development of the property as proposed.
5. **Surrounding Area.** There have been several items requiring City Council approval in the immediate area:
- On April 12, 1998, Council approved the petition of Emmett and Hazel Simpson to rezone three (3) acres from R-1, Low Density, Single-Family Residential District to R-4C, Medium-High Density, Multi-Family Residential (Conditional) to allow the construction of a thirty-two (32) unit townhome complex at 203 Timbrook Place.
 - On February 14, 1989, Council adopted the Commercial Corridor Overlay District and amended the zoning for properties along and adjacent to the Timberlake Road Corridor.
 - On November 11, 1991, Council approved the petition of National Business College for a conditional use permit to allow the use of an existing building as a college at 104 Candlewood Court.
6. **Site Description.** The subject property is two (2) tracts totaling approximately sixteen (16) acres. Each tract contains a single-family home, both of which would be demolished. The area proposed for development contains slopes of approximately five percent (5%). Steeper slopes of approximately eight percent (8%) exist in the area that is proposed to remain undeveloped. The property is bordered to the north by single-family homes, to the east by a planned unit development, a City of Lynchburg fire station and apartments, to the south by commercial uses and to the west by a single-family home and vacant land.

7. **Proposed Use of Property.** If the rezoning petition is approved, the property would be developed as a one hundred ninety-two (192) unit apartment complex with associated parking, pool and club house.
8. **Traffic, Parking and Public Transit.** The proposed apartment complex warranted a traffic impact study which has been conducted by the petitioner. The study indicated that the Timberlake Road eastbound left turn lane at TGI Fridays should be lengthened to improve safety by providing additional queuing capacity. The petitioner has voluntarily proffered to lengthen this turn lane and widen Timbrook Place with curb and gutter along the property frontage. The study also indicated that the existing TGI Friday entrance would function at a Level of Service “F” during the “PM” peak hour. While this delay would occur on private property it has been noted. The petitioner has voluntarily proffered to improve this entrance provided permission is granted from TGI Fridays / Kroger.

The City’s Transportation Engineer has requested an analysis of crash data on Timberlake Road to determine if a right turn lane into Timbrook Place is warranted. This analysis had not been completed at the time this report was written. The representative for the petitioner did indicate that if a right turn lane was warranted and the necessary right-of-way existed a proffer would be submitted to provide for its construction. If a proffer related to this is submitted at the Planning Commission meeting, the Planning Commission would need to consider waiving the twenty-one (21) day submittal requirement for proffers.

Parking requirements for the proposal would be one (1) space per each unit or one hundred ninety-two (192) spaces. The submitted site plan indicates a total of three hundred eighty-four (384) parking spaces, which would exceed the *Zoning Ordinance* requirement.

9. **Stormwater Management.** The proposed project is required to treat stormwater runoff for quantity and quality. The applicant has identified areas on the site plan for both detention ponds and rain gardens. Two (2) natural channels have been analyzed by the petitioner and are indicated as adequate to handle stormwater leaving the property.
 10. **Emergency Services.** Neither the City Fire Marshal’s office nor the City Police Department had comments of concern related to the rezoning.
 11. **Impact.** The submitted rezoning petition would allow the construction of one hundred ninety-two (192) apartment units, associated parking, pool and club house. The FLUM recommends a Medium Density land use, which is characterized by single-family homes, duplexes or townhomes at densities of up to twelve (12) units per acre. While the proposed apartments are not consistent with the recommended land use, the unit densities are in line with what is recommended, and the petitioner is proposing to preserve approximately six (6) acres in a natural state. This six (6) acres had originally been proposed for construction of some of the apartment units, however, at the recommendation of the Planning Division the petitioner revised the site plan to cluster the proposed units to allow for land preservation. The most significant impact related to the development is related to traffic conditions on Timberlake Road. The petitioner has voluntarily proffered to improve Timbrook Place and improve turn lanes on Timberlake Road where they are currently allowed. The petitioner has also indicated a willingness to improve other conditions provided other private property owners are willing to allow the improvements to occur.
 12. **Technical Review Committee.** The Technical Review Committee (TRC) reviewed the preliminary rezoning plan on December 17, 2013. Comments related to the proposed use have been addressed by the petitioner.
-

VI. PLANNING DIVISION RECOMMENDATION

Based on the preceding Findings of Fact, the Planning Commission recommends to City Council approval of the petition of American Property Management Association to:

Rezone approximately sixteen and six tenths (16.6) acres at 200 and 218 Timbrook Place from R-1, Low Density Residential District to R-4, Medium-High Density Residential District (Conditional) subject to the following voluntarily submitted proffers:

1. The maximum units per acre density for the 16.602 acres shall be 11.565 units per acre which is 192 units.
2. The site shall be developed in substantial compliance with the submitted rezoning plan.
3. The only R-4 use allowed shall be apartments. All other R-4 uses shall be prohibited.
4. The developer shall provide access to the GLTC bus stop on Timberlake Road by installing a sidewalk within Timbrook Place right-of-way to connect to existing and proposed sidewalk along said road.
5. The developer shall dedicate a fifty foot (50') wide right-of-way for future street connection from Timbrook Place to Beverly Hills Circle.
6. The architecture of the buildings shall be in substantial compliance with the rendering presented in the rezoning application.
7. The developer shall not develop the area noted on the rezoning plan as "6.6 acres of woods to remain" other than for passive recreational purposes for the residents of the apartment community only.
8. The developer agrees to lengthen the east bound left turn lane at the crossover at TGI Friday restaurant to provide an acceptable queue length.
9. The developer agrees to widen the south bound private entrance located opposite the TGI Friday crossover provided the owner (Kroger/TGI Friday) agrees. The entrance would be widened enough to accommodate a separate left and right turn lane.

This matter is respectfully offered for your consideration.



William T. Martin, AICP
City Planner

pc: Mr. L. Kimball Payne, III, City Manager
Ms. Bonnie M. Svrcek, Deputy City Manager
Mr. Walter C. Erwin, City Attorney
Mr. Kent L. White, Director of Community Development
Mr. J. Lee Newland, City Engineer
Ms. Cynthia Kozerow, Lynchburg Police Department
Battalion Chief Greg Wormser, Fire Marshal
Mr. Don DeBerry, Transportation Engineer
Mr. Doug Saunders, Building Commissioner
Mr. Robert Fowler, Zoning Administrator
Mr. Jacob Dorman, Environmental Reviewer
Mr. Doyle Allen, Hurt & Proffitt, Inc.

VII. ATTACHMENTS

- 1. Vicinity Zoning Pattern Map**
- 2. Vicinity Proposed Land Use Map**
- 3. Watershed Location Map**
- 4. Planimetric and Topographic Map**
- 5. Concept Plan**
- 6. Architectural Renderings**
- 7. Traffic Impact Study**
- 8. Narrative**
- 9. Property Photograph**

MINUTES FROM THE FEBRUARY 12, 2014 PLANNING COMMISSION MEETING (MINUTES HAVE BEEN APPROVED):

a. Petition of American Property Management Corporation to rezone approximately sixteen and six tenths (16.6) acres at 200 and 218 Timbrook Place from R-1, Low Density, Single-Family Residential District to R-4C, Medium-High Density, Multi-Family Residential District (Conditional) to allow the construction of a one hundred ninety-two (192)-unit apartment complex and associated parking.

Mr. Tom Martin explained that this property is currently recommended for a Medium Density Residential use on the *FLUM*. This use is characterized as single-family homes, duplexes or townhomes with densities of up to twelve units per acre. While the proposal is to construct apartments, the proposed density of 11.6 units per acre is in keeping with a Medium Density Residential use. The property is bound by apartments with a density of 21 units per acre, a fire station and a planned unit development with a density of 5.5 units per acre. To the north and west, there are single-family homes and vacant land.

Mr. Martin indicated that the concept plan calls for the northern 6.6 acres of the property to remain wooded and undeveloped. That should serve as an adequate buffer for the single-family homes to the north and the planned unit development to the east. The greatest impact will likely be to the two homes across from the development on Timbrook Place. One of those properties is under contract to this developer and will be discussed later.

There will be a stormwater management plan that will include detention ponds and rain gardens. There is a channel that DEQ has determined to be a stream that drains to Tomahawk Creek. It is located in the same area as the sanitary sewer line.

The petitioner conducted a traffic study, which was required by the City's Traffic Engineer. It concentrated on three locations, Candlewood Court, Timbrook Place and the eastbound turn lane and crossover at TGI Friday and Bojangles. The petitioner has proffered to widen Timbrook Place in front of its property with curb and gutter and sidewalk. As part of the arrangements worked out with the Kroger development, the City would widen the rest of Timbrook Place with curb and gutter and sidewalks out to Timberlake Road.

The traffic study determined that the eastbound turn lane needs to be lengthened to increase the storage capacity and that need exists today. The petitioner proffered to lengthen the turn lane. That will not improve the level of service but it would improve traffic safety on Timberlake Road. The traffic study also showed that the entrance at TGI Friday would drop to a level of service F at the p.m. peak hour.

Shortly before today's meeting, the petitioner indicated that 203 Timbrook Place is now under contract. They are considering putting in a connection here to Candlewood Court, which would allow traffic to get to a light. That would mean that the "no build" scenario and the "build" scenario would be the same in terms of level of service. This would mean that staff needs to work with the developer on new proffers and a new concept plan. The planning division does recommend approval of the rezoning petition.

Mr. Doyle Allen of Hurt & Proffitt came forward to represent the petitioner. He reiterated the highlights of the proposal that Mr. Martin already mentioned. Mr. Allen commented that the petitioner is not marketing to the student population. Its market will be young professionals, young families and empty nesters. The pricing and unit layout is not really conducive to a student population.

Mr. Allen confirmed the recent development of 203 Timbrook Place being under contract for purchase. The petitioner is willing to make this connection a public street if that is what the City prefers.

it to be. That would give people coming east on Timberlake Road the option of making a left turn here at a light rather than making a U-turn in front of TGI Friday. In redoing the proffers, they would remove their proffer to lengthen the turn lane onto Timbrook Place.

Mr. Norm Walton of Perkins & Orrison came forward to speak on behalf of Kroger to address any impacts this development may have on its property. Kroger is not in opposition to the project but would like to work collaboratively with the developer and engineer to address any issues as they move forward.

Chair Swienton asked for anyone else who wished to speak in favor of the petition. No one came forward. Chair Swienton asked for anyone who wished to speak in opposition to the petition. No one came forward; however, Mr. Martin had a letter to read into the record from the Stonegate Villas Condo Association:

“Many residents of our community, Stonegate Villas, who are citizens of the City of Lynchburg, have expressed their concerns regarding the rezoning of 200 and 218 Timbrook Place from R-1 to R-4 to allow construction of a 192-unit apartment complex. They have asked that this be expressed to you in this letter. This was discussed at our February 10, 2014, board meeting and the board unanimously agrees with their concerns.

Our concerns include infrastructure and traffic issues and overload in the Timberlake area as a result of several similar complexes built in the vicinity over the last several years—Legacy at Linden Park, Timber Ridge, Kendall Square and Cornerstone (which is continuing to expand). There has also been extensive higher density growth on the Campbell County side of Timberlake Road with very few improvements to Timberlake Road. Do your traffic studies include more than just a few intersections near the proposed rezoning site?

Our local news agencies have indicated that several Timberlake intersections have some of the highest accident rates in the City, and several automobile and pedestrian deaths have occurred over the last several years.

We are also concerned with the infrastructure for electricity. We are under the impression that this immediate area is on one of the older grids and question the capacity to handle 192 additional homes. Our area is frequently affected by outages—most recently 22 hours during extremely cold temperatures.

We ask the Planning Commission not to adopt these proposals or approve the petition to rezone. Best regards, Catherine Hartley, Secretary of the Board of Directors, Stonegate Villas.”

Chair Swienton closed the public hearing. Commissioner Marion said she is delighted to see that the petitioner is considering a connection to Candlewood Court.

Commissioner Perault would like to know if the City has studied the overall volume capacity of Timberlake Road in light of this development and other similar developments that have already been constructed. Mr. Martin said that he is not aware of any traffic study for the entire length of Timberlake Road nor could we require one developer to do that type of study. Mr. Martin would think that we would look at access management techniques and he could talk to the Traffic Engineer about those types of things. Mr. Martin would imagine that it would take a lot of traffic to grid lock a four-lane road unlike a two-lane road such as Wards Ferry Road. Mr. Martin does not have an answer for them as to how much traffic Timberlake Road could handle.

Commissioner Perault asked Mr. Martin to explain what is meant by the statement in the report “While the proposed apartments are not consistent with the recommended land use, the unit densities are in line with what is recommended.” Mr. Martin stated that is because Medium Density Residential does not specify that an apartment complex is allowed, however, the density of this development at 11.6

units per acre (with the 6.6 acres left undeveloped) is in keeping with that use. Mr. Martin thinks you have to look at what else is around these properties such as the planned unit development, which although is designated as single-family homes are actually attached quad buildings. There is an apartment complex directly adjacent to these properties and a nearby fire station and Kroger. Also, the single-family home across from these properties is under contract for a connection. That leaves one single-family home across from these properties.

Commissioner Marion asked if there are plans to connect Beverly Hills Circle with Timbrook Place. Mr. Martin explained that the City asked the petitioner to dedicate right-of-way for the future extension of Timbrook Place realizing that will probably cause some discontent with Beverly Hills Circle residents. However, the *Comprehensive Plan* specifically states that the City supports connectivity between neighborhoods to facilitate the movement of residents. Mr. Martin clarified that there is no current proposal to connect the two streets but there may be a need in the future and the right-of-way will be dedicated.

Chair Swienton asked what the administrative process is to connect the streets. Mr. Martin explained that if the City were to make the connection, it would have to go through the CIP process, which requires public hearings and City Council approval. Mr. Martin pointed out that if these properties were developed by right, the right-of-way could be dedicated and the road connection made as an administrative process without any public notice. This would strengthen the City's street grid and enable connectivity to Old Graves Mill Road. This connection would be of the most benefit to the residents of Beverly Hills Circle. Mr. Martin acknowledged that the argument could be made that it will be used as a cut through as well and it is debatable both ways.

Mr. Martin pointed out to the commissioners that they could suggest to the petitioner that they remove the dedication of the right-of-way from their proffers but Mr. Martin would not recommend doing so. If they did so, then the only way to get this right-of-way in the future would likely be to rezone the property.

Commissioner Hooper asked how the development with 203 Timbrook Place and a possible connection to Candlewood Court affects the discussion of the petition. Mr. Martin said further study of traffic conditions would be needed; however, the Traffic Engineer thought the revised traffic study was reasonable. It is also Mr. Martin's opinion that it will improve traffic conditions on Timberlake Road.

Commissioner Hooper asked how they should proceed from here. Mr. Martin suggested that they table the discussion to its February 26th meeting in order for staff to work with the petitioners on amending its proffers and submitting a revised concept plan.

Commissioner Johnston made a motion to table this item until the February 26, 2014, meeting. The motion was seconded by Commissioner Marion and passed by the following vote:

AYES:	Hooper, Johnston, Marion, Perault and Swienton	5
NOES:		0
ABSTENTIONS:		0
ABSENT:	Coleman	1
VACANCIES:		1

There was discussion about what items the commission would like staff or the petitioner to clarify before next meeting. Mr. Martin noted that they would like to know if a right turn lane is needed onto Timbrook Place from Timberlake Road. He mentioned that the City and the petitioner studied the crash data from the last three years in this area. There were seven rear end crashes, which did not warrant a right turn lane here.

Commissioner Swienton requested from Mr. Doyle that he provide the shortest point between the limits of clearing and the nearest R-1 property as well as the Stonegate Villas development, as well as the shortest point from any building to the same for the February 26th meeting.

There was clarification that the public hearing is closed; however, Chair Swienton noted that any commissioner can call on anyone for comment. If anyone sends a letter to the commission or City staff before its next meeting, a commissioner can call on them for comment. Mr. Martin also pointed out that the commission could consider voting to reopen the public hearing at its next meeting. Obviously, the inclement weather may have been a factor in people not being able to attend today's meeting.



MEMORANDUM

The Department of Community Development

Planning

455-3900

To: Planning Commission
From: Tom Martin, AICP, City Planner
Subj: Timbrook Apartments – 200 and 218 Timbrook Place
Date: February 26, 2014

The Planning Commission conducted a public hearing on February 12, 2014, concerning the rezoning petition of American Property Management Corporation to rezone approximately sixteen and six tenths (6.6) acres at 200 & 218 Timbrook Place from R-1, Low-Density, Single-Family Residential District to R-4C, Medium-High Density, Multi-Family Residential District (Conditional).

The purpose of the petition is to facilitate the construction of a one hundred ninety-two (192) unit apartment complex, pool, clubhouse and associated parking. A six (6) acre portion of the property has been proffered to remain undisturbed.

Approximately one (1) hour prior to the Planning Commission meeting, the representative for the petitioner submitted a revised traffic impact study indicating a new public street connecting Timbrook Place to Candlewood Court. The Planning Commission postponed action on the item until February 26, 2014. The postponement was to allow city staff an opportunity to review the revised traffic impact study and to allow a revised site plan and proffers to be submitted.

After reviewing the revised traffic impact study, the City's Transportation Engineer has determined that with the proposed connection to Candlewood Court and subsequently a traffic signal, the issues related to the left turn lane length and Level of Service (LOS) at the private TGI / Kroger entrance were eliminated. The revised proffers reflect the construction of the public street to connect Timbrook Place and Candlewood Court and the proffers related to the left turn lane and private entrance has been removed.

It is important to note that during the February 12, 2014 meeting, significant inclement weather was starting. This "may" have discouraged citizens from attending the public hearing. The Bylaws and Rules of Procedure, City of Lynchburg, Virginia, Planning Commission, Effective May 8, 2013 states the following:

8.3.1 The Commission encourages maximum input from the public on all Commission matters. Ample time will be made available for this input at all meetings.

8.3.5 Public comment shall be allowed in all cases as required by the Code of Virginia or the Code of the City of Lynchburg. In other cases, the Chairperson may allow public comment.

8.4.3 In addition to those required by law, the Commission may hold public hearing on any matter which it deems to be in the public interest. In such cases, the public hearings shall follow all procedures described for public hearing in these bylaws.

Due to the inclement weather and the submittal of additional information and revised proffers by the petitioner, I recommend that the Planning Commission consider reopening the public hearing on February 26, 2014 to allow for public comment.

Attachments:

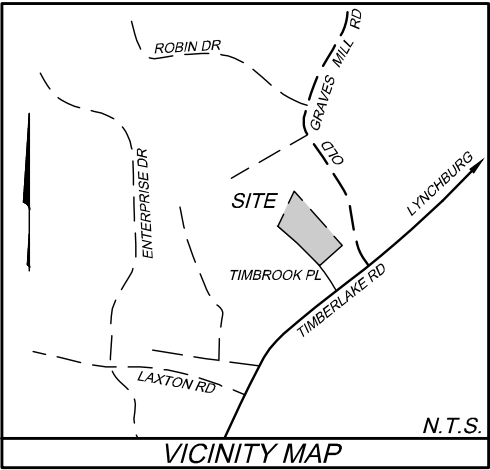
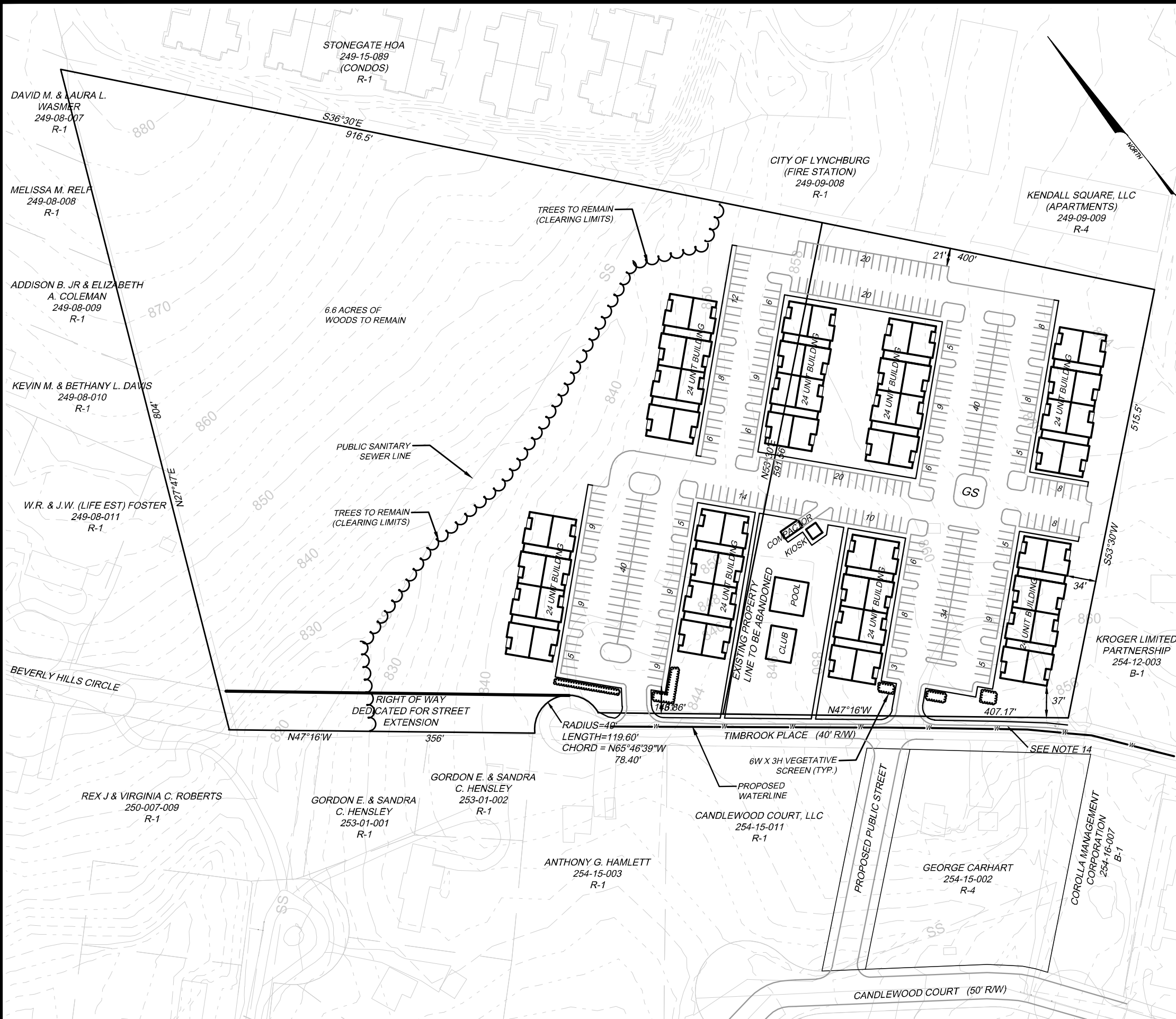
- Revised Proffers
- Revised Site Plan

**Timbrook Apartment Community
#200 and #218 Timbrook Place, Lynchburg, VA
Property of Joyce Crouch and Margaret Sowder
Rezoning Application Attachment- Proffers
Revised Feb. 20, 2014**

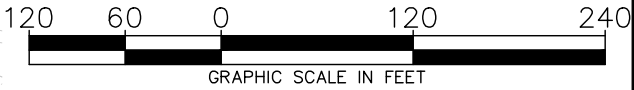
PROFFERS:

1. The maximum units per acre density for the 16.602 acres shall be 11.565 units per acre which is 192 units.
2. The site shall be developed in substantial compliance with the submitted Rezoning Plan.
3. The only R4 use allowed shall be Apartments. All other R4 uses shall be prohibited.
4. The developer shall provide access to the GLTC bus stop on Timberlake road by installing a sidewalk within Timbrook Place right of way to connect to existing and proposed sidewalk along said road.
5. The developer shall dedicate a 50' wide right of way for future street connection from Timbrook Place to Beverly Hills Circle.
6. The architecture of the building shall be in substantial compliance with the rendering presented in the rezoning application.
7. The developer shall not develop the area noted on the Rezoning Plan as " 6.6 acres of woods to remain" other than for passive recreational purposes for the residents of the apartment community only.
8. The developer agrees to construct a public street connecting Timbrook Place to Candlewood Court as shown on the rezoning plan.

