

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **February 11, 2014**

AGENDA ITEM NO.: 1

CONSENT:

REGULAR:

WORK SESSION: **X**

CLOSED SESSION:

(Confidential)

ACTION:

INFORMATION: **X**

ITEM TITLE: **City Football Stadium Restoration/P0083**

RECOMMENDATION: The purpose of this report is to brief City Council on the plans and schedules for renovation of the City Football Stadium. No action is required by City Council at this time.

SUMMARY: 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, including a site survey and cost estimates. After this work was completed the project was placed on hold while the studies were completed and decisions made regarding Heritage High School. In recent months design development of the football complex has progressed, with plans to phase the renovation in two construction phases over the next eighteen months.

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.

Stakeholder input is very important for the success of this project as the stadium is home field for both Lynchburg high schools and is also used by community groups. The football complex renovation also impacts the Lynchburg Hill Cats and the surrounding neighborhood. To ensure stakeholder input a working committee comprised of City staff and Lynchburg City Schools representatives has advised VMDO throughout design development. Other key stakeholders were identified and a meeting was held to brief that group on project scope and progression. In addition a community meeting was held on January 22nd and subsequently aired on LTV. Project information can also be found on the Parks and Recreation pages on the City's website.

Staff and representatives from VMDO will brief City Council in greater detail on the two construction phases of this project.

PRIOR ACTION(S): The project is included in the adopted Capital Improvement Plan.

FISCAL IMPACT:

\$8.3 million total

\$300,000, appropriated Capital Improvement Program, FY 2011, page 63

\$7,000,000 Capital Improvement Program, FY 2014, page 67

\$1,000,000 Capital Improvement Program, Requested FY 2015

CONTACT(S):

Kay Frazier, 455-5868

Andrew Reeder, 455-5876

ATTACHMENT(S):

Capital Improvement Program FY 2011- 2015, City Football Stadium Restoration, page 63

Capital Improvement Program FY 2014 – 2015, City Football Stadium Restoration, page 67

REVIEWED BY: lkp

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**FY 2011 – 2015 CAPITAL IMPROVEMENT PROGRAM ——— PARKS AND RECREATION
– NEW/ACTIVE**

SERVICE AREA
Parks and Recreation

DEPARTMENT
Parks and Recreation

LOCATION
City Stadium (football)

PROJECT TITLE/PROJECT NUMBER
CITY FOOTBALL STADIUM RESTORATION

PROJECT TYPE
New

DEPARTMENT PRIORITY

Project required to support important but not essential services
Project contributes to generation of new revenue



PROJECT DESCRIPTION

FY 2011: architectural and engineering study resulting in site plans, bid documents, construction drawings and specifications; FY 2013: construction/renovation phase includes bleachers, rest-rooms, concessions, locker rooms and entry gates; FY 2014: various site improvements such as parking, drainage, fencing, etc.

RELATIONSHIP TO COMPREHENSIVE PLAN

Chapter 13, Page 13.4, Goal 1, Objective 1.B: Upgrade existing facilities in parks to meet current codes and to improve their appearance and function.

PROJECT MANAGER(S)

Andrew Reeder, Parks Service Manager

PROJECT START DATE

07/2010

PROJECT COMPLETION DATE

06/2014

COMPLETION SCHEDULE

Activity	Complete - Quarter
Consultant Engineering	Q1 - Q4 FY 2011; Q1 - Q4 FY 2014
Construction	Q1 - Q4 FY 2013; Q1 - Q4 FY 2014

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

None anticipated.

FIVE YEAR PROPOSED PROJECT APPROPRIATIONS BY SUB-PROJECT

Sub-Projects	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Program Period Estimate
Consultant Engineering	260,000	0	70,000	40,000	0	\$370,000
Construction	40,000	0	1,930,000	660,000	0	\$2,630,000
TOTAL	\$300,000	\$0	\$2,000,000	\$700,000	\$0	\$3,000,000

TOTAL PROJECT COST

TOTAL PRIOR APPROPRIATIONS THROUGH 7/1/09	FY 2011-2015 APPROPRIATIONS	BEYOND FY 2015 APPROPRIATIONS	TOTAL PROJECT APPROPRIATIONS
\$0	\$3,000,000	\$0	\$3,000,000

FIVE YEAR PROPOSED PROJECT EXPENDITURE CASH FLOW PROJECTIONS BY SOURCE OF FUNDING

Funding Source	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Program Period Total
Local: Pay-As-You-Go	300,000	0	2,000,000	700,000	0	\$3,000,000
TOTAL	\$300,000	\$0	\$2,000,000	\$700,000	\$0	\$3,000,000

SOURCES OF PROJECT FUNDING FY 2011 - 2015 (%):

LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%



**FY 2014 – 2018 CAPITAL IMPROVEMENT PROGRAM ——— PARKS AND RECREATION
– NEW/ACTIVE**

SERVICE AREA
Parks and Recreation

DEPARTMENT
Parks and Recreation

LOCATION
City Stadium (football)

PROJECT TITLE/PROJECT NUMBER
CITY FOOTBALL STADIUM RESTORATION / P0083

PROJECT TYPE
New

DEPARTMENT PRIORITY

Project required to support important but not essential services
Project contributes to generation of new revenue



PROJECT DESCRIPTION

Renovations to meet National Federation of State High School Associations (NFHS) and other standards. Work to include bleachers, rest-rooms, concessions, locker rooms, sound systems, entry gates, parking, drainage, fencing, etc.

RELATIONSHIP TO COMPREHENSIVE PLAN

Chapter 13, Page 13.4, Goal 1, Objective 1.B.7: Renovate City Stadium, at a minimum, to comply with the ADA.

PROJECT MANAGER(S)
Andrew Reeder, Parks Service Manager

PROJECT START DATE 01/2011
PROJECT COMPLETION DATE 06/2015

COMPLETION SCHEDULE

Activity	Complete - Quarter
Consultant Engineering	Q1 - Q4 FY 2014
Construction	Q1 - Q4 FY 2014

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

None anticipated.

FIVE YEAR PROPOSED PROJECT APPROPRIATIONS BY ACTIVITY

Activity	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Program Period Estimate
Consultant Engineering	700,000	0	0	0	0	\$700,000
Construction	6,300,000	0	0	0	0	\$6,300,000
TOTAL	\$7,000,000	\$0	\$0	\$0	\$0	\$7,000,000

TOTAL PROJECT COST

TOTAL PRIOR APPROPRIATIONS THROUGH 10/31/12	FY 2014-2018 APPROPRIATIONS	BEYOND FY 2018 APPROPRIATIONS	TOTAL PROJECT APPROPRIATIONS
\$300,000	\$7,000,000	\$0	\$7,300,000

FIVE YEAR PROPOSED PROJECT EXPENDITURE CASH FLOW PROJECTIONS BY SOURCE OF FUNDING

Funding Source	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Program Period Total
Local: G.O. Bond	7,000,000	0	0	0	0	\$7,000,000
TOTAL	\$7,000,000	\$0	\$0	\$0	\$0	\$7,000,000

SOURCES OF PROJECT FUNDING FY 2014 - 2018 (%): LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **February 11, 2014**

AGENDA ITEM NO.: 2

CONSENT:

REGULAR:

WORK SESSION: **X**

CLOSED SESSION:

(Confidential)

ACTION:

INFORMATION: **X**

ITEM TITLE: **Briefing on the City's Improved ISO Rating**

RECOMMENDATION: No action required.

SUMMARY: Fire Chief Brad Ferguson will brief Council on the City's recently received, and upgraded, Public Protection Classification (PPC) from the Insurance Services Office (ISO). A copy of the report is attached.

PRIOR ACTION(S): N/A

FISCAL IMPACT: No direct fiscal impact, however, the cost of fire insurance for policyholders could be positively affected by the improved rating.

CONTACT(S): Chief Brad Ferguson, 455-6346

ATTACHMENT(S): ISO Public Protection Classification Summary Report

REVIEWED BY: lkp

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January 27, 2014

Mr. L. Kimball Payne III, Township Manager
Lynchburg
900 Church Street, 3rd floor
Lynchburg, VA, 24504



RE Lynchburg, Lynchburg City County, VA
Public Protection Classification: 2
Effective Date: May 1, 2014

Dear Mr. Payne III:

We wish to thank you, Fire Chief Steven Ferguson and Mr. Timothy Mitchell for your cooperation during our recent Public Protection Classification (PPC) survey. ISO has completed its analysis of the structural fire suppression delivery system provided in your community. The resulting classification is indicated above.

Enclosed is a summary of the ISO analysis of your fire suppression services. If you would like to know more about your community's PPC classification, or if you would like to learn about the potential effect of proposed changes to your fire suppression delivery system, please call us at the phone number listed below.

ISO's Public Protection Classification Program (PPC) plays an important role in the underwriting process at insurance companies. In fact, most U.S. insurers – including the largest ones – use PPC information as part of their decision-making when deciding what business to write, coverage's to offer or prices to charge for personal or commercial property insurance.

Each insurance company independently determines the premiums it charges its policyholders. The way an insurer uses ISO's information on public fire protection may depend on several things – the company's fire-loss experience, ratemaking methodology, underwriting guidelines, and its marketing strategy.

PPC is important to communities and fire departments as well. Communities whose PPC improves may get lower insurance prices. PPC also provides fire departments with a valuable benchmark, and is used by many departments as a valuable tool when planning, budgeting and justifying fire protection improvements.

ISO appreciates the high level of cooperation extended by local officials during the entire PPC survey process. The community protection baseline information gathered by ISO is an essential foundation upon which determination of the relative level of fire protection is made using the Fire Suppression Rating Schedule.

The classification is a direct result of the information gathered, and is dependent on the resource levels devoted to fire protection in existence at the time of survey. Material changes in those resources that occur after the survey is completed may affect the classification. Although ISO maintains a pro-active process to keep baseline information as current as possible, in the event of changes please call us at 1-800-444-4554, option 2 to expedite the update activity.

ISO is the leading supplier of data and analytics for the property/casualty insurance industry. Most insurers use PPC classifications for underwriting and calculating premiums for residential, commercial and industrial properties. The PPC program is not intended to analyze all aspects of a comprehensive structural fire suppression delivery system program. It is not for purposes of determining compliance with any state or local law, nor is it for making loss prevention or life safety recommendations.

If you have any questions about your classification, please let us know.

Sincerely,

Dominic Santanna

Dominic Santanna
(800) 444-4554 Option 2

cm

Encl.

cc: Chief Steven Ferguson, Lynchburg Fire Department
Mr. Timothy Mitchel, Director, Lynchburg City Water Department
Mr. Morris Younger, Administrator, Lynchburg Department of Emergency Services

Public Protection Classification Summary Report

Lynchburg

VIRGINIA

Prepared by

**Insurance Services Office, Inc.
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P.O. Box 961
Marlton, New Jersey 08053-3112
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January 2014

Background Information

Introduction

ISO collects and evaluates information from communities in the United States on their structure fire suppression capabilities. The data is analyzed using our Fire Suppression Rating Schedule (FSRS™) and then a Public Protection Classification (PPC™) number is assigned to the community. The surveys are conducted whenever it appears that there is a possibility of a classification change. As such, the PPC program provides important, up-to-date information about fire protection services throughout the country.

The Fire Suppression Rating Schedule (FSRS) recognizes fire protection features only as they relate to suppression of first alarm structure fires. In many communities, fire suppression may be only a small part of the fire department's overall responsibility. ISO recognizes the dynamic and comprehensive duties of a community's fire service, and understands the complex decisions a community must make in planning and delivering emergency services. However, in developing a community's Public Protection Classification, only features related to reducing property losses from structural fires are evaluated. Multiple alarms, simultaneous incidents and life safety are not considered in this evaluation. The PPC program evaluates the fire protection for small to average size buildings. Specific properties with a Needed Fire Flow in excess of 3,500 gpm are evaluated separately and assigned an individual classification.

A community's investment in fire mitigation is a proven and reliable predictor of future fire losses. Statistical data on insurance losses bears out the relationship between excellent fire protection – as measured by the PPC program – and low fire losses. So, insurance companies use PPC information for marketing, underwriting, and to help establish fair premiums for homeowners and commercial fire insurance. In general, the price of fire insurance in a community with a good PPC is substantially lower than in a community with a poor PPC, assuming all other factors are equal.

ISO is an independent company that serves insurance companies, communities, fire departments, insurance regulators, and others by providing information about risk. ISO's expert staff collects information about municipal fire suppression efforts in communities throughout the United States. In each of those communities, ISO analyzes the relevant data and assigns a Public Protection Classification – a number from 1 to 10. Class 1 represents an exemplary fire suppression program, and Class 10 indicates that the area's fire suppression program does not meet ISO's minimum criteria.

ISO's PPC program evaluates communities according to a uniform set of criteria, incorporating nationally recognized standards developed by the National Fire Protection Association and the American Water Works Association. A community's PPC depends on:

- **Needed Fire Flows**, which are representative building locations used to determine the theoretical amount of water necessary for fire suppression purposes.
- **Emergency Communications**, including emergency reporting, telecommunicators, and dispatching systems.
- **Fire Department**, including equipment, staffing, training, geographic distribution of fire companies, operational considerations, and community risk reduction.
- **Water Supply**, including inspection and flow testing of hydrants, alternative water supply operations, and a careful evaluation of the amount of available water compared with the amount needed to suppress fires up to 3,500 gpm.

Data Collection and Analysis

ISO has evaluated and classified over 48,000 fire protection areas across the United States using its Fire Suppression Rating Schedule (FSRS). A combination of meetings between trained ISO field representatives and the dispatch center coordinator, community fire official, and water superintendent is used in conjunction with a comprehensive questionnaire to collect the data necessary to determine the PPC number. In order for a community to obtain a classification better than a Class 9, three elements of fire suppression features are reviewed. These three elements are Emergency Communications, Fire Department, and Water Supply.

A review of the **Emergency Communications** accounts for 10% of the total classification. This section is weighted at **10 points**, as follows:

- Emergency Reporting 3 points
- Telecommunicators 4 points
- Dispatch Circuits 3 points

A review of the **Fire Department** accounts for 50% of the total classification. ISO focuses on a fire department's first alarm response and initial attack to minimize potential loss. The fire department section is weighted at **50 points**, as follows:

- Engine Companies 6 points
- Reserve Pumpers 0.5 points
- Pump Capacity 3 points
- Ladder/Service Companies 4 points
- Reserve Ladder/Service Trucks 0.5 points
- Deployment Analysis 10 points
- Company Personnel 15 points
- Training 9 points
- Operational considerations 2 points
- Community Risk Reduction 5.5 points

A review of the **Water Supply** system accounts for 40% of the total classification. ISO reviews the water supply a community uses to determine the adequacy for fire suppression purposes. The water supply system is weighted at **40 points**, as follows:

- Credit for Supply System 30 points
- Hydrant Size, Type & Installation 3 points
- Inspection & Flow Testing of Hydrants 7 points

There is one additional factor considered in calculating the final score – **Divergence**.

Even the best fire department will be less than fully effective if it has an inadequate water supply. Similarly, even a superior water supply will be less than fully effective if the fire department lacks the equipment or personnel to use the water. The FSRs score is subject to modification by a divergence factor, which recognizes disparity between the effectiveness of the fire department and the water supply.

The Divergence factor mathematically reduces the score based upon the relative difference between the fire department and water supply scores. The factor is introduced in the final equation.

Public Protection Classification Number

The PPC number assigned to the community will depend on the community's score on a 100-point scale:

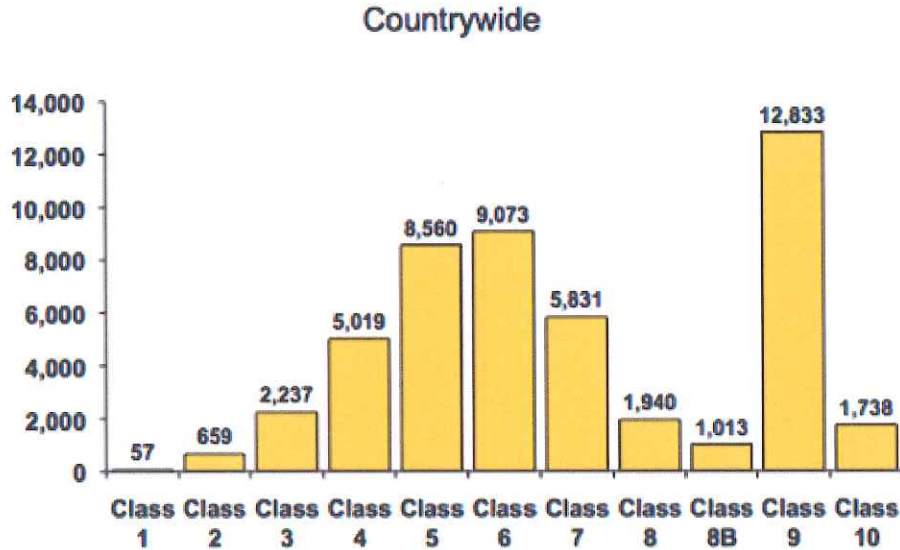
PPC	Points
1	90.00 or more
2	80.00 to 89.99
3	70.00 to 79.99
4	60.00 to 69.99
5	50.00 to 59.99
6	40.00 to 49.99
7	30.00 to 39.99
8	20.00 to 29.99
9	10.00 to 19.99
10	0.00 to 9.99

The classification numbers are interpreted as follows:

- Class 1 through (and including) Class 8 represents a fire suppression system that includes an FSRs creditable dispatch center, fire department, and water supply.
- Class 8B is a special classification that recognizes a superior level of fire protection in otherwise Class 9 areas. It is designed to represent a fire protection delivery system that is superior except for a lack of a water supply system capable of the minimum FSRs fire flow criteria of 250 gpm for 2 hours.
- Class 9 is a fire suppression system that includes a creditable dispatch center, fire department but no FSRs creditable water supply.
- Class 10 does not meet minimum FSRs criteria for recognition, including areas that are beyond five road miles of a recognized fire station.

Distribution of Public Protection Classification Numbers

The 2013 published countrywide distribution of communities by the Public Protection Classification number is as follows:



Assistance

The PPC program offers help to communities, fire departments and other public officials as they plan for, budget, and justify improvements. ISO is also available to assist in the understanding of the details of this evaluation.

ISO Public Protection representatives can be reached by telephone at (800) 444-4554. The technical specialists at this telephone number have access to the details of this evaluation and can effectively speak with you about your PPC questions. What's more, we can be reached via the internet at www.isomitigation.com/talk/.

We also have a website dedicated to our Community Hazard Mitigation Classification programs at www.isomitigation.com. Here, fire chiefs, building code officials, community leaders and other interested citizens can access a wealth of data describing the criteria used in evaluating how cities and towns are protecting residents from fire and other natural hazards. This website will allow you to learn more about ISO's Public Protection Classification program. The website provides important background information, insights about the PPC grading processes and technical documents. ISO is also pleased to offer Fire Chiefs Online — a special secured website with information and features that can help improve your ISO Public Protection Classification, including a list of the Needed Fire Flows for all the commercial occupancies ISO has on file for your community. Visitors to the site can download information, see statistical results and also contact ISO for assistance.

In addition, on-line access to the Fire Suppression Rating Schedule and its commentaries is available to registered customers for a fee. However, fire chiefs and community chief administrative officials are given access privileges to this information without charge.

To become a registered fire chief or community chief administrative official, register at www.isomitigation.com.

Public Protection Classification

ISO concluded its review of the fire suppression features being provided for Lynchburg. The resulting community classification is **Class 02**.

If the classification is a single class, the classification applies to properties with a Needed Fire Flow of 3,500 gpm or less in the community. If the classification is a split class (e.g., 6/9), the following applies:

- The first class (e.g., "6" in a 6/9) applies to properties within 5 road miles of a recognized fire station and within 1,000 feet of a fire hydrant or alternate water supply.
- Class 8B or class 9 applies to properties beyond 1,000 feet of a fire hydrant but within 5 road miles of a recognized fire station.
- Alternative Water Supply: The first class (e.g., "6" in a 6/10) applies to properties within 5 road miles of a recognized fire station with no hydrant distance requirement.
- Class 10 applies to properties over 5 road miles of a recognized fire station.
- Specific properties with a Needed Fire Flow in excess of 3,500 gpm are evaluated separately and assigned an individual classification.

Summary Evaluation Analysis

FSRS Feature	Earned Credit	Credit Available
Emergency Communications		
414. Credit for Emergency Reporting	2.85	3
422. Credit for Telecommunicators	3.29	4
432. Credit for Dispatch Circuits	2.40	3
440. Credit for Receiving and Handling Fire Alarms	8.54	10
Fire Department		
513. Credit for Engine Companies	6.00	6
523. Credit for Reserve Pumpers	0.50	0.50
532. Credit for Pump Capacity	3.00	3
549. Credit for Ladder Service	2.48	4
553. Credit for Reserve Ladder and Service Trucks	0.00	0.50
561. Credit for Deployment Analysis	5.00	10
571. Credit for Company Personnel	11.59	15
581. Credit for Training	8.57	9
730. Credit for Operational Considerations	2.00	2
590. Credit for Fire Department	39.14	50
Water Supply		
616. Credit for Supply System	25.20	30
621. Credit for Hydrants	2.98	3
631. Credit for Inspection and Flow Testing	5.40	7
640. Credit for Water Supply	33.58	40
Divergence	-1.13	--
1050. Community Risk Reduction	3.79	5.50
Total Credit	83.92	105.50

Emergency Communications

Ten percent of a community's overall score is based on how well the communications center receives and dispatches fire alarms. Our field representative evaluated:

- Communications facilities provided for the general public to report structure fires
- Enhanced 9-1-1 Telephone Service including wireless
- Computer-aided dispatch (CAD) facilities
- Alarm receipt and processing at the communication center
- Training and certification of telecommunicators
- Facilities used to dispatch fire department companies to reported structure fires

	Earned Credit	Credit Available
414. Credit Emergency Reporting	2.85	3
422. Credit for Telecommunicators	3.29	4
432. Credit for Dispatch Circuits	2.40	3
Item 440. Credit for Emergency Communications:	8.54	10

Item 414 - Credit for Emergency Reporting (3 points)

The first item reviewed is Item 414 "Credit for Emergency Reporting (CER)". This item reviews the emergency communication center facilities provided for the public to report fires including 911 systems (Basic or Enhanced), Wireless Phase I and Phase II, Voice over Internet Protocol, Computer Aided Dispatch and Geographic Information Systems for automatic vehicle location. ISO uses National Fire Protection Association (NFPA) 1221, *Standard for the Installation, Maintenance and Use of Emergency Services Communications Systems* as the reference for this section.

Item 410. Emergency Reporting (CER)	Earned Credit	Credit Available
A./B. Basic 9-1-1, Enhanced 9-1-1 or No 9-1-1 For maximum credit, there should be an Enhanced 9-1-1 system, Basic 9-1-1 and No 9-1-1 will receive partial credit.	20.00	20
1. E9-1-1 Wireless Wireless Phase I using Static ALI (automatic location identification) Functionality (10 points); Wireless Phase II using Dynamic ALI Functionality (15 points); Both available will be 25 points	25.00	25
2. E9-1-1 Voice over Internet Protocol (VoIP) Static VoIP using Static ALI Functionality (10 points); Nomadic VoIP using Dynamic ALI Functionality (15 points); Both available will be 25 points	25.00	25
3. Computer Aided Dispatch Basic CAD (5 points); CAD with Management Information System (5 points); CAD with Interoperability (5 points)	10.00	15
4. Geographic Information System (GIS/AVL) The PSAP uses a fully integrated CAD/GIS management system with automatic vehicle location (AVL) integrated with a CAD system providing dispatch assignments.	15.00	15
Review of Emergency Reporting total:	95.00	100

Item 422- Credit for Telecommunicators (4 points)

The second item reviewed is Item 422 "Credit for Telecommunicators (TC)". This item reviews the number of Telecommunicators on duty at the center to handle fire calls and other emergencies. All emergency calls including those calls that do not require fire department action are reviewed to determine the proper staffing to answer emergency calls and dispatch the appropriate emergency response. NFPA 1221, *Standard for the Installation, Maintenance and Use of Emergency Services Communications Systems*, recommends that ninety-five percent of emergency calls shall be answered within 15 seconds and ninety-nine percent of emergency calls shall be answered within 40 seconds. In addition, NFPA recommends that ninety percent of emergency alarm processing shall be completed within 60 seconds and ninety-nine percent of alarm processing shall be completed within 90 seconds of answering the call.

To receive full credit for operators on duty, ISO must review documentation to show that the communication center meets NFPA 1221 call answering and dispatch time performance measurement standards. This documentation may be in the form of performance statistics or other performance measurements compiled by the 9-1-1 software or other software programs that are currently in use such as Computer Aided Dispatch (CAD) or Management Information System (MIS).

Item 420. Telecommunicators (CTC)	Earned Credit	Credit Available
A1. Alarm Receipt (AR) Receipt of alarms shall meet the requirements in accordance with the criteria of NFPA 1221	20.00	20
A2. Alarm Processing (AP) Processing of alarms shall meet the requirements in accordance with the criteria of NFPA 1221	12.36	20
B. Emergency Dispatch Protocols (EDP) Telecommunicators have emergency dispatch protocols (EDP) containing questions and a decision-support process to facilitate correct call categorization and prioritization.	10.00	20
C. Telecommunicator Training and Certification (TTC) Telecommunicators meet the qualification requirements referenced in NFPA 1061, <i>Standard for Professional Qualifications for Public Safety Telecommunicator</i> , and/or the Association of Public-Safety Communications Officials - International (APCO) <i>Project 33</i> . Telecommunicators are certified in the knowledge, skills, and abilities corresponding to their job functions.	20.00	20
D. Telecommunicator Continuing Education and Quality Assurance (TQA) Telecommunicators participate in continuing education and/or in-service training and quality-assurance programs as appropriate for their positions	20.00	20
Review of Telecommunicators total:	82.36	100

Item 432 - Credit for Dispatch Circuits (3 points)

The third item reviewed is Item 432 "Credit for Dispatch Circuits (CDC)". This item reviews the dispatch circuit facilities used to transmit alarms to fire department members. A "Dispatch Circuit" is defined in NFPA 1221 as "A circuit over which an alarm is transmitted from the communications center to an emergency response facility (ERF) or emergency response units (ERUs) to notify ERUs to respond to an emergency". All fire departments (except single fire station departments with full-time firefighter personnel receiving alarms directly at the fire station) need adequate means of notifying all firefighter personnel of the location of reported structure fires. The dispatch circuit facilities should be in accordance with the general criteria of NFPA 1221. "Alarms" are defined in this Standard as "A signal or message from a person or device indicating the existence of an emergency or other situation that requires action by an emergency response agency".