Feb 21, 2014 - 9:10am \\Data01\projects\2013\20130711\CAD\Rezoning_Plan.dwg



- NOTES:
- SITE & OWNERS:**
254-12-009: (5.08 AC.) JOYCE W. CROUCH
200 TIMBROOK PLACE
254-12-010: (11.522 AC.) MARGARET SOWDER
218 TIMBROOK PLACE
 - DEVELOPER:** AMERICAN PROPERTY
MANAGEMENT COPORATION
101 E. COMMONWEALTH BLVD.
MARTINSVILLE, VA 24112
TEL. 276-656-3259
JFARRELL@LESTERGROUP.COM
 - SITE PROPOSED USE:** MULTI-FAMILY
APARTMENT COMMUNITY
 - SITE ZONED:** R-1
 - SITE PROPOSED ZONE:** R-4C
 - FUTURE LAND USE PLAN - MEDIUM DENSITY,
RESIDENTIAL (R-3).**
 - DENSITY:** 192 UNITS OR 11.57 UNITS / ACRE.
 - REQUIRED PARKING** 192 SPACES
PROPOSED PARKING 384 SPACES
 - STREET TREES REQUIRED:** 16 (ONE SIDE)
PROPOSED TREES: 16
 - PARKING LOT LANDSCAPING
REQUIRED:** 49 TREES AND 391 SHRUBS
PROPOSED: 49 TREES AND 391 SHRUBS
 - FOUNDATION PLANTINGS
REQUIRED:** ORNAMENTAL TREES $\frac{1360}{50} = 27$
PROPOSED: 28
REQUIRED: LARGE SHRUBS $\frac{1360}{10} = 136$
PROPOSED: 150
 - EXTERIOR LIGHTING SHALL BE CONTROLLED SO
THAT NO DIRECT ILLUMINATION WILL OCCUR
BEYOND ANY PROPERTY LINE SHARED WITH A
RESIDENTIAL DISTRICT.**
 - THE AREA SHOWN HEREON IS LOCATED IN
FLOOD ZONE 'X' AND IS NOT LOCATED WITHIN
FLOOD HAZARD ZONE 'A' FOR A 100 YEAR
FLOOD AS DETERMINED BY THE FEDERAL
EMERGENCY MANAGEMENT AGENCY AS SHOWN
ON COMMUNITY-PANEL MAP #5100930101D
DATED JUNE 3, 2008.**
 - TIMBROOK PLACE TO BE WIDENED ON PROJECT
SIDE WITH CURB AND GUTTER AND SIDEWALK
ADDED.**
 - TREE CANOPY:**
PROPOSED: 40% EXISTING TO REMAIN
12% NEW TREES
52% TOTAL CANOPY.



CONCEPT PLAN FOR APARTMENT COMPLEX
AT
200 & 218 TIMBROOK PLACE
LYNCHBURG, VIRGINIA

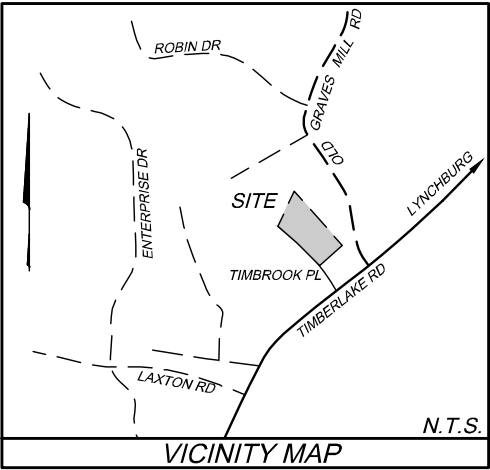
PROJECT NO.	20130711
G.L. NO.	
FILE NO.	
DATE:	1/29/14
DRAWN BY:	WCH
CHECKED BY:	DBA



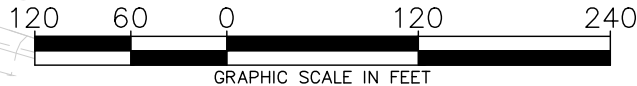
HURT & PROFFITT

2524 LANGHORNE ROAD
LYNCHBURG VA 24501
800.242.4906 TOLL FREE
434.847.7796 MAIN
434.847.0047 FAX

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GEOTECHNICAL • CONSTRUCTION TESTING & INSPECTION • CULTURAL RESOURCES



- NOTES:
- 1. SITE & OWNERS:
254-12-009: (5.08 AC.) JOYCE W. CROUCH
200 TIMBROOK PLACE
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 - 3. SITE PROPOSED USE: MULTI-FAMILY
APARTMENT COMMUNITY
 - 4. SITE ZONED: R-1
 - 5. SITE PROPOSED ZONE: R-4C
 - 6. FUTURE LAND USE PLAN - MEDIUM DENSITY,
RESIDENTIAL (R-3).
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REQUIRED: 49 TREES AND 391 SHRUBS
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CONCEPT GRADING FOR APARTMENT COMPLEX
AT
200 & 218 TIMBROOK PLACE
LYNCHBURG, VIRGINIA

PROJECT NO.	20130711
G.L. NO.	
FILE NO.	
DATE:	1/29/14
DRAWN BY:	WCH
CHECKED BY:	DBA

1973 - 2013

40

YEARS OF
EXCELLENCE

SHEET NO.
2 OF 2

MINUTES FROM THE FEBRUARY 26, 2014 PLANNING COMMISSION MEETING (MINUTES HAVE NOT BEEN APPROVED):

Mr. Martin reminded the commissioners that there was a public hearing held on this item on February 12, 2014. Due to the impending inclement weather that day, people may not have been able to attend. The commission's bylaws speak to allowing maximum citizen input; therefore, staff's recommendation is to reopen the public hearing. There was consensus from the commissioners to reopen the public hearing.

Mr. Doyle Allen of Hurt & Proffitt summarized the project. There will be sidewalks throughout the development and a sidewalk constructed on Timbrook Place in front of the project up to the Kroger parking lot. The developer is also proffering to make a connection through a recently purchased property to Candlewood Court. The complex will have a pool and clubhouse and two parking spaces per unit. They will be marketed to young professionals. The rent is not likely to be conducive to a student population. The property will be nicely landscaped and as shown on the architectural rendering, the buildings will be very nicely constructed.

Mr. Allen met with the Hensleys (115 Parkview Drive) and the petitioner is willing to add more landscaping to the project to help buffer the Hensleys' view of the apartment buildings.

Chair Swienton asked for anyone else who wished to speak in favor of the project. No one came forward. He asked for anyone who wished to speak in opposition to the project. Ms. Sandra Hensley of 115 Parkview Drive came forward. She is adamantly opposed to the project because of traffic and noise. She does not feel that it fits in a single-family neighborhood and also feels that they will no longer have any privacy. She thinks this type of development should be on a main thoroughfare. She does not think it will be an asset and would rather see something here like Stonegate Villas or Heritage at Wyndhurst. The Hensleys' property was annexed from the county and annexed property owners were told by City Council that rezonings would be of benefit to them. She does not feel that this rezoning will be of benefit to them.

Ms. Catherine Hartley of Stonegate Villas came forward. She thanked Mr. Martin for reading their letter into the record at the last meeting and reiterated that the residents of Stonegate Villas have a real concern with the traffic on Timberlake Road. This is in part to the number of high density developments that have been built near Stonegate Villas in recent years.

Mr. Ray Maddox who lives at 114 Parkview Drive came to speak. He feels that the plan they are looking at is not current. He has one that shows more apartments on it. Mr. Martin stated that he is referring to 203 Timbrook Place, which is already zoned R-4, and apartments can be developed there by right.

Mr. Ralph Foster of 214 and 218 Beverly Hills Circle came to speak. He is concerned with the possible connection to Beverly Hills Circle because the road varies from 11' 6" to 16 feet. He feels it cannot accommodate any additional traffic. He pointed out that Pearson Drive is 15 feet wide. Mr. Foster would like to see the 6.6 acres of woods that is to remain undisturbed to remain R-1 rather than rezoned to R-4C.

Mr. Yesh Khanna who lives at 1112 Lakeshore Drive and is affiliated with the Candlewood Court subdivision came forward to speak. He pointed out that he was recently approached by the City to grant the City an easement for stormwater improvements. He mentioned that those City staff members are not aware of this project and wanted to point that out to the commission.

Mr. Allen came back to address the above comments. He was not surprised that City staff is not aware of the connection to Candlewood Court because this project is not an approved project at this time.

Mr. Allen feels that the proffer offered in this rezoning offers more protection than leaving it as R-1. The right-of-way to allow for possible connectivity to Beverly Hills Circle was a City requirement and would be required if this property were developed as R-1. The effects and size of the streets would have to be taken into consideration, if and when the extension is made.

Mr. Allen thinks you have to build this type of development on a main thoroughfare. Increased traffic is a condition of development that we have to live with unless we want to stop developing. The City will have to plan for road improvements accordingly. He pointed out that by law you cannot force a developer to make improvements off site that are not a direct result of impact from its development. He thinks the connection to Candlewood Court will really help with traffic flow and safety. The accident data for the Candlewood Court area seems to indicate that accidents there may be a result of a signal timing issue or inattentive drivers, as most of them were rear end collisions. Mr. Allen also indicated that they have tried to mitigate Ms. Hensley's concern about privacy by offering additional landscaping.

Chair Swienton closed the public hearing portion of the petition. Commissioner Johnston asked what has been done to address noise concerns. Mr. Allen indicated that most of the increased noise will likely come from increased traffic. The apartments are not conducive to large families or students so there is not likely to be a lot of noise created by residents of the complex. He addressed parking, which is not assigned but can be if it becomes a problem. He indicated there is no designated visitor parking.

Chair Swienton reiterated to the public that the wooded area is proffered to remain undisturbed. If that were to change, there would have to be a request for a rezoning. This buffer is the most generous he has seen offered in quite a while.

Chair Swienton also pointed out that if there is ever a connection to Beverly Hills Circle proposed, it will come through City Council as a budget consideration item. He would suggest to those concerned that they are diligent in checking the proposed budget each year or speaking to their council member to see if a connection is proposed. They would then have an opportunity to speak at the budget public hearing. Chair Swienton acknowledged that Ms. Hensley and others might not have ever thought something like this would go up near them. However, the Planning Commission is to be guided by the *Comprehensive Plan*, which calls for Medium Density in this area.

Commissioner Perault will not be voting for this because apartments are not consistent with the residential uses for Medium Density.

Commissioner Johnston concurred with Chair Swienton's comments. They find themselves weighing the pros and cons of the project. She feels they are gaining some advantages for the Timberlake Road area and are going for something because, honestly, it could be a lot worse. She thinks the connection to Candlewood Court is a plus and this development will not be the tipping point for the problems on Timberlake Road.

Commissioner Marion will be voting for it because she feels her traffic concerns have been addressed by the proposed connection to Candlewood Court. She thinks the buildings are attractive and this development will be an asset to the City. She thinks the density is low and there is certainly a need for apartments.

Commissioner Light concurred with other commissioners' comments in favor of the project and will be voting in favor of it as well.

Commissioner Marion made a motion to waive the 21-day submittal requirement for proffers, which was seconded by Commissioner Johnston and passed by the following vote:

AYES:	Johnston, Light, Marion and Swienton	4
NOES:	Perault	1
ABSTENTIONS:		0
ABSENT:	Coleman and Hooper	2

Mr. Martin mentioned that he had asked AEP to comment on the concern about whether or not this area can handle this additional electric usage. Mr. Tom Woodford, who is the City's representative on the Technical Review Committee, sent an email that basically said that there is more than adequate capacity in this area. There have been seven power outages in recent years but none of them were due to capacity issues. In addition, when the McConville substation is built in the future, the rerouting of many lines will take place.

Mr. Allen offered the following written proffer signed by the Vice President of the American Property Management Corporation: "The developer agrees to plant a vegetative buffer to screen the Hensley property either on the Hensley property or on the project property at Hensley's discretion."

Commissioner Johnston made the following motion, which was seconded by Commissioner Marion:

"That the Planning Commission recommends to City Council approval of the petition of American Property Management Association to:

Rezone approximately sixteen and six tenths (16.6) acres at 200 and 218 Timbrook Place from R-1, Low Density Residential District to R-4C, Medium-High Density Residential District (Conditional) subject to the following voluntarily submitted proffers:

- 1. The maximum units per acre density for the 16.602 acres shall be 11.565 units per acre which is 192 units.**
- 2. The site shall be developed in substantial compliance with the submitted Rezoning Plan.**
- 3. The only R4 use allowed shall be Apartments. All other R4 uses shall be prohibited.**
- 4. The developer shall provide access to the GLTC bus stop on Timberlake road by installing a sidewalk within Timbrook Place right of way to connect to existing and proposed sidewalk along said road.**
- 5. The developer shall dedicate a 50' wide right of way for future street connection from Timbrook Place to Beverly Hills Circle.**
- 6. The architecture of the building shall be in substantial compliance with the rendering presented in the rezoning application.**
- 7. The developer shall not develop the area noted on the Rezoning Plan as "6.6 acres of woods to remain" other than for passive recreational purposes for the residents of the apartment community only.**
- 8. The developer agrees to construct a public street connecting Timbrook Place to Candlewood Court as shown on the rezoning plan.**
- 9. "The developer agrees to plant a vegetative buffer to screen the Hensley property either on the Hensley property or on the project property at Hensley's discretion."**

The motion passed by the following vote:

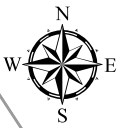
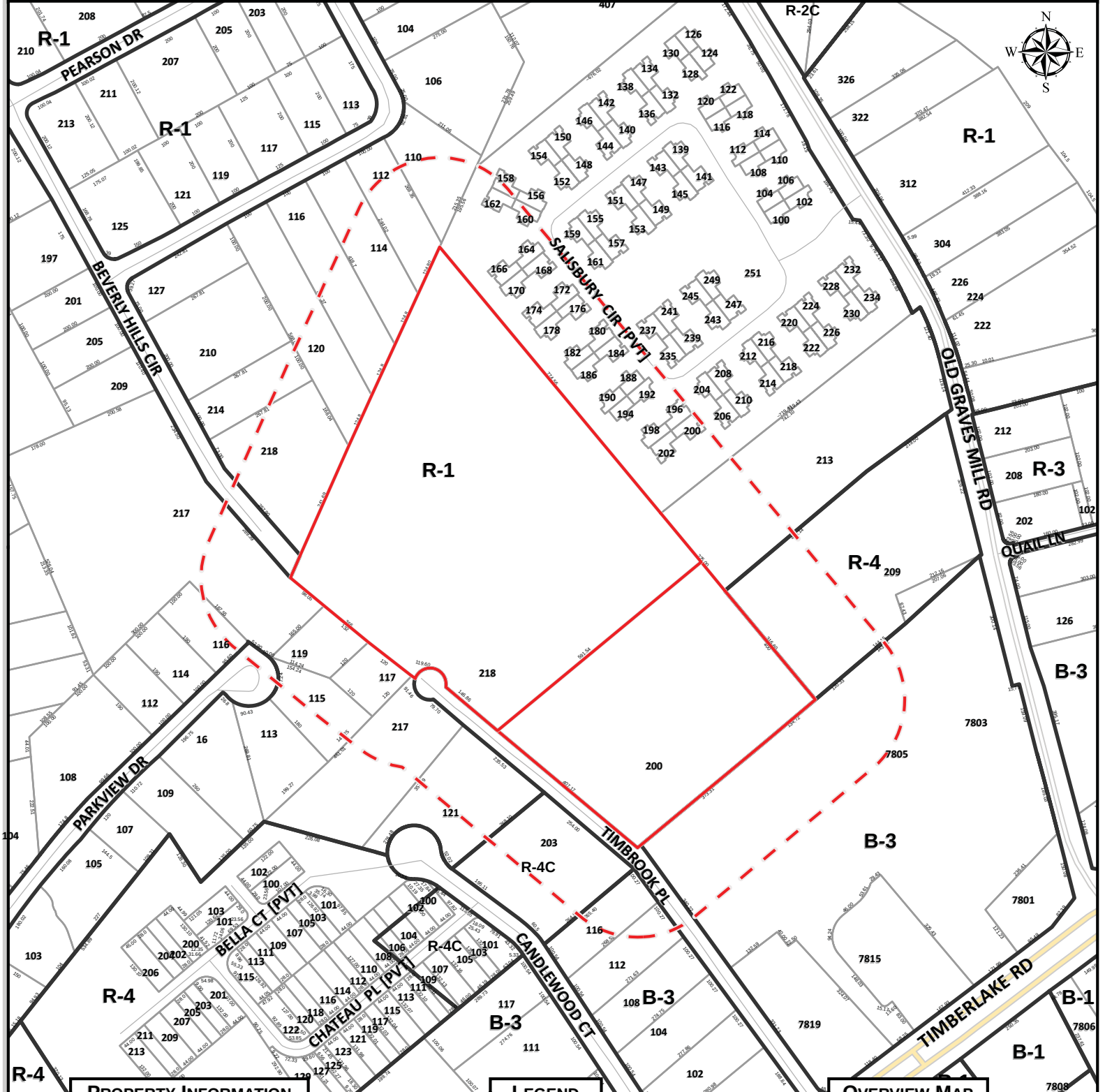
AYES:	Johnston, Light, Marion and Swienton	4
NOES:	Perault	1
ABSTENTIONS:		0
ABSENT:	Coleman and Hooper	2

Zoning Map

APARTMENT COMPLEX

Zoning Request

American Property Management Corporation



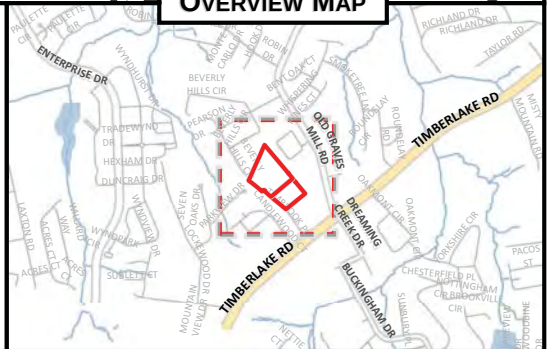
PROPERTY INFORMATION

PARCEL ID	ADDRESS
25412009	200 TIMBROOK PL
25412010	218 TIMBROOK PL

LEGEND

- Subject Property
- 200' Buffer
- Zoning Boundary

OVERVIEW MAP



MAP SCALE: 1" = 300' DATE PRINTED: 1/31/2014

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25415011	121 CANDLEWOOD CT	CANDLEWOOD LLC
25415002	203 TIMBROOK PL	CARHART, GEORGE
24915049	172 SALISBURY CIR	CHAMBERS, ROBERT L JR & CAROLE G
24909008	213 OLD GRAVES MILL RD	CITY OF LYNCHBURG
24908009	116 BEVERLY HILLS CIR	COLEMAN, ADDISON B JR & ELIZABETH A
25416007	116 CANDLEWOOD CT	COROLLA MANAGEMENT CORPORATION
24915051	176 SALISBURY CIR	CRANK, KENNETH L & JANE B
25412009	200 TIMBROOK PL	CROUCH, JOYCE K
24915062	198 SALISBURY CIR	CUMMINGS, PATRICIA C
24915052	178 SALISBURY CIR	DALTON, NANCY A
24908010	120 BEVERLY HILLS CIR	DAVIS, KEVIN M & BETHANY L
24915064	202 SALISBURY CIR	DIXON, RONALD R TRS
24915053	180 SALISBURY CIR	FARISS, GILBERT M & JOANNE L
24908011	218 BEVERLY HILLS CIR	FOSTER, W R & J W LIFE ESTATE
24908012	214 BEVERLY HILLS CIR	FOSTER, W R & J W LIFE ESTATE
24915044	162 SALISBURY CIR	FRALEY, JAMES E & KEANE, KATHY A
25415003	217 TIMBROOK PL	HAMLETT, ANTHONY G
24909002	407 OLD GRAVES MILL RD	HARRINGTON, D M & ELIZABETH I
24915058	190 SALISBURY CIR	HARTLEY, CATHERINE S
25301002	117 PARKVIEW DR	HENSLEY, GORDON E & SANDRA C
25301001	119 PARKVIEW DR	HENSLEY, GORDON E & SANDRA C
25301003	115 PARKVIEW DR	HENSLEY, GORDON E & SANDRA C
24915059	192 SALISBURY CIR	JONES, A KATHLEEN
24909009	209 OLD GRAVES MILL RD	KENDALL SQ LLC
24915042	158 SALISBURY CIR	KOCH, DALE W & EMELYN E
25412003	7805 TIMBERLAKE RD	KROGER LIMITED PARTNERSHIP I
24915041	156 SALISBURY CIR	LYON, EMMA L & PILLOW, MICHAEL L &
24915050	174 SALISBURY CIR	MARTIN, WARREN C LIFE ESTATE
24915055	184 SALISBURY CIR	MOORE, NANCY A LIFE ESTATE
25416008	112 CANDLEWOOD CT	PROFFITT & GARMAN LLC
24908008	114 BEVERLY HILLS CIR	RELF, MELISSA M
25301034	116 PARKVIEW DR	ROBERTS, REX J & VIRGINIA C
25007009	217 BEVERLY HILLS CIR	ROBERTS, REX J & VIRGINIA C
24915047	168 SALISBURY CIR	SHERMAN, RALPH R & JOYCE B
24915061	196 SALISBURY CIR	SMOOT, ROBERT P JR & DORIS N
25412010	218 TIMBROOK PL	SOWDER, JOE E & MARGARET D
24915089	251 SALISBURY CIR	STONEGATE HOA
24915046	166 SALISBURY CIR	THORNHILL, ELIZABETH T
24915056	186 SALISBURY CIR	TOMLIN, JEAN T
24915060	194 SALISBURY CIR	TURPIN, THOMAS R & FRANCES F
24915054	182 SALISBURY CIR	VANDERVEEN, BETTYE R
24915063	200 SALISBURY CIR	VAUGHAN, ELIZABETH H
24915057	188 SALISBURY CIR	WALLER, JOYCE R
24908007	112 BEVERLY HILLS CIR	WASMER, DAVID M & LAURA L
24908006	110 BEVERLY HILLS CIR	WILLIAMS, JOYCE D
24915048	170 SALISBURY CIR	WOMACK, ROSEMARY W