There are two different levels of dispatch circuit facilities provided for in the Standard – a primary dispatch circuit and a secondary dispatch circuit. In jurisdictions that receive 730 alarms or more per year (average of two alarms per 24-hour period), two separate and dedicated dispatch circuits, a primary and a secondary, are needed. In jurisdictions receiving fewer than 730 alarms per year, a second dedicated dispatch circuit is not needed. Dispatch circuit facilities installed but not used or tested (in accordance with the NFPA Standard) receive no credit.

The score for Credit for Dispatch Circuits (CDC) is influenced by monitoring for integrity of the primary dispatch circuit. There are up to 0.90 points available for this Item. Monitoring for integrity involves installing automatic systems that will detect faults and failures and send visual and audible indications to appropriate communications center (or dispatch center) personnel. ISO uses NFPA 1221 to guide the evaluation of this item. ISO's evaluation also includes a review of the communication system's emergency power supplies.

Item 432 "Credit for Dispatch Circuits (CDC)" = 2.40 points

Fire Department

Fifty percent of a community's overall score is based upon the fire department's structure fire suppression system. ISO's field representative evaluated:

- Engine and ladder/service vehicles including reserve apparatus
- Equipment carried
- Response to reported structure fires
- Deployment analysis of companies
- Available and/or responding firefighters
- Training

	Earned Credit	Credit Available
513. Credit for Engine Companies	6.00	6
523. Credit for Reserve Pumpers	0.50	0.5
532. Credit for Pumper Capacity	3.00	3
549. Credit for Ladder Service	2.48	4
553. Credit for Reserve Ladder and Service Trucks	0.00	0.5
561. Credit for Deployment Analysis	5.00	10
571. Credit for Company Personnel	11.59	15
581. Credit for Training	8.57	9
581. Credit for Operational Considerations	2.00	2
Item 590. Credit for Fire Department:	39.14	50

Basic Fire Flow

The Basic Fire Flow for the community is determined by the review of the Needed Fire Flows for selected buildings in the community. The fifth largest Needed Fire Flow is determined to be the Basic Fire Flow. The Basic Fire Flow has been determined to be 3500 gpm.

Item 513 - Credit for Engine Companies (6 points)

The first item reviewed is Item 513 "Credit for Engine Companies (CEC)". This item reviews the number of engine companies, their pump capacity, hose testing, pump testing and the equipment carried on the in-service pumpers. To be recognized, pumper apparatus must meet the general criteria of NFPA 1901, *Standard for Automotive Fire Apparatus* which include a minimum 250 gpm pump, an emergency warning system, a 300 gallon water tank, and hose. At least 1 apparatus must have a permanently mounted pump rated at 750 gpm or more at 150 psi.

The review of the number of needed pumpers considers the response distance to built-upon areas; the Basic Fire Flow; and the method of operation. Multiple alarms, simultaneous incidents, and life safety are not considered.

The greatest value of A, B, or C below is needed in the fire district to suppress fires in structures with a Needed Fire Flow of 3,500 gpm or less: **3 engine companies**

- a) **8 engine companies** to provide fire suppression services to areas to meet NFPA 1710 criteria or within 1½ miles.
- b) **3 engine companies** to support a Basic Fire Flow of 3500 gpm.
- c) **2 engine companies** based upon the fire department's method of operation to provide a minimum two engine response to all first alarm structure fires.

The FSRs recognizes that there are **8 engine companies** in service.

The FSRs also reviews Automatic Aid. Automatic Aid is considered in the review as assistance dispatched automatically by contractual agreement between two communities or fire districts. That differs from mutual aid or assistance arranged case by case. ISO will recognize an Automatic Aid plan under the following conditions:

- It must be prearranged for first alarm response according to a definite plan. It is preferable to have a written agreement, but ISO may recognize demonstrated performance.
- The aid must be dispatched to all reported structure fires on the initial alarm.
- The aid must be provided 24 hours a day, 365 days a year.

FSRS Item 512.D "Automatic Aid Engine Companies" responding on first alarm and meeting the needs of the city for basic fire flow and/or distribution of companies are factored based upon the value of the Automatic Aid plan (up to 1.00 can be used as the factor). The Automatic Aid factor is determined by a review of the Automatic Aid provider's communication facilities, how they receive alarms from the graded area, inter-department training between fire departments, and the fire ground communications capability between departments.

For each engine company, the credited Pump Capacity (PC), the Hose Carried (HC), the Equipment Carried (EC) all contribute to the calculation for the percent of credit the FSRs provides to that engine company.

Item 513 "Credit for Engine Companies (CEC)" = 6.00 points

Item 523 - Credit for Reserve Pumpers (0.50 points)

The item is Item 523 "Credit for Reserve Pumpers (CRP)". This item reviews the number and adequacy of the pumpers and their equipment. The number of needed reserve pumpers is 1 for each 8 needed engine companies determined in Item 513, or any fraction thereof.

Item 523 "Credit for Reserve Pumpers (CRP)" = 0.50 points

Item 532 – Credit for Pumper Capacity (3 points)

The next item reviewed is Item 532 "Credit for Pumper Capacity (CPC)". The total pump capacity available should be sufficient for the Basic Fire Flow of 3500 gpm. The maximum needed pump capacity credited is the Basic Fire Flow of the community.

Item 532 "Credit for Pumper Capacity (CPC)" = 3.00 points

Item 549 – Credit for Ladder Service (4 points)

The next item reviewed is Item 549 "Credit for Ladder Service (CLS)". This item reviews the number of response areas within the city with 5 buildings that are 3 or more stories or 35 feet or more in height, or with 5 buildings that have a Needed Fire Flow greater than 3,500 gpm, or any combination of these criteria. The height of all buildings in the city, including those protected by automatic sprinklers, is considered when determining the number of needed ladder companies. Response areas not needing a ladder company should have a service company. Ladders, tools and equipment normally carried on ladder trucks are needed not only for ladder operations but also for forcible entry, ventilation, salvage, overhaul, lighting and utility control.

The number of ladder or service companies, the height of the aerial ladder, aerial ladder testing and the equipment carried on the in-service ladder trucks and service trucks is compared with the number of needed ladder trucks and service trucks and an FSRs equipment list. Ladder trucks must meet the general criteria of NFPA 1901, *Standard for Automotive Fire Apparatus* to be recognized.

The number of needed ladder-service trucks is dependent upon the number of buildings 3 stories or 35 feet or more in height, buildings with a Needed Fire Flow greater than 3,500 gpm, and the method of operation.

The FSRs recognizes that there are **3 ladder companies** in service. These companies are needed to provide fire suppression services to areas to meet NFPA 1710 criteria or within 2½ miles and the number of buildings with a Needed Fire Flow over 3,500 gpm or 3 stories or more in height, or the method of operation.

The FSRs recognizes that there are **0 service companies** in service.

Item 549 "Credit for Ladder Service (CLS)" = 2.48 points

Item 553 – Credit for Reserve Ladder and Service Trucks (0.50 points)

The next item reviewed is Item 553 “Credit for Reserve Ladder and Service Trucks (CRLS)”. This item considers the adequacy of ladder and service apparatus when one (or more in larger communities) of these apparatus are out of service. The number of needed reserve ladder and service trucks is 1 for each 8 needed ladder and service companies that were determined to be needed in Item 540, or any fraction thereof.

Item 553 “Credit for Reserve Ladder and Service Trucks (CRLS)” = 0.00 points

Item 561 – Deployment Analysis (10 points)

Next, Item 561 “Deployment Analysis (DA)” is reviewed. This Item examines the number and adequacy of existing engine and ladder-service companies to cover built-upon areas of the city.

To determine the Credit for Distribution, first the Existing Engine Company (EC) points and the Existing Engine Companies (EE) determined in Item 513 are considered along with Ladder Company Equipment (LCE) points, Service Company Equipment (SCE) points, Engine-Ladder Company Equipment (ELCE) points, and Engine-Service Company Equipment (ESCE) points determined in Item 549.

Secondly, as an alternative to determining the number of needed engine and ladder/service companies through the road-mile analysis, a fire protection area may use the results of a systematic performance evaluation. This type of evaluation analyzes computer-aided dispatch (CAD) history to demonstrate that, with its current deployment of companies, the fire department meets the time constraints for initial arriving engine and initial full alarm assignment in accordance with the general criteria of in NFPA 1710, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments*.

A determination is made of the percentage of built upon area within 1½ miles of a first-due engine company and within 2½ miles of a first-due ladder-service company.

Item 561 “Credit Deployment Analysis (DA)” = 5.00 points

Item 571 – Credit for Company Personnel (15 points)

Item 571 "Credit for Company Personnel (CCP)" reviews the average number of existing firefighters and company officers available to respond to reported first alarm structure fires in the city.

The on-duty strength is determined by the yearly average of total firefighters and company officers on-duty considering vacations, sick leave, holidays, "Kelley" days and other absences. When a fire department operates under a minimum staffing policy, this may be used in lieu of determining the yearly average of on-duty company personnel.

Firefighters on apparatus not credited under Items 513 and 549 that regularly respond to reported first alarms to aid engine, ladder, and service companies are included in this item as increasing the total company strength.

Firefighters staffing ambulances or other units serving the general public are credited if they participate in fire-fighting operations, the number depending upon the extent to which they are available and are used for response to first alarms of fire.

On-Call members are credited on the basis of the average number staffing apparatus on first alarms. Off-shift career firefighters and company officers responding on first alarms are considered on the same basis as on-call personnel. For personnel not normally at the fire station, the number of responding firefighters and company officers is divided by 3 to reflect the time needed to assemble at the fire scene and the reduced ability to act as a team due to the various arrival times at the fire location when compared to the personnel on-duty at the fire station during the receipt of an alarm.

The number of Public Safety Officers who are positioned in emergency vehicles within the jurisdiction boundaries may be credited based on availability to respond to first alarm structure fires. In recognition of this increased response capability the number of responding Public Safety Officers is divided by 2.

The average number of firefighters and company officers responding with those companies credited as Automatic Aid under Items 513 and 549 are considered for either on-duty or on-call company personnel as is appropriate. The actual number is calculated as the average number of company personnel responding multiplied by the value of AA Plan determined in Item 512.D.

The maximum creditable response of on-duty and on-call firefighters is 12, including company officers, for each existing engine and ladder company and 6 for each existing service company.

Chief Officers are not creditable except when more than one chief officer responds to alarms; then extra chief officers may be credited as firefighters if they perform company duties.

The FSRs recognizes **51.00 on-duty personnel** and an average of **0.00 on-call personnel** responding on first alarm structure fires.

Item 571 "Credit for Company Personnel (CCP)" = 11.59 points

Item 581 – Credit for Training (9 points)

Training	Earned Credit	Credit Available
A. Facilities, and Use For maximum credit, each firefighter should receive 18 hours per month in structure fire related subjects as outlined in NFPA 1001.	35.00	35
B. Company Training For maximum credit, each firefighter should receive 16 hours per month in structure fire related subjects as outlined in NFPA 1001.	25.00	25
C. Classes for Officers For maximum credit, each officer should be certified in accordance with the general criteria of NFPA 1021. Additionally, each officer should receive 12 hours of continuing education on or off site.	5.27	12
D. New Driver and Operator Training For maximum credit, each new driver and operator should receive 60 hours of driver/operator training per year in accordance with NFPA 1002 and NFPA 1451.	3.33	5
E. Existing Driver and Operator Training For maximum credit, each existing driver and operator should receive 12 hours of driver/operator training per year in accordance with NFPA 1002 and NFPA 1451.	5.00	5
F. Training on Hazardous Materials For maximum credit, each firefighter should receive 6 hours of training for incidents involving hazardous materials in accordance with NFPA 472.	1.00	1
G. Recruit Training For maximum credit, each firefighter should receive 240 hours of structure fire related training in accordance with NFPA 1001 within the first year of employment or tenure.	5.00	5
H. Pre-Fire Planning Inspections For maximum credit, pre-fire planning inspections of each commercial, industrial, institutional, and other similar type building (all buildings except 1-4 family dwellings) should be made annually by company members. Records of inspections should include up-to date notes and sketches.	9.60	12

Item 580 “Credit for Training (CT)” = 8.57 points

Item 730 – Operational Considerations (2 points)

Item 730 “Credit for Operational Considerations (COC)” evaluates fire department standard operating procedures and incident management systems for emergency operations involving structure fires.

Operational Considerations	Earned Credit	Credit Available
Standard Operating Procedures The department should have established SOPs for fire department general emergency operations	50	50
Incident Management Systems The department should use an established incident management system (IMS)	50	50
Operational Considerations total:	100	100

Item 730 “Credit for Operational Considerations (COC)” = 2.00 points

Water Supply

Forty percent of a community's overall score is based on the adequacy of the water supply system. The ISO field representative evaluated:

- the capability of the water distribution system to meet the Needed Fire Flows at selected locations up to 3,500 gpm.
- size, type and installation of fire hydrants.
- inspection and flow testing of fire hydrants.

	Earned Credit	Credit Available
616. Credit for Supply System	25.20	30
621. Credit for Hydrants	2.98	3
631. Credit for Inspection and Flow Testing	5.40	7
Item 640. Credit for Water Supply:	33.58	40

Item 616 – Credit for Supply System (30 points)

The first item reviewed is Item 616 “Credit for Supply System (CSS)”. This item reviews the rate of flow that can be credited at each of the Needed Fire Flow test locations considering the supply works capacity, the main capacity and the hydrant distribution. The lowest flow rate of these items is credited for each representative location. A water system capable of delivering 250 gpm or more for a period of two hours plus consumption at the maximum daily rate at the fire location is considered minimum in the ISO review.

Where there are 2 or more systems or services distributing water at the same location, credit is given on the basis of the joint protection provided by all systems and services available.

The supply works capacity is calculated for each representative Needed Fire Flow test location, considering a variety of water supply sources. These include public water supplies, emergency supplies (usually accessed from neighboring water systems), suction supplies (usually evidenced by dry hydrant installations near a river, lake or other body of water), and supplies developed by a fire department using large diameter hose or vehicles to shuttle water from a source of supply to a fire site. The result is expressed in gallons per minute (gpm).

The normal ability of the distribution system to deliver Needed Fire Flows at the selected building locations is reviewed. The results of a flow test at a representative test location will indicate the ability of the water mains (or fire department in the case of fire department supplies) to carry water to that location.

The hydrant distribution is reviewed within 1,000 feet of representative test locations measured as hose can be laid by apparatus.

For maximum credit, the Needed Fire Flows should be available at each location in the district. Needed Fire Flows of 2,500 gpm or less should be available for 2 hours; and Needed Fire Flows of 3,000 and 3,500 gpm should be obtainable for 3 hours.

Item 616 “Credit for Supply System (CSS)” = 25.20 points

Item 621 – Credit for Hydrants (3 points)

The second item reviewed is Item 621 “Credit for Hydrants (CH)”. This item reviews the number of fire hydrants of each type compared with the total number of hydrants.

There are a total of 2245 hydrants in the graded area.

620. Hydrants, - Size, Type and Installation	Number of Hydrants
A. With a 6 -inch or larger branch and a pumper outlet with or without 2½ - inch outlets	2222
B. With a 6 -inch or larger branch and no pumper outlet but two or more 2½ -inch outlets, or with a small foot valve, or with a small barrel	0
C./D. With only a 2½ -inch outlet or with less than a 6 -inch branch	23
E./F. Flush Type, Cistern, or Suction Point	0

Item 621 “Credit for Hydrants (CH)” = 2.98 points

Item 630 – Credit for Inspection and Flow Testing (7 points)

The third item reviewed is Item 630 “Credit for Inspection and Flow Testing (CIT)”. This item reviews the fire hydrant inspection frequency, and the completeness of the inspections. Inspection of hydrants should be in accordance with AWWA M-17, *Installation, Field Testing and Maintenance of Fire Hydrants*.

Frequency of Inspection (FI): Average interval between the 3 most recent inspections.

Frequency	Points
1 year	30
2 years	20
3 years	10
4 years	5
5 years or more	No Credit

Note: The points for inspection frequency are reduced by 10 points if the inspections are incomplete or do not include a flushing program. An additional reduction of 10 points are made if hydrants are not subjected to full system pressure during inspections. If the inspection of cisterns or suction points does not include actual drafting with a pumper, or back-flushing for dry hydrants, 20 points are deducted.

Total points for Inspections = 2.40 points

Frequency of Fire Flow Testing (FF): Average interval between the 3 most recent inspections.

Frequency	Points
5 years	40
6 years	30
7 years	20
8 years	10
9 years	5
10 years or more	No Credit

Total points for Fire Flow Testing = 3.00 points

Item 631 "Credit for Inspection and Fire Flow Testing (CIT)" = 5.40 points

Divergence = -1.13

The Divergence factor mathematically reduces the score based upon the relative difference between the fire department and water supply scores. The factor is introduced in the final equation.

Community Risk Reduction

	Earned Credit	Credit Available
1025. Credit for Fire Prevention and Code Enforcement (CPCE)	1.59	2.2
1033. Credit for Public Fire Safety Education (CFSE)	1.18	2.2
1044. Credit for Fire Investigation Programs (CIP)	1.02	1.1
Item 1050. Credit for Community Risk Reduction	3.79	5.50

Item 1025 – Credit for Fire Prevention Code and Enforcement (2.2 points)	Earned Credit	Credit Available
Fire Prevention Code Regulations (PCR) Evaluation of fire prevention code regulations in effect.	10.00	10
Fire Prevention Staffing (PS) Evaluation of staffing for fire prevention activities.	1.44	8
Fire Prevention Certification and Training (PCT) Evaluation of the certification and training of fire prevention code enforcement personnel.	4.00	6
Fire Prevention Programs (PCP) Evaluation of fire prevention programs.	13.50	2
Review of Fire Prevention Code and Enforcement (CPCE) total:	1.59	40

Item 1033 – Credit for Public Fire Safety Education (2.2 points)	Earned Credit	Credit Available
Public Fire Safety Educators Qualifications and Training (FSQT) Evaluation of public fire safety education personnel training and qualification as specified by the authority having jurisdiction.	5.00	10
Public Fire Safety Education Programs (FSP) Evaluation of programs for public fire safety education.	16.50	30
Review of Public Safety Education Programs (CFSE) total:	1.18	40

Item 1044 – Credit for Fire Investigation Programs (1.1 points)	Earned Credit	Credit Available
Fire Investigation Organization and Staffing (IOS) Evaluation of organization and staffing for fire investigations.	8.00	8
Fire Investigator Certification and Training (IQT) Evaluation of fire investigator certification and training.	4.50	6
Use of National Fire Incident Reporting System (IRS) Evaluation of the use of the National Fire Incident Reporting System (NFIRS) for the 3 years before the evaluation.	6.00	6
Review of Fire Prevention Code and Enforcement (CPCE) total:	1.02	20

Summary of Public Protection Classification Review

Completed by ISO

for

Lynchburg

FSRS Item	Earned Credit	Credit Available
Emergency Reporting		
414. Credit for Emergency Reporting	2.85	3
422. Credit for Telecommunicators	3.29	4
432. Credit for Dispatch Circuits	2.40	3
440. Credit for Receiving and Handling Fire Alarms	8.54	10
Fire Department		
513. Credit for Engine Companies	6.00	6
523. Credit for Reserve Pumpers	0.50	0.5
532. Credit for Pumper Capacity	3.00	3
549. Credit for Ladder Service	2.48	4
553. Credit for Reserve Ladder and Service Trucks	0.00	0.5
561. Credit for Deployment Analysis	5.00	10
571. Credit for Company Personnel	11.59	15
581. Credit for Training	8.57	9
730. Credit for Operational Considerations	2.00	2
590. Credit for Fire Department	39.14	50
Water Supply		
616. Credit for Supply System	25.20	30
621. Credit for Hydrants	2.98	3
631. Credit for Inspection and Flow Testing	5.40	7
640. Credit for Water Supply	33.58	40
Divergence	-1.13	--
1050. Community Risk Reduction	3.79	5.50
Total Credit	83.92	105.5

Final Community Classification = 02

INSURANCE SERVICES OFFICE, INC.
HYDRANT FLOW DATA SUMMARY

City Lynchburg State VIRGINIA Witnessed by: Insurance Services Office Date: Nov 1, 2013
County Lynchburg City (45)

TEST NO.	TYPE DIST.*	TEST LOCATION	SERVICE	FLOW - GPM $Q=(29.83(C(d^2)p^{0.5}))$				PRESSURE PSI		FLOW -AT 20 PSI		REMARKS***	MODEL TYPE
				INDIVIDUAL HYDRANTS			TOTAL	STATIC	RESID.	NEEDED **	AVAIL.		
1		12th & Buchanan Streets	Lynchburg City Water Department, Main	1350	0	0	1350	57	53	6500	4500		
1.1		12th & Buchanan Streets	Lynchburg City Water Department, Main	1350	0	0	1350	57	53	6000	4500		
1.2		12th & Buchanan Streets	Lynchburg City Water Department, Main	1350	0	0	1350	57	53	5500	4500		
1.3		12th & Buchanan Streets	Lynchburg City Water Department, Main	1350	0	0	1350	57	53	4500	4500		
10		Tate Springs rd & Thompson Dr	Lynchburg City Water Department, Main	1110	0	0	1110	70	60	4500	2600		
10.1		Tate Springs rd & Thompson Dr	Lynchburg City Water Department, Main	1110	0	0	1110	70	60	3000	2600		
10A		Tate Springs rd & Thompson Dr	Lynchburg City Water Department, Main	1110	0	0	1110	70	60	3500	2600		
11		Langhorne & Murrell Roads	Lynchburg City Water Department, Main	750	0	0	750	39	33	4500	1400		
11A		Langhorne & Murrell Roads	Lynchburg City Water Department, Main	750	0	0	750	39	33	2250	1400		
12		Richmond Hwy - 3rd hydrant west of city limits	Lynchburg City Water Department, Main	1590	0	0	1590	145	90	4500	2500		
12A		Richmond Hwy - 3rd hydrant west of city limits	Lynchburg City Water Department, Main	1590	0	0	1590	145	90	2250	2500		
13		Tomahawk Industrial Park & Caskie Co.	Lynchburg City Water Department, Main	1420	0	0	1420	130	115	4500	4200		
13.1		Tomahawk Industrial Park & Caskie Co.	Lynchburg City Water Department, Main	1420	0	0	1420	130	115	4000	4200		
13A		Tomahawk Industrial Park & Caskie Co.	Lynchburg City Water Department, Main	1420	0	0	1420	130	115	3500	4200		
14		Locksview Rd north of Blackstone Place	Lynchburg City Water Department, Main	1010	0	0	1010	78	47	4000	1400		
14A		Locksview Rd north of Blackstone Place	Lynchburg City Water Department, Main	1010	0	0	1010	78	47	500	1400		

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THE AVAILABLE FLOWS ONLY INDICATE THE CONDITIONS THAT EXISTED AT THE TIME AND AT THE LOCATION WHERE TESTS WERE WITNESSED.

*Comm = Commercial; Res = Residential.

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*** (A)-Limited by available hydrants to gpm shown. Available facilities limit flow to gpm shown plus consumption for the needed duration of (B)-2 hours, (C)-3 hours or (D)-4 hours.

INSURANCE SERVICES OFFICE, INC.
HYDRANT FLOW DATA SUMMARY

City Lynchburg State VIRGINIA Witnessed by: Insurance Services Office Date: Nov 1, 2013
County Lynchburg City (45)

TEST NO.	TYPE DIST.*	TEST LOCATION	SERVICE	FLOW - GPM				PRESSURE PSI		FLOW -AT 20 PSI		REMARKS***	MODEL TYPE
				INDIVIDUAL HYDRANTS			TOTAL	STATIC	RESID.	NEEDED **	AVAIL.		
15		Memorial Ave & Bay St	Lynchburg City Water Department, Main	1000	0	0	1000	37	29	4000	1500		
15.1		Memorial Ave & Bay St	Lynchburg City Water Department, Main	1000	0	0	1000	37	29	3000	1500		
15A		Memorial Ave & Bay St	Lynchburg City Water Department, Main	1000	0	0	1000	37	29	3500	1500		
16		Liberty University & Divine Center	Lynchburg City Water Department, Main	1210	0	0	1210	68	57	4000	2700		
16.1		Liberty University & Divine Center	Lynchburg City Water Department, Main	1210	0	0	1210	68	57	1250	2700		
16A		Liberty University & Divine Center	Lynchburg City Water Department, Main	1210	0	0	1210	68	57	1750	2700		
17		John Capron Road north of Cohen Place	Lynchburg City Water Department, Main	1190	0	0	1190	88	75	3500	2900		
17.1		John Capron Road north of Cohen Place	Lynchburg City Water Department, Main	1190	0	0	1190	88	75	2500	2900		
17.2		John Capron Road north of Cohen Place	Lynchburg City Water Department, Main	1190	0	0	1190	88	75	2250	2900		
18		Timberlake Road east of Timbrook Place	Lynchburg City Water Department, Main	1400	0	0	1400	82	75	3500	4500		
18.1		Timberlake Road east of Timbrook Place	Lynchburg City Water Department, Main	1400	0	0	1400	82	75	3500	4500		
18.2		Timberlake Road east of Timbrook Place	Lynchburg City Water Department, Main	1400	0	0	1400	82	75	3500	4500		
19		Carter & Sackett Streets	Lynchburg City Water Department, Main	1060	0	0	1060	118	60	3500	1400		
19.1		Carter & Sackett Streets	Lynchburg City Water Department, Main	1060	0	0	1060	118	60	3500	1400		
1A		12th & Buchanan Streets	Lynchburg City Water Department, Main	1350	0	0	1350	57	53	3500	4500		
2		Carrol Ave. & Old Cotton Mill	Lynchburg City Water Department, Main	1360	0	0	1360	80	75	5500	5200		

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INSURANCE SERVICES OFFICE, INC.
HYDRANT FLOW DATA SUMMARY

City Lynchburg State VIRGINIA (45) Witnessed by: Insurance Services Office Date: Nov 1, 2013
County Lynchburg City

TEST NO.	TYPE DIST.*	TEST LOCATION	SERVICE	FLOW - GPM				PRESSURE PSI		FLOW -AT 20 PSI		REMARKS***	MODEL TYPE
				INDIVIDUAL HYDRANTS			TOTAL	STATIC	RESID.	NEEDED **	AVAIL.		
2.1		Carrol Ave. & Old Cotton Mill	Lynchburg City Water Department, Main	1360	0	0	1360	80	75	4000	5200		
2.2		Carrol Ave. & Old Cotton Mill	Lynchburg City Water Department, Main	1360	0	0	1360	80	75	4000	5200		
20		College Drive & Jubal Street	Lynchburg City Water Department, Main	1340	0	0	1340	95	75	3500	2700		
20.1		College Drive & Jubal Street	Lynchburg City Water Department, Main	1340	0	0	1340	95	75	2250	2700		
20.2		College Drive & Jubal Street	Lynchburg City Water Department, Main	1340	0	0	1340	95	75	2250	2700		
21		Cabell & Stonewall Streets	Lynchburg City Water Department, Main	630	0	0	630	100	93	3000	2300		
21.1		Cabell & Stonewall Streets	Lynchburg City Water Department, Main	630	0	0	630	100	93	2250	2300		
22		Linkhorne Drive & Forest Hills Circle	Lynchburg City Water Department, Main	840	0	0	840	35	21	3000	850		
22.1		Carrol Ave. & Old Cotton Mill	Lynchburg City Water Department, Main	1360	0	0	1360	80	75	2500	5200		
23		Elmwood Ave & Doura Rd	Lynchburg City Water Department, Main	2020	0	0	2020	55	45	3000	4000		
23A		Elmwood Ave & Doura Rd	Lynchburg City Water Department, Main	2020	0	0	2020	55	45	500	4000		
24		Wards Rd & White Oak Dr	Lynchburg City Water Department, Main	1560	0	0	1560	53	20	3000	1600		
24.1		Wards Rd & White Oak Dr	Lynchburg City Water Department, Main	1560	0	0	1560	53	20	2250	1600		
24.2		Wards Rd & White Oak Dr	Lynchburg City Water Department, Main	1560	0	0	1560	53	20	2250	1600		
24.3		Wards Rd & White Oak Dr	Lynchburg City Water Department, Main	1560	0	0	1560	53	20	2250	1600		
25		Lakeside & Wyndale Drives	Lynchburg City Water Department, Main	1610	0	0	1610	80	55	3000	2600		

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INSURANCE SERVICES OFFICE, INC.
HYDRANT FLOW DATA SUMMARY

City Lynchburg State VIRGINIA (45) Witnessed by: Insurance Services Office Date: Nov 1, 2013
County Lynchburg City

TEST NO.	TYPE DIST.*	TEST LOCATION	SERVICE	FLOW - GPM				PRESSURE PSI		FLOW -AT 20 PSI		REMARKS***	MODEL TYPE
				INDIVIDUAL HYDRANTS			TOTAL	STATIC	RESID.	NEEDED **	AVAIL.		
25.1		Lakeside & Wyndale Drives	Lynchburg City Water Department, Main	1610	0	0	1610	80	55	2250	2600		
26		Rivermont Ave & Oak Ln	Lynchburg City Water Department, Main	1280	0	0	1280	75	70	3000	4700		
26.1		Rivermont Ave & Oak Ln	Lynchburg City Water Department, Main	1280	0	0	1280	75	70	2500	4700		
27		Leesville Rd & McVeigh Rd	Lynchburg City Water Department, Main	1300	0	0	1300	55	46	3000	2700		
27.1		Leesville Rd & McVeigh Rd	Lynchburg City Water Department, Main	1300	0	0	1300	55	46	2250	2700		
27A		Leesville Rd & McVeigh Rd	Lynchburg City Water Department, Main	1300	0	0	1300	55	46	500	2700		
28		Memorial Ave & Oakridge Blvd	Lynchburg City Water Department, Main	920	920	0	1840	58	50	3000	4300		
29		Wiggleton Rd & Davis Cup Dr	Lynchburg City Water Department, Main	1500	0	0	1500	86	76	2500	4200		
29A		Wiggleton Rd & Davis Cup Dr	Lynchburg City Water Department, Main	1500	0	0	1500	86	76	500	4200		
2A		Carrol Ave. & Old Cotton Mill	Lynchburg City Water Department, Main	1360	0	0	1360	80	75	3500	5200		
3		Boonsboro Rd. & Overstreet La.	Lynchburg City Water Department, Main	750	0	0	750	110	108	5000	5900		
3.1		Boonsboro Rd. & Overstreet La.	Lynchburg City Water Department, Main	750	0	0	750	110	108	750	5900		
30		Candlers Mountain Rd & Matyflower Dr	Lynchburg City Water Department, Main	2430	0	0	2430	75	65	2500	6100		
30.1		Candlers Mountain Rd & Matyflower Dr	Lynchburg City Water Department, Main	2430	0	0	2430	75	65	2250	6100		
31		Rivermont Ave & Bedford St	Lynchburg City Water Department, Main	730	0	0	730	55	42	2500	1200		
31.1		Rivermont Ave & Bedford St	Lynchburg City Water Department, Main	730	0	0	730	55	42	2250	1200		

THE ABOVE LISTED NEEDED FIRE FLOWS ARE FOR PROPERTY INSURANCE PREMIUM CALCULATIONS ONLY AND ARE NOT INTENDED TO PREDICT THE MAXIMUM AMOUNT OF WATER REQUIRED FOR A LARGE SCALE FIRE CONDITION.

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INSURANCE SERVICES OFFICE, INC.
HYDRANT FLOW DATA SUMMARY

City Lynchburg County Lynchburg City State VIRGINIA (45) Witnessed by: Insurance Services Office Date: Nov 1, 2013

TEST NO.	TYPE DIST.*	TEST LOCATION	SERVICE	FLOW - GPM				PRESSURE PSI		FLOW -AT 20 PSI		REMARKS***	MODEL TYPE
				INDIVIDUAL HYDRANTS			TOTAL	STATIC	RESID.	NEEDED **	AVAIL.		
32		Walnut St & Main St	Lynchburg City Water Department, Main	1590	0	0	1590	110	105	2250	7600		
33		Mayflower Dr & Burruss	Lynchburg City Water Department, Main	1280	0	0	1280	92	70	2250	2400		
33.1		Mayflower Dr & Burruss	Lynchburg City Water Department, Main	1280	0	0	1280	92	70	2250	2400		
34		Ves Rd & Williams Rd	Lynchburg City Water Department, Main	810	0	0	810	70	62	2250	2200		
34.1		Ves Rd & Williams Rd	Lynchburg City Water Department, Main	810	0	0	810	70	62	2250	2200		
35		Peaks View Dr & Winston Ridge Rd	Lynchburg City Water Department, Main	920	0	0	920	50	30	1000	1100		
36		Woodside Ave & Robin Hood Pl	Lynchburg City Water Department, Main	950	0	0	950	62	33	500	1200		
37		Indian Hill Rd & Morningside Dr	Lynchburg City Water Department, Main	1160	0	0	1160	70	58	500	2500		
38		Fenwick Dr west of Kenwood Pl	Lynchburg City Water Department, Main	1430	0	0	1430	90	30	500	1600		
39		Hilltop Rd	Lynchburg City Water Department, Main	1190	0	0	1190	77	68	500	3200		
3A		Boonsboro Rd. & Overstreet La.	Lynchburg City Water Department, Main	750	0	0	750	110	108	1500	5900		
4		8th & Main Streets	Lynchburg City Water Department, Main	1320	0	0	1320	107	100	5000	5100		
4.1		8th & Main Streets	Lynchburg City Water Department, Main	1320	0	0	1320	107	100	4500	5100		
4A		8th & Main Streets	Lynchburg City Water Department, Main	1320	0	0	1320	107	100	3500	5100		
5		14th Street & Tilden Avenue	Lynchburg City Water Department, Main	750	0	0	750	77	52	5000	1200		
5.1		14th Street & Tilden Avenue	Lynchburg City Water Department, Main	750	0	0	750	77	52	3500	1200		

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HYDRANT FLOW DATA SUMMARY

City Lynchburg State VIRGINIA Witnessed by: Insurance Services Office Date: Nov 1, 2013
County Lynchburg City State (45)

TEST NO.	TYPE DIST.*	TEST LOCATION	SERVICE	FLOW - GPM				PRESSURE PSI		FLOW -AT 20 PSI		REMARKS***	MODEL TYPE
				INDIVIDUAL HYDRANTS			TOTAL	STATIC	RESID.	NEEDED **	AVAIL.		
5.2		14th Street & Tilden Avenue	Lynchburg City Water Department, Main	750	0	0	750	77	52	3500	1200		
5A		14th Street & Tilden Avenue	Lynchburg City Water Department, Main	750	0	0	750	77	52	3500	1200		
6		Wards Ferry Road & Savannah Avenue	Lynchburg City Water Department, Main	1300	0	0	1300	94	75	5000	2700		
6A		Wards Ferry Road & Savannah Avenue	Lynchburg City Water Department, Main	1300	0	0	1300	94	75	2500	2700		
7		Timberlake & Leesville Roads	Lynchburg City Water Department, Main	1420	0	0	1420	85	65	5000	2700		
7.1		Timberlake & Leesville Roads	Lynchburg City Water Department, Main	1420	0	0	1420	85	65	2500	2700		
7A		Timberlake & Leesville Roads	Lynchburg City Water Department, Main	1420	0	0	1420	85	65	3000	2700		
8		13th & Church Streets	Lynchburg City Water Department, Main	2630	0	0	2630	83	73	4500	7100		
8.1		13th & Church Streets	Lynchburg City Water Department, Main	2630	0	0	2630	83	73	3500	7100		
8A		13th & Church Streets	Lynchburg City Water Department, Main	2630	0	0	2630	83	73	3500	7100		
9		11th & Jefferson Streets	Lynchburg City Water Department, Main	1190	0	0	1190	100	90	4500	3700		
9.1		11th & Jefferson Streets	Lynchburg City Water Department, Main	1190	0	0	1190	100	90	3500	3700		
9A		11th & Jefferson Streets	Lynchburg City Water Department, Main	1190	0	0	1190	100	90	3500	3700		

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LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **February 11, 2014**

AGENDA ITEM NO.: 3

CONSENT:

REGULAR:

WORK SESSION: X

CLOSED SESSION:

(Confidential)

ACTION:

INFORMATION: X

ITEM TITLE: **Medicare Eligible Retiree Medical Coverage Follow-Up**

RECOMMENDATION: N/A

SUMMARY: Council discussed employee and retiree medical coverage at previous work sessions and requested follow-up information regarding options for Medicare eligible retirees. The attached information provides the basis for further discussion.

PRIOR ACTION(S): October 22, 2013 Work Session

FISCAL IMPACT: Dependent upon decisions

CONTACT(S): Margaret Schmitt, 455-4208
James Lowe, 455-4205

ATTACHMENT(S): Medicare Retiree Medical Options

REVIEWED BY: lkp

025K



Medicare Retiree Medical Coverage

January 28, 2014



Medicare Eligible Retiree Medical Coverage

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



Post 1996 Retirees

- Current Policy
 - If 15 years service and retires directly
 - Access to City's plan, fully funded by retiree
 - No City contribution
 - No "stop" date for access
- Options
 - Continue current policy
 - End access when retiree becomes Medicare eligible



Pre-1996 Retirees

- Current Policy
 - Fully funded City coverage until Medicare eligible
 - Upon Medicare eligibility,
 - Medicare coverage becomes primary and City coverage coordinates with Medicare
 - No longer eligible for pharmacy coverage and receives \$420 annual stipend in lieu of Rx
 - May choose to waive City medical coverage in exchange for \$684 (total) annual stipend



Current Facts

- ~ 254 >65 members participating in the City's group plan
- ~ 100 >65 members have waived medical coverage (and receive stipend)
- If in City's plan, > 65 member actual cost averages \$131.48 per month
- If not in City's plan, >65 member cost is \$57 per month



Options

- No access to City Plan and no City contribution
- Maintain current policy
- No access to City Plan and City provides an annual stipend directly to Retiree in lieu of coverage



Options Continued

- City “carves out” Medicare eligible retirees and enrolls them in a City sponsored Medicare Advantage Plan
 - Fully funded by the City, or
 - Fully funded by the Retiree, or
 - Share cost between City & Retiree



Options Continued

- No access to City plan and City funds an Health Reimbursement Account (HRA) that Retiree uses to obtain coverage on Medicare exchanges
 - Set annual amount funded by City
 - Retiree is reimbursed for premiums/expenses
 - Allowed to roll-over if not used
 - Contracted service provider assists Retiree in making best choices for individual circumstance and resources available



Timetable

- If no change, no communication needed
- If changes made, depending upon the complexity of the change, up to one year may be needed to implement

// A special Tour of Lynchburg Regional Airport and a briefing on Implementation of the Airport Master Plan was held on the 14th day of January, 2014, at 1:00 P.M. The following Members were present:

Ayes: Cary, Foster, Helgeson, Johnson, Perrow, Gillette	6
Noes:	0
Absent: Nelson	1

// Airport Director Mark Courtney provided an update to Council on the airport operations and then provided a tour of the facility, including both the commercial and general aviation operations areas.

// A regular meeting of the Council of the City of Lynchburg was held on the 14th 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, Helgeson, Johnson, Nelson, Perrow, Gillette	7
Absent:	0

// Schools Assistant Superintendent for Operations and Administration Ben Copeland provided a presentation to Council on the value engineering process for Heritage High School and the latest cost estimate. Several Council members stated some concerns with the additional architects cost, the signing of the contract, the retaining wall structure, the actual construction cost per foot, and continue to keep cost down. Mr. Copeland further stated that the request for bids would be sent out on February 5th with the return of the bids by March 12th and the groundbreaking ceremony at Heritage High School is proposed for early April.

// City Planner Tom Martin presented the Comprehensive Plan 2013-2030 as an update to the Comprehensive Plan 2003-2020. Mr. Martin went on to say that the draft Comprehensive Plan 2013-2030 is the culmination of numerous public forums and work sessions with Planning Commission and City Council focusing on our City's future growth and development. The goals and policies of the plan form a long term basis for allocating limited resources, guide decisions that affect land use, community character, economic development, natural systems, service delivery, and mobility and provide an implementation matrix to achieve the City's vision of being "A Great Place to Live, Work and Play." Mr. Martin stated during the December 10, 2013 public hearing the following were topics for discussion:

- Connectivity
- Density
- Residential Uses in Commercial/Industrial Areas
- Protecting Neighborhoods
- Future Land Use Designation at Boonsboro and Coffee Roads
- Food Desert

Mr. Martin further stated that this draft serves as a refinement to the existing Plan. It also establishes and reaffirms important themes that will be valuable as the City works toward rewriting the Zoning Ordinance in 2014.

Following discussion and on motion by Council Member Helgeson, seconded by Council Member Cary, Council by the following recorded vote adopted Resolution #R-14-001, as amended, adopting the City of Lynchburg Comprehensive Plan 2013 – 2030. The amendments include 1) removal of the proposed high density residential land use on Leesville Road; 2) Page 2, 4th Bullet: Removed the words “Leesville and”, “Liberty University”, “along” and “near Lynchburg College”; and 3) Added the following statement: “During the preparation of the plan, an additional high density area was considered on the eastern side of the 600 Block of Leesville Road. Council removed this area from the adopted plan with anticipation that the land use of the entire corridor would be considered in the future after roadwork is completed on Greenview Drive or as part of a land use study and indicated on the Area and Corridor Plan Status Map”:

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

7

Noes:

0

// During roll call Council Member Cary stated he had three items of concern; 1) Received a letter from a citizen regarding garbage tags and decals not being removed which has expired; 2) Spoke with Earl Dickerson of Hurt & Proffitt who stated that Roanoke was using Virginia Department of Transportation (VDOT) Revenue Sharing Program for street upgrades and he wondered if the City has thought about this program for street upgrades. City Manager Kimball Payne replied that we have used the Revenue Sharing Program but you have to match dollar for dollar in this program; and 3) concern with the water runoff on Coffee Road.

// Council Member Foster asked for an update on war memorials on Monument Terrace.

// Council Member Perrow was interested in contributing to the Water Boy project on Monument Terrace and also in the restoration of the Clay Street Reservoir.

// Vice Mayor Johnson reminded Council that the Martin Luther King, Jr. Breakfast would be held on Monday, January 20, 2014 at the Holiday Inn on Main Street.

// Mayor Gillette made the following announcements:

Council Budget Retreat would be held on January 21, 2014 – 2nd Floor Training Room in City Hall from 9:00 a.m. to 1:00 p.m.

There is a problem with the traffic light at Lakeside Drive and Forest Brook Road when you exit from the medical office, and he mentioned his computer glass was not properly in place.

// On motion of Council Member Foster, seconded by Council Member Perrow, Council by the following recorded vote elected to hold a closed meeting to consider appointments to Council-appointed Boards and Commissions, i.e., Planning Commission, Horizon Behavioral Health and Lynchburg Regional Airport Commission; and for consultation with legal counsel and staff members about a specific legal matter, the Lynchburg Life Saving Crew's decision to stop providing emergency services within the City of Lynchburg, pursuant to Section 2.2-3711(A) (1) and (7), respectively, of the 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 Council Member Cary, 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 Vice Mayor Johnson, seconded by Council Member Cary, Council by the following recorded vote appointed Betty H. Brickhouse to serve on the Horizon Behavioral Health Board to fill an unexpired term ending December 31, 2016:

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

Noes: 0

On nomination of Vice Mayor Johnson, seconded by Council Member Cary, Council by the following recorded vote appointed Debra Allen to serve on the Lynchburg Regional Airport Commission 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 6:54 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

Vice Mayor Johnson gave the Invocation, followed by the Pledge of Allegiance.

// Copies of the minutes of the December 10, 2013 meeting, having been previously furnished Council, reading was dispensed with, and on motion of Council Member Perrow, seconded by Council Member Nelson, 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 Court, Resolution #R-13-132 amending the FY 2014 General Fund budget and appropriating \$10,747 with resources from the State Compensation Board, Technology Trust Fund fees to support information technology needs in the Office of the Circuit Court, laid over from the December 10, 2013 meeting, was again presented and read, and on motion of Council Member Perrow, seconded by Council Member Nelson, 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 – Sewer, Resolution #R-13-138 amending the FY 2014 Sewer Capital Projects Fund budget and appropriating \$30,000,000 with resources from the Virginia Public Building Authority to accelerate completion of the Combined Sewer Overflow (CSO) Program, laid over from the December 10, 2013 meeting, was again presented and read, and on motion of Council Member Perrow, seconded by Council Member Nelson, Council by the following recorded vote adopted the Resolution:

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

Noes: 0

// In the matter of Schools, Resolution #R-13-139 amending the FY 2014 General Fund budget and appropriating \$507,487 for transfer to the School Operating Fund with resources from unexpended FY 2013 School Operating appropriations to fund maintenance and security needs as well as the replacement of students records software, laid over from the December 10, 2013 meeting, was again presented and read, and on motion of Council Member Perrow, seconded by Council Member Nelson, Council by the following recorded vote adopted the Resolution:

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

Noes: 0

// In the matter of Schools, Resolution #R-13-140 amending the FY 2014 Schools Capital Project Fund budget and appropriating \$589,731 with resources from the General Fund Heritage High School Committed Fund Balance for architectural services, laid over from the December 10, 2013 meeting, was again presented and read. This item was pulled from the Consent Agenda because it was not a unanimous vote. Council Member Helgeson stated that this is still a burden on the citizens to fund the FY 2014 Schools Capital Project Fund budget and stated he would be voting against this request. On motion of Council Member Foster, seconded by Council Member Nelson, Council by the following recorded vote adopted the Resolution:

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

Noes: Helgeson 1

// In the matter of Police – General, Resolution #R-13-141 amending the FY 2014 City/Federal/State Aid Fund budget and appropriating \$34,800 with resources from the 2013 State Homeland Security Program (SHSP) Grant to purchase 15 gas masks, 200 gas mask filters, and 180 helmets for officer safety, laid over from the December 10, 2013 meeting, was again presented and read, and on motion of Council

Member Perrow, seconded by Council Member Nelson, Council by the following recorded vote adopted the Resolution:

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

Noes: 0

// In the matter of Water Resources – General, Resolution #R-13-142 amending the FY 2014 Stormwater Capital Projects Fund budget and appropriating \$600,000 with resources from the FY 2014 Stormwater Operating Fund budget to provide necessary funding for initial master planning efforts to comply with Federal and State mandates and provide matching resources for grant funds available from the Virginia Stormwater Local Assistance Fund, laid over from the December 10, 2013 meeting, was again presented and read, and on motion of Council Member Perrow, seconded by Council Member Nelson, 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 – CDBG, a public hearing was held regarding City Council Report #11 regarding receiving citizen comments regarding the goals for the development of the 2014-2015 Annual Action Plan and adopt a Resolution approving the goals. Grants Manager Melva Walker gave a summary of the goals for the development of the 2014-2015 Annual Action Plan. 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 Cary, Council by the following recorded vote adopted Resolution #R-14-002, as presented, approving the goals for the development of the 2014-2015 Annual Action Plan:

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

Noes: 0

// In the matter of Community Development - Zoning, a public hearing was held regarding City Council Report #12 outlining the petition of Marsh Memorial United Methodist Church for a Conditional Use Permit (CUP) in an R-1, Low Density, Single-Family Residential District to allow the operation of a daycare center for up to sixty (60) children and to allow the installation of a digital sign at 804 Leesville Road. City Planner Tom Martin gave a summary of the request and stated that the Planning Commission recommended approval of the CUP. Marsh Memorial United Methodist Church representative Ms. Shelly Burleigh asked Council for approval of the CUP. There was no one else present who wished to speak to this item, and the public hearing was closed. On motion of Vice Mayor Johnson, seconded by Council Member Helgeson, Council by the following recorded vote adopted Resolution #R-14-003, as presented, granting the Conditional Use Permit:

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

Noes: 0

// In the matter of Community Development - Zoning, a public hearing was held regarding City Council Report #13 outlining the petition of AT&T Mobility for a Conditional Use Permit (CUP) in an R-1, Low

Density, Single-Family Residential District to allow the construction of a one hundred forty-five (145) foot telecommunications tower and associated equipment at 1721 Langhorne Road. City Planner II Kevin Henry gave a presentation regarding the CUP. Mr. Henry stated that the Planning Commission recommended denial of the CUP.

Council Member Perrow made the following statement "I own stock in AT&T. As someone who owns shares of AT&T stock, I am a member of a group of individuals and businesses that have an interest in AT&T. Even though I own shares of AT&T stock, I am able to participate in this matter fairly, objectively and in the public interest. Therefore, I will participate in the City Council's consideration of AT&T's petition for a Conditional Use Permit (CUP) to allow the construction of a communications tower at 1721 Langhorne Road."

Mr. Max Wiegard of the law firm Gentry, Locke, Rakes and Moore, represented the petitioner and asked Council to approve the CUP. One individual spoke in favor of the CUP. Six individuals spoke in opposition of the CUP with several concerns, i.e., property value would go down, health problems, save the neighborhood, poor coverage, height of the tower, and find other commercial property in the area for the tower. There was no one else present who wished to speak to this item, and the public hearing was closed. Following Council discussion of the CUP several concerns were raised: were the neighbors contacted regarding this CUP, what would be the height of the tower, gap in service in that area, and were there other commercial properties in the area that could be considered for the tower. A motion was made by Council Member Perrow, seconded by Vice Mayor Johnson to postpone this item until such time some of the concerns could be addressed. Council by the following recorded vote agreed to postpone this item indefinitely:

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 #14 regarding adopting the Wards Ferry Road Corridor Study as part of the City of Lynchburg Comprehensive Plan 2002-2020. Planner Anne Nygaard introduced Mr. Bill Cashman with URS Corporation who gave a presentation on the Wards Ferry Road Corridor Study. During the presentation, Mr. Cashman explained the corridor issues, proposed improvements, project phasing, and project funding. 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 Council Member Nelson, Council by the following recorded vote adopted Resolution #R-14-004, as presented, adopting the Wards Ferry Road Corridor Study as part of the City of Lynchburg Comprehensive Plan 2002-2020:

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

7

Noes:

0

// In the matter of City Council, City Council Report #15 was considered. Council Member Cary, Chair of the Finance Committee (FC) stated that 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-14-005, as presented, amending the FY 2014 City

January 14, 2014

393

Capital Fund budget and appropriating \$44,241 to fund equipment replacement and maintenance needs at the City Baseball Stadium:

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

7

Noes:

0

// In the matter of Parks and Recreation – General, City Council Report #16 was considered.