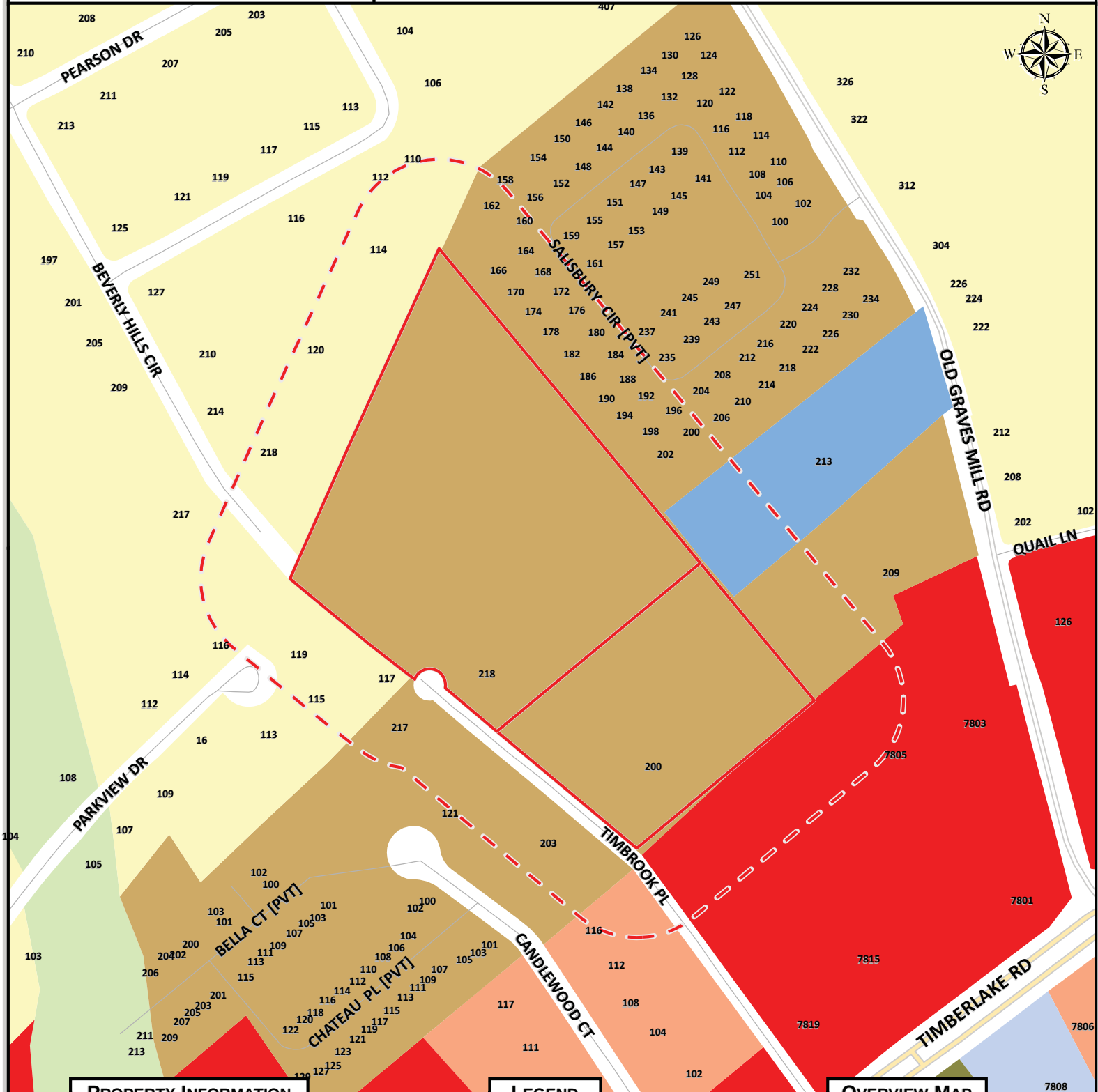
24915043	160 SALISBURY CIR	WORSHAM, RALEIGH E
24915045	164 SALISBURY CIR	ZINGARO, ANDREW P & P PATRICIA

FLUM Map

APARTMENT COMPLEX

Zoning Request

American Property Management Corporation



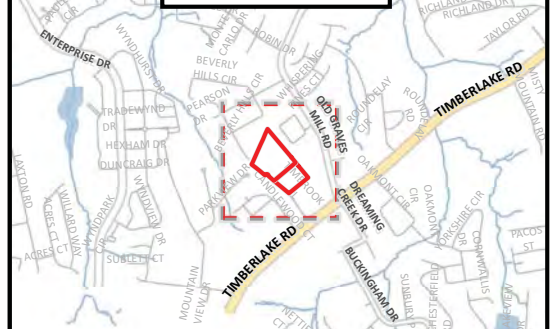
PROPERTY INFORMATION

PARCEL ID	ADDRESS
25412009	200 TIMBROOK PL
25412010	218 TIMBROOK PL

LEGEND

Local Historic District	Employment 1
Traditional Residential	Employment 2
Low Density Residential	Office
Medium Density Residential	Institution
High Density Residential	Downtown
Neighborhood Commercial	Public Use
Community Commercial	Public Parks
Regional Commercial	Resource Conservation
Employment Mixed Use	General Mixed Use
Residential Mixed Use	

OVERVIEW MAP



MAP SCALE: 1" to 300' DATE PRINTED: 1/31/2014

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Watershed Map

APARTMENT COMPLEX

Zoning Request

American Property Management Corporation



PROPERTY INFORMATION

PARCEL ID	ADDRESS
25412009	200 TIMBROOK PL
25412010	218 TIMBROOK PL

LEGEND

- Subject Property
- Base Flood Elevation
- Floodway
- Floodzone
- River / Lake / Stream

OVERVIEW MAP



MAP SCALE: 1" to 300' DATE PRINTED: 1/31/2014

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218 Timbrook Place



200 Timbrook Place

**200 and 218 Timbrook Place
Rezoning Petition from R-1 to R-4C
February 12, 2014**

PLEASE PRINT

[illegible]

200 and 218 Timbrook Place
Rezoning Petition from R-1 to R-4C
February 26, 2014

PLEASE PRINT

[illegible]

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **March 11, 2014**

AGENDA ITEM NO.: 10

CONSENT: REGULAR: **X**

WORK SESSION:

CLOSED SESSION:
(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: ***Growing Tinbridge Hill Neighborhood Plan***

RECOMMENDATION: Approve the plan as part of the *Comprehensive Plan 2013-2030*.

SUMMARY: *Growing Tinbridge Hill* is a sustainable neighborhood plan that was prepared to reflect the character and aspirations of the Tinbridge Hill neighborhood by setting achievable goals for improvement and establish a specific action plan to help achieve those goals. This plan is community driven, emphasizing opportunities for community-based efforts and partnerships to build upon the ongoing progress in the neighborhood. The Planning Commission recommended adoption of the plan because:

- The Comprehensive Plan 2013-2030 recommends working with residents, as well as public and private housing providers to develop community-based neighborhood plans that address neighborhood issues.

Much of the background information used in the development of the plan, including two neighborhood reports, is included as appendices. To help keep the document size manageable, the attached plan does not include the initial Neighborhood Assessment (Appendix C) and the Neighborhood Summit Report (Appendix D). A copy of the full report, including these appendices, is available at <http://www.lynchburgva.gov/community-development>.

PRIOR ACTION(S):

January 22, 2014: The Planning Division recommended adoption of the *Growing Tinbridge Hill Neighborhood Plan*.

The Planning Commission recommended adoption (6-0, with 1 vacancy) of the *Growing Tinbridge Hill Neighborhood Plan*.

FISCAL IMPACT: None associated with approval of the *Growing Tinbridge Hill Neighborhood Plan*. It is expected that implementation of the plan's recommendations would use a variety of neighborhood, non-profit, grant and public resources. Page 18 of the plan also identifies a \$431,020 cost estimate for sidewalk improvements. This estimate does not include design and right-of-way acquisition costs or contingencies associated with topography and drainage.

CONTACT(S): Tom Martin, City Planner - 455-3900
Kent White, Director of Community Development – 455-3900

ATTACHMENT(S):

- Resolution
- *Growing Tinbridge Hill Neighborhood Plan*
- January 22, 2014 Planning Commission Minutes
- January 22, 2014 Planning Commission Resolution
- Signup sheet

REVIEWED BY: bms

RESOLUTION:

A RESOLUTION ADOPTING THE *GROWING TINBRIDGE HILL* NEIGHBORHOOD PLAN AS PART OF THE CITY OF LYNCHBURG'S COMPREHENSIVE PLAN 2013-2030.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF LYNCHBURG that the *Growing Tinbridge Hill* Neighborhood Plan dated January 8, 2014, be, and the same is hereby approved and adopted as part of the City's Comprehensive Plan 2013-2030.

Adopted:

Certified: _____
Clerk of Council

027K

GROWING TINBRIDGE HILL

A SUSTAINABLE NEIGHBORHOOD PLAN FOR TINBRIDGE HILL

Prepared For The Tinbridge Hill Neighborhood and the City Of Lynchburg



February 10, 2014

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1. Introduction

About this Project - - *GROWING TINBRIDGE HILL*

In 2013, the City of Lynchburg launched a new initiative to prepare a Sustainable Neighborhood Plan for the area of Tinbridge Hill, in order to engage neighborhood residents and community leaders in a dialogue about the future of this historic area. The goal of a sustainable community in Lynchburg means a community with social, cultural, economic, and environmental vitality, now and for future generations.

To complete the project, the City hired a consultant team, led by Clarion Associates from Chapel Hill, North Carolina, to gather information, identify neighborhood assets and needs, and develop a set of recommendations and priorities for action to help achieve community goals for the Tinbridge Hill area. The overall context for this initiative is the Sustainable Lynchburg Plan, which offers a framework for decision-making and action, including specific strategies for the Tinbridge Hill Neighborhood.

Tinbridge Hill includes the Old City Cemetery and the area surrounding it at Taylor and Fourth Streets. The neighborhood extends to Fifth Street, Federal Street, and Hollins Mill Road. The area is primarily residential and is also home to churches, parks, community gardens, the City Cemetery, the Yoder Center, the Legacy Museum, and commercial establishments.



OBJECTIVE OF PROJECT

The objective of this planning effort was to prepare a plan that reflects the character and aspirations of the community, that sets realistic and achievable goals for community improvement, and that establishes a specific action plan for tasks to be pursued to help achieve the goals.

This initiative has been community-driven, with support from staff and consultant resources. The *Friends of Tinbridge Hill*, a group of residents and stakeholders, has provided project guidance and direction. An interdepartmental staff team has worked closely with the consultant to gather and analyze information, conduct interviews, and plan neighborhood meetings and events. A particular point of focus has been supporting youth and encouraging the participation of young adults, to help achieve a leadership structure that is sustainable over time. Highlighting the importance of a focus on youth and young adults, and with the neighborhood's successful community garden as an inspiration, the theme for this initiative has become *Growing Tinbridge Hill*.



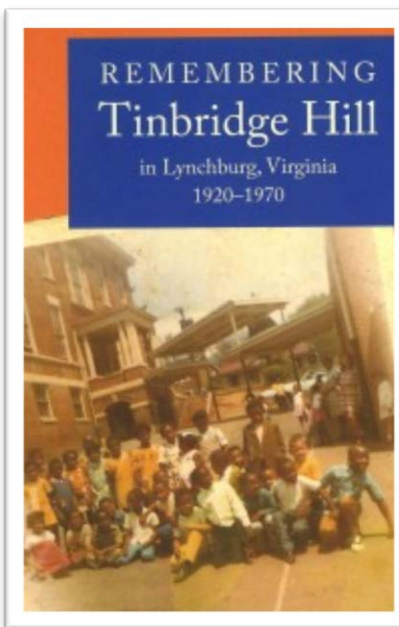
THE MAKING OF "GROWING TINBRIDGE HILL"

Community meetings, data gathering and analysis, reaching out to community partners, and a celebration of neighborhood life have all been part of this initiative. Following are some recent quotes from neighborhood residents and City leaders:

- *Members of this community are invested in their neighborhood and its success.*
- *We can get out and do more in the neighborhood.*
- *We can create a better neighborhood with less drug activity and more involvement in the community.*
- *We can build a strong network of outside resources and neighborhood support.*
- *We are excited about working more closely with the Lynchburg Police Department.*
- *We can clean up the neighborhood.*
- *We can watch out for each other.*

This initiative builds upon a rich history and a decades-long commitment of work by residents and stakeholders to preserve and enhance the culture of this important community. Partnerships involving neighborhood leaders, non-profit groups, Lynchburg's college communities, faith-based organizations, and the City of Lynchburg have been formed to coordinate resources and advance neighborhood goals. This **Growing Tinbridge Hill** plan is the latest chapter in a story of building success from the ground up.

Appendix A to this report contains a listing of resources, documents, and links that help draw the full picture of how this neighborhood has been an important component of community life in Lynchburg. Included in this library of resources is an hour-long oral history video that helps describe the array of individuals and organizations that have come together to accomplish a successful rebuilding of the quality and character of Tinbridge Hill.



About this Plan

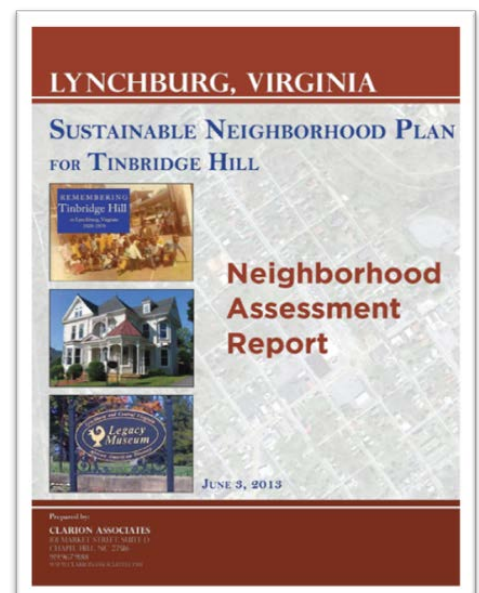
The preparation of this Tinbridge Hill Sustainable Neighborhood Plan has been a collaborative venture, drawing upon the resources and participation of City departments, a consultant team, area organizations, local college and university interests, and the work and energy of neighborhood residents. There is a rich history and culture in Tinbridge Hill. There have also been serious problems. The community has been creative in seeking ways to address issues of substandard housing, crime, employment opportunities, recreation needs, and infrastructure needs. There has been active leadership bringing residents and interested parties together to work on solutions. This plan represents an important milestone in this ongoing process.



A Neighborhood Assessment was prepared. Drawing on community interviews, review of available data and statistics, and a visual survey of all properties, the report examined the neighborhood on a number of different aspects: people and housing, employment, physical environment, land use and zoning, property values, rehabilitation, and violations. It also included an assessment of the condition of properties and structures in the neighborhood. The report highlighted key ideas to include in the neighborhood plan. The Neighborhood Assessment Report is available as Appendix C to this report.

Partnerships with organizations and agencies are in place and expanding. Faith communities, nonprofit organizations, and college resources are participating in the work: helping to improve the housing stock, mentoring young people, identifying employment and job training opportunities, and contributing spirit and energy.

The Friends of Tinbridge Hill, along with community partners, has worked with the City to renovate the community's Yoder Center and the City regularly sponsors programs for young people and adults. Neighborhood revitalization is firmly underway.



Financial resources in support of neighborhood initiatives are growing increasingly scarce. Key objectives of this plan are to identify opportunities for community-based efforts and partnerships that can keep the progress going, encourage new and emerging leadership, and achieve the goals that have been expressed. This plan provides important information about neighborhood conditions and possibilities, and includes specific recommended strategies as an action plan, focusing on housing, safety, infrastructure, family support, and leadership.



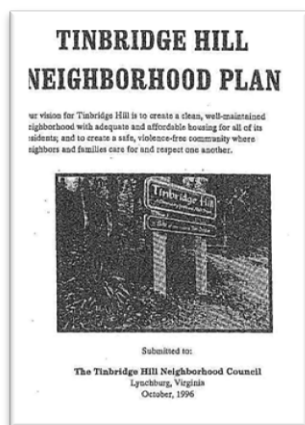
2. History of the Neighborhood

Historical Roots

Tinbridge Hill is an important, historic Lynchburg neighborhood. It has evolved over the years, starting from its roots as a family-oriented working class neighborhood, moving through a difficult period of decline, and now regaining its sustainable community character. A City document was prepared in 1996 and described the area as follows:

Tinbridge Hill consists of the Old City Cemetery and area surrounding it at Taylor and Fourth Streets. The neighborhood extends to Fifth, Federal, and Hollins Streets. The area is primarily residential, with three churches and several commercial establishments. The majority of community activities occur at the Yoder Community Center. Established in the early 1900's, the neighborhood was comprised primarily of low income, working families who owned their homes. Residents shared common religious and moral beliefs. The community was one where neighbors cared for and respected one another. It was a safe place for families to raise their children.

Over the years the environment began to change. More houses became rental property and fewer houses were owner occupied. By the late 1980's, the area was plagued with substandard housing, drugs, and violence. The streets were no longer safe, and the traditional neighborhood atmosphere was a thing of the past.



The mid-1990's became a time of action for Tinbridge Hill, with a dedication of public and private resources to reclaim the original character of the neighborhood. Key to the efforts was the **Legacy Project**, created to provide educational exhibits and programs on the history and culture of African Americans in the area. In 1997 the Legacy Project acquired a dilapidated but once beautiful house at 403 Monroe Street, and transformed the 100-year-old house into a modern museum, the **Legacy Museum**. A key piece of symbolism is the logo for the museum, a depiction of the African symbol of the sankofa bird. This symbol means, "return and take from the past that which may have been forgotten but which will be of use today and in the future."



Much of the history of the neighborhood can be found and studied at the Legacy Museum, and also has been captured in several publications - most notably **Remembering Tinbridge Hill**, a publication funded by the Virginia Foundation for the Humanities. Links to these documents and institutions are included in Appendix A to this report.

Recent History

Over the last 20 years, energy and resources have been marshaled to help the neighborhood rebuild. Community partners have worked together to address needs in Tinbridge Hill. Key examples follow.

The ***Tinbridge Hill Neighborhood Council*** is a private 501(c)(3) organization established in 1991 to “create a clean, well-maintained neighborhood with adequate and affordable housing for all of its residents, and to create a safe, violence-free community where neighbors and families care for and respect one another.” It is made up of residents of Tinbridge Hill and participates and helps fund community initiatives. The Neighborhood Council has undertaken a wide array of initiatives to facilitate neighborhood growth, and has worked to organize resources and community groups to come together in pursuit of neighborhood goals. A current example of work includes participation in the Neighborhood Watch program for the area.

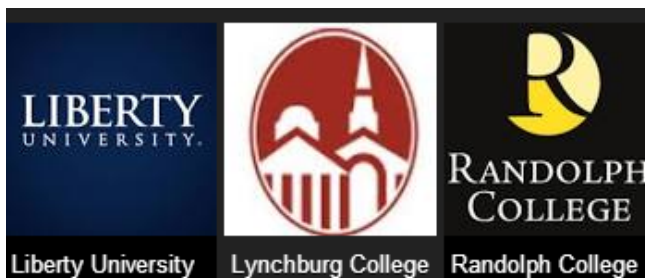
The ***Friends of Tinbridge Hill*** is an informal association of residents and a growing collective of churches and nonprofits, which have joined forces to help revitalize the neighborhood. The group has been working together over the last five years to tackle a range of issues, such as home repair, healthy eating, public infrastructure and neighborhood beautification. While some organizations, such as St. John’s, have long-established relationships in Tinbridge Hill, the creation of the Friends marked the first time that a large number of agencies came together in a coordinated manner to address the neighborhood’s needs. Members include St. John’s, the Tinbridge Hill Neighborhood Council, Old City Cemetery, Rebuilding Together Lynchburg, the Family Alliance and the Lynchburg Neighborhood Development Foundation. Several city departments, such as Parks & Recreation, Community Development and Public Works, also are heavily involved.



Area colleges have been active in providing volunteers for community events and in assembling data and conducting research. A recent study focused on Tinbridge Hill and its economic progress resulting from research by Randolph College Economics Students. The studies have shown that LNDF’s restoration and renovation projects helped boost the values of the neighboring homes in the area. A recent survey was conducted to gauge the satisfaction or dissatisfaction of people in the Tinbridge Hill neighborhood, indicating growing levels of satisfaction.

Aubrey Barbour, a community leader, reported that the survey provides a real benefit to Tinbridge Hill residents. It shows what progress has been made through neighborhood revitalization efforts, and it could encourage future improvements as more homes become owner occupied.

Liberty University, Lynchburg College, Randolph College, and Virginia University of Lynchburg have all been active in helping to promote Tinbridge Hill initiatives.



3. Current Conditions and Initiatives

Overview

A key part of this Growing Tinbridge Hill initiative – Growing Tinbridge Hill and the new 2014 Tinbridge Hill Plan - was to identify current conditions and neighborhood issues and document them, and update the 1996 Tinbridge Hill Plan. Information for the neighborhood assessment came from two sources, a technical neighborhood conditions assessment and community input provided at a Neighborhood Summit hosted on July 20, 2013. Reports were prepared for both of these assessments, and excerpts from the reports are summarized here. Full reports are available as separate appendices to this plan.

Existing Conditions and Issues

PEOPLE AND HOUSING

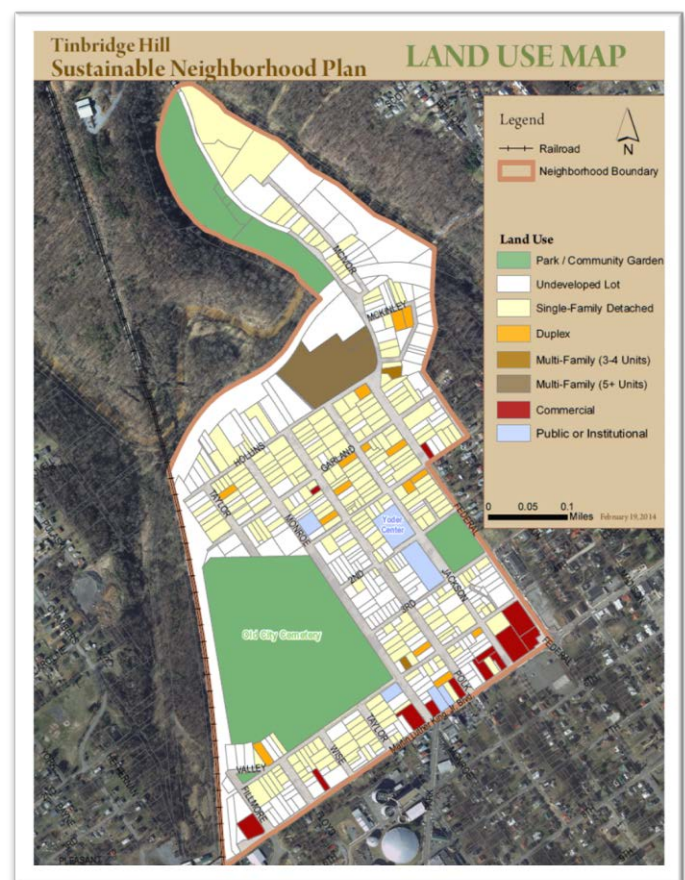
There are approximately 260 housing units in the neighborhood, with a vacancy rate of approximately 10%. The percentage of housing units that are owner-occupied is 48%, compared to a citywide percentage of 55%. The 2010 Census showed a population of approximately 535 people.

PHYSICAL ENVIRONMENT AND HOUSING

Tinbridge Hill lies within a dramatic physical context. The neighborhood is bordered along the north and west by Blackwater Creek, a tributary of the James River. Parts of the neighborhood are quite steep, with elevations ranging from 470 feet to 840 feet. Significant portions of the neighborhood contain slopes that are 25% or greater, greatly reducing the potential for development in these areas.

Of the total land area in Tinbridge Hill, 32% is in residential use. Approximately 3% of the land is in commercial use, 2% is public/institutional, and 27% of the acreage is devoted to a park or community garden, including the Old City Cemetery. That leaves 36% of the total land area of Tinbridge Hill as undeveloped lots.

A May, 2013 windshield survey of the Tinbridge Hill neighborhood found that housing conditions within the neighborhood, while varied, tend to be good, or fair (79%), with approximately 50 properties rated in poor condition or noted as boarded or condemned. New structures comprise very little of the neighborhood's housing stock.



Windshield Survey Rating – Structure Conditions

New	Good	Fair	Poor	Condemned	TOTAL
7	94	119	32	15	267
3%	35%	44%	12%	5%	100%

There are no clear geographic patterns in the condition of housing in terms of more or less stable areas within the neighborhood. Areas where new structures have been built are surrounded and interspersed with properties in some state of disrepair. One area of note is the street segment on Polk, between 1st and 2nd streets. This segment does have a fair number of houses that are in poor condition and several, which, while not condemned, appear to be

vacant or underused. Tinbridge Hill is quite an old neighborhood, with an aging housing stock. Most of the structures in the neighborhood - 80% - were built before 1920.

Key facts highlighted in the Neighborhood Assessment include:

- The population of Tinbridge Hill has an older profile than the City of Lynchburg overall, with higher-than-average percentages in the 45-64 age group.
- Homeownership rates are lower than for the City overall.
- Unemployment rates are higher than for the City overall.
- A high percentage of the residential land in Tinbridge Hill is vacant/undeveloped (36% of land area). There are a number of parcels, scattered throughout the neighborhood that could be developed.
- Most dwelling units in the neighborhood are in good or fair condition, but many are in need of maintenance and minor repairs.
- Most neighborhood residences were built before 1920.



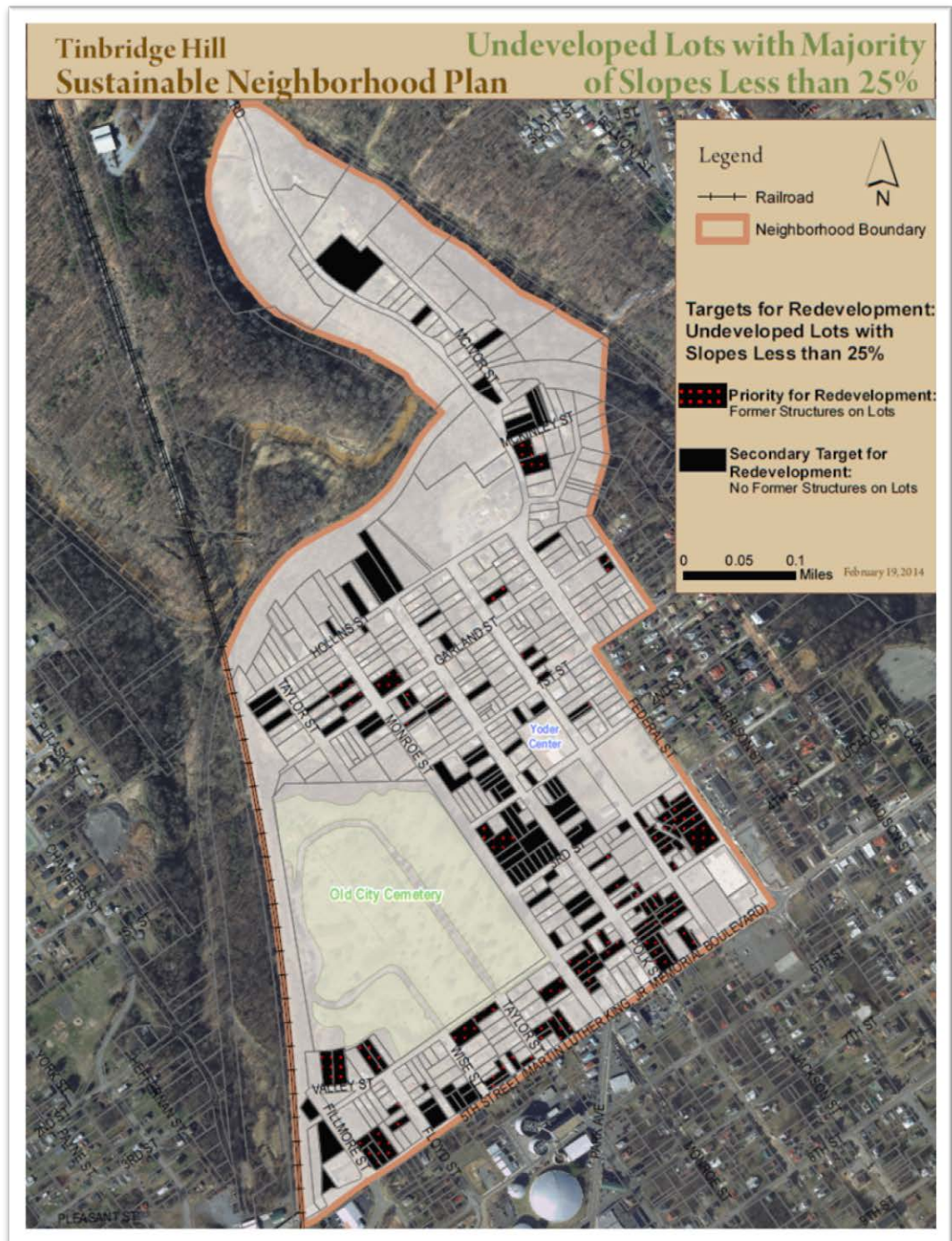
A key issue that has been raised in multiple contexts is the large number of vacant lots within the Tinbridge Hill neighborhood. Vacant lots are seen as having a negative influence for several reasons: detracts from community character and appearance; lack of maintenance can lead to overgrown vegetation (multiple references in community meetings to proliferation of kudzu); can serve as haven for illegal activity; and can have a negative impact on property values. In addition, vacant lots represent an underused resource, and are opportunities for new development which would add value to the neighborhood, especially if made available for new housing construction.

As part of the City's continuing focus on neighborhoods and housing opportunity, another initiative is a separate study currently underway: Analysis of Impediments to Fair Housing Choice. This analysis is currently under review and a link the study is listed in Appendix A.

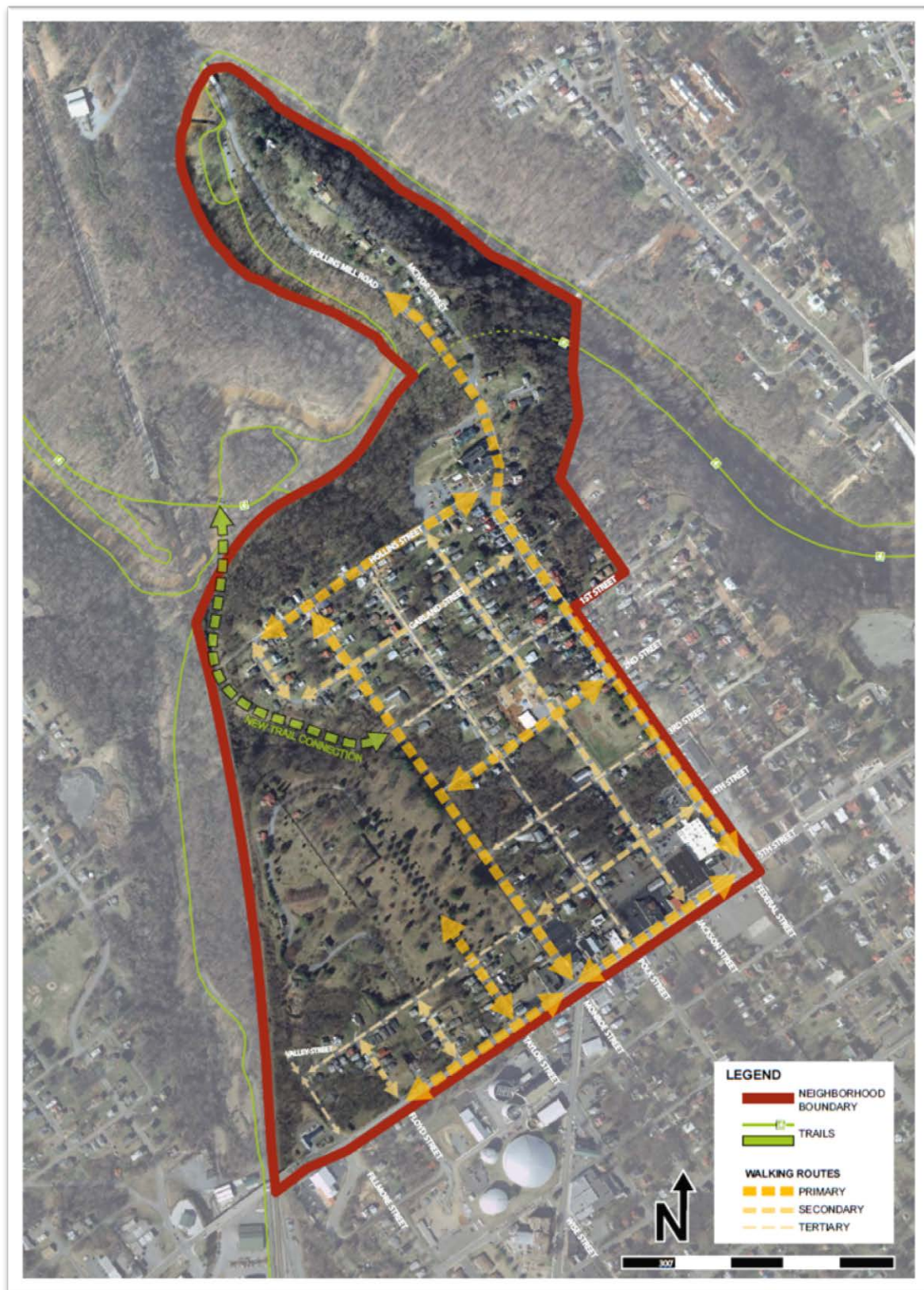
A map of existing land uses within the neighborhood illustrates the number of vacant lots. Many of these lots would be difficult to build on because of steep slopes; accordingly, an analysis was put together identifying vacant lots that are not impacted by steep slope conditions - - the lots most suitable for new construction. A second analysis was done, relying upon historical information and maps to indicate which of the currently vacant lots formerly had structures that have since been removed - - lots where rebuilding would serve to restore some of the community's lost character. Combining these two analyses results in a map that shows currently vacant lots in Tinbridge Hill that are not impacted by severe slopes, and which formerly had structures. As work moves forward to develop additional housing and other uses within the neighborhood, these lots should be prime candidates for consideration of new development. The map shown to the right identifies those "priority for reconstruction" lots.

INFRASTRUCTURE

Another key issue that has been much discussed is mobility. There are multiple reasons why pedestrian, bicycle, and transit options are important to this neighborhood: not all residents own cars; employment opportunities lie, for the most part, outside the boundaries of the neighborhood; and because of the steep topography, sidewalks to recreation facilities and bus routes are essential. The map on the following page illustrates the main pedestrian corridors within the neighborhood that are most critical, and most need to be maintained/upgraded, to provide accessibility to major destination points within the neighborhood (e.g., Yoder Center and bus stops).



Tinbridge Hill Neighborhood: Walking Corridors



In order to promote mobility along these key pedestrian corridors, and enhance access to key facilities, to bus stops, to the revitalizing 5th Street (Martin Luther King, Jr. Memorial Boulevard) businesses, and to the new access point for the Blackwater Creek trail, construction of several missing sidewalk links is needed. In discussions with neighborhood residents, the key walking corridors were identified, and compared to existing conditions (where sidewalks are and are not present, where maintenance is needed, where the addition of sidewalks would be prohibitively expensive due to lack of right-of-way, building placement, and/or topography). Following are two photographs illustrating prototypes of these kinds of conditions: the first showing an existing but incomplete sidewalk pattern where improvements could be efficiently added, and the second showing condition where it would be difficult and costly to try to retrofit sidewalks. Another set of priority considerations regarding sidewalks focuses on needs for repair and maintenance. There are many locations within Tinbridge Hill where an existing sidewalk has become unusable because of overgrown vegetation, being covered up, or because of cracks, holes and lack of accessibility for disabled persons. An example follows of vegetation encroaching on a sidewalk, and another example of a sidewalk covered up over time.



Possible to add missing sidewalk segment



Vegetation moving into sidewalk area



Significant obstacles to sidewalk construction



Sidewalk covered up over time

Comparing the key pedestrian mobility corridors with on-the-ground assessment of feasibility of construction for missing segments, the following map identifies a recommendation for what should be considered highest priority sidewalk construction projects.

Tinbridge Hill Neighborhood: Priority Proposed Sidewalk Improvements



This map illustrates priority segments for new sidewalk construction. Maintenance needs for existing sidewalks along primary and secondary corridors should also be explored.

Following are cross-sections that illustrate the range of possible improvements that can be considered for streets and sidewalks, which will vary depending on individual street right-of-way widths. Option A is possible within a 30 foot right-of-way with no topography challenges. (Topography challenges might limit sidewalks to one side of the street). Option B shows a planting strip between the sidewalk and the street, if conditions were to allow.



A2
30' ROW
NO TOPOGRAPHY CHALLENGES
SIDEWALK 3-5'

SIDEWALK 5'
TRAVELWAY AND PARKING (VARIES) 20'
30'
PUBLIC RIGHT-OF-WAY



B1
30' ROW
ONE SIDE OF STREET, ABLE TO ADJUST PAVEMENT
SIDEWALK 3-5'

SIDEWALK 5'
GREEN STRIP 4'
TRAVELWAY AND PARKING (VARIES) 20'
30'
PUBLIC RIGHT-OF-WAY

Options C through E show possibilities within a 60 foot right-of-way. Option C assumes adjacent topography challenges. Option D assumes drainage challenge, and includes curb and gutter sections. Option E shows how a stormwater buffer can be accommodated, if there are no topography challenges. These cross-section examples will help inform discussions about possibilities for individual block sections.



Following is a table of information that has been prepared showing right-of-way and corridor types for the main pedestrian corridors in Tinbridge Hill highlighted on the maps above. The table also offers suggestions for what type of cross-section might be most feasible for each of these segments, and suggests a Phase 1 or Phase 2 priority that might be assigned to each segment. This information will be useful in subsequent discussions exploring funding and construction options.

Tinbridge Hill Pedestrian Improvements

Planning Level Cost Estimates (2013 dollars, does not include design or ROW phases)

Street and Type		Sidewalk							Crosswalks			ADA Ramps		TOTALS
Street	Corridor Type	block side	# of blks	Length	ROW	Section type	Price-5ft	Notes	Phase	# of crossings	Price	# ramps	Price	
Monroe	Primary	long	4.5	1507.5	60'	D1 or E1	\$90,450	one side of street, north, no C&G	1	6	\$3,000	9	\$9,000	\$102,450
Hollins	Primary	short	1	290	30'	A1	\$17,400	one side of street, north, repair if needed, facedown sidewalk	?	0	\$0	2	\$2,000	\$19,400
2nd	Primary	short	3	870	30'	A1	\$52,200	one side of street, north, grade issue, repair if needed, retaining wall may be necessary (not budgeted)	1	2	\$1,000	4	\$4,000	\$57,200
McIvor	Primary	-	0.5	112		E1	\$6,720	installation only on north east side		2	\$1,000	2	\$2,000	\$9,720
Jackson	Secondary	long	4.5	1507.5	60'	D2 OR E2	\$90,450	both sides, no C&G	1	12	\$6,000	20	\$20,000	\$116,450
	Secondary	long	1	335	36'	A2	\$20,100	one side	1	0	\$0	0	\$0	\$20,100
Garland	Secondary	short	1.5	435	30'	A1	\$26,100	one side, south		2	\$1,000	5	\$5,000	\$32,100
	Tertiary	short	1	290	30'	green alley		no standard pricing	2					
4th	Secondary	short	2.5	725	30'	A1	\$43,500	one side, north	1	2	\$1,000	5	\$5,000	\$49,500
	Tertiary	short	2	580	30'	green alley		no standard pricing	2					
Floyd	Secondary	long	1	335	60'	D2 OR E2	\$20,100	both sides	1	0	\$0	4	\$4,000	\$24,100
Totals							\$367,020				\$13,000		\$51,000	\$431,020

* Estimates were done based on 5' sidewalk widths. Further pricing will be needed for street lights, stormwater infrastructure, and other street amenities.

A final mobility issue focuses on bus routes and bus stop amenities. Currently a bus runs regularly on Federal Street, between 5th Street (Martin Luther King, Jr. Memorial Boulevard) and Hollins Street as part of its route. Bus shelters would help promote accessibility in using bus transportation, and installation of shelters within Tinbridge Hill is being considered. Other interests focus on routing patterns, and the possibilities of adjusting the bus route to better serve the Jackson Street corridor, and potentially to extend further north down Hollins Mill Road to Bedford Avenue, providing access to employment opportunities. Discussions are underway about the feasibility adjusting Bus Route 1B to provide service on Jackson Street, and running Bus Route 1A or 1B down Hollins Mill Road, which would be desirable since construction of sidewalks along Hollins Mill Road would be difficult.

Additional tables, charts, maps, and illustrations can be found in the June 3, 2013 Neighborhood Assessment Report, provided as Appendix C.

WATER / SEWER / STORMWATER

A final set of infrastructure issues focuses on the status of utility lines: water, sewer, and stormwater lines serving the Tinbridge Hill neighborhood.

Like many neighborhoods throughout the Lynchburg, Tinbridge Hill has aging underground pipe systems that provide water and sewer service to the residents, as well as manage stormwater runoff from the streets, houses and area commercial buildings. Although these systems continue to serve their core purpose, like all infrastructure these pipes are in need of ongoing maintenance, repair and replacement. To make the most efficient use of the limited resources, many of these infrastructure improvements have been addressed as part of the Combined Sewer Overflow (CSO) Long Term Control Plan (LTCP). The current LTCP has been focused on

the separation of storm flows from the sanitary sewers and has also allowed for some limited water line replacement and neighborhood improvements. In the past, the significant scope and scale of these projects has caused tremendous disruption to neighborhoods and commercial areas throughout the City.