Council Member Cary, Chair of the Finance Committee (FC) stated that 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-14-005, as presented, 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:

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

7

Noes:

0

// The meeting was adjourned at 10:16 P.M.

Clerk of Council

// A special meeting of the Council of the City of Lynchburg was held on the 21st day of January, 2014, at 9:00 A.M. in the Second Floor Training room, City Hall, Michael Gillette, President, presiding. The purpose of the meeting was for a Budget Retreat. The following Members were present:

Ayes: Cary, Foster, Helgeson, Nelson, Perrow, Gillette	6
Noes:	0
Absent: Johnson	1

// Vice Mayor Johnson arrived at the meeting at 9:05 a.m.

// Mayor Gillette welcomed everyone attending the Council Budget Retreat.

// City Manager Kimball Payne gave an overview of the agenda as follows:

- Workforce Overview
- The Initial Outlook
- Debt Service.....Heritage High School
- Other Major CIP Projects

// Human Resources Director Margaret Schmitt provided an overview on the Workforce which consists of the following items:

- Virginia Retirement System (VRS)
- Health Insurance
- Compensation
- Potential action by the General Assembly and Lynchburg City Schools.

Ms. Schmitt explained the Workforce Distribution Data which included the following:

- City-Wide Turnover Trend
- Public Safety Turnover Trend (Sworn Police and Fire/EMS)
- Public Safety Turnover (Emergency Services)
- Average Salary Trend as of January 2014
- Market Comparison Trend (Market Data and Salaries as of December 2012)
- Police Officers Market Data as of January 2014
- Firefighters Market Data as of January 2014
- Emergency Services Market Data as of January 2014

In conclusion, Ms. Schmitt further explained the on-going challenges in the Workforce which consist of the following:

Virginia Retirement System (VRS)

- VRS Hybrid Plan implementation began 1/1/2014 for new hires
- Defined Benefit and Defined Contribution
VA Local Disability Program of short and long term disability coverage also began 1/1/2014
- Paid Time Programs

Medical Costs

- Impact of ACA
- Overall medical costs increases
- Retiree costs

Federal and State Mandates

- Line of Duty
- Employment law enhancements

Workforce Development

- Succession Planning
- Sustainable Policies and Practices

// Financial Services Director Donna Witt gave a presentation and discussed the following items:

- Budget Directions
- FY 2015 Preliminary Budget Highlights
 - Revenue Projections/Major Assumptions
- Big Budget Drivers: VRS, Health Insurance, Schools, Debt Services, Compensation, and General Assembly

// Council took a break at 10:30 A.M. and reconvened at 10:40 A.M.

// Financial Services Director Donna Witt discussed the debt service for the financing plan for Heritage High School. Ms. Witt proposed two possible funding strategies for the Heritage project. The first option would call for borrowing the full cost one time later this year. The second option would call for possible funding that would stagger the debt over two years which would cushion the initial financial cost by giving the City more time to build up to the annual debt payments that would be required. During Council discussion it was stated that neither option would reduce the overall cost of the project, but the second option would initially ease the City's financial strain which would inflate its future costs if interest rates rise. Following discussion, Council in general (not unanimous) agreement, preferred option one. No formal vote was taken. It was further stated that the City planned to issue bonds this spring to pay for the project.

// Financial Services Director Donna Witt discussed the other Major CIP Projects that would cause additional financing which are:

- City Football Stadium
- Juvenile Services Group Home
- Timberlake Road at Logan's Lane
- Lakeside Drive/College Street Intersection
- Fifth Street Phase III
- Ward's Road/Harvard Street Intersection
- GLTC Maintenance/Operations Facility

// The meeting was adjourned at 11:20 A.M.

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **February 11, 2014**

AGENDA ITEM NO.: 10

CONSENT: X

REGULAR:

WORK SESSION:

CLOSED SESSION:

(Confidential)

ACTION: X

INFORMATION:

ITEM TITLE: **Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant**

RECOMMENDATION: Adopt a resolution 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 services to implement an emergency notification system to provide critical information to the citizens of Lynchburg.

SUMMARY: The City of Lynchburg has over 75,000 permanent residents and 16,000 college students. Currently, the City uses traditional methods as well as social media to notify and inform residents before, during, and after emergencies. These methods are, at times, unreliable during widespread disasters and catastrophic weather events. During the Derecho of 2012, the City's limited systems were severely tested. With over 80% of the households in the city without power, as well as the majority of media outlets, the City's ability to communicate with its residents was severely hampered. The Department of Communications and Marketing, on behalf of the City, applied for and received a grant through the Federal Emergency Management Agency's (FEMA's) Hazard Mitigation Grant Program to purchase and implement an emergency notification system, commonly known as a Reverse 9-1-1 system. The emergency notification system is an interactive system that employs technology facilitating landline, cell phone, text messaging, and email communications to notify thousands of residents concurrently and will be used during severe weather and natural disasters, hazardous materials evacuations, disaster recovery, boil water advisories, etc. The implementation of an emergency notification system will greatly enhance the City's capability to communicate critical information to a large segment of the population in a short amount of time.

The system is estimated to cost \$71,406. An additional \$10,000 is estimated for public education materials and \$4,070 for project management. FEMA reimburses 75% of the total grant with a required local match of 25% (\$21,369), which will be funded from the General Fund Reserve for Contingencies (\$17,095) and through in-kind services provided by City staff (\$4,274). The Virginia Department of Emergency Management (VDEM) has typically funded 20% of the grant. VDEM staff stated they are waiting on the new Governor's signature. If the City receives VDEM funding, \$17,095 will be returned to the General Fund Reserve for Contingencies.

PRIOR ACTION(S): Finance Committee, January 28, 2014

FISCAL IMPACT: The grant requires a 25% local match of \$21,369; \$17,095 is needed from the General Fund Reserve for Contingencies and \$4,274 will be provided as in-kind services by City staff.

CONTACT(S): JoAnn Martin, Director of Communications and Marketing, 455-3801

ATTACHMENT(S): Resolution

REVIEWED BY: lkp

RESOLUTION:

BE IT RESOLVED that the FY 2014 City/Federal/State Aid Fund budget is amended and \$85,476 is appropriated 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 services to implement an emergency notification system to provide critical information to the citizens of Lynchburg.

Introduced:

Adopted:

Certified:

Clerk of Council

024K

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **February 11, 2014**

AGENDA ITEM NO.: 11

CONSENT: REGULAR: **X**

WORK SESSION:

CLOSED SESSION:
(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: ***Future Land Use Map (FLUM) Amendment – Low Density Residential to Resource Conservation – 147 Marvin Place***

RECOMMENDATION: Approval of the *FLUM* Amendment.

SUMMARY: Anne Harris Massie (Winstead) is petitioning to amend the *FLUM* for approximately thirty-four (34) acres located at 147 Marvin Place from Low Density Residential to Resource Conservation to facilitate the placement of the property in an open-space easement. The open-space easement would be held by the Virginia Outdoors Foundation (VOF). The Planning Commission recommended approval of the petition because:

- The *Comprehensive Plan 2013-2030* currently recommends a Resource Conservation use for a portion of the property.
- Adjacent properties at 300 and 304 Overstreet Lane are currently encompassed by an open-space easement held by VOF.
- A structure located on the property is on the State & National Registers of Historic Places.
- The open-space easement would allow for the maintenance of existing and the extension of future utility lines.

PRIOR ACTION(S):

December 11, 2013: The Planning Division recommended approval of the *FLUM* amendment.

The Planning Commission recommended approval (6-0, with 1 vacancy) of the *FLUM* amendment.

FISCAL IMPACT: The property is currently enrolled in the City's land use deferment program. The conservation easement would result in an additional reduction in property tax of approximately \$892.

CONTACT(S):

Tom Martin, City Planner - 455-3900

Kent White, Director of Community Development – 455-3900

ATTACHMENT(S):

- Resolution
- Planning Commission Report – January 8, 2014
- Planning Commission Minutes – January 8, 2014
- Vicinity Zoning Pattern Map
- Vicinity Land Use Map
- Watershed Location Map
- Planimetric and Topographic Map
- Narrative
- December 23, 2013 letter from Henry Devening
- Property Photograph
- Speaker Signup Sheet

REVIEWED BY: bms

UNCODIFIED ORDINANCE:

AN ORDINANCE AMENDING THE FUTURE LAND USE MAP FOR THE PROPERTY LOCATED AT 147 MARVIN PLACE FROM LOW DENSITY RESIDENTIAL TO RESOURCE CONSERVATION.

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 147 Marvin Place from Low Density Residential to Resource Conservation.

The property located at 147 Marvin Place also known as Valuation Number 208-02-002 and containing approximately thirty-four (34) acres.

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

Adopted:

Certified:

Clerk of Council

023K

The Department of Community Development

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

To: Planning Commission
From: Planning Division
Date: January 8, 2014
**Re: Future Land Use Amendment: Low Density Residential to Resource Conservation–
147 Marvin Place**

I. PETITIONER

Anne Harris Massie Winstead, 147 Marvin Place, Lynchburg, Virginia 24503

Representative: Henry C. Devening, P.C., 1900 Memorial Avenue, Lynchburg, Virginia 24501

II. LOCATION

The subject property includes one (1) tract totaling approximately thirty-four (34) acres located at 147 Marvin Place.

Property Owner: Anne Harris Massie, 147 Marvin Place, Lynchburg, Virginia 24503

III. PURPOSE

The purpose of the petition is to change the *Future Land Use Map* designation from Low Density Residential to Resource Conservation. The *Future Land Use Map* amendment would be an endorsement of the petitioner's application to the Virginia Outdoors Foundation (VOF) to hold an open-space easement for the property.

IV. SUMMARY

- The *Comprehensive Plan 2002-2020's Future Land Use Map (FLUM)* recommends a Low Density Residential use and Resource Conservation use for the property.
- An open-space easement is a legal document between a landowner and a public body designed to protect the land in perpetuity.
- The easement would maintain the private ownership of the land but generally restrict the use of the property to a single-family home, forest, open space and/or natural area.
- Adjacent properties at 300 and 304 Overstreet Lane are currently encompassed by an open-space easement held by VOF.

The Planning Division recommends approval of the FLUM amendment.

V. FINDINGS OF FACT

1. **Comprehensive Plan.** The *Comprehensive Plan 2002-2020* recommends Low Density Residential and Resource Conservation uses in this area. Low Density Residential (**page 5.5**) areas “are dominated by single family detached housing at densities of up to four dwelling units per acre ... [and] may include public and institutional uses compatible in scale with single family residential homes. Private recreation uses, including country clubs and swim and racquet clubs, and private open space are also appropriate for Low Density Residential areas.” Resource Conservation areas (**page 5.2**) “encompass lands with special natural characteristics that make their preservation in open space particularly important to the City’s environmental health. The mapped Resource Conservation Areas include the City’s stream valleys ... streams and rivers,

their 100-year floodplains, connected wetlands and adjacent steep slopes. The delineation of Resource Conservation Areas on the *Future Land Use Map* is based on existing mapped floodplain, slope, and soils information collected for the preparation of Chapter 12, Natural Systems.” The *Comprehensive Plan 2002-2020* recommends that the “actual boundaries of the Resource Conservation Area should be determined on a site-by-site basis using the best available environmental data and the environmental performance standards recommended in Chapter 12, Natural Systems.” The plan also provides “Resource Conservation Areas are planned to remain in vegetated open space with development limited to: 1) trails and other passive recreational facilities that involve minimal removal of vegetation, and 2) public facilities that must be located in stream valleys. The goal is to keep Resource Conservation Areas as natural as possible so as to stabilize slopes, prevent soil erosion, provide natural absorption areas for urban runoff, moderate climate, and provide wooded areas for wildlife and for the respite of City dwellers. Many of the stream valley Resource Conservation Areas are recommended to become greenways in the Parks and Recreation element, and thus may have public access trails. Other Resource Conservation Areas, not designated as greenways on the Parks & Recreation Map, are to remain in natural vegetation for purely environmental protection reasons.”

2. **Zoning.** The subject property was annexed into the City in 1976. The existing R-1, Low Density Residential zoning was established on September 12, 1989 with the adoption of the Northwest Expressway Area Study.
3. **Proffers.** N/A
4. **Board of Zoning Appeals (BZA).** The Zoning Official has determined that no variances would be needed for the proposed conservation easement.
5. **Surrounding Area.** There have been several items requiring City Council approval in the immediate area:
 - On July 8, 1980, Council approved the petition of McCarthy-Read to rezone five (5) acres located at 225 Coffee Road from R-2, Low-Medium Density, Single-Family Residential District to R-4, Medium-High Density, Multi-Family Residential District to bring the existing apartment buildings into compliance with the *Zoning Ordinance*.
 - On September 9, 1980, Council approved the conditional use permit (CUP) petition of Boonsboro United Methodist Church to allow a child care center at 6205 Boonsboro Road.
 - On March 8, 1988, Council approved the CUP petition of Dr. David Case to allow a veterinary hospital with indoor kennels at 6097 Boonsboro Road.
 - On September 12, 1989, Council approved the Northwest Expressway Area Study.
 - On June 8, 1993, Council approved the CUP petition of Brett R. Smith to allow a grounds keeper cottage with kitchen facilities at 5913 Raiford Circle.
 - On July 13, 1993, Council approved the CUP petition of Trinity Episcopal Church to allow a building addition at 104 Walnut Hollow Road.
 - On May 11, 1999, Council approved the petition of Perry Karnes to rezone 5909 Raiford Circle from R-2, Low-Medium Residential District to B-1C, Limited Business District (Conditional) to allow the use of an existing building for multiple offices and the expansion of the parking area.
 - On September 28, 1999, Council approved the petition of Robert Workman to rezone the property at 5996 and 6002 Boonsboro Road from R-1, Low Density Residential District and

B-3 Community Business District to B-3C, Community Business District (Conditional) to allow the construction of a convenience store.

- On September 8, 2009, Council approved the CUP petition of Trinity Episcopal Church to allow the construction of a building and parking area at 104 Walnut Hollow Road.

- 6. Site Description.** The subject property is one (1) tract containing thirty-four (34) acres located at 147 Marvin Place. The property contains several structures including two (2) single-family homes, one of which was constructed circa 1758 and is included on the State and National Registers of Historic Places. The property also contains several outbuildings and a pool. The majority of the property is forested, sloping to the southeast towards Cheese Creek. A utility easement for gas and power lines runs across the southern portion of the property.

The property is boarded to the north by single-family homes and to the south, east and west by vacant land. The property located to the west at 300 and 304 Overstreet Lane and containing fifty (50) acres currently has an open-space easement held by the Virginia Outdoors Foundation. This existing open-space easement was endorsed by Council on May 10, 2011.

- 7. Proposed Use of Property.** The Future Land Use Map amendment would facilitate the placement of the property into an open-space easement. The open-space easement to be held by the Virginia Outdoors Foundation would maintain the private ownership of the land but generally restrict the use of the property to a single-family home, forest, open space and/or natural area.

- 8. Traffic, Parking and Public Transit.** N/A

- 9. Stormwater Management.** N/A

- 10. Emergency Services.** N/A

- 11. Impact.** The Virginia Outdoors Foundation (VOF) was established in 1966, "to promote the preservation of open-space lands and to encourage private gifts of money, securities, land or other property to preserve the natural, scenic, historic, scientific, open-space and recreational areas of the Commonwealth." The primary mechanism for accomplishing VOF's mission is through open-space easements. Open-space easements allow land to continue to be privately owned but restricted to serve and protect land for the public good. A gift of a qualified open-space easement in perpetuity may qualify as a non-cash charitable gift which may yield a deduction for federal income tax purposes and a credit for state income tax purposes. In addition, there may be local property tax reductions and federal estate tax exemptions. An independent certified appraiser must establish the value of the easement that is primarily based on the value of the development rights forgone. Once that value is established, it becomes the basis for calculating tax benefits. The VOF would hold the open-space easement and would monitor the property to ensure that the conservation values agreed to in the easement remain intact. The VOF would also serve as the enforcement agent for any violations of the terms of the easement, if approved.

Mr. Hal Devening, attorney for the petitioner, has stated that the owner desires to preserve the property so that it will be available for "agriculture, livestock, forest and/or open space use which will protect natural habitat of wildlife, plants and other ecosystems in an area that is unsuited for intensive development". Mr. Devening also states that the "preservation of open-space land serves a public purpose by curbing urban sprawl, preventing the spread of urban blight and deterioration, helping provide or preserve necessary park, recreational, historic and scenic areas and conserving land and natural resources".

The Planning Division generally does not support conservation easements within the city limits due to the limited land resources of the city. Open-space and other conservation easements are for perpetuity. Not only do they affect the city's taxable property, they also result in limiting the amount of developable property in the future. While the land may be in an area that is considered unsuitable for development for today, circumstances do and will change over the long term history of the city.

While the Planning Division does support this *Future Land Use Map* amendment from Low Density Residential to Resource Conservation to facilitate an open-space easement to be held by the Virginia Outdoors Foundation, it is doing so for the following reasons:

- The property is adjacent to another larger easement (50 acres) endorsed by Council and held by the Virginia Outdoors Foundation.
- A structure located on the property is currently on the State and National Registers of Historic Places.

The Planning Division recommends that a city policy be developed to indicate what criteria should be considered prior to any future amendments of the *Future Land Use Map* or endorsing future open-space easements. These criteria should result in a true public benefit and would include but are not limited to:

- Proximity to other open-space or conservation easements;
- Historically significant lands or structures;
- Wildlife habitat;
- Linear feet of stream stabilization and protection;
- Stormwater mitigation;
- Soil type;
- Topography;
- Availability of water/sewer infrastructure

12. Technical Review Committee. The Technical Review Committee (TRC) reviewed the preliminary site plan on December 3, 2013. Comments related to the proposed use have or will be 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 Annie Harris Massie Winstead to amend the *Future Land Use Map* from Low Density Residential to Resource Conservation.

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
Ms. Anne Harris Massie, Petitioner
Mr. Hal Devening, P.C., Representative

VII. ATTACHMENTS

- 1. Vicinity Zoning Pattern Map**
- 2. Vicinity Proposed Land Use Map**
- 3. Watershed Location Map**
- 4. Planimetric and Topographic Map**
- 5. Narrative**
- 6. December 23, 2013 letter from Henry Devening**
- 7. Property Photograph**

MINUTES OF THE JANUARY 8, 2014 PLANNING COMMISSION MEETING (MINUTES HAVE NOT BEEN APPROVED):

a. 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 Resource Conservation.

Mr. Tom Martin explained that this petition is a request to designate the property for a Resource Conservation use on the *FLUM* in order to place the property into a conservation easement to be held by the Virginia Outdoors Foundation (VOF). Typically, before doing so, the VOF looks to the local government for an endorsement. The process that staff is suggesting in order to facilitate this endorsement is to amend the *FLUM* to Resource Conservation. Conservation easements are a legal document between the landowner and a public entity. The landowner maintains ownership of the property but restrictions are placed on the property, generally to maintain the property for single-family residences, open space, forest land or to maintain the property in its natural state. Enforcing the restrictions of the easement would be the responsibility of the VOF and not with the City of Lynchburg.

The petitioners have indicated that it is their intent and desire to maintain the property in its present state. The planning division generally does not support conservation easements due to the City's limited amount of land resources and the effect it has on the amount of taxable property. Conservation easements are in perpetuity. While it may be the best thing for the property today for it to remain in an undeveloped state, that might not hold true for the future of the City in later decades. Circumstances change, which is the reason staff is reluctant to support conservation easements in general. In this instance, staff is supporting this petition due to several reasons. Firstly, this property is adjacent to another conservation easement held by the VOF for a fifty-acre tract owned by Dr. Peter Houck endorsed by Council in 2011. Secondly, this property contains a residential structure that is on the State and National Register of Historic Places. Thirdly, the property drains to and has frontage on Cheese Creek.

For these reasons, staff is recommending that the Planning Commission recommend amending the *FLUM* for this property. However, staff is also strongly suggesting that the commission work toward developing a policy containing certain criterion for future *FLUM* amendments pertaining to conservation easement requests due to the long term effects that these easements could have on the City.

Mr. Hal Devening, the attorney for the petitioner, Ms. Anne Harris Winstead and Mr. Alex Winstead were available to represent the petition. Mr. Devening was pleased to hear Mr. Martin's conclusion that this is a worthy project and worthy of the commission's approval. Mr. Devening mentioned that he was also Dr. Houck's attorney for the adjacent fifty-acre tract that is already in a conservation easement. Mr. Devening met with the VOF regarding Dr. Houck's property and mentioned that the Winsteads might be interested as well. Mr. Devening suspects that the VOF will be very supportive of the Winsteads' request. The Winsteads' property is a little below their normal fifty-acre threshold but coupled with the adjacent easement, as well as the historic structure on the property, the VOF is confident that its board will approve this easement request.

Mr. Devening feels, along with the Winsteads, that it is important to preserve open space not only for people's enjoyment but also for the habitat it provides for wildlife, the potential for agriculture and forestry use and the environmental health of the Cheese Creek watershed. Mr. Devening mentioned that the Winsteads bought the property in 1988 and have maintained the property in its natural state. The historic home had previously been restored. The Winsteads maintained the home and built an addition to it that is compatible with its historic significance. Mr. Devening remarked that the easement restrictions would likely prevent the addition of any further structures. Mr. Devening and the Winsteads believe that open space is valuable, although it may not be in a monetary way. Mr. Devening commented that this request is not being done for the financial benefit of the Winsteads. It is actually being done as a significant financial detriment to them. If this property were subdivided and developed, they would likely realize a significant profit. They will receive a tax credit but that is based on a reduced property value because it is subject to the easement. The tax credit can be highly motivating but that is not what is motivating the Winsteads. They are motivated by their love of the property and home and the fact that it

has remained in its present state since before the City was founded. They hope to keep it that way forever.

Mr. Winstead commented that the properties around them will likely increase in taxable value for the City. The neighbors they have talked to are fully in favor of this easement and see it as a real benefit to them.

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

Commissioner Marion asked if this easement would restrict the public from accessing the property or if it would make the property into a park. Mr. Devening explained that the VOF encourages the deed to allow for the future use of the property for educational purposes for public groups for nature study or things of that sort, as well as the possibility of hiking or bridle trails. Mr. Devening clarified that, although Dr. Houck's property is not currently a public park, it is compatible with the easement for the types of use described above to evolve in the future. Mr. Devening acknowledged that the landowner cannot be forced to open the property for such uses but they are not prohibited whereas others are such as mining and forestry that is not in accordance with forestry regulations.

Mr. Devening remarked that one of the comments from the Technical Review Committee was regarding an underground sewer pipe that extends almost to this property and whether or not it could be extended in the future. Mr. Devening clarified that the easement would permit that public purpose use.

Commissioner Coleman asked Mr. Martin to clarify what staff's apprehensions are about future *FLUM* amendments for conservation easements. Mr. Martin explained that it is staff's recommendation that there be established criterion for the commission and Council to consider before endorsing a conservation easement. Mr. Martin commented that this petition actually meets many of the criterion that he would suggest be taken into consideration before endorsing a conservation easement (the previous three reasons he gave to the commission). Mr. Martin feels that everyone will need to carefully consider each request that comes before them because of the long term effects it could have on the City. Staff feels that there need to be really good reasons for an endorsement and right now there are no set policies.

Commissioner Hooper thinks this a perfect property for this easement. Commissioner Johnston agreed and said that the proximity to the adjoining conservation easement is a selling point for her. If it were in another part of City and not next to a conservation easement, they might be having a different conversation. She thinks this is great for this property and will be voting in favor of it. Commissioner Marion agreed with the other commissioners' comments and will be voting in favor of it.

Commissioner Hooper made the following motion, which was seconded by Commissioner Coleman, and it passed by the following vote:

"That the Planning Commission recommends to City Council approval of the petition of Annie Harris Massie Winstead to amend the *Future Land Use Map* from Low Density Residential to Resource Conservation."