Water Resources staff has been working to develop a new strategy that would provide significant water quality improvements while balancing affordability to ratepayers. As a result City has recently recommended changes to the State's Department of Environmental Quality that would end the separation of the sewers and instead focus on maximizing wet weather flow capture and treatment at the wastewater treatment plant. This new strategy would significantly reduce the discharge of untreated combined sewage into the river and streams and could save the City as much as \$200,000,000 over the cost of the original LTCP. The change would also greatly reduce the ongoing CSO work taking place in the City's neighborhoods.

Just as this new CSO strategy highlights the City's ongoing efforts to balance infrastructure needs, the natural environment and fiscal responsibility, so must sustainable neighborhood efforts maximize opportunities to partner with other infrastructure improvements, as well as larger master planning efforts. The Growing Tinbridge Hill neighborhood plan has identified some infrastructure priorities to improve connectivity through sidewalks, trail connections and transit. And although the varied topography and aged infrastructure of Tinbridge Hill presents challenges to implementing alternative stormwater solutions, these challenges may produce limited opportunities to install innovative management practices that not only help address runoff, but further neighborhood priorities such as transportation and public safety. In addition, continuing improvements along the 5th Street Corridor (Martin Luther King, Jr. Memorial Boulevard), a future water line project on Federal Street, and other infrastructure replacement initiatives may provide other occasions to further neighborhood priorities. Improvements that meet multiple goals should be considered as other infrastructure projects take shape, particularly those along pedestrian corridors, for better overall neighborhood sustainability.

NEIGHBORHOOD INPUT

On July 20, 2013, the City of Lynchburg in collaboration with neighborhood leaders hosted a public kickoff event for the Tinbridge Hill Neighborhood Planning Initiative. This Summit offered residents of Tinbridge Hill with multiple ways to provide input to help shape the neighborhood plan. Excerpts from the report detailing the outcomes of this Summit are provided here. The full report is provided as Appendix B to this Plan.

A keypad polling technology was used to seek ideas and opinions from Summit participants on a range of key topics. The technology offered a system for anonymous responses, with instant compilation of results. 25 questions were asked of the group (including several warm-up questions). The questions and compilation of responses follow.



How long have you lived in Tinbridge Hill?

The first question to the group was, "How long have you lived in Tinbridge Hill?" The results showed the diversity in the room, which included 44% of participants living in the neighborhood for more than 10 years, and almost a third of participants being from other parts of the Lynchburg community but wanting to be a part of the Tinbridge Hill revitalization. Nearly all of those currently living in Tinbridge Hill indicated a desire to remain. 60% of participants were 40 years old or older.

What is the most important step to improve the neighborhood?

For those with considerable longevity in Tinbridge Hill, the most important step is improving housing conditions. For those newer residents (five-10 years), the response was that the most important steps are reducing crime and providing new neighborhood services, activities, and commerce. For the newest residents, the answer is job training and job opportunities. Satisfaction with the Yoder Center appears high among all groups.

What is the biggest need for improving housing?

Responses were mixed here. For newer residents (five-10 years), assistance with exterior house maintenance is the biggest need. Overall, the biggest need is more specific: better maintenance of rental properties.

What is the biggest issue for improving public spaces?

The clear consensus here, among all groups, is that improving gateways to the neighborhood is the biggest issue. Improvements to the Yoder Center and James River Heritage Trail were also listed.

What is the biggest issue for improving private spaces?

Clear consensus here as well: the biggest issue regarding private spaces is attention to overgrown yards on private properties.

What is the biggest need for improving infrastructure?

Adding sidewalks was the clear answer to this question, garnering an especially strong response from new residents to Tinbridge Hill. Older residents focused more on needs for street improvements and stormwater drainage.

What is the biggest issue for addressing crime?

Given that concerns about crime are at or near the top of the issue list for a number of residents, this question about what might be the best approaches to crime prevention takes on particular importance. The dominant answer, "Need more police patrol," led to subsequent discussions during the day, and expressions of appreciation that a police officer was in attendance at these discussions and stayed the whole day. The second highest topic, "Overgrown/vacant properties," was another theme heard throughout the day.

What is the biggest issue in encouraging leadership?

There was a wide set of opinions on this question. The highest vote-getter, and the one answer picked by all five-10 year residents, was the statement: "Lack of youth interested in being a neighborhood leader." Respondents also noted difficulty in getting adults interested in leadership roles. There was also interest expressed in seeking more support from organizations to encourage leadership.

How best to help residents get jobs?

Eighty percent of respondents focused on job-training and getting more information about job opportunities. Sixteen percent listed transportation to job centers as an issue needed attention.

What new local establishments are most needed?

Almost two-thirds of respondents called for a grocery store. Given the recent closure of a local store, this is clearly a neighborhood need. Twenty percent called for more entertainment options.

What new services are most needed?

Recreational programs for youth and activities for seniors were the top responses. There was also interest expressed in the need for additional childcare options.

What is most needed for youth?

The most common answer: The neighborhood's youth need job training and internships. Other ideas were expressed regarding education, information, and recreation, but the biggest issue focused on jobs.

What is most needed for families?

Two topics were most mentioned in response to this question. The top response (with nearly 40% of respondents picking it) was support for single parents. The second-highest response was for assistance with home improvements (29% of respondents).

What is most needed for seniors?

Two topics garnered the most responses here: "Assistance with home improvements and errands" was the choice of 41% of respondents, and 31% responded "Reliable transportation." Among the neighborhoods older population, most responded that assistance with home improvements/errands is most needed.

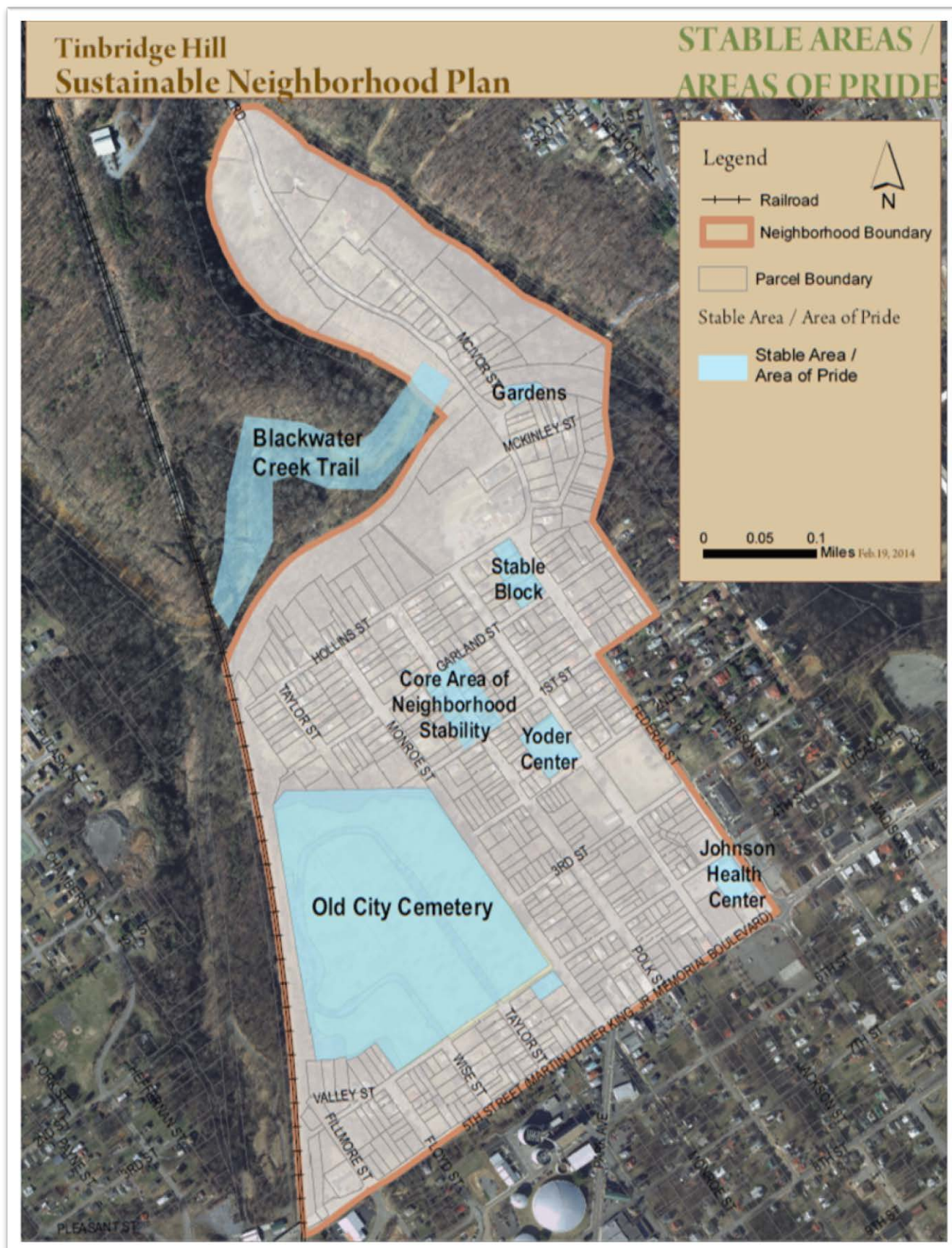
These responses were instantly available to Summit participants, and accordingly were able to help set the stage for discussions to follow. A final question was, "Are you willing to participate in future events?" 79% answered "Yes."

This activity offered participants an opportunity to identify places in the neighborhood that they would like to see changed, or would like to see stay the same. Facilitators asked the following questions, and participants marked areas on a neighborhood map to address the following:

1. What areas of the neighborhood are stable (cleans, safe, that you are proud of). Indicate those with blue marks on the map.
2. What areas of the neighborhood are opportunities for change (blighted, unsafe, attractors for crime, would like to see change). Indicate those with red marks on the map.
3. What types of development would you like to see along 5th Street (Martin Luther King, Jr. Memorial Boulevard) and along entrances to the neighborhood? Indicate those with black marks on the map.
4. Would you like to see other new development or parks in the neighborhood? Indicate those in green marks on the map.

Areas identified as needing attention or change included a need for trimming vegetation along the north side of Hollins Street between Monroe and Jackson Streets, need for re-use of vacant structures, attention to properties on the east side of Federal Street between Garland and Holland Streets, and improvements to increase non-automobile mobility along key pedestrian corridors. These concerns are addressed with recommended implementation actions, described in Section 5, "Framework for Growing Tinbridge Hill."

Portions of Tinbridge Hill identified as stable areas and areas of pride included the Yoder Center, multiple core areas of neighborhood stability, the Old City Cemetery, the Johnson Health Center, gardens, and the Blackwater Creek Trail. A map on the following page highlights these areas of pride within Tinbridge Hill.



Current and Recent Initiatives

Progress and improvement are increasingly apparent in the Tinbridge Hill neighborhood, due to energy and resources focused on neighborhood initiatives. The Legacy Museum is a vibrant center documenting the history and culture of this place. Habitat for Humanity is helping people build and own homes. The Tinbridge Neighborhood Council supports community projects and is a key part of the Community Watch program that has helped reduce crime incidents. Churches in and near Tinbridge Hill actively sponsor events. The Community Garden is thriving. And the Yoder Center serves as the main activity center for the neighborhood with classes, sports and recreation activities, after-school care, summer programs, neighborhood meetings, and special projects. City staff members run the programs, maintain facilities, and serve a key role in promoting connections among neighbors. The Friends of Tinbridge Hill group continues to meet monthly to bring ideas and resources to the neighborhood and help to sponsor activities. A full list of community partners appears in a following section of this plan.

Picture My World

Last summer, 30 children from the Tinbridge Hill neighborhood were outfitted with disposable cameras and asked to give people a glimpse of their community. The project, sponsored by the Yoder Center and Lynchburg College, let the kids take control and decide what they wanted to document about their lives.

The children were asked to photograph the highs and the lows — what they loved about their community and what they didn't. The hundreds of photos they took tell the story of summer afternoons spent at the playground, rainy-day board games and time with family.



Gary Takacs, senior recreation specialist at the Yoder Center, said the photo project was started as a way to get the youngsters thinking about what happens in their neighborhood. "It's about their involvement in their community and their neighborhood," he said. "To teach them that they have a say in what happens and it counts."

The project, suggested by Lynchburg College, a member of the Friends of Tinbridge Hill coalition, is part of a larger string of projects the center has been doing to promote civic engagement among the kids enrolled in its summer programs.

Two examples of the energy being brought to Tinbridge Hill are highlighted here: First is the "Picture My World" project run by the Parks and Recreation Department in partnership with Lynchburg College; and a community landscaping project sponsored by neighborhood supporters.

Looking to the future, with the certainty of more limited public resources available to fund projects, the commitments of residents, stakeholders, and friends will be increasingly important to maintain the robust levels of activity and community improvement that have brought Tinbridge Hill to this point.

Example of What Can Be Done!

Neighborhood supporters organized the weekend's events, including a community cookout. The group also raised donations to help refurbish the Yoder Center. Saturday's project was part of a larger renovation that included installing a pavilion, barbecue and stone patio area.

On Saturday, it was all hands on deck at the Yoder Center in Tinbridge Hill, where a bevy of volunteers gathered to plant more than 1,000 flowers, shrubs and trees.

The landscaping blitz, part of a larger cluster of events organized around Tinbridge Hill that day, slowly transformed the exterior of the neighborhood center into a verdant parkland.

"It looks awesome," gasped Marisela Goode, who came out to enjoy the sunny weather with her three children at the center's playground. "It's so nice."

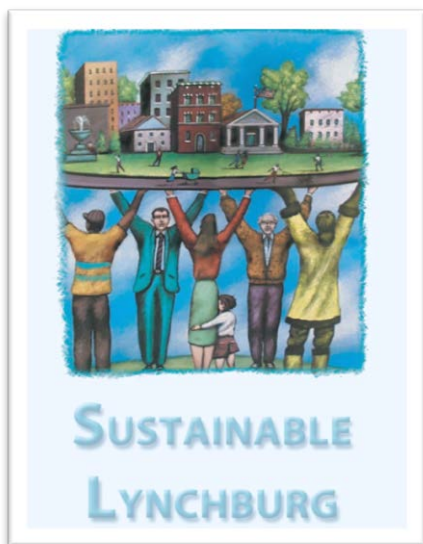
"The vision just keeps getting bigger and bigger and bigger," said Jane White, director emeritus of Old City Cemetery located in Tinbridge Hill, and member of St. John's Episcopal Church, which has been working in the neighborhood for more than 15 years.

"I think the sky is the limit as far as what can be done," White said. "We've got all the right people at the table."

Links to Other Plans

There is an array of plans and policies already in place in Lynchburg that are directly relevant to the Tinbridge Hill neighborhood and to this planning initiative (and to neighborhood planning throughout the City). Links to the plans and documents appear in Appendix A, and descriptions of the most directly related plans follow.

SUSTAINABLE LYNCHBURG



The Sustainable Lynchburg Plan is a policy guidance document for the City of Lynchburg that provides a framework for using the principles of sustainability to develop future policies that affect day-to-day activities.

A vision and set of guiding principles for the plan address fiscal responsibility, economic development, racial and social equity, social capital, protection of the natural environment, sustainable infrastructure, and a process for ongoing monitoring of the plan. The vision statement and specific elements of sustainability identified in the plan are included in the sidebar to the right.

The plan outlines operating principles, goals, strategies underway, and future initiatives for each of the elements of sustainability. Tinbridge Hill is identified in several actions in the Sustainable Lynchburg Plan, including improving the neighborhood through greenway connections, continuing the successful neighborhood garden program, assisting with workforce development, neighborhood walk-throughs to ensure properties are adequately maintained, and supporting youth leadership through the Parks and Recreation Young Leaders Program.

Tinbridge Hill is one vital neighborhood that makes up the larger City of Lynchburg. As such, this Tinbridge Hill Sustainable Neighborhood Plan is designed to achieve the goals of the neighborhood in a manner that reinforces the City's overarching vision for sustainability.

In this plan, implementation actions are linked to the Sustainable Lynchburg Vision to reiterate how this plan reinforces the community's goals for the future. Icons for Sustainable Lynchburg topics are included to note where the Tinbridge Hill Sustainable Neighborhood plan is reinforcing the principles set out in the Sustainable Lynchburg Plan.



Sustainable Lynchburg Vision

Lynchburg is a diverse community working together to promote a healthy and sustainable City with social, cultural, economic, and environmental vitality, now and for future generations.

Sustainable Lynchburg Topics

- Arts and Culture
- Citizen Engagement
- Economic Development
- Healthy Living
- Infrastructure
- Land Use
- Lifelong Learning
- Natural & Environmental Resources
- Neighborhoods
- Safe Community
- Social Equity
- Transportation

The following table illustrates how ideas that have been developed in this Tinbridge Hill Plan are directly related to the Sustainable Lynchburg objectives.

Element	Assets	Opportunities
Arts & Culture 	• Special Places - Legacy Museum, Old City Cemetery, etc. • Partnerships with 5th Street CDC, local colleges and universities, etc. • Yoder Community Center programming	• Host community events • Connections to 5th Street Arts & Cultural District (Martin Luther King, Jr. Memorial Boulevard)
Citizen Engagement 	• Neighborhood connections - Friends of Tinbridge Hill, Neighborhood Watch, etc. • Yoder Center newsletter	• Connect with homeowners and newcomers to the neighborhood • Create/partner and distribute a Neighborhood brochure
Economic Development 	• 5th Street Corridor revitalization (Martin Luther King, Jr. Memorial Boulevard) • Yoder Community Center resources (computers, etc.)	• Annual Career Development fair • Career Development Clearinghouse • Local Business Support • Connectivity (transit, pedestrian)
Healthy & Active Living 	• Established garden • Yoder Community Center programming (physical activity, nutrition, cooking, etc.) • Johnson Health Center • Aubrey Barbour Playground and Biggers Park	• Community Garden partnerships • Trail connection • Expanded recreational opportunities for children
Infrastructure 	• Established sidewalk network	• Select sidewalk connections • Necessary infrastructure (water, sewer, etc.) improvements with other construction projects
Land Use 	• Housing Partners • 5th Street Master Plan and "Growing Tinbridge Hill" Plan • Gateway Signs	• Repurpose vacant lots and homes • Foster housing and homeownership opportunities • Greenway and infrastructure connections

Element	Assets	Opportunities
Lifelong Learning 	• <u>Remembering Tinbridge Hill</u> book • Educational programming - Yoder Community Center, WordWorks, etc.	• Expanded educational opportunities for children • Create a formal mentor program and train neighborhood leaders • Career Development center • Create a formal mentor program
Natural & Environmental Resources 	• Near James River Heritage Trail System and Blackwater Creek Trail	• Potential stormwater improvements as part of street improvements • New Trailhead
Neighborhoods 	• Established neighborhood leadership structure • Neighborhood connections - Friends of Tinbridge Hill, housing partners, volunteer networks, etc.	• Create recognition programs • Develop volunteer corps • Establish Yard Clean up days • Promote home maintenance assistance efforts
Safe Community 	• Established partnerships - Neighborhood Watch, Community Code Compliance Team, etc. • Core areas of strong neighborhood stability • National Night Out Event	• Increased frequency of neighborhood patrols • Neighborhood initiated code compliance for private properties • CPTED (crime prevention) training for neighborhood • Expand neighborhood watch membership • Repurpose vacant homes
Social Equity 	• Housing Partners • Public Spaces – Yoder Community Center, Old City Cemetery, Blackwater Creek Trail, etc. • Johnson Health Center	• Resources for child care assistance • Programming for seniors (social services, health services, code compliance, home maintenance, etc.) • Recruit Youth Neighborhood Leadership • Create a formal mentor program • Foster housing and homeownership opportunities • Career Development center
Transportation 	• Greater Lynchburg Transit Company service • Established sidewalk network	• Connectivity (transit, pedestrian) • Trail connection

Lynchburg Comprehensive Plan

Lynchburg is preparing to adopt an update to the existing 2002 Comprehensive Plan for the larger community. A key component of the Vision in the existing Comprehensive Plan is an **emphasis on neighborhoods**:

The City's reputation as a good place to live and work will grow from the quality of its many neighborhoods. With their distinctive character, history, and natural setting, City neighborhoods will provide residents with a safe, healthy environment and a strong sense of identity and ownership.

The Lynchburg Comprehensive Plan also calls for **attention to commercial corridors**:

The accessibility and design quality of the City's commercial corridors and districts will improve through a combination of public and private action. Quality of design, connectivity and accessibility – for vehicles as well as pedestrians and cyclists – will become the central focus in planning for the City's commercial areas.

This emphasis in the 2002 plan on commercial corridors was followed by a 5th Street Master Plan (Martin Luther King, Jr. Memorial Boulevard) for revitalization, with infrastructure improvements now being implemented. The priorities coming forward out of this Tinbridge Hill Sustainable Neighborhood Plan will be identified in the City's new Comprehensive Plan, and this neighborhood planning process can serve as a model for other Lynchburg neighborhoods in the future.



4. Community Partners and Resources

As the Tinbridge Hill Neighborhood Plan is being implemented, attention will focus on roles and responsibilities for achieving the actions included in the plan. The following sets out roles for how the multiple groups and interests can be coordinated to achieve effective implementation. It is going to take a team effort to turn these ideas into reality.

The key leader in this effort will be the Tinbridge Hill Neighborhood Council, and a committee it will establish to oversee implementation: a Neighborhood Plan Action Committee. This committee will coordinate with partners and help organize efforts to make the plan's actions a reality.

A summary of the partners and resources to be brought together follows.

TINBRIDGE HILL NEIGHBORHOOD COUNCIL

The Neighborhood Council prepared the original Tinbridge Hill Plan in 1996, and has continued to serve a critical role in promoting community improvement. A current focus of the group is on crime prevention and implementation of programs such as "Community Watch." The Council is positioned to continue serving in a leadership role, and to represent the neighborhood in pursuing implementation of this revised Neighborhood Plan. A key next step is assembling a committee for coordinating implementation actions. This Committee should regularly receive and circulate reports on progress, coordinate schedules and resources with neighborhood partners, and periodically prepare updates on implementation for distribution to the neighborhood and full community.