AYES:	Coleman, Hooper, Johnston, Marion, Perault and Swienton	6
NOES:		0
ABSTENTIONS:		0
ABSENT:		0
VACANCIES:		1

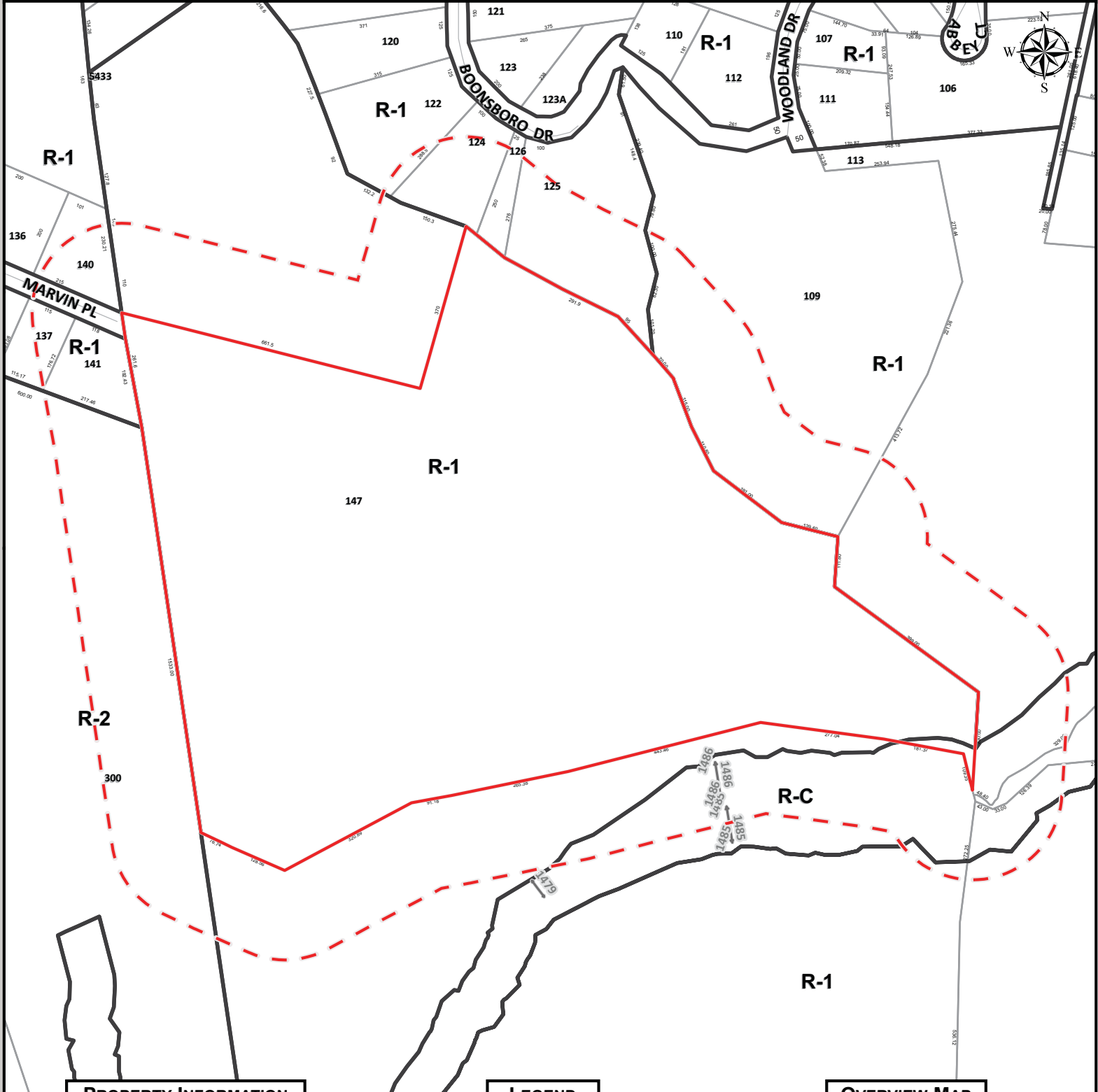
Commissioner Johnston asked Mr. Martin if they needed a motion to ask staff to begin working on a conservation easement policy. Mr. Martin suggested that the commission appoint a subcommittee to work with staff on developing this policy. The commissioners asked Mr. Martin to place this issue on a future agenda for further discussion.

Zoning Map

CONSERVATION EASEMENT

Future Land Use Request

Annie H. Massie



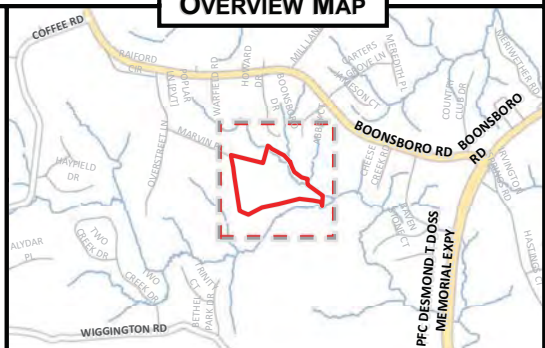
PROPERTY INFORMATION

PARCEL ID	ADDRESS
20802002	147 MARVIN PL

LEGEND

- Subject Property
- 200' Buffer
- Zoning Boundary

OVERVIEW MAP



MAP SCALE: 1" to 300' DATE PRINTED: 12/27/2013

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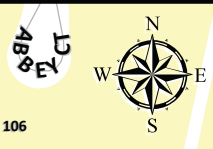
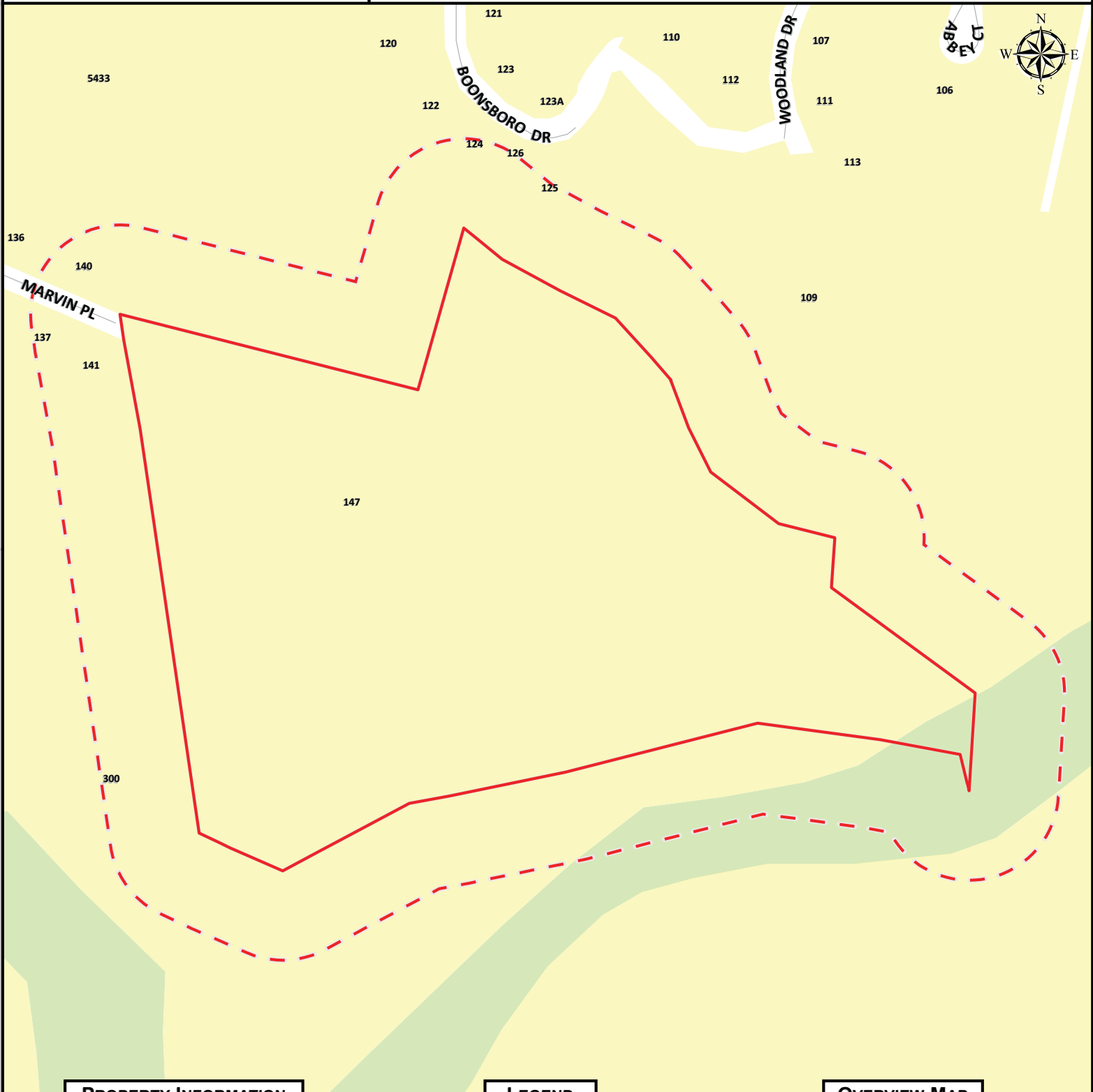
Parcel ID	Address	Owner
20807002	137 MARVIN PLACE	RICHARD W & CHRISTINA ALLEN
21402003	1644 WIGGINGTON ROAD	JATA M BROWN
20801003	125 BOONSBORO DRIVE	THERESA B BRYANT
20801004	126 BOONSBORO DRIVE	C C & GRACE D CARTER
20801005	124 BOONSBORO DRIVE	C C & GRACE D CARTER
20911009	109 WOODLAND DRIVE	D KEVIN COBB
20911004	113 WOODLAND DRIVE	A TERRELL GRIFFIN
20807001	141 MARVIN PLACE	WALLACE P & EVELYN D HIGGINBOTHAM
20809001	300 OVERSTREET LANE	PETER W HOUCK
20910001	209 WHITLEY WAY	IRVINGTON PROPERTIES LLC
20802001	5433 BOONSBORO ROAD	BARRY E & PAMELA C LAYNE
20802002	147 MARVIN PLACE	ANNIE H MASSIE
20801006	122 BOONSBORO DRIVE	JASON & MELODIE MULLEN
21304004	1634 WIGGINGTON ROAD	CAROL W REID
20806001	140 MARVIN PLACE	WESLEY K & WANDA F ROYALL

FLUM Map

CONSERVATION EASEMENT

Future Land Use Request

Annie H. Massie



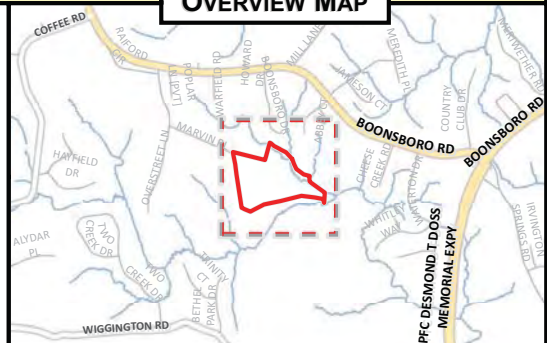
PROPERTY INFORMATION

PARCEL ID	ADDRESS
20802002	147 MARVIN 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: 12/27/2013

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Watershed Map

CONSERVATION EASEMENT

Future Land Use Request

Annie H. Massie



PROPERTY INFORMATION

PARCEL ID ADDRESS

20802002 147 MARVIN PL

LEGEND

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

OVERVIEW MAP



MAP SCALE: 1" to 300' DATE PRINTED: 12/27/2013

Cheese Creek-Ivy Creek

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.

Reasons for a Conservation Easement for Locust Grove

My husband and I are interested in protecting our property, Locust Grove, from future development for perpetuity. Our wish is that future generations will be able to experience its unique and extraordinary setting, just as it is today. The immediate surrounding land is in many ways unchanged from how it was when the original part of the house was first built c. 1758. The house occupies land originally part of Albemarle County (later Bedford County) in an area of colonial Virginia that was wild and largely uninhabited. Today it is still possible to come across Indian and Colonial era artifacts on the property and a number of these are held in the collection of the Knight-Capron Library at Lynchburg College.

We are committed to the preservation of our rural setting. Locust Grove is within the city limits, yet has characteristics of a rural setting. Approximately 18 of our surrounding 34 acres are wooded, and these are filled with mature native hardwood trees. We are bounded on one side by Dr. Peter Houck's property protected by a conservation easement. Our house is situated on top of a small hill that runs down to Cheese Creek and the property boundary line runs across the creek. Our front yard has an ancient poplar and several very old cedars. There are cedars throughout the property on open land and throughout the woods along what was once fence line when it was predominantly open farmland. We intentionally maintain tall native grasses and wildflowers as heavy cover for wildlife in the front two fields as you approach the house. We started an heirloom apple orchard in the fall of 2009 as a complement to the small orchard that was once here.

Wildlife is a significant presence on the property and a contributing factor to its distinctive character and charm. It is a common occurrence to have turkeys and small flocks of turkeys in our fields. Every spring female snapping turtles cross our yard from Dr. Peter Houck's pond to Cheese Creek to lay their eggs. Once hatched, the young turtles return to the pond. We see deer every day, and have seen newborn fawns as well as older bucks with large antlers. There are countless birds including owls, a great blue heron, and several woodpeckers that also call our home theirs. We have foxes, raccoons, possums, bobcats, and skunks. If, in the future, our land were ever developed, we have asked ourselves where would the wildlife go? And my husband and I continue to ask this more frequently as development takes more and more of their habitat.

Our sense of stewardship comes with a deep personal connection to the property, as the house was built by Elizabeth Willis Manson, daughter of my great great grandfather, and her husband Edmund Cobbs, Jr. (It was next occupied by their daughter Lucy and her husband Nicholas Hamner Cobbs, the distinguished Bishop of Alabama, who built Trinity Episcopal Church, Boonsboro; St. Stephen's Episcopal Church, Forest; and St. Thomas Episcopal Church, Sedalia. The house is on the State and National Registers of Historic Places).

The property has gradually declined in size and is now 34 acres in total. Owned by the Cobbs family, Locust Grove once comprised 294 acres, a small part of what was once a

two-thousand acre tract first owned by John Wayles, later inherited by Thomas Jefferson. Post Civil War, like so many Virginia families faced with declining land productivity and dwindling fortunes, the Cobbs were forced to sell some of their land. Bankrupt by 1877, they managed to hold onto Locust Grove until sometime around 1914 at which time they sold a final 10 acres. Locust Grove and the remaining 34 acres have been intact since the 1932 purchase by John Capron (President of Glamorgan Foundry) and his wife Marcia, who saved the neglected house. My brother and I bought the property in 1988 and immediately felt a tremendous sense of protectiveness. Just before our purchase, there were several developers looking over the property with the idea of turning it into a residential subdivision. Locust Grove has been owned by a continuum of people who have respected the house and grounds, guided by a sense of stewardship. Now my husband and I wish to continue this stewardship into the future and ensure that the land will not continue to be subdivided and forever changed.

We recognize the enduring value of green, open spaces and feel that placing a value on the past contributes to a richer existence. Recent encroachment from suburbia, even as near as the closest boundary of our property, has altered our rural, natural setting. We wish to secure a place for Locust Grove in the future free from the disruption and permanent alteration of development.

Annie Harris Massie Winstead
Alexander McIver Winstead
November 2013

INSPECTIONS DIV

DEC 26 2013

RECEIVED

**LAW OFFICE
HENRY C. DEVENING, P.C.
A PROFESSIONAL CORPORATION**

**P.O. Box 900
LYNCHBURG, VIRGINIA 24505**

**"CENTERVIEW"
1900 MEMORIAL AVENUE
LYNCHBURG, VIRGINIA 24501
hdevening@hcdlaw.com**

**TELEPHONE: (434) 847-6787
FACSIMILE: (434) 847-1292**

December 23, 2013

Mr. Tom Martin
Lynchburg City Planning Division
900 Church Street
Lynchburg, Virginia 24504

RE: 147 Marvin Place, Lynchburg, Virginia 24503
TRC/FLUM Amendment

Dear Tom:

Enclosed is a revised public hearing application which has been signed by Ms. Winstead.

I will address the notes contained in the TRC Report based on information I have to date. Regarding Steve Boyer's comments, I have spoken with Adam Bryant at Hurt & Proffitt. Ms. Winstead does not have a formal plat of her property but did have Hurt & Proffitt do a considerable amount of fieldwork in connection with a landscape plan. She is considering now ordering a final survey. Mr. Bryant will call Steve Boyer directly to discuss what the City will need.

Regarding the comments of Mr. Doorman both federal and state law have declared policy that the preservation of open space land serves a public purpose by curbing urban sprawl, preventing the spread of urban blight and deterioration, helping provide or preserve necessary park, recreational, historic and scenic areas and conserving land and natural resources. The owner wishes to preserve her property in a conservation easement so that it will be available for agriculture, livestock, forest and/or open space use. The owner believes a significant public benefit exists in the preservation of open space and the easement will protect natural habitat of wildlife, plants, and other ecosystems, protect the watershed, and will protect an area which is unsuited for intensive development. The property borders Cheese Creek and is crossed by significant power and gas line easements. It is adjoined by a fifty (50) acre parcel which has been placed in a conservation easement and, combined with this parcel, will preserve approximately eighty-five (85) acres.

December 23, 2013

Page 2 of 2

This property also has a significant historic component in that a historic home, dating to the eighteenth century, is located on the property and is listed on the Virginia Landmarks Registry. The historic nature of this house contributes the owner's desire to maintain the property surrounding it in a conservation easement. A revised application is submitted and we have previously sent a photograph of the sign. Regarding other structures on the property, there is a dilapidated barn, studio, garage, and a guest house, in addition to the primary residence. The guest house is occupied by a family member. Ms. Winstead is proposing the entire property for the easement.

Ms. Winstead has spoken with several of her neighbors. All that she has spoken to are in favor of designating this property as a conservation easement. The conservation deed will deal with the sewer easement. In my experience with the Virginia Outdoors Foundation, they will respect all public easements of this type and the extension of the sewer easement would not be considered prohibited by the terms of the easement.

Please call me if you have any questions. I look forward to meeting the Planning Commission on January 8, 2014.

Very Truly Yours,



Henry C. Devening
HCD/alm

Enclos.

Cc: Ms. Annie Harris Massie Winstead

(with enclosure)



January 8, 2014

PLEASE PRINT

[illegible]

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **February 11, 2014**

AGENDA ITEM NO.: 12

CONSENT: REGULAR: **X**

WORK SESSION:

CLOSED SESSION:
(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: **Alley Vacation between 401 Bay Street and 2517 Memorial Avenue**

RECOMMENDATION: Vacate the alley.

SUMMARY: Westward Investment Properties, LLC is petitioning to vacate an alley between 401 Bay Street and 2517 Memorial Avenue. The alley is eighty (80) feet in length and ten (10) feet wide.

This alley vacation petition is in conjunction with a rezoning petition for B-3, Community Business District to B-5C, General Business District (Conditional) that has been submitted for a portion of the property at 2517 Memorial Avenue. Currently a parking garage encroaches into the alley by approximately four and a half (4.5) feet. If the rezoning petition and subsequent site plan are approved, the petitioner plans to refurbish the parking garage into a storage building. The alley does not currently serve a function as it is unopened and all the adjoining properties have right of way access through other means.

The adjoining property owner at 401 Bay Street (Ms. Tammy K. Foutty) has not given written consent; however, staff discussed the process with her and she was not in opposition to the petition. She is aware that she would obtain approximately less than two hundred (200) square feet of new property.

PRIOR ACTION(S):

December 20, 2013: The Technical Review Committee [TRC] reviewed the petition. The TRC comments have been incorporated into the proposed ordinance.

January 14, 2014: The Physical Development Committee [PDC] reviewed the petition. The PDC recommended staff discuss the petition with the adjoining property owner and forward the petition to City Council.

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
- Maps
- Copy of Site Plan (alley highlighted)
- Certified letter sent to neighbor

REVIEWED BY: lkp

UNCODIFIED ORDINANCE:

AN ORDINANCE VACATING AN UNNAMED ALLEY BETWEEN 401 BAY STREET AND 2517 MEMORIAL AVENUE.

WHEREAS, Westward Investment Properties, LLC is petitioning to vacate an unnamed alley located between the properties of 401 Bay Street and 2517 Memorial Avenue, which extends eighty (80) feet; and

WHEREAS, City Council finds that no public inconvenience will result from vacating the unnamed alley;

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 unnamed alley be, and the same hereby is, discontinued and vacated, namely:

The unnamed alley located between 401 Bay Street and 2517 Memorial Avenue, which extends eighty (80) feet.

Said vacation is contingent upon the following: 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 Water Resources Department 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

021K

APPLICATION FOR THE VACATION OF A

Alley
(Street/Alley)

LOCATED BETWEEN

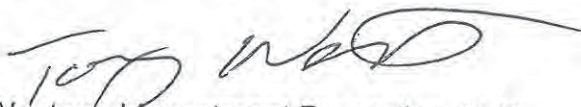
on Judith Street between Alleghany Ave. & Bay St.

The undersigned applicant, Westward Investment Properties, 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 Alley described as follows:

Beginning at the southwest corner on Judith Street 115.85' northeast of the intersection of Alleghany Avenue and Judith Street at an iron rebar found; Thence N19°55'00"E 10.00' to a disturbed iron found; Thence S70°05'00"E 80.00' to a corner; Thence S19°55'00"W 10.00' to a rail road spike set; Thence N70°05'00"W 80.00' to the point of beginning.

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 Feb.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 Alley.

Given under my hand this 10th day of Dec, 20 13.


Westward Investment Properties, LLC
Applicant

2600 Memorial Avenue, Lychburg, Va. 24501
Address

434-401-4962
Telephone Number

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

Signed before me this 10th day of December, 2013

City of Lynchburg
Commonwealth of Virginia

Dale H. Kail

Notary

My commission expires 10-31-2016

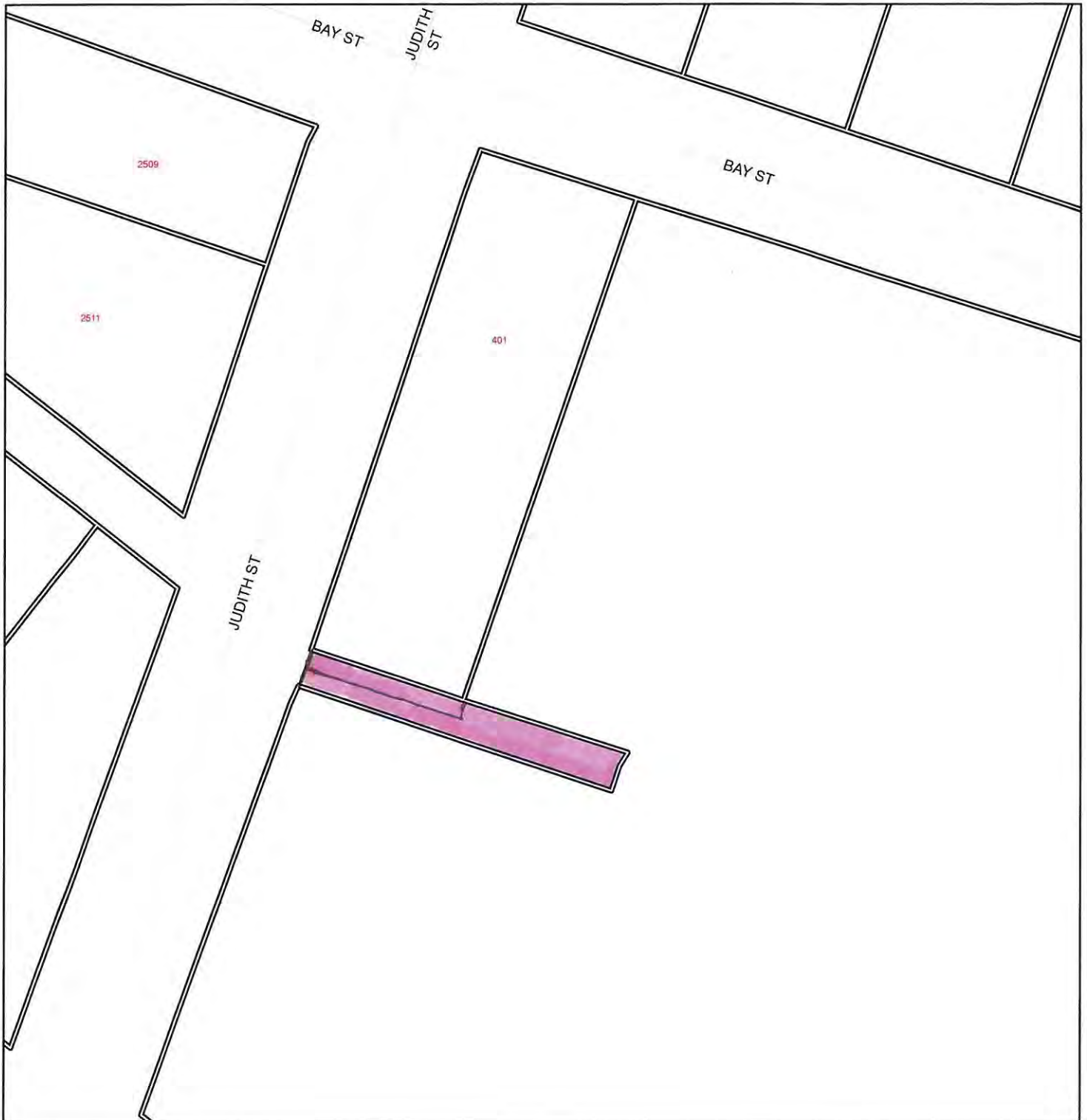
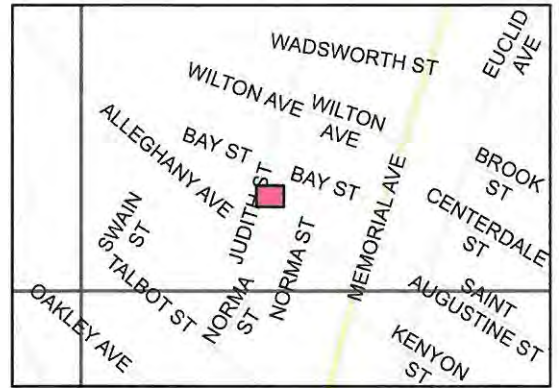
Notary 205092