FRIENDS OF TINBRIDGE HILL

The Friends of Tinbridge Hill is an open membership organization, a diverse group of residents, organizational representatives, and interested citizens. The Friends group has provided broad-based leadership, ideas, and direction as work on this new Tinbridge Hill Neighborhood Plan has gone forward. It is anticipated that the Friends group will continue its active role, serving as a clearinghouse for ideas and work on individual projects and helping to identify resources to bring to the neighborhood. The Friends group is in the process of drafting a Charter to clarify its role and purpose as advocating for activities and needs of the neighborhood, and activating the agencies in the larger community to meet those needs - - identifying resources to accomplish the goals and objectives identified by the residents of Tinbridge Hill to improve the quality of life in the neighborhood.

NEIGHBORHOOD RESIDENTS

Residents of Tinbridge Hill are the reason for all initiatives, and the core source of energy and resources. Residents will continue to be actively encouraged to volunteer time and effort to the multiple community initiatives that are included in the Plan, and to participate in community groups and discussions.

LYNCHBURG CITY STAFF

Lynchburg City Departments provide a wide array of services to all neighborhoods, including Tinbridge Hill, and staff members are involved with the Tinbridge Hill Community on a variety of initiatives. An example is the set of programs and services offered at the Yoder Center. As work to implement this Tinbridge Hill Plan goes forward, staff will play an important support role at the request of the neighborhood, providing space and venues for meetings and distributing materials, and serving in an advisory capacity.

The City can provide technical support to the neighborhood on specific topics: infrastructure planning, addressing distressed properties, revitalization tax credits, resources of the Workforce Development Center, daycare services assistance (social services), enhancing police presence and protection in the neighborhood, and parks and recreation programming.

PARTNERSHIPS

Many non-profit organizations, foundations, churches, and university-related functions have brought resources and volunteers to the neighborhood to assist in community initiatives. The following partners have helped improve the neighborhood, and serve as potential future sources of assistance and support.

Organizations Located in Tinbridge Hill	
Yoder Center and After School Program	<i>Description: Tinbridge Hill community center, recreation facilities, playground, youth and adult programs and after-school care, owned and operated by the City of Lynchburg</i> http://www.lynchburgva.gov/yoder-center
Legacy Museum	<i>Description: Museum that celebrates African American heritage, located in Tinbridge Hill neighborhood</i> http://legacymuseum.org/home
Old City Cemetery/Southern Memorial Association	<i>Description: Oldest public cemetery in Virginia, located in Tinbridge Hill</i> http://www.gravegarden.org/
Johnson Health Center	<i>Description: Provides quality healthcare to all in a Patient-Centered Medical Home</i> www.jhcvirginia.org
Area Colleges and Universities	
Randolph College	<i>Description: Small liberal arts college located in Lynchburg, has assisted Tinbridge Hill in past with community surveys</i> http://www.randolphcollege.edu/
Liberty University	<i>Description: Nation's largest Christian-based liberal arts college located in Lynchburg, has assisted Tinbridge Hill in past with student (athlete) volunteer efforts</i> http://www.liberty.edu/
Virginia University of Lynchburg	<i>Description: Historically black, Christian-based university located in Lynchburg, serves local residents and on-line students</i> http://www.vul.edu/
Central Virginia Community College	<i>Description: Two-year community college located in Lynchburg and serving Lynchburg and Bedford and the counties of Amherst, Appomattox, Bedford, and Campbell. CVCC's Culinary School has been an important asset.</i> http://cvcc.vccs.edu/index.asp
Lynchburg College	<i>Description: A private, independent, residential college that offers distinctive undergraduate and graduate programs that reflect its commitment to teaching and learning, scholarship, and service to the broader community</i> http://www.lynchburg.edu

Faith-Based Organizations	
Saint John's Episcopal Church	<i>Description: Episcopal church located in Lynchburg, has assisted neighborhood in past with volunteer efforts and charitable funds for neighborhood initiatives</i> http://www.stjohnslynchburg.org/
First Church of Jesus	<i>Description: Small Christian church located in the Tinbridge Hill neighborhood</i> http://www.yellowpages.com/lynchburg-va/mip/first-church-of-jesus-6386616
Housing and Community Development	
Greater Lynchburg Habitat for Humanity	<i>Description: Non-profit, affordable housing provider that assists new homeowners to build and finance their homes</i> http://lynchburghabitat.org/
Lynchburg Neighborhood Development Foundation	<i>Description: Non-profit organization that works to increase home ownership by providing financing, home-buyer counseling, and assistance to qualified applicants.</i> http://www.lndf.org/
Lynchburg Community Action Group	<i>Description: Non-profit organization that assists low-to moderate-income individuals and families by providing a wide array of community services (housing, childcare, job training, transportation)</i> http://www.lyncag.org/
Lynchburg Redevelopment and Housing Authority	<i>Description: Housing assistance program that focuses on urban renewal and housing rehabilitation in specific neighborhoods</i> http://www.lynchburgva.gov/redevelopment-housing-authority
Rebuilding Together	<i>Description: Non-profit organization that rehabilitates the houses of low-income homeowners, particularly for elderly or disabled homeowners</i> http://www.rebuildinglynchburg.org/
Education and Business Development	
Lynchburg City Schools	<i>Description: Public school district for City of Lynchburg</i> http://www.lcsedu.net/
Lynchburg Business Development Center	<i>Description: Provides business development services to aspiring entrepreneurs in the Region 2000 economic area, services include a business incubator, business counseling, financing, and training and events, located in Lynchburg</i> http://lbdc.com/
Lynchburg Regional Chamber of Commerce	<i>Description: Provides programs and services that strengthen member businesses and stimulate regional prosperity.</i>
Support for Minority Populations	
NAACP Lynchburg	<i>Description: Works to ensure the political, educational, social, and economic equality of rights of all persons and to eliminate race-based discrimination.</i> http://www.naACP.org/pages/find-your-local-unit/

5. Sustainable Neighborhood Vision & Goals

Vision for Tinbridge Hill

The Tinbridge Hill neighborhood has a long history and solid roots from which to grow in the future. The future of the neighborhood lies in the hands of its residents and the partners that support and cherish the neighborhood. There are many opportunities to take the Tinbridge Hill of today and improve its physical appearance and quality of life. To do this, there needs to be a strong leadership foundation that will support and sustain the community into the future. The following vision statement describes the neighborhood's vision for Tinbridge Hill of the future.



OUR VISION – GROWING TINBRIDGE HILL

We envision our neighborhood to be a strong and diverse community of families. Our neighborhood will celebrate its history by sustaining the places and stories that capture the unique spirit of Tinbridge Hill. Neighborhood residents are the heart of this community, and neighborhood leaders and volunteers will work together to improve the quality of the neighborhood, and to sustain a true sense of community between neighbors. Our beautiful, hilly neighborhood will provide good homes for hard-working families, a safe place for children to learn and play, special places for residents to gather and have fellowship, and a community network that fosters connections to resources for residents to improve their lives. From what took root long ago, we will continue to love and grow our Tinbridge Hill.

To achieve the neighborhood vision, this Tinbridge Hill Sustainable Neighborhood Plan sets out five main goals:

GOAL #1: GROW OUR NEIGHBORHOOD LEADERS FOR THE FUTURE

GOAL #2: IMPROVE OUR NEIGHBORHOOD CHARACTER

GOAL #3: MAKE OUR NEIGHBORHOOD SAFE

GOAL #4: SUPPORT OUR FAMILIES

GOAL #5: FOSTER CAREER DEVELOPMENT OF RESIDENTS

6. Framework for Growing Tinbridge Hill

The approach for achieving these goals needs to be built on a resident leadership structure that can work to coordinate resources and responsibilities. The Tinbridge Hill Neighborhood Council will be the lead organization. The first step in implementing the plan is for the Tinbridge Hill Neighborhood Council to recruit additional members, and establish a Plan Action Committee made up of residents, agency representatives, and members of the Friends of Tinbridge Hill group.

The following framework outlines the five key goals for the Tinbridge Hill Sustainable Neighborhood Plan and the strategies the community can undertake to achieve these goals, priorities that have emerged from the series of neighborhood discussions over the summer and fall of 2013. This list forms the initial scope of work for the Plan Action Committee.

Sustainable Lynchburg Framework

It is critical to put in place a framework for implementing and monitoring progress on the recommendations of this Tinbridge Hill Plan. Continued aggressive attention and advocacy, with champions, is needed to achieve action recommendations.

The core group for pursuing implementation of these recommendations needs to be the Tinbridge Neighborhood Council. This group is a legally established non-profit organization, made up of neighborhood residents, with a history of work and agreements with the City of Lynchburg. The Neighborhood Council's work at present is mostly focused on the Neighborhood Watch program, but it has successfully undertaken other neighborhood initiatives and is well positioned to take charge of implementation of this Plan, with appropriate support. A key ingredient to bringing this implementation framework to life will be to enlist new neighborhood residents to step into leadership roles with the Neighborhood Council.

Regarding support, there are two main sources to assist the Neighborhood Council in starting and pursuing this work. The first is the Friends of Tinbridge Hill group. The Friends group is currently in the process of formalizing its mission and membership, which will clarify the role of the group and its members. The Friends organization is well positioned to help link resources with the Neighborhood Council. Discussions are underway to establish a **Plan Action Committee** under the umbrella of the Neighborhood Council organization, with members of the Plan Action Committee to be drawn from the Neighborhood Council Board of Directors and the Friends membership. A formal charge for this new Committee is being drafted, which will include expectations for frequency of meetings, regular reporting to the City Council on implementation progress, and monitoring work to identify any needs for change or calibration in the action priorities.

The second source of support to the Neighborhood Council will be City staff. Parts of the ongoing responsibilities of City Departments include provision of services to all citizens of Lynchburg, including Tinbridge Hill. Parks and Recreation staff will continue to work with neighborhood residents at the Yoder Center, Public Works will continue to be responsible for maintenance of streets and facilities, and the Police Department will continue to be involved with residents on issues related to safety and crime prevention.

Beginning immediately after City Council adoption of this **Growing Tinbridge Hill** plan, the Plan Action Committee should begin meeting to lay the groundwork for implementation and monitoring. The list of Goals and actions to be pursued follows, along with indications of how those goals and actions align with the goals of the **Sustainable Lynchburg** plan.

Goal #1: Grow Our Neighborhood Leaders for the Future

Tinbridge Hill is fortunate to have many current leaders of the community that represent partner organizations. Groups, like the Friends of Tinbridge Hill and the Tinbridge Hill Neighborhood Council have been successful at past efforts to improve the community. It is critical that the community continues to grow its leaders, both adults and youth, to advocate for needs and to take action to meet goals.

The Tinbridge Hill Sustainable Neighborhood Plan Action Committee can do this by encouraging neighbors to engage in community efforts, recruit new community leaders, and establish plan ownership actions to implement the plan.

NEIGHBORHOOD COUNCIL LEADERSHIP COMMUNITY ENGAGEMENT EFFORTS

1. **Host Community Events** – The Neighborhood Council will grow community connections and relationships by hosting community events throughout the year, such as neighborhood dinners, neighborhood clean-up days, community gardening work days, neighborhood holiday decorating, and sporting events. A community calendar that notes important neighborhood events could be created and passed around to neighbors to encourage their community engagement.
2. **Connect with New Habitat Homeowners in the Neighborhood** – The Plan Action Committee will connect with new Habitat for Humanity homeowners by attending homeownership classes for new members to the neighborhood, welcoming these newcomers to the neighborhood, educating them about neighborhood activities and engagement/volunteer opportunities, and encouraging them to get involved in implementation of the neighborhood plan.
3. **Create a Formal Mentor Program** – The Neighborhood Council will encourage partners, such as the Yoder Center, to collaborate and develop a formal leadership mentor program in the neighborhood. Current Friends of Tinbridge Hill members, and other community leaders, could volunteer to spend several hours a month mentoring youth on the skills needed to be community leaders.
4. **Connect with Newcomers to the Neighborhood** – The Neighborhood Council will host a newcomers meeting on a regular schedule at the Yoder Center or another suitable community location. The objective for the meeting could be to welcome new residents to the neighborhood, educate them about neighborhood resources, and encourage them to volunteer in the neighborhood. This is an opportunity for new neighborhood leaders to practice leadership skills by hosting these events.
5. **Generate Community Awareness by Creating and Distributing a Neighborhood Brochure** – The Neighborhood Council will work with partners to develop a simple neighborhood brochure that provides residents with basic information about the neighborhood, the Friends of Tinbridge Hill, the new neighborhood plan, and ways to engage through volunteerism and community events. Posters of this information could be made and placed at the Yoder Center, and local churches and businesses.

NEIGHBORHOOD COUNCIL LEADERSHIP RECRUITMENT ACTIONS

As part of leadership recruitment actions, the Neighborhood Council and Plan Action Committee will pursue the following initiatives:

1. **Hold Contest to Recruit Youth Leaders** – Consider encouraging development of youth leaders in the neighborhood through a “Be a Neighborhood Friend” youth contest to be administered through the Yoder Center afterschool program. Contests could be for art, oratorical presentation, volunteer effort, or some other leadership activity. The Neighborhood Council could encourage the city to pass a resolution

acknowledging the “Be a Neighborhood Friend” contest winner to acknowledge and encourage youth leadership activities.

2. **Train Neighborhood Leaders** - It will be important to provide training opportunities to neighborhood leaders. Collaborations with neighborhood partners and drawing upon community resources will be important steps in training neighborhood leaders. One example is the City of Lynchburg’s Parks and Recreation Young Leadership Program. The Neighborhood Council could work with partners to establish capacity building and leadership training opportunities for newly identified neighborhood leaders.
3. **Neighborhood Leader of the Year Program** – Consider encouraging neighborhood volunteerism and leadership by establishing a neighborhood leader of the year program to acknowledge notable actions taken by neighborhood leaders.

TINBRIDGE HILL SUSTAINABLE NEIGHBORHOOD PLAN OWNERSHIP ACTIONS

1. **Set Neighborhood Plan Implementation as Priority** – The Neighborhood Council will set the implementation of this plan as a high priority for future work.
2. **Develop Neighborhood Volunteer Corps** – To achieve the goals of this plan, the Neighborhood Council will identify a group of committed neighborhood residents and community partners that are willing and interested in supporting the implementation of this plan. An active contact list could be maintained and could identify specific skills that volunteers can provide to the community.
3. **Arrange for Leadership of Community Garden** – The Plan Action Committee will dedicate a member or neighborhood volunteer to take responsibility for the long-term management of the community garden. Assistance can be provided by neighborhood partners, with the Plan Action Committee serving as the main coordinating body for community gardening activities.

Reinforcing the Sustainable Lynchburg Plan

Goal #1: Grow Our Neighborhood Leaders for the Future, supports the implementation of the Sustainable Lynchburg Plan by addressing the following sustainable topics:



Goal #2: Improve Our Neighborhood Character

A large focus of the vision for Tinbridge Hill is on improving the neighborhood character and the physical environment that families live in. The Plan Action Committee Neighborhood Council will work with neighborhood residents and community partners to improve and enhance the unique character of Tinbridge Hill.

IMPROVING EXISTING HOUSING AND LOTS

1. **Proactive Code Compliance** – The Neighborhood Council will partner with the City, as it has done in the past, to hold neighborhood walks with City enforcement officials to identify properties that are not complying with city ordinances. The City could then provide advice and assistance and take action to have these properties improved.
2. **Establish Neighborhood Yard Clean Up Days** – The Plan Action Committee will develop a program to improve overgrown properties that are a blight on the neighborhood, and potential havens for illegal activity and unsafe conditions. Individual volunteer clean up days could be organized to clean up priority blighted and overgrown lots, particularly lots along the north side of Hollins Street. Area university volunteer programs could partner to assist in these efforts.
3. **Assist with Home Maintenance** – The Plan Action Committee will establish a program for homeowners that are interested in receiving assistance for home maintenance, such as painting, minor home repairs, tree removal, installation of new doors and windows, landscaping, and similar projects. The program could draw upon neighborhood partners and resources to connect interested residents with funding assistance and volunteer or for-profit groups that can provide these services. There is an opportunity here to develop employment opportunities for residents interested in doing this type of work for their fellow neighbors. (See Goal #4-Improve Housing Status #2, and Goal #5-Foster Local Business Development #1.)

ENHANCING PARKS, GREENWAYS, AND COMMUNITY GARDENS

1. **Support City Efforts to Create Greenway Connections to Neighborhood** – The Neighborhood Council will work with community partners, primarily the City of Lynchburg, to support the development of trail connections that would provide formal linkages within the neighborhood to the Blackwater Creek Bikeway.
2. **Repurpose Vacant Lots** – A large portion of the neighborhood includes vacant lots with no homes. The Plan Action Committee will develop a program to actively work with vacant lot owners to identify ways that lots can be used to enhance the community, such as small play areas for children, new community garden lots, and small areas for picnicking.

ENCOURAGING NEW DEVELOPMENT AND INFRASTRUCTURE IMPROVEMENTS

1. **Improve Gateways to Neighborhood** - The Neighborhood Council will consider ideas to enhance the neighborhoods gateways, particularly on entrances from 5th Street (Martin Luther King, Jr. Memorial Boulevard). Ideas include community art installations and infrastructure improvements. The design and development of these gateway improvements could be made by neighborhood residents. The Plan Action Committee could work with partners to identify funding sources and other assistance to create these gateway improvements.
2. **Encourage Development of Vacant Lots** – While some lots in the community are not suitable for development because of steep slopes and other environmental conditions, many lots are suitable. Development of vacant lots could help improve the character of the neighborhood and the security of residents. The Plan Action Committee will work to identify property owners that are interested in developing their lots or potentially selling their lots to a developer, such as Habitat for Humanity. A starting

point for this endeavor should be exploration of development on the priority vacant lots that are identified on a map shown on page 12 in this Plan. Included in the list of resources in Appendix A are links to experiences and ideas for developing vacant lots that come from New Orleans and Philadelphia.

3. **Identify Infrastructure Improvements** – While public infrastructure (sidewalks, streets, stormwater drainage, and street lighting) in Tinbridge Hill is generally in good condition, over time there will be need to maintain and improve these systems. The Neighborhood Council will work with the City to identify infrastructure improvement needs. Priority improvements are sidewalk construction and maintenance. Emphasis will be placed on coordinating infrastructure replacement and maintenance efforts to maximize benefits and minimize disruption to the residents. Suggested priorities for sidewalk projects are shown on page 15 in this Plan.
4. **Repurpose Vacant Homes** – Vacant lots in the neighborhood can turn into unsafe locations that affect the security and experience of the neighborhood. The Neighborhood Council will work with City partners to identify owners of vacant homes and explore options for selling/renting or repurposing vacant homes and commercial structures.

Reinforcing the Sustainable Lynchburg Plan

Goal #2: Improve Our Neighborhood Character, supports the implementation of the Sustainable Lynchburg Plan by addressing the following sustainable topics:



Goal #3: Make Our Neighborhood Safe

One of the primary reasons that the neighborhood began planning efforts back in the early 1990s was to make Tinbridge Hill a safe community for families by tackling the challenges of crime and drug activity in the neighborhood. This still holds true today. Through new partnerships with the City of Lynchburg's Police Department, the Neighborhood Council can continue to foster a safe environment for our residents.

EXPAND PUBLIC SAFETY PARTNERSHIPS

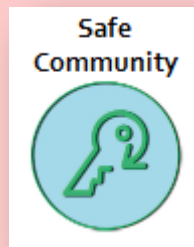
1. **Continue to Strengthen the Working Partnership with Lynchburg Police** – At the Tinbridge Hill Neighborhood Summit held on July 20, 2013, it was identified that a strong police presence in the neighborhood both deters criminal activity and fosters a better relationship between residents and law enforcement officials. The City of Lynchburg's police officers are viewed as a resource to the community. This aligns with the Police Department's Strategic Plan FY 2014-16 which contains the following goal to foster community involvement. Specifically, Goal 2 in that Strategic Plan calls for the department to "maintain, communicate with, educate, demonstrate responsiveness to and collaborate with all community members throughout the spectrum of day-to-day policing activities as well as through involvement in other community activities. The members of the Lynchburg police Department recognize that we can only be

successful in accomplishing our public service mission if we foster and maintain strong community partnerships with our citizens built on trust.”

2. **Offer CPTED (Crime Prevention Through Environmental Design) Training to Neighborhood** – The Neighborhood Council will work with the Lynchburg City Police to offer a CPTED (Crime Prevention Through Environmental Design) training to Tinbridge Hill residents. Through this program, the City’s police officers could educate neighborhood residents about ways to improve their yards and homes to deter crime in the neighborhood.
3. **Expand Neighborhood Watch Membership** –The Tinbridge Hill Neighborhood Council, t will work to expand membership of the Tinbridge Hill Neighborhood Watch group, to encourage involvement from all members of the community. Expanding membership can have the many benefits, including increasing security in the neighborhood, addressing crime activity at the neighborhood level and not putting the burden on individuals, and providing another way for residents to connect.

Reinforcing the Sustainable Lynchburg Plan

Goal #3: Make Our Neighborhood Safe, supports the implementation of the Sustainable Lynchburg Plan by addressing the following sustainable topics:



Goal #4: Support Our Families

This neighborhood is more than the sum of individual families; it is also the sense of community, relationships among neighbors, and collective ownership of Tinbridge Hill. The more that can be done to support and foster a better quality of life for residents, the better the entire neighborhood will be. The Tinbridge Hill Neighborhood Council can work with partner organizations to improve access to resources available to neighborhood residents and to provide additional programs for Tinbridge Hill families to create a stronger community and a better future for our children.

IMPROVE HOUSING STATUS

1. **Encourage Homeownership** – In communities across the nation, homeownership has a strong relationship with neighborhood stability and civic volunteerism. People feel a sense of ownership to their neighborhood and community when they own their own home. The Neighborhood Council will consider establishing a program to help interested residents connect to neighborhood partners and resources that can assist with home buying. Habitat for Humanity could be a critical partner in this effort.
2. **Assist with Home Maintenance** – The Plan Action Committee will consider establishing a program for homeowners that are interested in receiving assistance for home maintenance, such as painting, minor

repairs, tree removal, installation of new doors and windows, landscaping, and similar projects. The program could draw upon neighborhood partners and resources to connect interested residents with funding assistance and volunteer or for-profit groups that can provide these services. There is an opportunity here to develop employment opportunities for residents interested in doing this type of work for their fellow neighbors.