2517 Memorial Avenue & 401 Bay Street

Right-of-Way Vacation



Area to be vacated

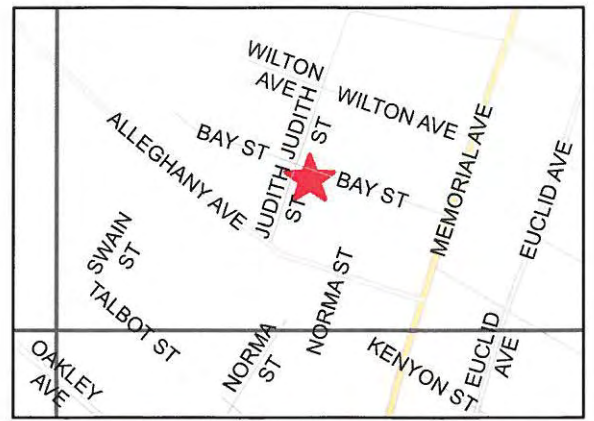


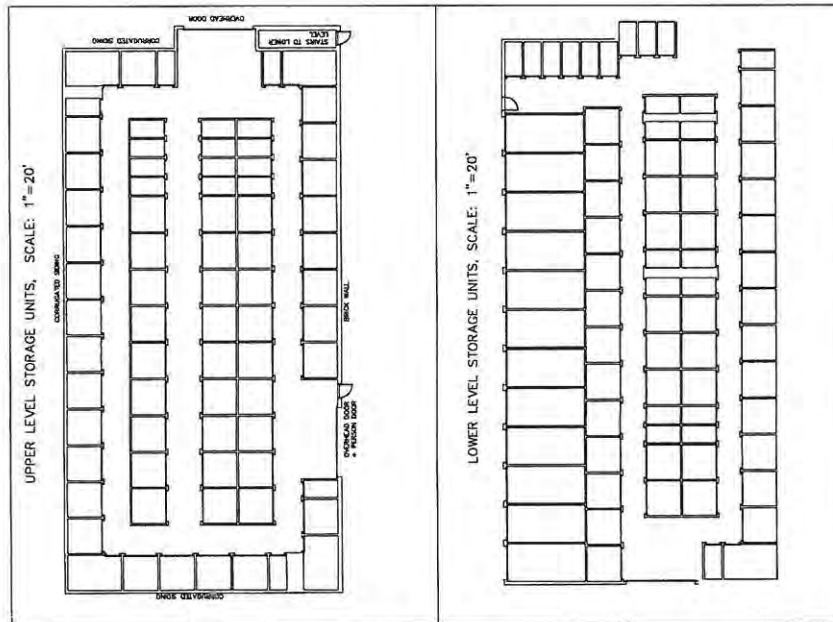
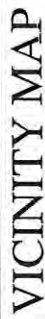
2517 Memorial Avenue & 401 Bay Street

Right-of-Way Vacation



Location





- NOTES:
1. THIS SITE PLAN HAS BEEN PREPARED WITHOUT BENEFIT OF A TITLE REPORT AND DOES NOT, THEREFORE, NECESSARILY INDICATE ALL ENCUMBRANCES UPON THE PROPERTY.
2. THIS PROPERTY FALLS WITH IN ZONE "X" AS SCALED FROM FROM THE F.E.M.A. MAP PANEL NUMBER 510093040-30, DATED 06/03/08, WHICH DOES NOT INDICATE THAT THIS PROPERTY IS SUBJECT TO FLOODING. THIS SURVEYOR DOES NOT CERTIFY TO THE ACCURACY OF THE F.E.M.A. MAP.
3. THIS PLAT HAS BEEN PREPARED FROM AN ACTUAL FIELD SURVEY DONE PER DATE OF THIS PLAT AND THERE ARE NO VISIBLE EASEMENTS OR ENCROACHMENTS EXCEPT AS SHOWN HEREON.
4. NO DETERMINATION OF WETLANDS HAVE BEEN MADE BY NIXON LAND SURVEYING, LLC OR THIS SURVEYOR.
5. PUBLIC SEWER AND PUBLIC WATER ARE AVAILABLE TO THIS PROPERTY.
6. THIS PROPERTY IS CURRENTLY ZONED B-3 THE PROPOSED ZONE CHANGE IS TO ZONE B-5.
7. EXISTING USE: PARKING DECK
PROPOSED USE: STORAGE BUILDINGS
8. PARKING REQUIRED = 1 SPACE/3 EMPLOYEES 6 EMPLOYEES = 2 SPACES REQUIRED
PARKING PROVIDED = 6 SPACES PROPOSED
9. ALL APPLICABLE FEDERAL/STATE PERMITS (INCLUDING THOSE ISSUED BY THE U.S. ARMY CORPS OF ENGINEERS, VIRGINIA DEPARTMENT OF ENVIRONMENTAL AND VIRGINIA MARINE RESOURCES COMMISSION) FOR WORK IN STREAMS AND WETLANDS MUST BE SECURED PRIOR TO SITE PLAN APPROVAL FOR THE PROJECT. CONTRACTOR RESPONSIBLE FOR OBTAINING ALL PERMITS AND BONDS AS DEEMED NECESSARY BY THE LOCAL AUTHORITY.
10. NO DEMOLITION, SITE WORK, OR GRADING IS PERMITTED PRIOR TO ISSUANCE OF A LAND DISTURBANCE PERMIT ISSUED BY THE CITY INSPECTIONS OFFICE. BURNING OF DEBRIS WILL NOT BE PERMITTED WITHOUT PRIOR APPROVAL FROM THE FIRE MARSHAL'S OFFICE.
11. ALL CONSTRUCTION STAGING, LOADING, TEMPORARY PARKING, AND LAYDOWN AREAS SHALL BE COORDINATED WITH THE OWNER PRIOR TO ANY CONSTRUCTION OR DEMOLITION ACTIVITIES.

WESTWARD INVESTMENT PROPERTIES, LLC

2600 Memorial Avenue, Ste. LL1, Lynchburg, Virginia 24501-2658 * 434-845-3111

December 30, 2013

Tammy Foutty

401 Bay Street

Lynchburg, Virginia 24501

Dear Ms. Foutty:

I am working with the City of Lynchburg to obtain vacation of the alley per our previous conversation. If you have any questions concerning this action, please contact Kevin T. Henry at the City of Lynchburg, 434-455-3915.

Thank you.

Sincerely,

WESTWARD INVESTMENT PROPERTIES, LLC

Tony D. West, Owner

Sent via certified mail no. 7011 1570 0003 4486 5729

INSPECTIONS DIV
JAN 06 2014
RECEIVED

7011 1570 0003 4486 5729

U.S. Postal Service™ CERTIFIED MAIL™ RECEIPT (Domestic Mail Only; No Insurance Coverage Provided)	
For delivery information visit our website at www.usps.com .	
OFFICIAL USE	
Postage	\$ 10.46
Certified Fee	\$ 3.10
Return Receipt Fee (Endorsement Required)	\$ 2.55
Restricted Delivery Fee (Endorsement Required)	\$ 0.00
Total Postage & Fees	\$ 16.11

Postmark Here 12/30/2013

Sent To *Tammy Foutty*
Street, Apt. No.,
or PO Box No. *401 Bay St*
City, State, ZIP+4 *Lynchburg Va 24501*

PS Form 3800, August 2006 See Reverse for Instructions

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **February 11, 2014**

AGENDA ITEM NO.: 13

CONSENT: REGULAR: **X**

WORK SESSION:

CLOSED SESSION:
(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: **Rezoning: B-3, Community Business District to B-5C, General Business District (Conditional) - 2517 Memorial Avenue**

RECOMMENDATION: Approval of the rezoning petition.

SUMMARY: Westward Investment Properties, LLC is petitioning to rezone approximately two hundred twenty-seven hundredths (.227) of an acre located at 2517 Memorial Avenue from B-3, Community Business District to B-5C, General Business District (Conditional) to allow the use of a portion (southwest corner of the property) for the construction of a storage unit building.

In conjunction with this petition there is also an alley vacation proposed for a ten (10) foot alley located north of the property between 401 Bay Street and 2517 Memorial Avenue. The alley vacation would alleviate current encroachments to facilitate the development of the site.

The Planning Commission recommended approval of the petition because:

- The *Comprehensive Plan 2013-2030* recommends a Community Commercial use for the area.
- Other B-5, General Business District uses currently exist in the area.
- The petitioner has voluntarily submitted proffers indicating substantial compliance with the site plan.

PRIOR ACTION(S):

January 8, 2014: The Planning Division recommended approval of the rezoning petition.

 The Planning Commission recommended approval (6-0) 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 – January 8, 2014
- Planning Commission Minutes – January 8, 2014
- Vicinity Zoning Pattern Map
- Vicinity Proposed Land Use Map
- Planimetric and Topographic Map
- Watershed Location Map
- Concept Plan
- Property Photograph

REVIEWED BY: bms

UNCODIFIED ORDINANCE:

AN ORDINANCE CHANGING A CERTAIN AREA LOCATED AT 2517 MEMORIAL AVENUE FROM B-3, COMMUNITY BUSINESS DISTRICT TO B-5C, GENERAL BUSINESS 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 2517 Memorial Avenue from B-3, Community Business District to B-5C, General Business District (Conditional), subject to the condition set out herein below which was voluntarily proffered in writing by the petitioner, Westward Investment Properties, LLC to wit:

1. The property will be developed in substantial compliance with the site plan.

The area embraced within the following boundaries ...

BEGINNING AT A POINT OF INTERSECTION OF THE NORTHEASTERLY LINE OF ALLEGHENY AVENUE WITH THE SOUTHEASTERLY LINE OF JUDITH STREET AND RUNNING THENCE, ALONG SAID LINE OF JUDITH STREET, N. 19-55'00" E. ONE HUNDRED FIFTEEN AND EIGHTY-FIVE HUNDREDTHS (115.85) FEET TO AN IRON AT THE INTERSECTION OF THE SOUTHWESTERLY LINE OF THE CITY ALLEY WITH THE SOUTHEASTERLY LINE OF JUDITH STREET; THENCE ALONG SAID LINE OF CITY ALLEY, S. 70-05'00" E. EIGHTY (80) FEET TO AN IRON; THENCE ALONG A LINE SOUTHWESTERLY, N. 19-55'00" E. ONE HUNDRED TWENTY-FOUR AND NINETY-NINE HUNDREDTHS (124.99) FEET TO AN IRON IN THE NORTHEASTERLY LINE OF ALLEGHENY AVENUE; THENCE ALONG SAID LINE OF ALLEGHENY AVENUE, N. 70-05'00" W. FIFTY-FOUR AND THIRTY-THREE HUNDREDTHS (54.33) FEET TO AN IRON; THENCE ALONG SAID LINE OF ALLEGHENY AVENUE N. 50-28'30" W. TWENTY-SEVEN AND TWENTY-FIVE HUNDREDTHS (27.25) FEET TO AN IRON AT THE POINT OF BEGINNING.

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

022K

The Department of Community Development

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

To: Planning Commission
From: Planning Division
Date: January 8, 2014
Re: **Westward Investment Properties, LLC- Storage Building– 2517 Memorial Avenue**
Rezoning: B-3, Community Business District to B-5C, General Business District
(Conditional)

I. PETITIONER

Mr. Tony West, Westward Investment Properties, LLC, 2600 Memorial Avenue, Lynchburg, VA 24501

Representative: Mr. Russell Nixon, Nixon Land Surveying, LLC, 1063 Airport Road, Lynchburg, VA 24502

II. LOCATION

The subject property includes one (1) tract totaling approximately two hundred twenty-seven thousandths (0.227) of an acre located at 2517 Memorial Avenue.

Property Owner: Westward Investment Properties, LLC, 2600 Memorial Avenue, Lynchburg, VA 24501

III. PURPOSE

The purpose of the petition is to rezone the property to allow for the construction of a storage unit building.

IV. SUMMARY

- The *Comprehensive Plan 2002-2020's Future Land Use Map (FLUM)* recommends a Community Commercial land use for the area.
- The petition would rezone the property from B-3, Community Business District to B-5C, General Business District (Conditional).
 - Storage facilities are permitted by right in B-5, General Business District zones.
 - Other B-5, General Business Districts, currently exist to the south and west of the subject property.
 - A proffer voluntarily submitted by the petitioner indicates substantial compliance with the submitted site plan.

The Planning Division recommends approval of the rezoning petition.

V. FINDINGS OF FACT

1. **Comprehensive Plan.** The *Comprehensive Plan 2002-2020* recommends a Community Commercial use for the area: Community Commercial areas contain retail, personal service, entertainment, and restaurant uses that draw customers from several neighborhoods up to the entire City (*pg. 5.5*). In addition to those uses, they may include office, research and development, and technology development uses. (*pg. 5.5*). This area also falls within the Plaza/Midtown Revitalization Area. The proposed use, although not specifically recommended as a preferred commercial use in this area, does qualify as redevelopment of a pre-existing commercial site.

2. **Zoning.** The subject property was annexed into the City in 1908. The existing B-3, Community Business District, zoning was established by City Council in 1978 with the adoption of the *Zoning Ordinance*. The petitioner has obtained a signed subdivision plat for this portion of the property but has yet to record the plat at the Circuit Court Clerk's Office. Once recorded, this portion of 2517 Memorial Avenue will become a separate property and tax map parcel.
3. **Proffers.** The petitioner has voluntarily submitted the following proffer:
 - The property will be developed in substantial compliance with the site plan. (Within the plan, there are several conditions listed within the notes which supplement the development of this property as a conditional zoning district.)
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 July 12, 1983, Council approved the petition of West Lynchburg Baptist Church for a conditional use permit (CUP) at 700, 702, and 724 Shenandoah Street for a parking lot in an R-3, Medium Density Two-Family Residential District.
 - On January 24, 1984, Council approved the petition of Lynchburg Cablevision for a CUP at 402 Oakley Avenue for a television antenna in a B-5, General Business District.
 - On May 8, 1984, Council approved the petition of Parkview United Methodist Church for a CUP at 109, 111 and 115 Euclid Avenue for a parking lot in an R-3, Medium Density Two-Family Residential District.
 - On August 13, 1985, Council approved the rezoning petition of Howard D. Sodikoff of approximately seven tenths (0.7) of an acre from R-3, Medium Density Two-Family Residential District, B-3, Community Business District, and B-5, General Business District to B-5C, General Business District (Conditional) at 401-451 Oakley Avenue to allow for the expansion of an automobile sales facility.
 - On September 13, 1988, Council approved the rezoning petition of Howard D. Sodikoff of approximately one tenth (0.1) of an acre from R-3, Medium Density Two-Family Residential District, B-3, Community Business District, B-5, General Business District to B-5C, General Business District (Conditional) at 463 Oakley Avenue to allow for the expansion of an automobile sales facility.
 - On December 12, 1989, Council approved the rezoning petition of Howard D. Sodikoff of approximately two tenths (0.2) of an acre from R-2, Low-Medium Density Single-Family Residential District, B-3, Community Business District to B-5C, General Business District (Conditional) at 477 Oakley Avenue to allow for use of an existing building for automobile sales.
 - On August 22, 1990, Council approved the rezoning petition of Tarkington Realty Company Inc., of approximately one and four tenths (1.4) acres from B-1, Limited Business District and R-3, Medium Density Two-Family Residential District to B-3C, Community Business District (Conditional) at 2600 Memorial Avenue and 407 Euclid Avenue to operate a vocational school.

- On March 10, 1992, Council approved the rezoning and CUP petition of Tarkington Realty Company Inc., of approximately one and four tenths (1.4) acres at 2600 Memorial Avenue and 407 Euclid Avenue from B-3C, Community Business District (Conditional) to B-3C, Community Business District (Conditional), in order to modify a parking setback proffer and allow expansion of a vocational school.
 - On August 13, 1996, Council approved the rezoning petition of C & C Development, LLC of approximately two and three tenths (2.3) acres from R-3, Medium Density Two-Family Residential District, B-1, Limited Business District to B-3C, Community Business District (Conditional) at the intersection of Memorial Avenue and Park Avenue to allow for the construction of a pharmacy.
6. **Site Description.** The subject property is one (1) tract encompassing approximately two hundred twenty-seven thousandths 0(.227) of an acre, which has an existing parking garage on most of the site. The property is surrounded by a variety of uses. To the north and south are single-family residential uses. To the east and west are commercial retail and restaurant uses.
 7. **Proposed Use of Property.** If the rezoning petition is approved, the property would be used for the construction of a building approximately eight thousand (8,000) square feet used for storage units. The applicant has a petition before the City to vacate the unnamed alley to the north of the site, since a portion of the parking garage currently lies within the alley.
 8. **Traffic, Parking and Public Transit.** The vehicle trip threshold for the proposed use does not warrant a traffic study. Curb and gutter will be required along the street edges prior to site plan approval. An access easement will be required prior to site plan approval since access from the east would be across a different property (when subdivided). The property is served by GLTC Route 4E with a bus stop located on Memorial Avenue adjacent to the site. The required landscaping is shown on the rezoning plan and conforms to the City's Landscaping Ordinance.
 9. **Stormwater Management.** The proposed project will be required to address adequate channel prior to site plan approval. The applicant has identified that the existing drop inlets will be used to address water runoff.
 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 approximately an eight thousand (8,000) square foot building for individual storage units. The change in use of the property will be similar to the existing use. Instead of vehicle storage, there will be storage units for one's individual goods and belongings. One of the Economic Development & Redevelopment policies from the *Comprehensive Plan 2002-2020* states the City should ensure that redevelopment activities are compatible with adjacent areas and buildings, environmentally appropriate, and supported by adequate infrastructure (*pg. 7.8*). Although there are residential uses nearby, this corridor is clearly one that is exposed to a variety of Community Commercial uses as well as being designated on the *FLUM* as Community Commercial.
 12. **Technical Review Committee.** The Technical Review Committee (TRC) reviewed the preliminary rezoning plan on December 3, 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 Westward Investment Properties, LLC to:

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

Rezone approximately two hundred twenty-seven thousandths (0.227) of an acre at 2517 Memorial Avenue from B-3, Community Business District to B-5C, General Business District (Conditional) subject to the following voluntarily submitted proffer:

- 1. The property will be developed in substantial compliance with the site plan.**

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. Tony West, Petitioner
Mr. Russell Nixon, 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. Photo**

MINUTES OF THE JANUARY 8, 2014 PLANNING COMMISSION MEETING (MINUTES HAVE NOT BEEN APPROVED):

a. Petition of Westward Investment Properties, Inc. to rezone approximately two hundred twenty-seven thousandths (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 storage units within an existing building.

Mr. Kevin Henry pointed out that there are existing B-3 and B-5 uses surrounding this property. The *FLUM* recommends a Community Commercial use for this property. These areas are meant to draw consumers from surrounding neighborhoods, as well as the entire city. This property falls within the Plaza and Midtown revitalization area. Although a storage facility is not specifically called for as a commercial use in this plan, this proposal is for redevelopment of an existing structure, which is certainly encouraged by the plan.

Mr. Henry remarked that the proposed use did not warrant a traffic study and there is public transit available to the site from Memorial Avenue. Mr. Henry remarked that it is his opinion that the storage of personal items will be a similar use to what already exists on the site, which is the storage of vehicles. Although there are residential uses nearby, this corridor is clearly already exposed to a variety of commercial uses. Staff does recommend approval of both the *FLUM* amendment and the rezoning petitions.

Mr. Russ Nixon of Nixon Land Surveying was available to represent the petition. Mr. Tony West, the owner of the property, was available as well. The property currently contains a two-story parking deck which was built in the 1950s. It has not been used as a parking deck for approximately thirty years. Mr. Nixon explained that a parcel currently exists in the City's GIS system on which they vacated the interior lot line to make a parcel that meets the City's minimum lot size for the development of the storage facility.

Mr. Nixon explained that to the north of the property is an alley that they are petitioning the City to vacate. The north wall of the parking deck is the center of this alley making the vacation of the alley an essential part of the proposal.

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

Commissioner Johnston asked about the cars that are currently parked on the property. Mr. Nixon explained that the owners of these vehicles have not been given permission to park there and are technically trespassing. Commissioner Marion asked where people will park that are coming to the facility. Mr. Nixon indicated on the concept plan how people will be able to pull up directly in front of the units facing Judith Street. Access to the second floor units will be by either hand truck or dolly. Mr. Nixon expressed that this is an exciting project to be involved with in terms of it being a low impact redevelopment of a vacant commercial property. The structural engineer who they consulted with on this project has indicated that the parking deck can support the walls and roof and the deck is the perfect size for the number and size of units that Mr. West would like to build. It will also generate tax revenue for the City.

Commissioner Hooper asked if they talked to the adjoining neighbors. Mr. Nixon indicated that they had talked to the neighbors and there was no direct opposition. The neighbor that also adjoins the Judith Street alley does not really understand how the alley vacation will affect her but Mr. Nixon pointed that her fence line already comes to the center of the alley and she is already essentially using the alley as part of her property.

Commissioner Johnston applauds the creativity of this proposal. She especially likes that there will not have to be any demolition of the existing structure. She thinks it will be good for the City in terms of generating some tax revenue as opposed to being a vacant parking deck.

Commissioner Marion was surprised that only this portion of the parcel will be rezoned and asked if the rest of the parcel will remain zoned B-3. Mr. Nixon indicated that is correct. Mr. Nixon indicated that the way this parcel is mapped on GIS is incorrect. There are interior lot lines that exist that are not shown on GIS. He has submitted a subdivision plat to vacate one of those interior lot lines in order to make this parcel meet the minimum lot size for development. Mr. Martin clarified that the GIS system is not incorrect. What GIS is showing is parcel ownership and how it is taxed. The entire parcel could contain many legal lots with one owner and taxed on one tax bill. Mr. Nixon is correct in that in terms of legal lots, they could be combined and shown as another tax parcel as long as they meet our legal requirements of area size and setbacks and those types of things.

Commissioner Johnston made the following motion, which was seconded by Commissioner Marion, and it passed by the following vote:

“That the Planning Commission recommends to City Council approval of the petition of Westward Investment Properties, LLC to waive the twenty-one (21)-day submittal requirement for proffers.

AYES:	Coleman, Hooper, Johnston, Marion, Perault and Swienton	6
NOES:		0
ABSTENTIONS:		0
ABSENT:		0
VACANCIES:		1

Commissioner Johnston made the following motion, which was seconded by Commissioner Marion. Commissioner Hooper is in favor of this rezoning in light of the existing B-5 use across the street from this property. He noted that Mr. West has done a lot of good projects in the City and he commends him for all his efforts to revitalize and improve the City. Commissioner Hooper feels it is a good use of the property and a good example of revitalization and he will be voting for it. The motion passed by the following vote:

“That the Planning Commission recommends to City Council approval of the petition of Westward Investment Properties, LLC to rezone approximately two hundred twenty-seven thousandths (0.227) of an acre at 2517 Memorial Avenue from B-3, Community Business District to B-5C, General Business District (Conditional) subject to the following voluntarily submitted proffer:

1. The property will be developed in substantial compliance with the site plan.

Commissioner Hooper noted that there is an existing B-5 use across the street from this property and this is a good example of revitalization. Mr. West has done a lot of good projects in the City and he commends him for all his efforts to revitalize and improve the City. Commissioner Hooper feels it is a good use of the property and will be voting for it. The motion passed by the following vote:

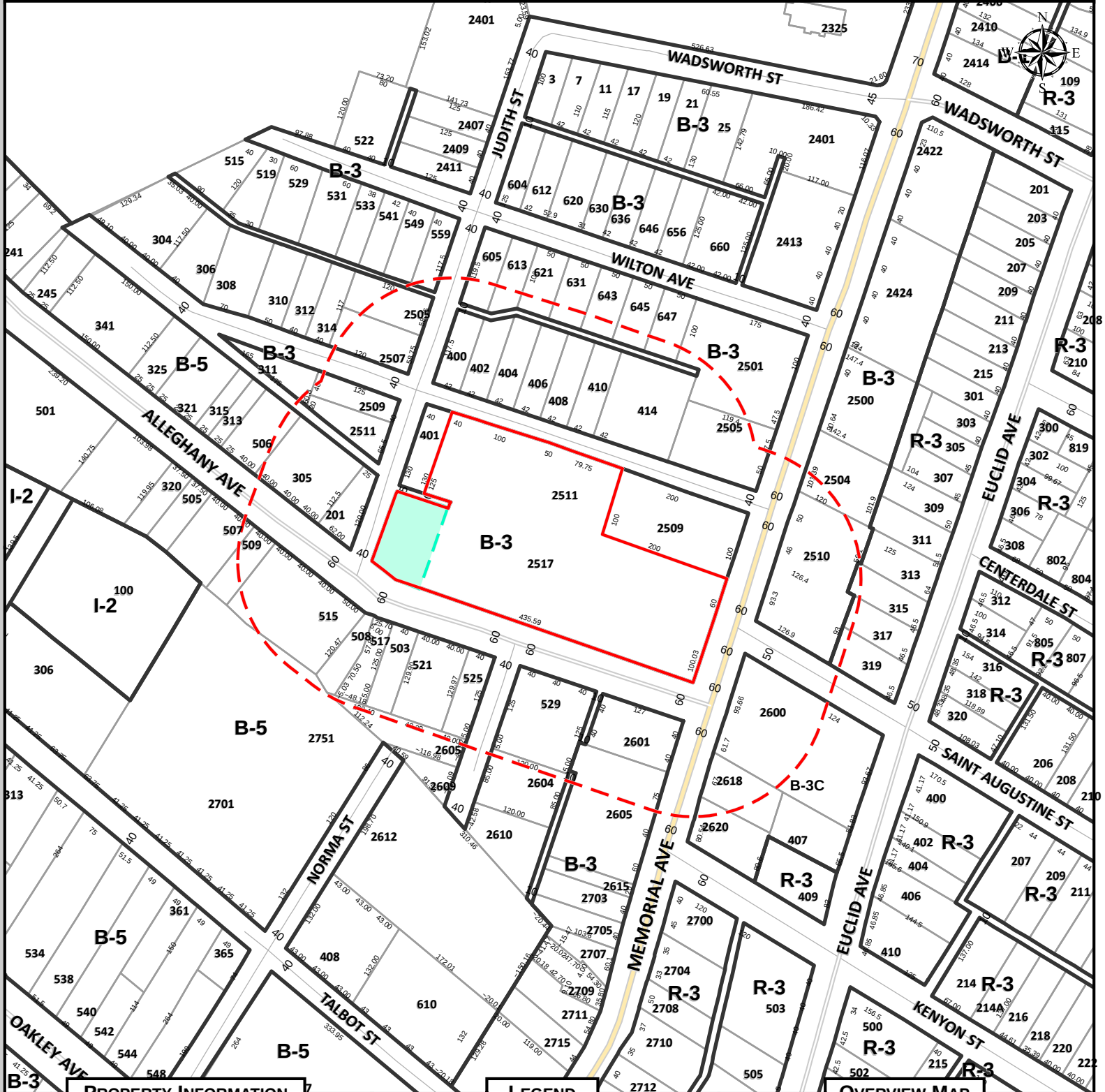
AYES:	Coleman, Hooper, Johnston, Marion, Perault and Swienton	6
NOES:		0
ABSTENTIONS:		0
ABSENT:		0
VACANCIES:		1