SUPPORT NEIGHBORHOOD YOUTH

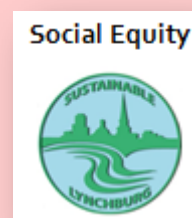
1. **Expand Recreational and Educational Opportunities for Children** – Development of the Yoder Neighborhood Center is an outstanding example of how community leaders can work to expand recreation and educational opportunities for children in our neighborhood. The Plan Action Committee will explore ways to create additional recreational and educational opportunities for neighborhood youth. The Lynchburg City School System, area museums, and the Yoder Center are important partner organizations. Also important is engaging youth to identify interesting and creative programs, such as the “Picture My World” project.
2. **Assist with Finding Childcare Resources** – Many families in the neighborhood are headed by two working parents or single mothers. Finding appropriate childcare is an important consideration for parents who need affordable childcare that will foster the growth of their children and be affordable to working families. It is also important for the neighborhood – care given to children outside of the home is an important consideration when thinking about building the next generation of neighborhood leaders. The Plan Action Committee will work with neighborhood partners, such as the City’s Daycare Services Assistance Program, to connect families in need of childcare with funding and childcare provider identification assistance.

CONNECT SENIORS TO COMMUNITY PROGRAMS AND RESOURCES

1. **Programs for Seniors** – Many of the neighborhood’s residents are aging seniors that have different needs than younger families. The Plan Action Committee will explore opportunities for educating aging residents in Tinbridge Hill about the community resources available to them: the Greater Lynchburg Transit Service’s paratransit service, social services, health services, and the Templeton Senior Center. Seniors could also be educated about neighborhood programs, such as property and yard maintenance programs that may assist aging residents with property maintenance tasks that may be difficult for them to do alone. (See Goal #4 Support Our Families, Improving Housing Status #2.)

Reinforcing the Sustainable Lynchburg Plan

Goal #4: Support Our Families, supports the implementation of the Sustainable Lynchburg Plan by addressing the following sustainable topics:



Goal #5: Foster Career Development of Residents

The quality of life of neighborhood residents is in large part determined by their employment. Opportunities for residents to develop additional skills and training, and learn about steps to advance their careers can be offered through collaborations with partners.

CONNECT RESIDENTS WITH TRAINING OPPORTUNITIES AND EMPLOYMENT RESOURCES

1. **Establish an Annual Career Development Fair** - The Neighborhood Council will partner with neighborhood organizations to develop opportunities to connect residents with job training resources. Partners include area universities, Lynchburg Economic Development, and the Central Virginia Community College's Workforce Solutions and Community Education Program. An annual career development fair could be hosted at the Yoder Center or another appropriate location to bring career development resources directly to residents of Tinbridge Hill and surrounding neighborhoods.
2. **Provide Clearinghouse for Career Development** - Beyond a career development fair, the Plan Action Committee will work with neighborhood partners, like the Yoder Center, to establish a small clearinghouse for career development resources available to residents year-round, and to actively educate residents about the clearinghouse. A small kiosk could be developed at an existing neighborhood facility where this information could be made available to residents. This can assist residents seeking to further their career development that don't have easy access to the internet or transportation.

There are a multitude of workforce development programs with free employment and training services located in the Lynchburg area. These include, but are not limited to, the Region 2000 Workforce Center, the Virginia Employment Commission, Lyn-CAG, Central Virginia Community College and Adult and Continuing Education of Central Virginia. Most of these entities also have direct partnerships with employers and employer organizations such as Chambers of Commerce and City of Lynchburg Office of Economic Development, so that they can serve as conduits between job openings and job seekers. The Neighborhood Council can partner with the Region 2000 Workforce Center, where many of these services can be accessed directly or through referral, as the "clearinghouse" for enhancing connections to these opportunities for Tinbridge Hill residents. (There may also be opportunities to establish transportation assistance for residents who may need assistance).

Additional activities or initiatives that could be explored through this partnership include:

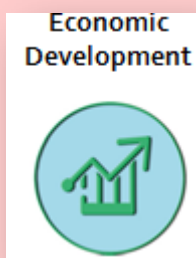
1. On site regular or annual career development fairs and events at the Yoder Center or another appropriate location.
2. Establishment of a remote "Informational Workforce Center" at the Yoder Center or other suitable location, where residents could have computer access for job readiness and job search resources and other career development information readily available in a convenient location.

FOSTER LOCAL BUSINESS DEVELOPMENT

1. **Foster Local Business to Support Neighborhood Improvement** – With the services needed by Tinbridge Hill residents, there are many opportunities for local business development. The idea is that residents could provide for-profit services to their neighbors, such as housing and yard maintenance, transportation/errand running for seniors, and childcare. The Plan Action Committee will look for opportunities to encourage business development by neighborhood entrepreneurs. The Lynchburg Business Development Center could be an important partner in fostering these efforts, and provide business counseling and business incubator services to start-ups.

Reinforcing the Sustainable Lynchburg Plan

Goal #5: Foster Career Development of Residents, supports the implementation of the Sustainable Lynchburg Plan by addressing the following sustainable topics:



7. Priorities for Implementation

Leadership

This plan includes more than 30 specific actions to achieve the vision and goals set out for the Tinbridge Hill neighborhood, developed over a six-month period involving discussions among residents, property owners, city staff, and community organizations. This community dialogue has identified needs, designed strategies to achieve goals, and highlighted priority areas for action.

The most critical part of achieving these goals, and the first step, is to confirm the leadership structure for implementing the ideas. An organizational strategy is needed that is based on leadership from neighborhood residents, with active involvement of community resources.

The **Tinbridge Hill Neighborhood Council** is a private, non-profit 501(c)(3) organization, with a board made up of Tinbridge Hill residents. Created in 1991 to promote neighborhood improvement, its mission is to “create a clean, well-maintained neighborhood with adequate and affordable housing for all of its residents, and to create a safe, violence-free community where neighbors and families care for and respect one another.” The Neighborhood Council has undertaken a wide array of initiatives to facilitate neighborhood growth, and has worked to organize resources and community groups to come together in pursuit of neighborhood goals. Historically, the Neighborhood Council has focused on safety and crime prevention and the City’s Neighborhood Watch program. The Tinbridge Hill Neighborhood Council will be the lead entity for coordinating efforts to implement this Plan.

As noted above, the Neighborhood Council's history, organizational structure, and mission are directly aligned with the need for leadership moving forward, and the Council should serve well as the entity for promoting implementation of this Neighborhood Plan and monitoring implementation. There has been attrition in Board membership, and one of the first implementation actions of this Tinbridge Hill Neighborhood Plan is to recruit additional participation and board membership commitments from neighborhood residents. The Neighborhood Council will continue to work with City representatives to coordinate activities.

Another initial step should be for the Neighborhood Council to form a ***Plan Action Committee***, to meet regularly to coordinate resources and monitor the progress made on the action strategies set out in this Plan. This committee would also include representatives from the Neighborhood Council and the ***Friends of Tinbridge Hill***. This Committee will be charged with responsibility to promote implementation of specific actions, as outlined in this plan.

It will be important to capitalize on the momentum generated during this planning process, and set out a manageable set of tasks to work on as immediate priorities. The first steps are organizational: (1) Recruit additional neighborhood residents to join the Board of Directors of the Tinbridge Hill Neighborhood Council; (2) Have the Neighborhood Council form a Plan Action Committee; and (3) Work with the Friends of Tinbridge Hill to establish a membership for this committee to follow-up on implementation recommendations, and set out an achievable set of tasks to work on as immediate priorities. The Plan Action Committee should regularly prepare status reports on implementation activity to share with the community and City officials.

Priority Improvements and Activities

The following list outlines the most compelling priorities for neighborhood plan implementation that have been identified in community discussions, and it is recommended that the Plan Action Committee initially focus on these priorities:

GOAL #1: GROW OUR NEIGHBORHOOD LEADERS FOR THE FUTURE

1. Set Plan Implementation as a Priority
2. Develop Neighborhood Volunteer Corps
3. Active Recruitment to the Tinbridge Hill Neighborhood Council
4. Establish Ongoing Leadership Responsibilities for the Community Garden

GOAL #2: IMPROVE OUR NEIGHBORHOOD CHARACTER

1. Promote Proactive Code Compliance for Private Properties
2. Continue to Strengthen Neighborhood Yard Clean-Up Days
3. Identify Opportunities to Repurpose Vacant Lots, with Initial Attention to Identified Priority Lots
4. Work with City Staff to Plan for Priority Sidewalk Improvements
5. Work with City Staff to Place a Gateway Sign at the Key 5th Street Entrance to Tinbridge Hill (Martin Luther King, Jr. Memorial Boulevard)

GOAL #3: MAKE OUR NEIGHBORHOOD SAFE

1. Establish Working Partnership with Lynchburg Police to Increase Police Presence
2. Offer CPTED (Crime Prevention Through Environmental Design) Training to Neighborhood

GOAL #4: SUPPORT OUR FAMILIES

1. Encourage Homeownership
2. Expand Recreational and Educational Opportunities for Children

GOAL #5: FOSTER CAREER DEVELOPMENT OF RESIDENTS

1. Establish a Career Development Fair

An initial task of the Neighborhood Plan Action Committee, once formed, will be to construct a timeline and set of responsibilities for parties and entities involved in the Tinbridge Hill area, a blueprint for action.

Next Steps

The first step in implementing the plan is for the Tinbridge Hill Neighborhood Council to recruit additional members, and establish a Plan Action Committee made up of residents, agency representatives, and members of the Friends of Tinbridge Hill group. A Memorandum of Understanding will be executed between the Neighborhood Council and the Friends group, outlining expectations for support and collaboration. A City representative will be identified to serve as a liaison between the Plan Action Committee and City Departments, to assist with coordinating the exchange of information and identification of resources.



The next step will be for the Plan Action Committee to take the list of priority actions highlighted in this Plan, and work with Friends of Tinbridge Hill representatives to identify resources, develop a work plan and timeline for tackling these actions and connecting with neighborhood partners to “get the ball rolling” on these initiatives. It will be important to build on the community support for the plan generated by neighborhood residents, to provide the community with updates on the actions being undertaken, and provide additional opportunities for residents and community organizations to get involved in plan implementation.

The Plan Action Committee will meet on a regular monthly basis to review progress on priority activities, plan for new initiatives, and prepare quarterly updates to transmit to the City and the neighborhood.



Lynchburg Planning Commission, January 22, 2014, with Tinbridge Hill Residents and Friends, City Staff, and Consultant

Plan Appendices

The following documents serve as supporting documents to the Growing Tinbridge Hill plan. Appendices C and D are provided under separate cover and available from the City of Lynchburg's Department of Community Development.

A. RESOURCE MATERIAL AND LINKS

B. REPLICABILITY FOR OTHER LYNCHBURG NEIGHBORHOODS

C. FULL NEIGHBORHOOD ASSESSMENT REPORT (JUNE 2013)

D. NEIGHBORHOOD SUMMIT REPORT (AUGUST 2013)

Appendix A: Links to Resources

The following resources serve as supporting documents to the Growing Tinbridge Hill plan. These are links to Lynchburg information and also links to resources from other places that are referred to in the plan.

Cemetery: http://www.southerngardenhistory.org/bookreviews/Cemetery_story.html

Article on Revitalization: http://www.newsadvance.com/news/local/article_df1a8a74-021b-11e3-b9f8-001a4bcf6878.html

Legacy Museum: <http://legacymuseum.org/home>

Remembering Tinbridge Hill: <http://virginiahumanities.org/2012/03/remembering-tinbridge-hill/>

Video about Tinbridge Hill: <http://www.youtube.com/watch?v=MB01X4nL5yI>

Randolph College Initiative: http://www.randolphcollege.edu/magazine_2011_2_3_economics_in_action.xml

5th Street Master Plan: <http://fifthstreetcdc.org/about-fifth-street/master-plan>

Planting Article: <http://www.wsls.com/story/20821481/tinbridge-hill-volunteers-plant-flowers-shrubs-trees-at-center>

Neighborhood Services: <http://www.lynchburgva.gov/neighborhood-services>

Parks and Recreation: <http://www.lynchburgva.gov/parks-and-recreation>

Comprehensive Plan 2030 Update: <http://lynchburg2030.org/>

Yoder Center: <http://www.lynchburgva.gov/yoder-center>

Picture My World: http://www.newsadvance.com/news/local/article_53cd5c60-0209-11e3-b728-001a4bcf6878.html

Inspections: <http://www.lynchburgva.gov/inspections>

Police Department: <http://www.lynchburgva.gov/police-department>

Code Enforcement Division: <http://www.lynchburgva.gov/community-code-compliance-team-o>

Lynchburg Neighborhood Development Foundation: <http://www.lndf.org/>

Lynchburg Fair Housing Analysis: <http://www.lynchburgva.gov/grants>

New Orleans Initiative: http://www.nola.com/politics/index.ssf/2011/06/anti-blight_program_lot_next_d.html

Philadelphia Initiative: <http://fixitphilly.org/land-peercities/>

Appendix B: Replicable Approaches

Project Background

In 2008, the City adopted a Sustainable Lynchburg initiative with a vision of Lynchburg as a “diverse community working together to promote a healthy and sustainable City with social, cultural, economic and environmental vitality, now and for future generation.” Various elements have been identified that are key to achieving this vision, including Arts and Culture; Citizen Engagement & Social Capital; Economic Development; Healthy & Active Living; Infrastructure; Land Use; Natural Resources; Neighborhoods; Safe Community; Social Equity; and Transportation. In March of 2013, the City contracted with Clarion Associates to develop a neighborhood plan for Tinbridge Hill using the Sustainable Lynchburg framework with the understanding that the residents and stakeholders of Tinbridge Hill get to define what will make *their* neighborhood sustainable within the context of the Sustainable City elements.

Overview

The “Growing Tinbridge Hill” initiative has been a successful, collaborative enterprise designed to support the livability and well-being of the Tinbridge Hill neighborhood. Using the elements of Sustainable Lynchburg as a basis for discussion, the organization of people and resources effectively helped identify neighborhood assets, aspirations and needs, and helped craft strategies to address neighborhood goals.

There are approaches that were used in this initiative that are replicable. Lynchburg is made up of a series of distinct residential neighborhoods, and the Tinbridge Hill success represents a model that may be useful for application in other neighborhoods. The following is a description of approaches that were successful in Tinbridge Hill, and which can be considered as future neighborhood initiatives are planned.

Components of Success in Tinbridge Hill

Engagement Strategy: Residents. It is essential that a neighborhood plan be owned by the neighborhood’s residents. Outside resources are valuable in the construction and execution of a plan, but the fundamental core of the project needs to be resident-based. Accordingly, engagement of neighborhood residents needs to be planned and built into the process at all stages. Approaches to the Tinbridge Hill planning process that are candidates for consideration in future neighborhood projects:

- In-neighborhood venue: In Tinbridge Hill the Yoder Center was the gathering place. Some events can and need to be scheduled at City Hall, but the more the substantive discussions and interactions can take place at a location within the neighborhood, the better.
- Recognizable leaders: Willingness of neighborhood residents to participate in and trust the process is greatly enhanced when individuals are involved who are known and have a history of leadership in that neighborhood.
- Timing of events to coordinate with neighborhood life: Some events can be planned and successfully executed during regular working hours; events where wide participation is desired most likely need to be scheduled for evenings and weekends. Coordination with recognized neighborhood events is effective. In the Tinbridge Hill plan, the most participation occurred when briefings and discussions were part of monthly neighborhood dinners.

- **Communication:** Existing communication methods are the most useful - - neighborhood newsletters and flyers, email lists, and postings in the neighborhood help spread the word. Community center staff also accompanied many of the children who participate in the after school programs to do door-to-door invitations to neighborhood residents.
- **Recognizing the history:** Every neighborhood has its own history and identity. Recognizing, documenting, and building on that history is important, and an effective way to engage residents in the work of the project. One good technique is taping discussions to create a library of oral history.

Engagement Strategy: Supporting Organizations. The help and support of private and nonprofit organizations, including faith communities and local college communities, is invaluable. There is a spirit of help and cooperation in Lynchburg, and coordinating resources to focus on neighborhood needs is highly effective. In the case of Tinbridge Hill, an asset was the existence of an informal, already functioning collection of organization representatives referred to as the Friends of Tinbridge Hill. These representatives met on a regular basis in a setting that invited and included the participation of neighborhood residents, and was critical to the success of the Growing Tinbridge Hill initiative. For subsequent neighborhood projects in Lynchburg, this model is highly recommended; if such a gathering of resource representatives focusing on needs of that particular neighborhood is not currently in place, formation of such a group at the outset of a project is a recommended strategy.

Branding the Initiative. Coming up with a phrase or logo that resonates with residents and communicates a key theme can help distinguish a particular neighborhood planning initiative from other ongoing work, and avoid confusion. In this case, the phrase "Growing Tinbridge Hill" was coined to help communicate that the focus is on ongoing work (not a one-time project), youth in the community, building leadership, and to draw a connection to a recognized and valued asset, the community garden.

Effective Use of City Resources. The availability of public funds is limited. Grant sources from federal, state, and private organizations should always be explored, but are increasingly difficult to secure. Accordingly, purposeful thought to the most effective use of City resources is highly desirable. Ongoing programs within established services often can be adjusted to better address particular identified neighborhood needs. Examples in Tinbridge Hill include using the Yoder Center for community events, working with the Police Department through the Community Watch program, cooperative, targeted Code Enforcement work, adjustment of bus routes, and identification of the most important infrastructure improvement projects.

Neighborhood Assessment. Documenting existing conditions, including physical conditions of structures and infrastructure, demographic trends, and connections to City services and programs is an important foundational piece of every neighborhood project.

Identification of Needs and Goals. Critically important to a neighborhood planning process is the authentic engagement of residents to identify needs and goals. In the Tinbridge Hill project this was accomplished in several ways, including (1) sponsoring small group discussions among residents with maps to draw on to indicate specific neighborhood needs and list goals; (2) large events seeking to develop priorities among the various needs and goals identified, accomplished in the Tinbridge Hill project with a keypad polling technology; and (3) sponsoring a Neighborhood Summit to present the ideas that had been developed, to confirm and/or calibrate the strategies.

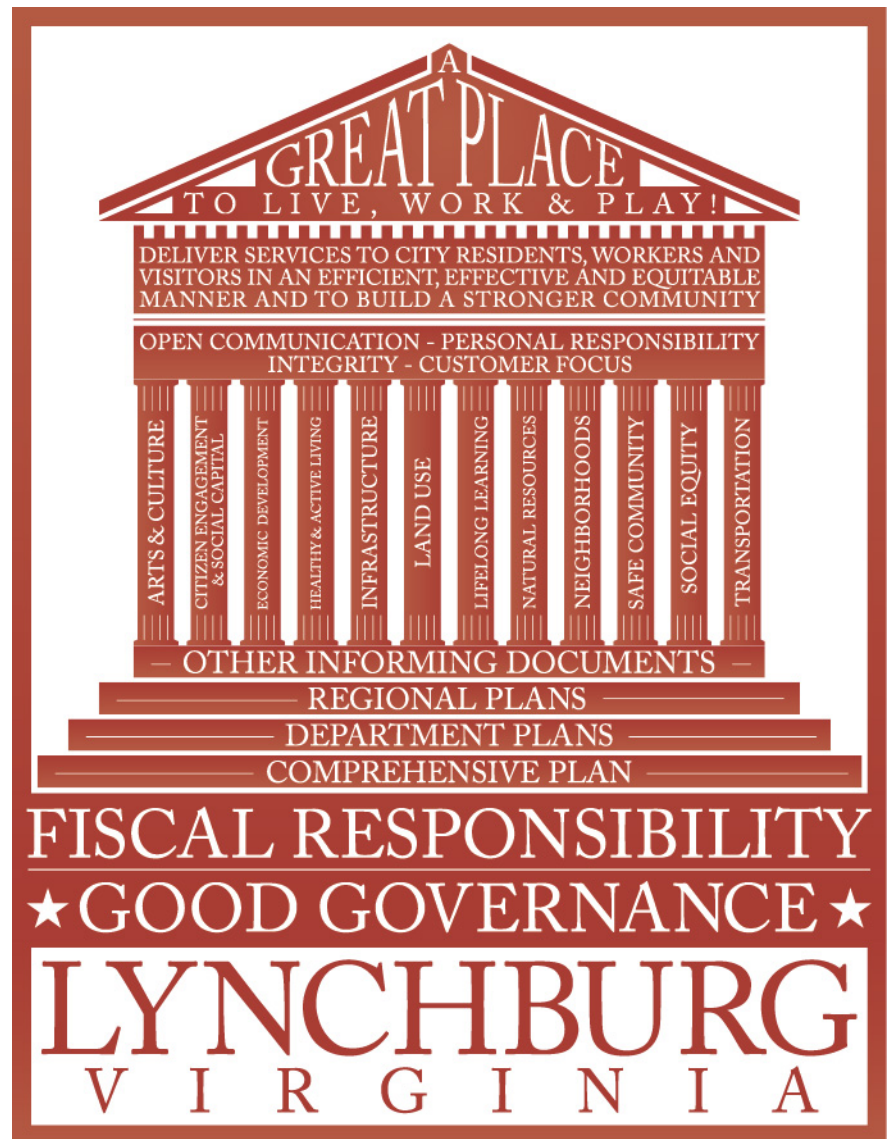
Strategy for Implementation. It was clear in the Tinbridge Hill context, as it will be in every neighborhood plan, that a specific and achievable action plan is critical to keep momentum going and to increase the likelihood of recommended actions being achieved. The plan, and responsibility for implementing the plan, need to be owned by residents, and the group responsible for follow-up needs to be a resident group. Specifics are needed regarding who is responsible for monitoring implementation of the plan's recommendations, what resources need to be coordinated to achieve the objectives, what City support is expected, and how regular reporting can be arranged so that the City and the full community can be kept informed of and help to celebrate continued progress. In the case of Tinbridge Hill, a Plan Action Committee is being formed, with a specific charge, under the umbrella of the existing Tinbridge Hill Neighborhood Council (a 501(c)(3) corporation with resident leadership). The Plan Action Committee will be made up of Neighborhood Council and Friends of Tinbridge Hill representatives.