Zoning Map

Zoning Request

STORAGE UNITS

Westward Investment Properties



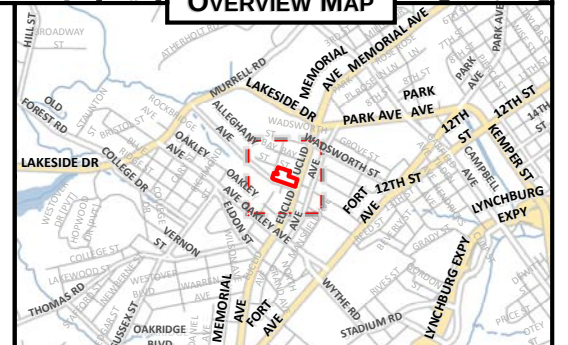
PROPERTY INFORMATION

PARCEL ID	ADDRESS
01118002	2517 MEMORIAL AVE

LEGEND

- Subject Property
- Portion To Be Rezoned
- 200' Buffer
- Zoning Boundary

OVERVIEW MAP



MAP SCALE: 1" = 200' DATE PRINTED: 1/30/2014

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Parcel ID	Address	Owner
01213001	2601 MEMORIAL AVE	ADAMS INVESTMENT PROPERTIES LLC
01213004	529 ALLEGHANY AVE	ADAMS INVESTMENT PROPERTIES LLC
01213082	525 ALLEGHANY AVE	BANG, SENG JUN & CHOI, YOUNGRAN
01112035	319 EUCLID AVE	BELL, WINSTON A & THELMA P
00405047	506 ALLEGHANY AVE	BROWN, ADOLPH & JANET
01213080	521 ALLEGHANY AVE	CHOPPER'S INCORPORATED
01213072	509 ALLEGHANY AVE	CLARKE, JOHN P JR & MARTHA M
01213070	507 ALLEGHANY AVE	CLARKE, JOHN P JR & MARTHA M
01213078	517 ALLEGHANY AVE	CLARKE, JOHN P JR & MARTHA M
01213077	508 ALLEGHANY AVE	COMMONWEALTH ELECTRIC SUPPLY
01213027	2701 NORMA ST	CONSUMERS/DORNIN-ADAMS INC
01114008	2501 MEMORIAL AVE	COOK MANAGEMENT CO LLC
01114007	647 WILTON AVE	COOK, T SHERWIN & LORA L
01114003	621 WILTON AVE	CRANK, PATRICIA C TRS
01114019	402 BAY ST	CRANK, PATRICIA C TRS
01114018	404 BAY ST	CRANK, PATRICIA C TRS
01114020	400 BAY ST	CRANK, PATRICIA C TRS
01114002	613 WILTON AVE	CRANK, PATRICIA C TRS
01114001	605 WILTON AVE	CRANK, WILLIAM H TRS
01118001	401 BAY ST	FOUTTY, TAMMY K
00405055	2511 JUDITH ST	FRANCIS, CLYDE T & PATRICIA A
01114012	414 BAY ST	FREEDOM FINANCIAL GROUP LLC
01114015	410 BAY ST	FREEDOM FINANCIAL GROUP LLC
01114016	408 BAY ST	FREEDOM FINANCIAL GROUP LLC
01112017	315 EUCLID AVE	GARDNER, MARY FRANCES
00405052	201 ALLEGHANY AVE	GAY, DON W & SUE A
00405049	305 ALLEGHANY AVE	H & B PROPERTIES LLC
01213079	503 ALLEGHANY AVE	HUBBARD, LUCILLE
00404009	559 WILTON AVE	JAMERSON, BILL L & ALLORIA M TRS
00404011	2507 JUDITH ST	JOHNSON, EARL G JR
00404010	2505 JUDITH ST	JOHNSON, EARL G JR
00405053	311 BAY ST	LINWOOD L ALLEN INVESTMENTS INC
01114017	406 BAY ST	MARTIN, TAMMY C
01114006	645 WILTON AVE	MAYBROOK INVESTMENTS INC
01112022	2504 MEMORIAL AVE	MITCHELL, RANDALL L TRS
01213073	515 ALLEGHANY AVE	MOORE, J BENTON III & MOORE, GENE H&
01213087	2604 NORMA ST	PHILLIPS, RANDALL K & LAVAUGHN
01114005	643 WILTON AVE	PSA PROPERTIES LLC
01114004	631 WILTON AVE	PSA PROPERTIES LLC
01112018	317 EUCLID AVE	SELZLER, RONALD A & CATHERINE S
01112019	2510 MEMORIAL AVE	TWO BOYS REALTY LLC
01213003	2605 MEMORIAL AVE	VICTORIA'S INVENTORY LLC
01119006	2620 MEMORIAL AVE	WESTWARD INVESTMENT PROPERTIES LLC
01119007	2618 MEMORIAL AVE	WESTWARD INVESTMENT PROPERTIES LLC
01119001	2600 MEMORIAL AVE	WESTWARD INVESTMENT PROPERTIES LLC

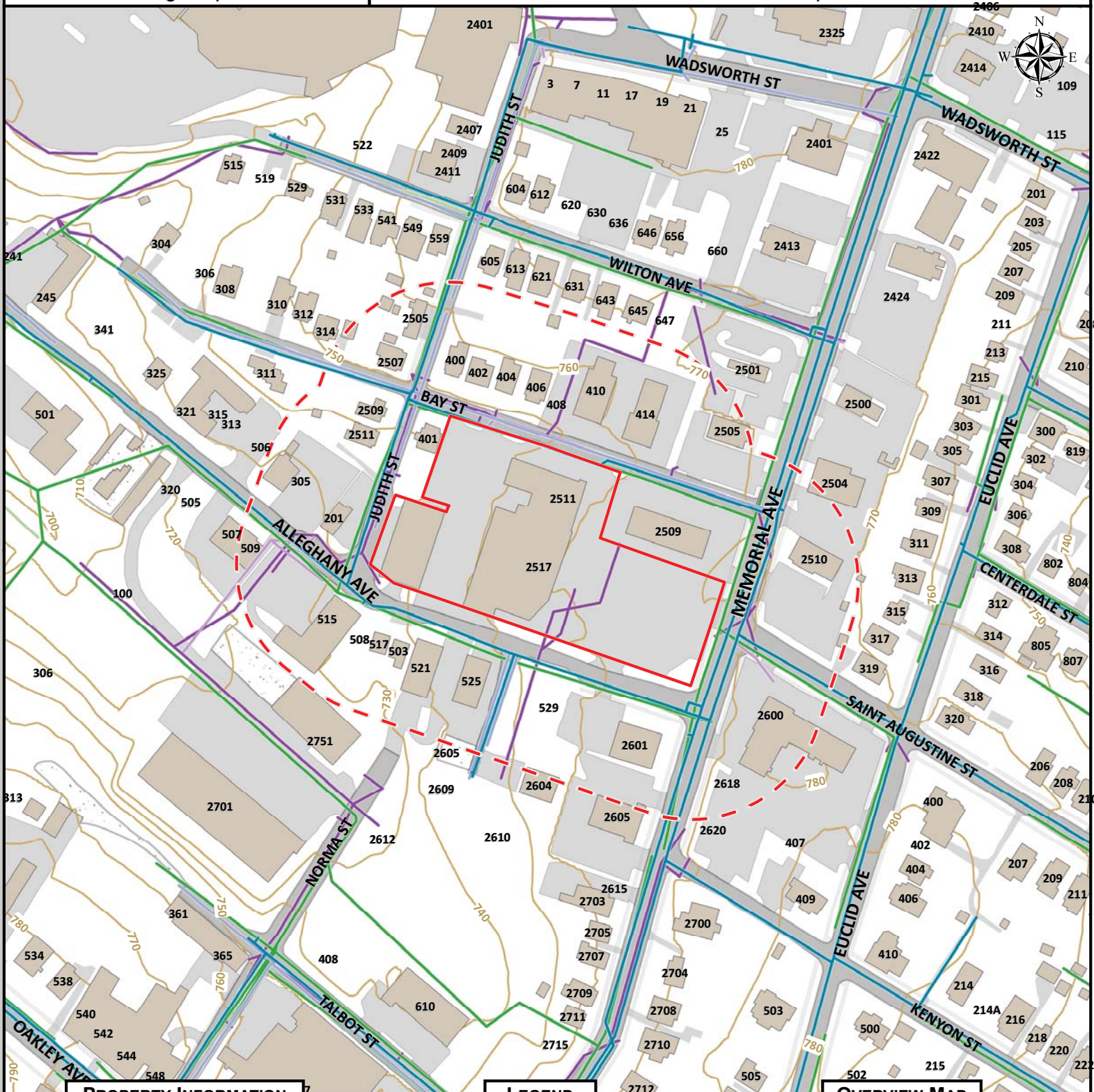
01118002	2517 MEMORIAL AVE	WESTWARD INVESTMENT PROPERTIES LLC
01114010	2505 MEMORIAL AVE	WESTWARD INVESTMENT PROPERTIES LLC
01118010	2509 MEMORIAL AVE	WESTWOOD CORPORATION
00405054	2509 JUDITH ST	WILLIAMS, NORRIS W & DIANNE K
01213083	2605 NORMA ST	WILSON, RALPH L JR

Planimetric and Topographic Map

STORAGE UNITS

Zoning Request

Westward Investment Properties



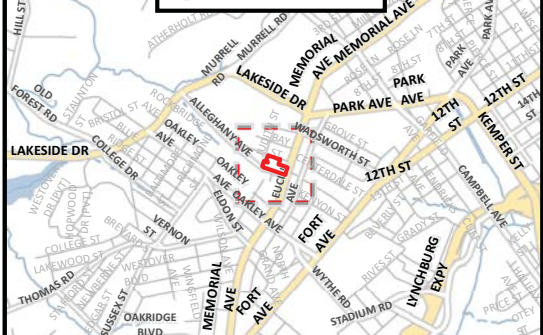
PROPERTY INFORMATION

PARCEL ID 01118002 **ADDRESS** 2517 MEMORIAL AVE

LEGEND

	Active	Proposed	Abandoned
Utilities			
Water	—	---	- - -
Sanitary	—	---	- - -
Storm	—	---	- - -
Planimetrics			
Structure	■	■	■
Roadway	■	■	■
Parking	■	■	■
Sidewalk	■	■	■
Driveway	■	■	■
Topography			
Contour	10'	10' Obs	

OVERVIEW MAP



MAP SCALE: 1" to 200' DATE PRINTED: 12/27/2013

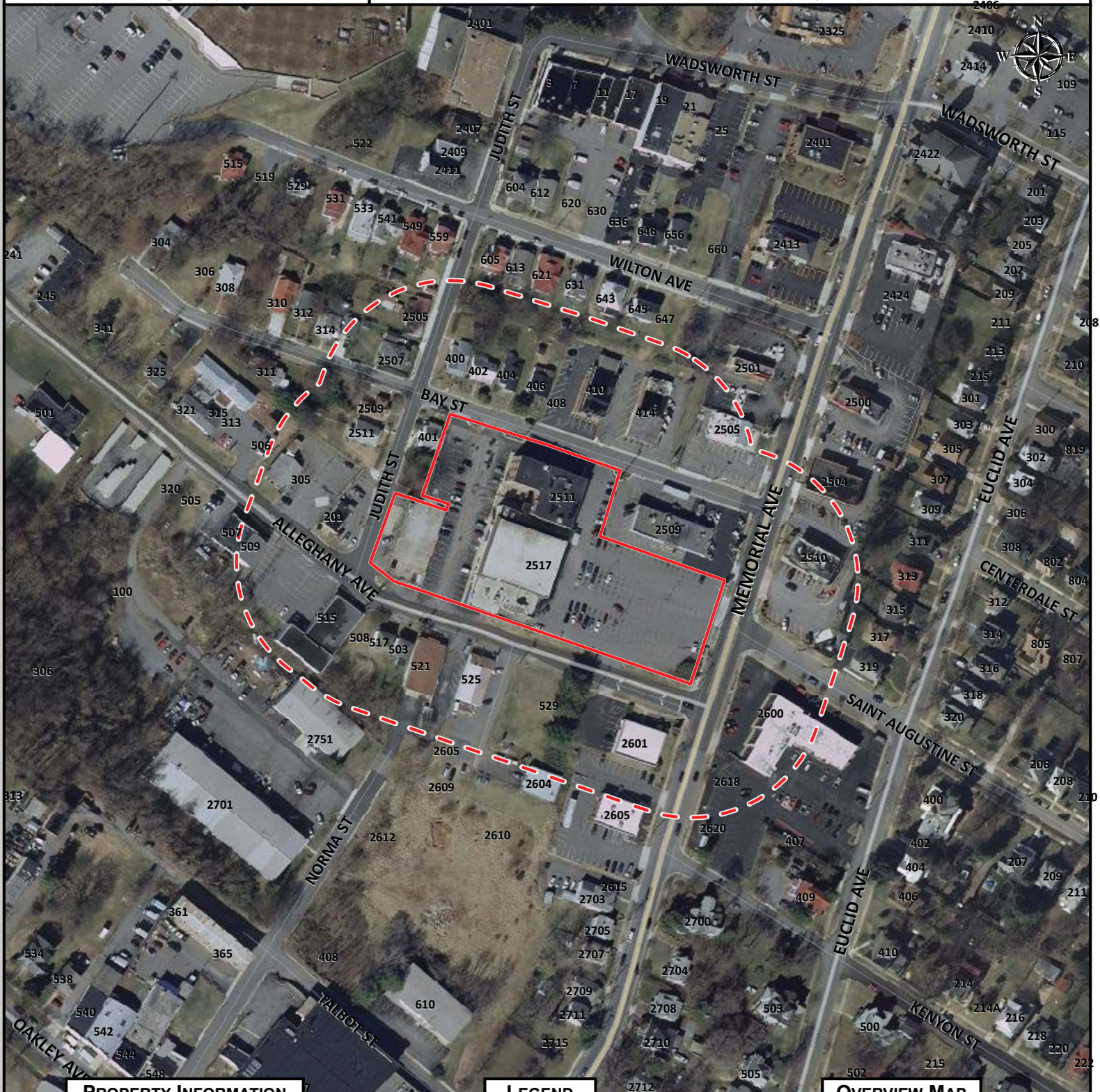
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Watershed Map