Summary

During the early stages of this plan, it was unclear how or if the elements of Sustainable Lynchburg could be applied at a neighborhood scale. At the core of this effort was the frequent engagement of the Tinbridge Hill residents and partners in a meaningful dialogue about the neighborhood assets and needs required to become a sustainable neighborhood. The relationship of the neighborhood's priorities to the Sustainable Lynchburg elements is identified in both a summary at the end of each goal in Chapter 5, and a matrix that cross-references these assets and opportunities to the elements. As Tinbridge Hill focuses on its priorities of leadership, neighborhood character, safety, support for families and career development, these successes and new opportunities can be related back to the core elements that "promote a healthy and sustainable City with social, cultural, economic and environmental vitality, now and for future generations."

As the Tinbridge Hill plan has developed, so has the Sustainable Lynchburg initiative become the foundation for the City's Strategic Planning process. The original sustainability elements serve as pillars that support Council's vision for the City – "A great place to live, work and play." Following Council's adoption, of the Tinbridge Hill Neighborhood Plan, it will become part of the Comprehensive Plan 2013-2020. Going forward, the pillars of the City Council vision should serve as a framework for future neighborhood plans.

Every neighborhood is unique, with its own circumstances, its own history, and its own array of individuals and organizations to serve in leadership roles. The "Growing Tinbridge Hill" neighborhood plan has been a recognized success, and can serve as a model approach to draw from as future neighborhood initiatives are considered in the City.



MINUTES FROM THE JANUARY 22, 2014 PLANNING COMMISSION MEETING (MINUTES HAVE BEEN APPROVED):

b. Consideration of adopting the “*Growing Tinbridge Hill*”, Neighborhood Plan as part of the City’s *Comprehensive Plan*. The plan establishes a vision for Tinbridge Hill, establishes priority pedestrian corridors, provides recommendations for improving bus amenities and establishes goals for improving neighborhood character, safety and livability.

Mr. Martin noted that City staff is very excited to be bringing them this plan for inclusion into the City’s *Comprehensive Plan*. The City’s *Comprehensive Plan* recommends that the City work with residents and housing providers to develop community driven plans that address neighborhood issues. Much of the responsibility of implementing this plan is given back to the community with some parts to be implemented by City staff. This has been a community driven process with numerous meetings over the past year to develop this plan. There has been a lot of input from young residents, which has been very refreshing. Mr. Martin introduced Ms. Delores Bailey from the City’s consultant group Clarion Associates.

Ms. Bailey acknowledged the citizens who had helped develop the plan and had those present to stand for acknowledgement. She explained that the first Tinbridge Hill plan was adopted in 1996, which has served as a good base for what has been done recently. The current project has been an opportunity to assess current conditions of the neighborhood. She stressed that the final product was developed and is owned by the neighborhood residents.

Some of the issues identified were a large number of vacant lots, a continuing need for housing and the need for street and sidewalk improvements. Ms. Bailey noted that this plan is linked to other City efforts such as the Sustainable Lynchburg initiative and has an important set of action recommendations for its implementation. It is hoped that this plan will be a model for other neighborhoods in Lynchburg.

Some of the recommendations included in the plan are for sidewalk and accessibility improvements to be a priority, continued strengthening of police presence, expanding partnerships, career development, leadership and plan implementation and replicable approaches. Ms. Bailey noted that there is a plan action committee already established.

The following people spoke and gave formal endorsements of the plan: Mr. Aubrey Barbour, a lifelong resident of Tinbridge Hill and the recreation supervisor of the Yoder Center for 42 years; Ms. Phyllis McDaniel, a resident of Tinbridge Hill and City of Lynchburg employee and Mr. Vince Sawyer, a resident of Lynchburg and a representative of The Haven located at 201 Federal Street. Chair Swienton asked for anyone else who wished to speak in favor of the plan. No one came forward. He asked for anyone who wished to speak in opposition to the plan. No one came forward. He closed the public hearing portion of the petition.

Commissioner Coleman thanked the people who spoke and the consultant for the wonderful work they are doing in this part of the City. Commissioner Coleman noted one of the difficulties stated in the plan is getting young people as well as adults interested in leadership roles. Commissioner Coleman commented that they had worked hard to get Fifth Street designated as Martin Luther King Jr. Memorial Boulevard. He would like to see this noted as a parenthetical to any reference to Fifth Street in this plan. He is driving at the fact that imagery is important in leadership development. He thinks they are somewhat hiding the name and are not coming up with ways to highlight it. Mr. Martin acknowledged that it is a very good point and indicated that Martin Luther King Jr. Memorial Boulevard can be placed in parentheses after Fifth Street wherever it is mentioned in the plan as well as any future references to Fifth Street in staff documents.

Commissioner Johnston commented that it gives her such joy to support this plan. Tinbridge Hill has been a unique neighborhood in our community. The public/private partnership stands out to her as a

tremendous strength. Commissioner Johnston noted that there are plans to make a new entrance to the Blackwater Creek Trail to connect the bike paths. She wanted to know if there are bike lanes planned elsewhere in the neighborhood outlined in this plan. Mr. Martin explained that the addition of designated bike lanes on the streets is not really feasible due to the narrowness of the streets. The priority is to encourage safety for pedestrians and improve pedestrian connections. Staff has also been talking to GLTC about altering their routes to better serve the residents of this neighborhood. Commissioner Johnston asked Ms. Bailey if they had seen the need for any traffic calming measures. Ms. Bailey indicated that it is not in this plan because their focus had been on walkability.

Commissioner Johnston asked if there had been discussion around the need for a grocery store in the neighborhood. Ms. Bailey recalled that the discussion from the residents is that they feel they have been abandoned and they have to go too far to get groceries. The residents would like a grocery store closer to them or better bus access to get to one.

Commissioner Hooper commended everyone for their work and noted that he has seen firsthand that there has been a tremendous positive change in the neighborhood in just the past five to six years. He supports their endeavor and congratulates them on getting to this stage. Ms. Bailey commented that it has been a pleasure to work with this neighborhood and this City's staff like no other.

Commissioner Marion thinks it is a great plan and has everything in it that is needed. The hardest part will be keeping it together, keeping these groups organized, finding leadership and keeping the momentum going. She is certainly rooting for them.

Commissioner Perault concurred with Commissioner Marion's comments. He noted that it will be helpful for the plan action committee to give feedback to the City on what works and what doesn't in order to spread these kinds of ideas to other neighborhoods in the City. He thinks it is a wonderful program.

Chair Swienton asked for clarification that Commissioner Coleman's concerns about Martin Luther King Jr. Memorial Boulevard and leadership building have been addressed. Commissioner Coleman has confidence that Mr. Martin will follow through with the changes to the plan. Chair Swienton also noted that there are references in the plan to forming a leadership mentoring program in the neighborhood, which hopefully alleviates some of Commissioner Coleman's concerns as well.

Commissioner Coleman made the following motion, which was seconded by Commissioner Johnston:

"WHEREAS: The *Comprehensive Plan 2013-2030* identifies Tinbridge Hill as a Neighborhood Conservation Area;

WHEREAS: The *Comprehensive Plan 2013-2030* recommends working with residents, as well as public and private housing providers to develop community-based neighborhood plans that address neighborhood issues;

WHEREAS: *Growing Tinbridge Hill* has been prepared in collaboration with neighborhood residents, city departments and area organizations;

WHEREAS: *Growing Tinbridge Hill* reflects the aspirations of the community, sets realistic goals and identifies a specific action plan to achieve those goals;

NOW THEREFORE BE IT RESOLVED by the Lynchburg Planning Commission that in order to promote the public necessity, convenience, general welfare and good zoning practice, the Planning Commission recommends to City Council, adoption of *Growing Tinbridge*

***Hill, A Sustainable Neighborhood Plan* for inclusion in and as part of the *City's Comprehensive Plan 2013-2030.*"**

The motion passed by the following vote:

AYES:	Coleman, Hooper, Johnston, Marion, Perault and Swienton	6
NOES:		0
ABSTENTIONS:		0
ABSENT:		0
VACANCIES:		1

RESOLUTION OF THE LYNCHBURG PLANNING COMMISSION

WHEREAS: The *Comprehensive Plan 2013-2030* identifies Tinbridge Hill as a Neighborhood Conservation Area.

WHEREAS: The *Comprehensive Plan 2013-2030* recommends working with residents, as well as public and private housing providers to develop community-based neighborhood plans that address neighborhood issues.

WHEREAS: *Growing Tinbridge Hill* has been prepared in collaboration with neighborhood residents, city departments and area organizations.

WHEREAS: *Growing Tinbridge Hill* reflects the aspirations of the community, sets realistic goals and identifies a specific action plan to achieve those goals.

NOW THEREFORE BE IT RESOLVED by the Lynchburg Planning Commission that in order to promote the public necessity, convenience, general welfare and good zoning practice, the Planning Commission recommends to City Council, adoption of *Growing Tinbridge Hill, A Sustainable Neighborhood Plan* for inclusion in and as part of the *City's Comprehensive Plan 2013-2030*.

Adopted: Will F. McJ

Certified: 1/22/14

Secretary, Lynchburg Planning Commission

January 22, 2014

PLEASE PRINT

[illegible]

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **March 11, 2014**

AGENDA ITEM NO.: 11

CONSENT:

REGULAR: **X**

WORK SESSION:

CLOSED SESSION:

(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: **Amendment to the City Code re. Certificates of Convenience for Non-Emergency Transports**

RECOMMENDATION: Adopt the attached ordinance to provide for a process of granting certificates of convenience for organizations wishing to provide non-emergency medical transports in the City.

SUMMARY: The City Code currently requires a certificate of public necessity and convenience to operate an ambulance within the City limits; however, it does not distinguish between emergency transports and non-emergency transports. On January 28, 2014 Fire Department representatives advised Council of their desire to stop providing non-emergency medical transports within the City. At that meeting Council authorized staff to develop a process whereby certificates of public necessity and convenience can be granted to organizations that meet the state requirements for such providers. The attached ordinance provides for that process as an administrative matter and, as directed by Council, does not attempt to regulate charges by the agencies providing non-emergency transports. It merely establishes standards that must be met in order for a certificate to be issued.

PRIOR ACTION(S): January 28, 2014, authorization for staff to develop a process to provide certificates of public necessity and convenience for organizations desiring to provide non-emergency medical transports within the City.

FISCAL IMPACT: None

CONTACT(S): Chief Brad Ferguson, 455-6346; City Attorney Walter Erwin, 455-3973

ATTACHMENT(S): Proposed Ordinance

REVIEWED BY: lkp

ORDINANCE

AN ORDINANCE TO AMEND AND REENACT THE CODE OF THE CITY OF LYNCHBURG, 1981, BY ADDING THERETO NEW SECTIONS NUMBERED 5-60. DEFINITIONS, 5-61. CERTIFICATE REQUIRED, 5-62. APPLICATION FOR NON-EMERGENCY MEDICAL TRANSPORTATION CARRIER CERTIFICATE, SECTION 5-63. ANNUAL RECERTIFICATION, SECTION 5-64. LIABILITY INSURANCE REQUIRED, SECTION 5-65. SUBCONTRACTING, SECTION 5-66. DURATION, SECTION 5-67. TRANSFER, SECTION 5-68. APPLICATION OF TRAFFIC AND OTHER LAWS OF CITY AND STATE, SECTION 5-69. NO VESTED RIGHTS AND REVOCATION, AND SECTION 5-70. PENALTY, THE NEW SECTIONS RELATING TO THE PROVISION OF NON-EMERGENCY MEDICAL TRANSPORTATION SERVICES WITHIN THE CITY.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF LYNCHBURG:

1. That the Code of the City of Lynchburg, 1981, be and the same is hereby amended and reenacted by adding thereto Chapter 5, Article IV, Non-Emergency Medical Transportation Services, Section 5-60, 5-61, 5-62, 5-63, 5-64, 5-65, 5-66, 5-67, 5-68, 5-69, and 5-70, as follows:

Chapter 5

ARTICLE IV. NON-EMERGENCY MEDICAL TRANSPORTATION CARRIERS

Sec. 5-60. Definitions.

For the purposes of this article, the following words shall have the meanings respectively ascribed to them by this section:

Certificate: A certificate of public convenience and necessity issued by the City Manager or his designee, under the provisions of this article, authorizing the holder thereof to operate as a non-emergency medical transportation carrier in the city.

Non-Emergency Medical Transportation Carrier: A motor carrier that exclusively provides non-emergency medical transportation and provides such transportation only through the Virginia Department of Medical Assistance Services, through a broker operating under a contract with the Department of Medical Assistance Services, or as a Medicaid Managed Care organization contracted with the Department of Medical Assistance Services to provide such transportation.

Non-Emergency Medical Transportation: Non-emergency medical transportation is a form of medical transportation which is provided in non-emergency situations to a person who is medically stable, but is in need of medical support during transportation and is being transported for the purpose of receiving treatment and/or medical evaluation. Non-emergency medical transportation includes, but is not limited to, visits to doctors and hospitals for testing and treatment, or other locations where a specially equipped vehicle is used to transport a person. Non-emergency medical transportation means there is not an emergency need or a life and death reason for the transport.

Sec. 5-61. Certificate required.

It shall be unlawful to operate as a non-emergency medical transportation carrier within the city without first having obtained a certificate of public convenience and necessity from the City Manager or his designee and complying with the conditions, regulations and restrictions set out in this article.

Sec. 5-62. Application for non-emergency medical transportation carrier certificate.

An application for a non-emergency medical transportation carrier certificate shall be made upon such form as may be prepared or prescribed by the City Manager or his designee, and shall include:

- (a) The name and address of the applicant.
- (b) The trade or other fictitious name, if any, under which the applicant will do business.
- (c) The location and descriptions of the place or places from which the applicant intends to operate.
- (d) A copy of the applicant's license from the Virginia Office of Emergency Medical Services showing that the applicant has been properly certified as an emergency medical services agency.
- (e) A list of the vehicles the applicant plans to use to provide non-emergency medical transportation services and a copy of the permits showing that such vehicles have been approved for non-emergency medical transportation.
- (f) A copy of a certificate of insurance showing that the applicant has obtained the insurance coverage required by section 5- 64 of this article and that such insurance is in full force and effect.
- (g) Such other information as the city manager or his designee shall deem reasonably necessary to determine an applicant is qualified to provide non-emergency medical transportation services.
- (h) Once all of the required information and documents are submitted to the City Manager or his designee, the City Manager or his designee shall have thirty days to review such information and documents to determine if they meet the requirements of this section, and to issue or deny the certificate. If the City Manager or his designee, denies an application for a certificate, the City Manager or his designee, will send the applicant a notice of his decision, stating the reasons for the denial of the certificate.

Sec. 5-63. Annual recertification.

No later than December 31 of each year, a non-emergency medical transportation carrier that holds a certificate to operate in the city shall file a letter with the City Manager or his designee, recertifying that all of the information contained in the carrier's original application for a non-emergency medical transportation carrier certificate is still accurate and correct, and shall update such information if necessary. In any year in which a non-emergency medical transportation carrier's license has been renewed by the Virginia Office of Emergency Medical Services, or its vehicles have been issued new permits, copies of such new license and permits shall be included with the annual recertification letter.

Sec. 5-64. Liability insurance required.

(a) No non-emergency medical transportation carrier certificate shall be issued under this article, nor shall such certificate be valid after issuance, nor shall any non-emergency medical transportation carrier vehicle be operated in the city unless there is at all times in force and effect insurance coverage, issued by an insurance company licensed to business in the state, for each and every vehicle owned and/or operated by or for the holder of a certificate, providing for bodily injury and property damage coverage, in the minimum amounts of \$1,000,000 for each medical accident and \$3,000,000 annual aggregate:

- (1) For injury to or death of individuals in accidents resulting from any cause for which the owner of said vehicle would be liable on account of liability imposed on him by law, regardless of whether the vehicle was being driven by the owner or his agent, and
- (2) For the loss of or damage to the property of another, including personal property, under like circumstances, in such sums and under such terms as may be required in regulations promulgated by the city manager or his designee.

(b) Said insurance policies shall be submitted to the City Manager or his designee, for approval prior to the issuance of each certificate. Satisfactory evidence that such insurance is at all times in force and effect shall be furnished to the city manager or his designee, in such form as he may specify, by all certificate holders that are required to provide insurance under the provisions of this article.

(c) A certificate holder shall give the City Manager or his designee, not less than thirty (30) days written notice before any cancellation or termination thereof earlier than its expiration date of any of the insurance required by this article and the cancellation or other termination of any such insurance policy shall automatically revoke and terminate the certificate issued covered by such policy, unless another insurance policy complying with the provisions of this section shall be provided and be in effect at the time of such cancellation or termination.

Sec. 5-65. Subcontracting.

A non-emergency medical transportation carrier who has been issued a certificate under this article shall not contract with a third-party carrier to provide non-emergency medical transportation services unless such third-party carrier has obtained a certificate from the City Manager or his designee.

Sec. 5-66. Duration.

A certificate issued under the provisions of this article shall be effective until canceled by the City Manager or his designee, and shall automatically expire when the holder thereof fails for a period of thirty days to operate as a non-emergency medical transportation carrier within the city in accordance with such certificate.

Sec. 5-67. Transfer.

A certificate issued under the provisions of this article shall not be transferable except upon the written consent of the City Manager or his designee, endorsed on such certificate.

Sec. 5-68. Application of traffic and other laws of city and state.

All the traffic and other laws of the city and the state applicable thereto shall apply to the ownership and operation non-emergency medical transportation carrier vehicles within the city.

Sec. 5-69. No vested rights and revocation.

(a) No person operating as non-emergency medical transportation carrier under the provisions of this article shall acquire any vested rights to operate as a non-emergency medical transportation carrier in the city. Certificates may be suspended or revoked by the City Manager or his designee, for failure of a certificate holder to comply and to maintain compliance with, or for his violation of, any applicable provisions, standards or requirements of this article, or of any laws and regulations that are applicable to the certificate holder's operation as a non-emergency medical transportation carrier, but only after warning and such reasonable time for compliance as may be set by the City Manager or his designee. Prior to the suspension or revocation of a certificate, the holder of the certificate involved shall be given notice of the proposed action to be taken and shall have an opportunity to be heard.

(b) Upon suspension, revocation or termination of a non-emergency medical transportation carrier certificate hereunder, such non-emergency medical transportation carrier shall cease operations as such and no person shall permit such non-emergency medical transportation carrier to continue operations as such

Sec. 5-70. Penalty.

Anyone who shall violate any of the provisions of this article shall be deemed guilty of a class 2 misdemeanor for a first offense, and shall be deemed guilty of a class 1 misdemeanor for a second or subsequent offense.

Secs. 5-71-5-75 Reserved.

2. That this ordinance shall become effective upon its adoption.

Adopted:

Certified:

Clerk of Council

031K

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **March 11, 2014**

AGENDA ITEM NO.: 12

CONSENT: REGULAR: X

WORK SESSION:

CLOSED SESSION:

(Confidential)

ACTION: X

INFORMATION:

ITEM TITLE: **Post 1996 Retiree Medical Coverage; Policy Change re Coverage Once Medicare Eligible**

RECOMMENDATION: Adopt a resolution amending City Employment Policies and Procedures so that employees hired on or after July 1, 1996 are eligible for participation in City medical and dental programs as retirees until such time as they become eligible for Medicare.

SUMMARY: Council discussed employee and retiree medical coverage at previous work sessions and requested that a resolution be brought to Council to amend City policies to document that once retirees hired on or after July 1, 2014 are eligible for Medicare, they will no longer be eligible for City medical or dental coverage.

PRIOR ACTION(S): February 11, 2014 Work Session

FISCAL IMPACT: None

CONTACT(S): Margaret Schmitt, 455-4208
James Lowe, 455-4205

ATTACHMENT(S): Resolution
City of Lynchburg Employment Policies and Procedures Chapter Four revision

REVIEWED BY: lkp

RESOLUTION:

BE IT RESOLVED that the City of Lynchburg Employment Policies and Procedures are amended to include that employees hired on or after July 1, 1996 who qualify for City medical and dental coverage into retirement, will no longer be eligible for City medical or dental coverage once they become eligible for Medicare.

Adopted:

Certified: _____
Clerk of Council

033K

City of Lynchburg Employment Policies and Procedures, Chapter 4, Benefits

A. Health and Dental Coverage During Retirement

1. The City currently allows retirees, who retire directly from the City i.e. leave service and immediately begin to receive a retirement benefit from VRS, and their eligible dependents to continue to participate in the group health and dental plans as dictated by sections 3 a, b, c and d below.
2. Employees who terminate from City service and defer retirement are not eligible to continue to participate in the City's group health plan. Deferred retirement occurs when the employee who terminates service does not elect or is ineligible for an immediate retirement benefit from VRS.
3. Retirees may continue to participate in the group health and dental plans based on the date of full time hire and in accordance with the provisions outlined below. From time to time, conditions or circumstances may require the City to make changes, additions, or deletions in its health and dental care coverage for both active employees and retirees as the City determines are appropriate. This policy does not grant employees or retirees vested health or dental coverage benefits, in other words no employee or retiree is guaranteed current or future health or dental coverage benefits.

a. Full-time Employees hired on or after July 1, 1996 are currently eligible to participate in the City's health and dental plans until the retiree reaches Medicare eligibility, at the retiree's expense, when they retire directly from the City, as defined above. The following conditions apply:

- i. The employee must have at least 15 years of full-time service with the City of Lynchburg;
- ii. The current premium value of the medical and dental coverage must be paid wholly by the retiree; and

iii. Eligibility for participation in the City's health and dental plans ceases at the end of the month in which the retiree becomes eligible for Medicare.

b. Full-time Employees hired on or after July 1, 1990 but before July 1, 1996 are currently eligible to participate in the City's health and dental plans and receive City contributions for the coverage when they retire directly from the City, as defined above, if they meet all of the following three conditions:

- i. The employee retires directly from the City of Lynchburg, and
- ii. The employee has at least 15 years of full-time municipal service with the City, and
- iii. The employee worked for the City five of the 15 years immediately preceding retirement.

c. Full-time Employees hired prior to July 1, 1990 are currently eligible for health and dental plan participation and receive City contributions for the coverage when they retire directly from the City, as defined above.

d. Job Related Disability Retirement: An employee who qualifies for disability retirement under the Virginia Retirement System is subject to the requirements outlined in sections 3 a, b, and c. above to determine eligibility for medical and dental plan participation and City contributions.