Zoning Request

STORAGE UNITS

Westward Investment Properties



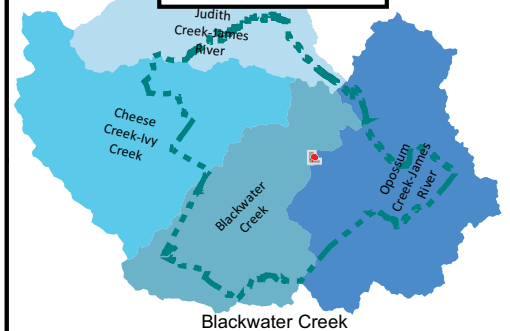
PROPERTY INFORMATION

PARCEL ID	ADDRESS
01118002	2517 MEMORIAL AVE

LEGEND

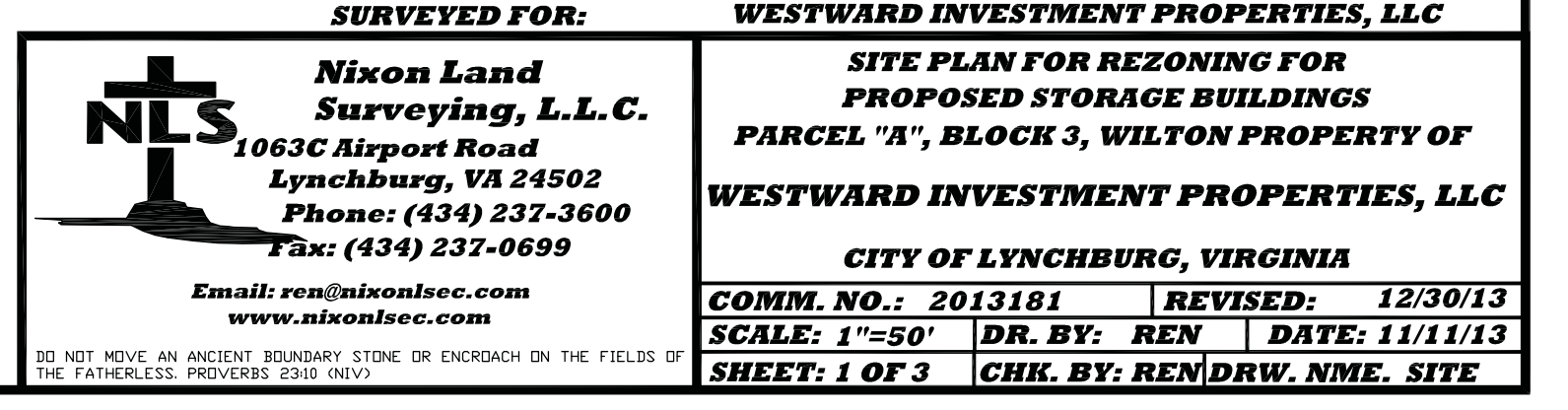
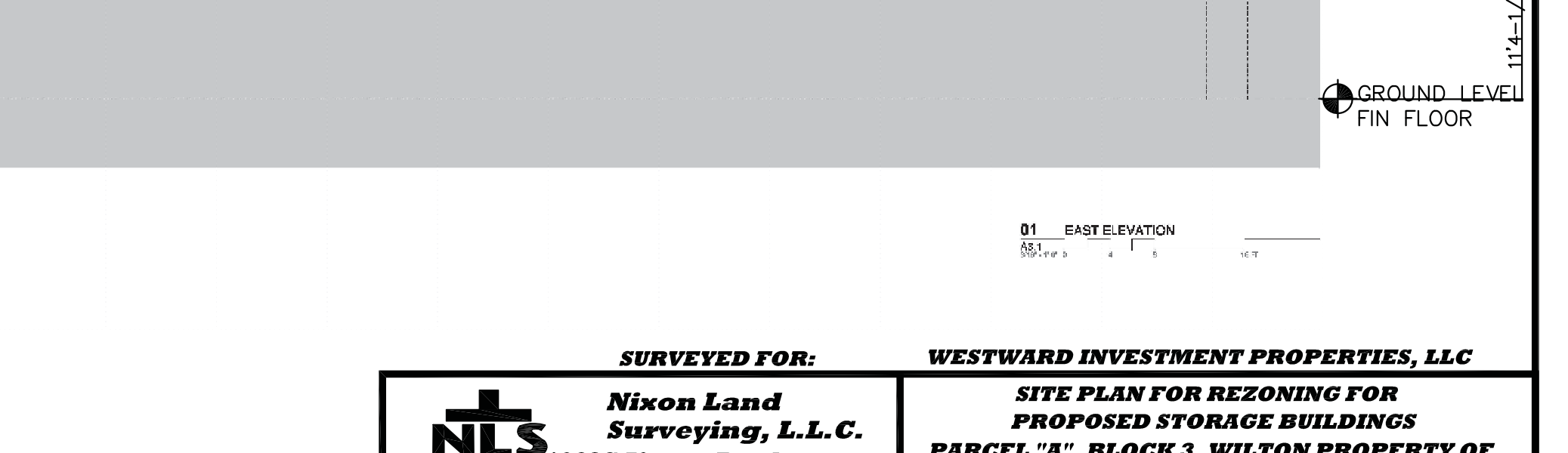
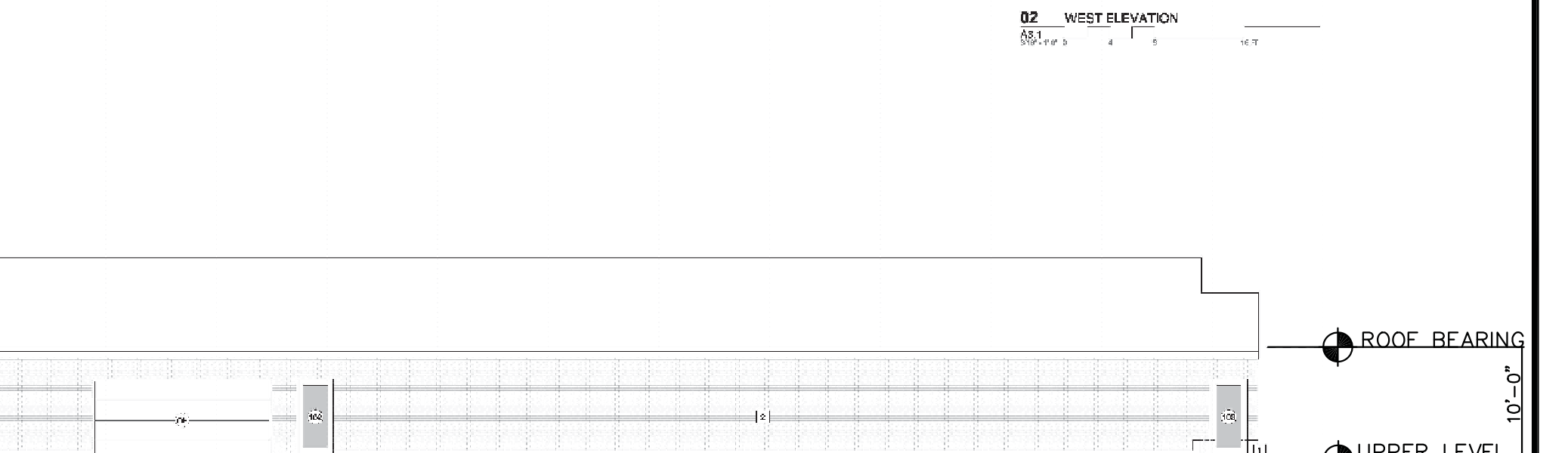
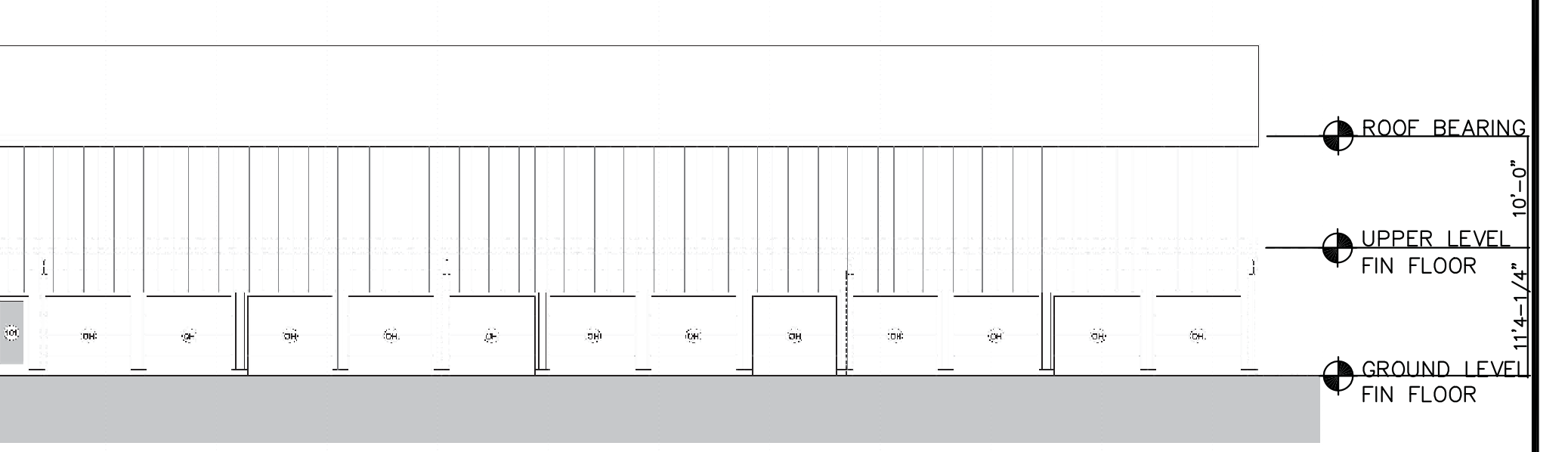
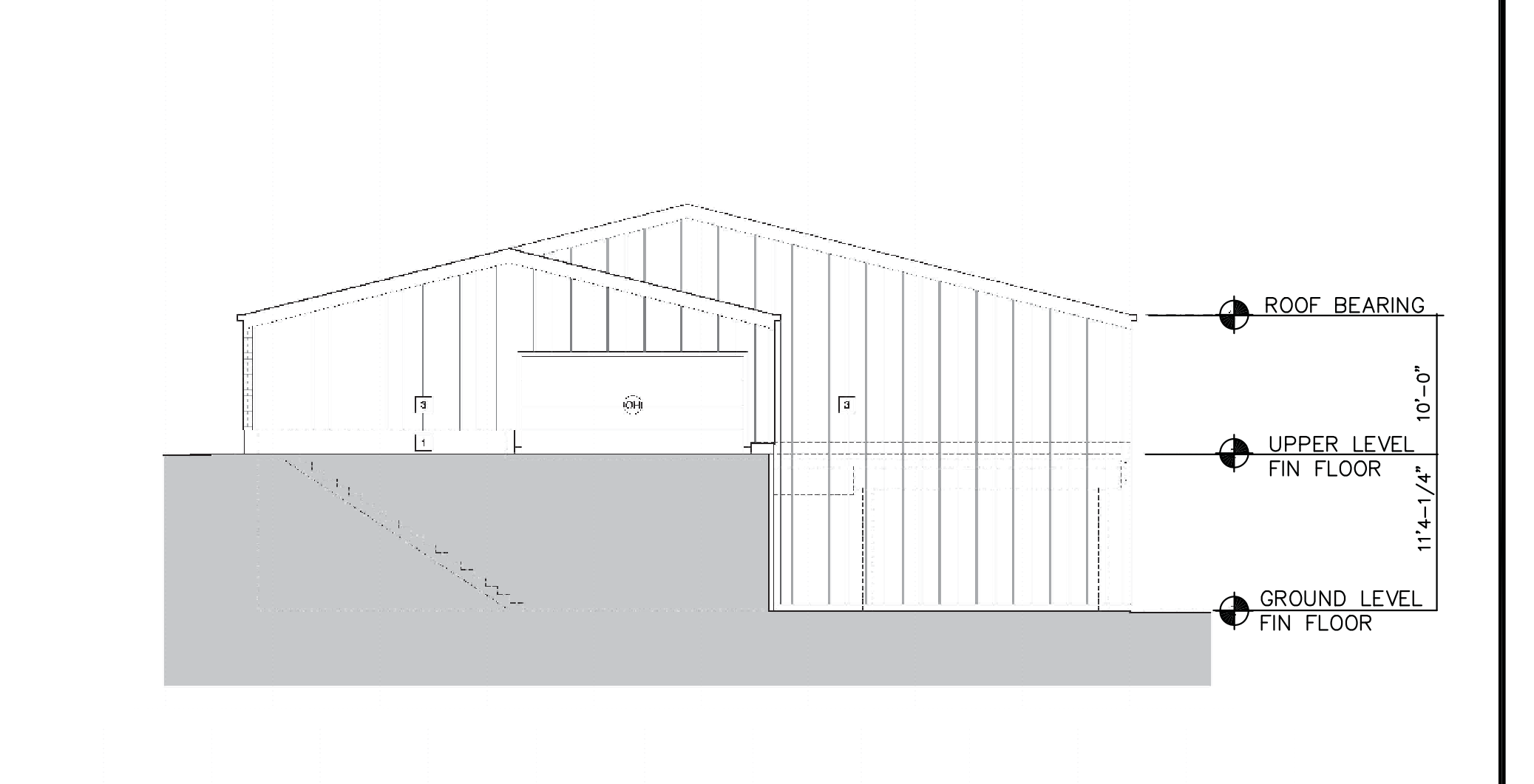
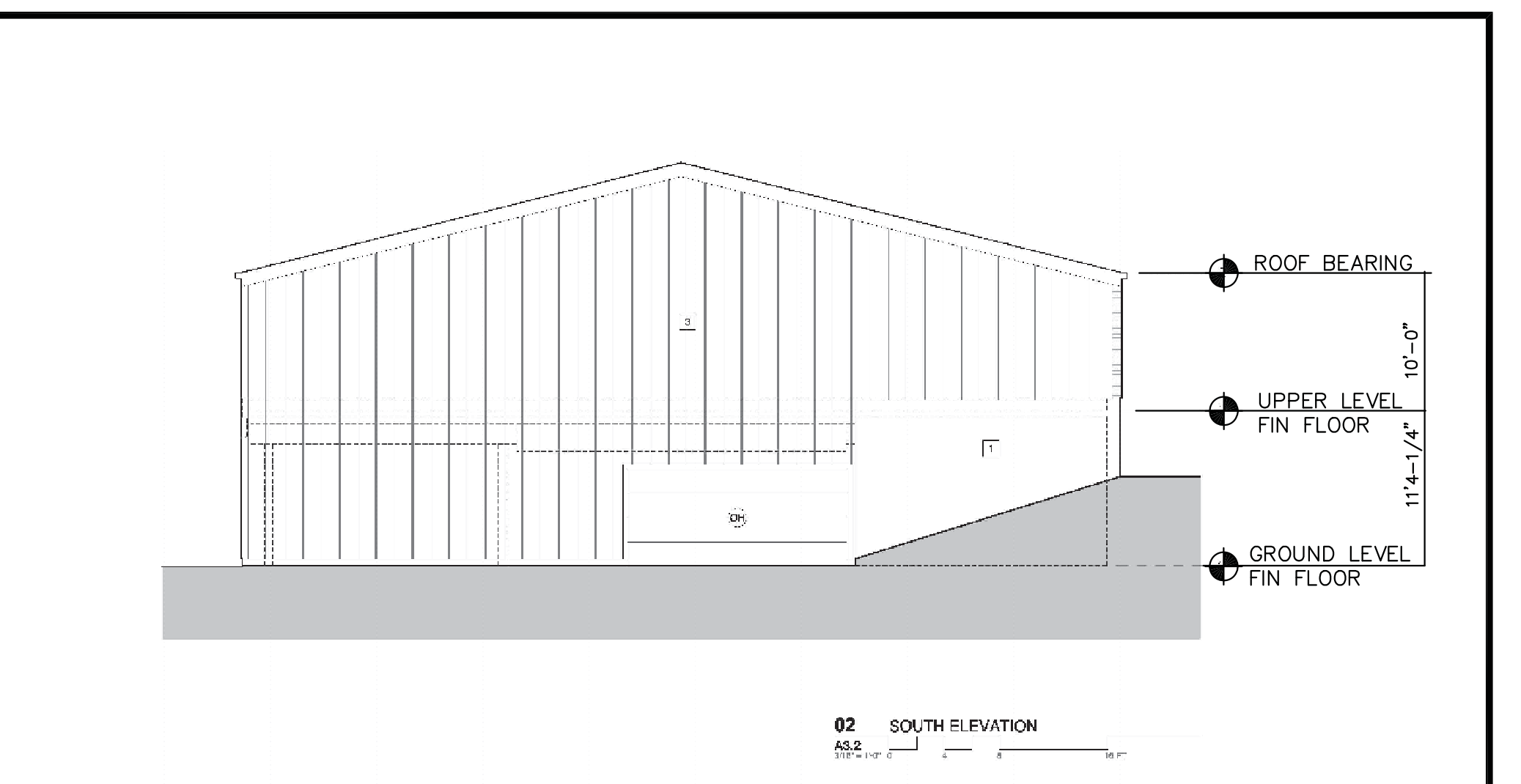
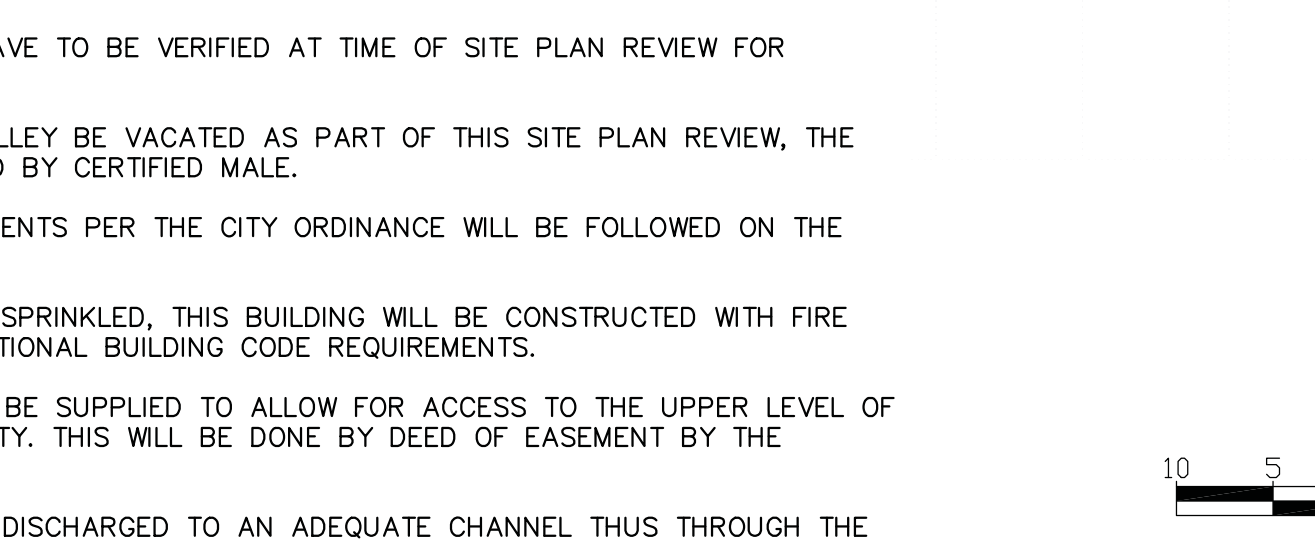
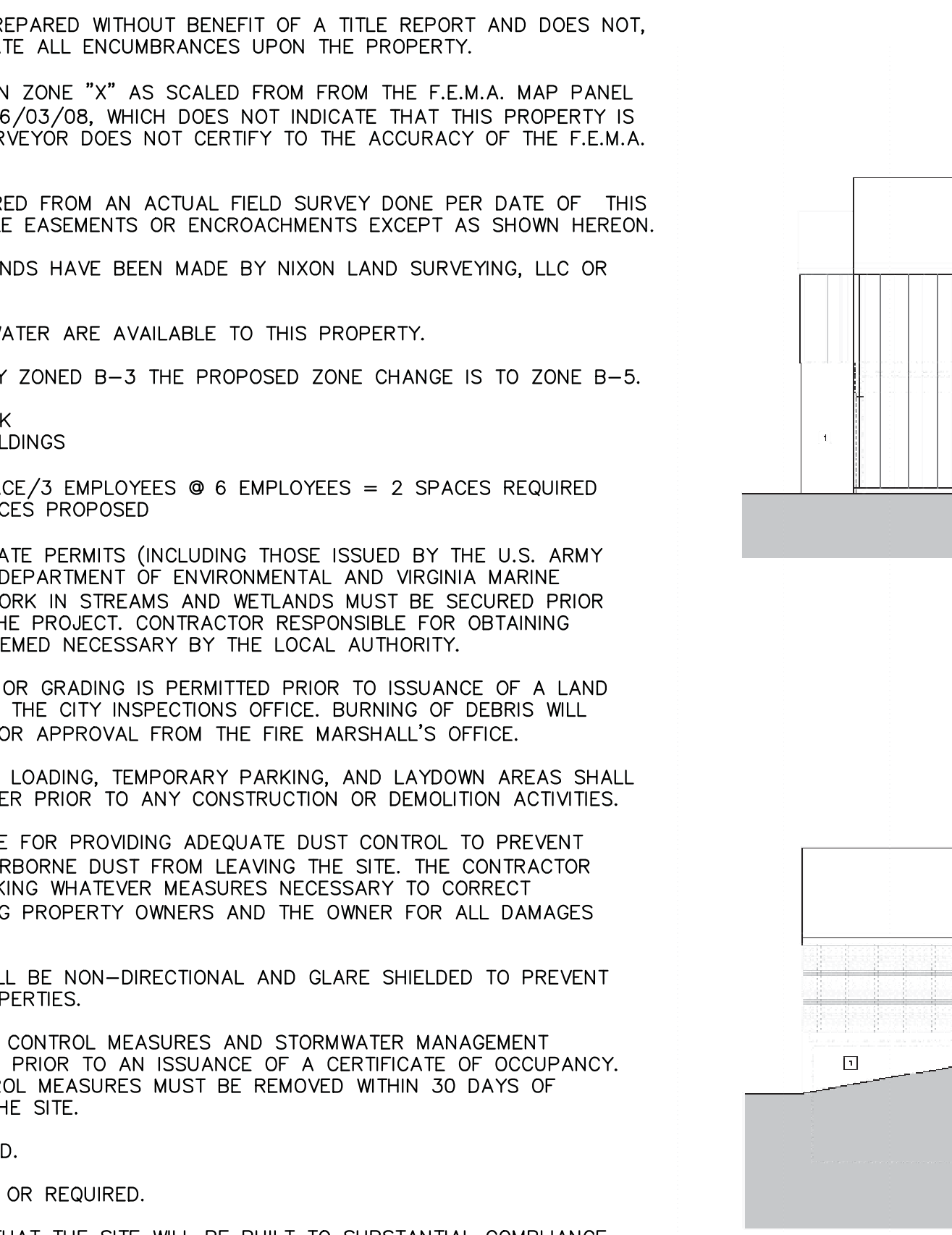
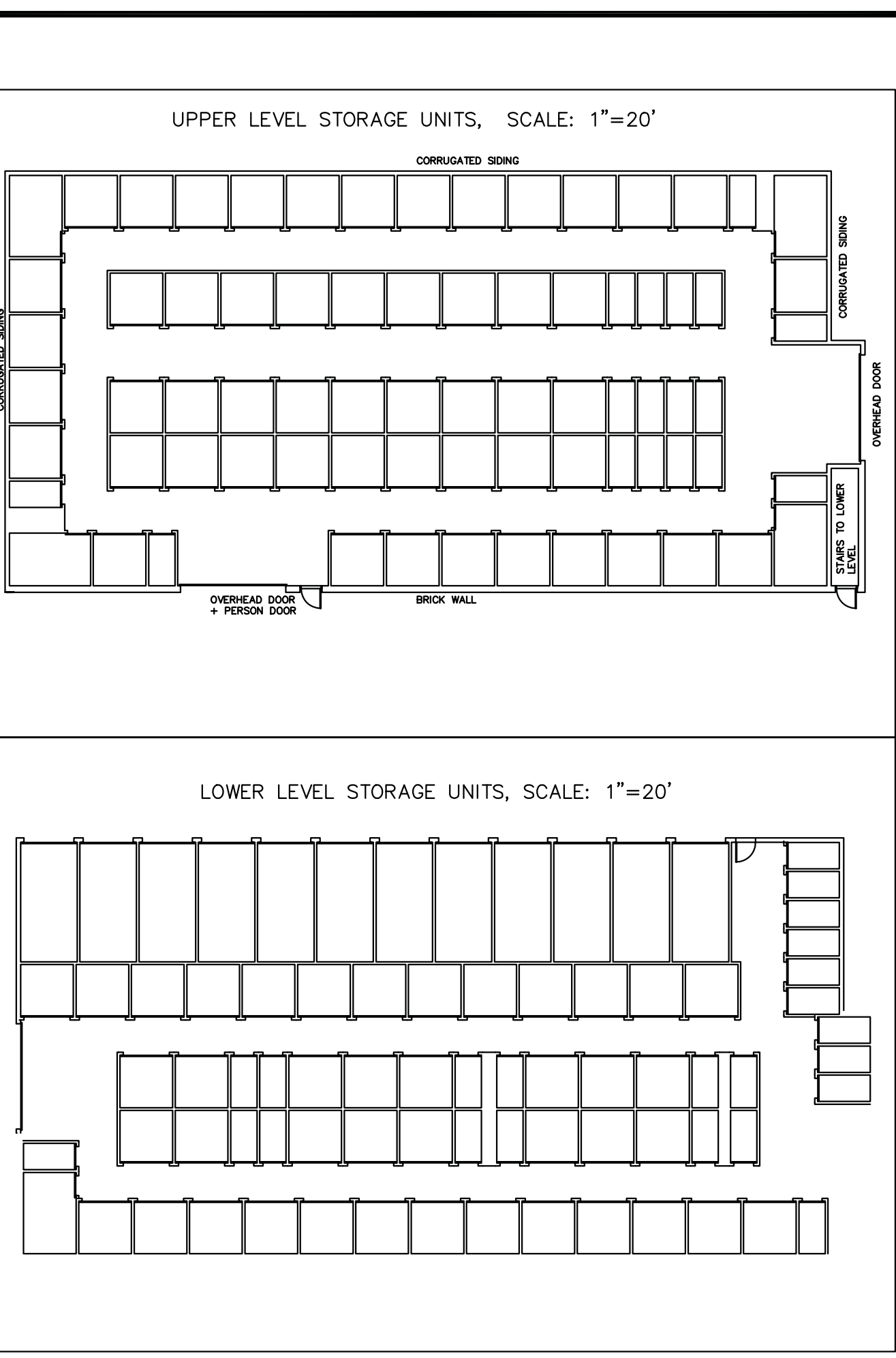
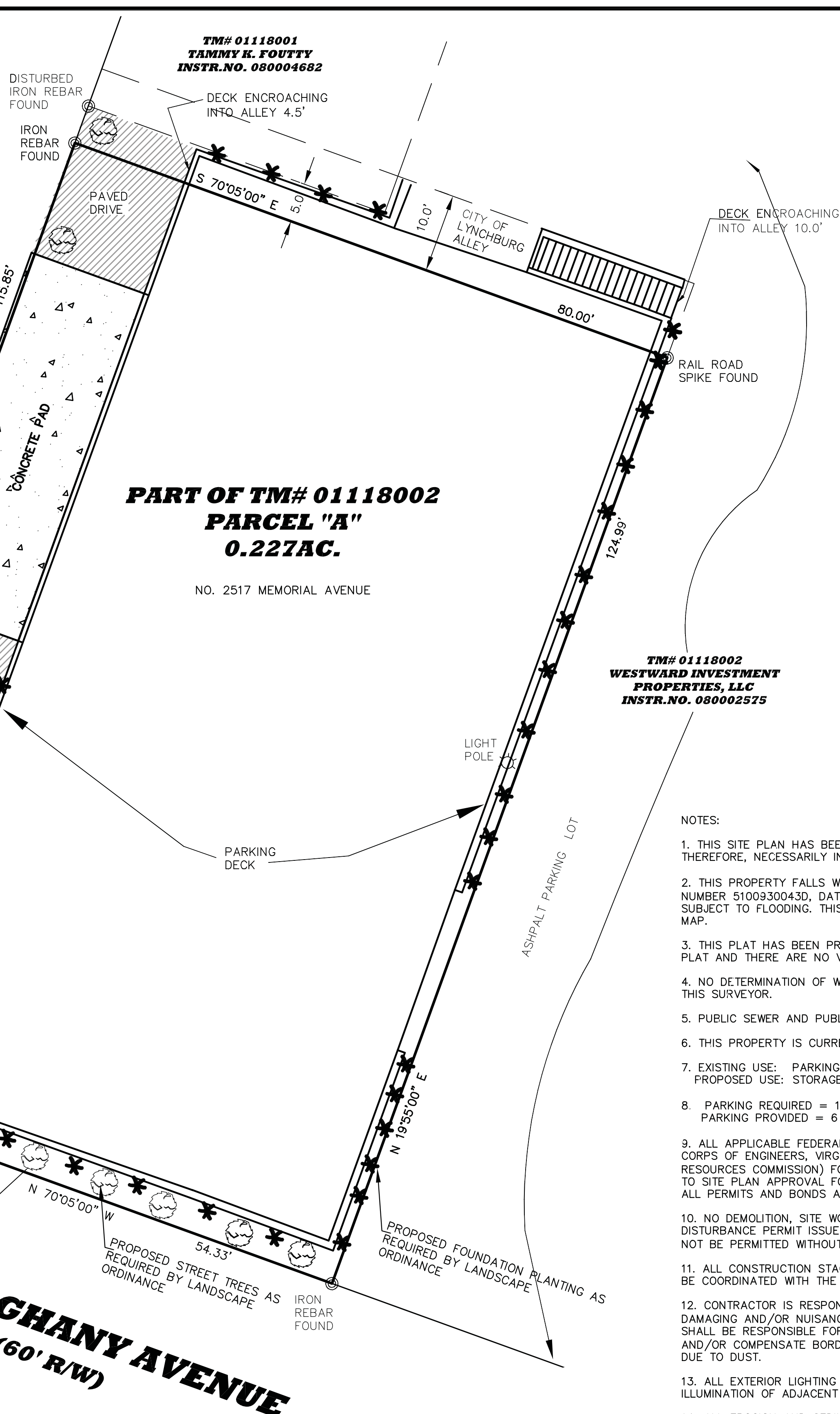
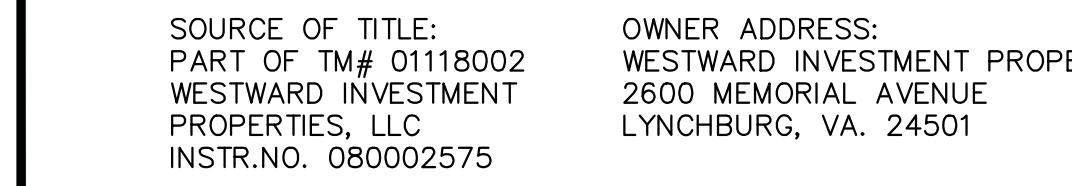
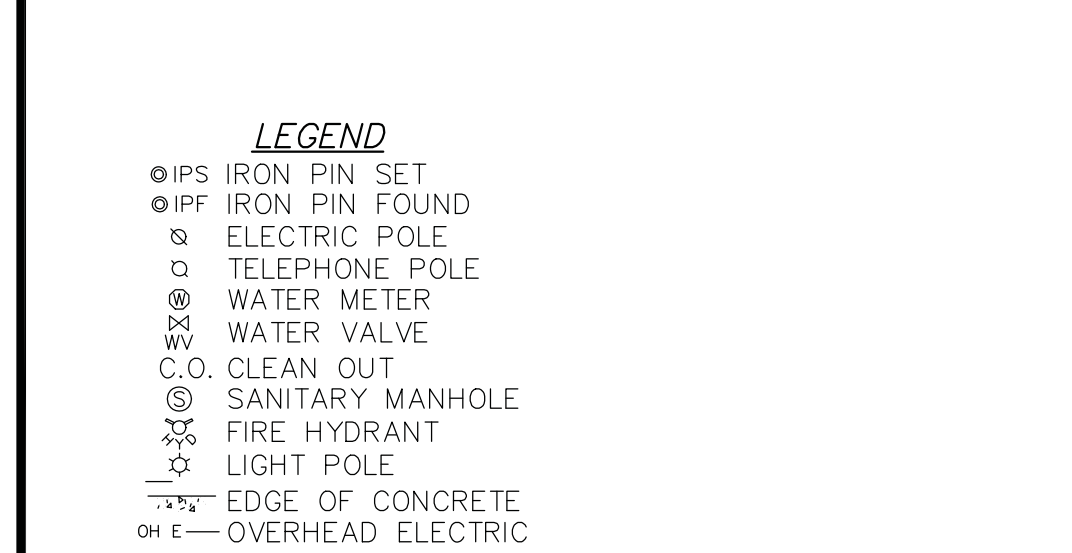
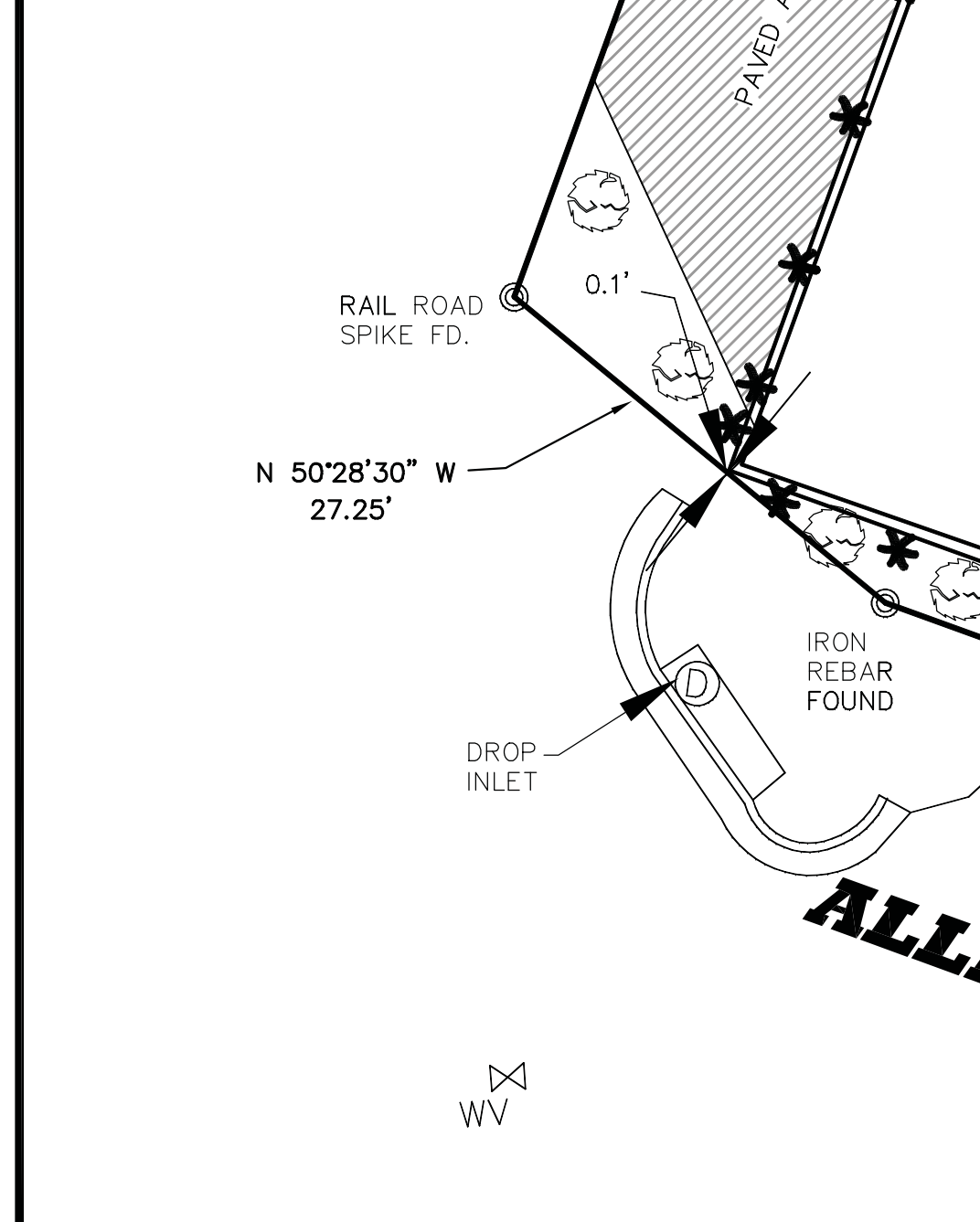
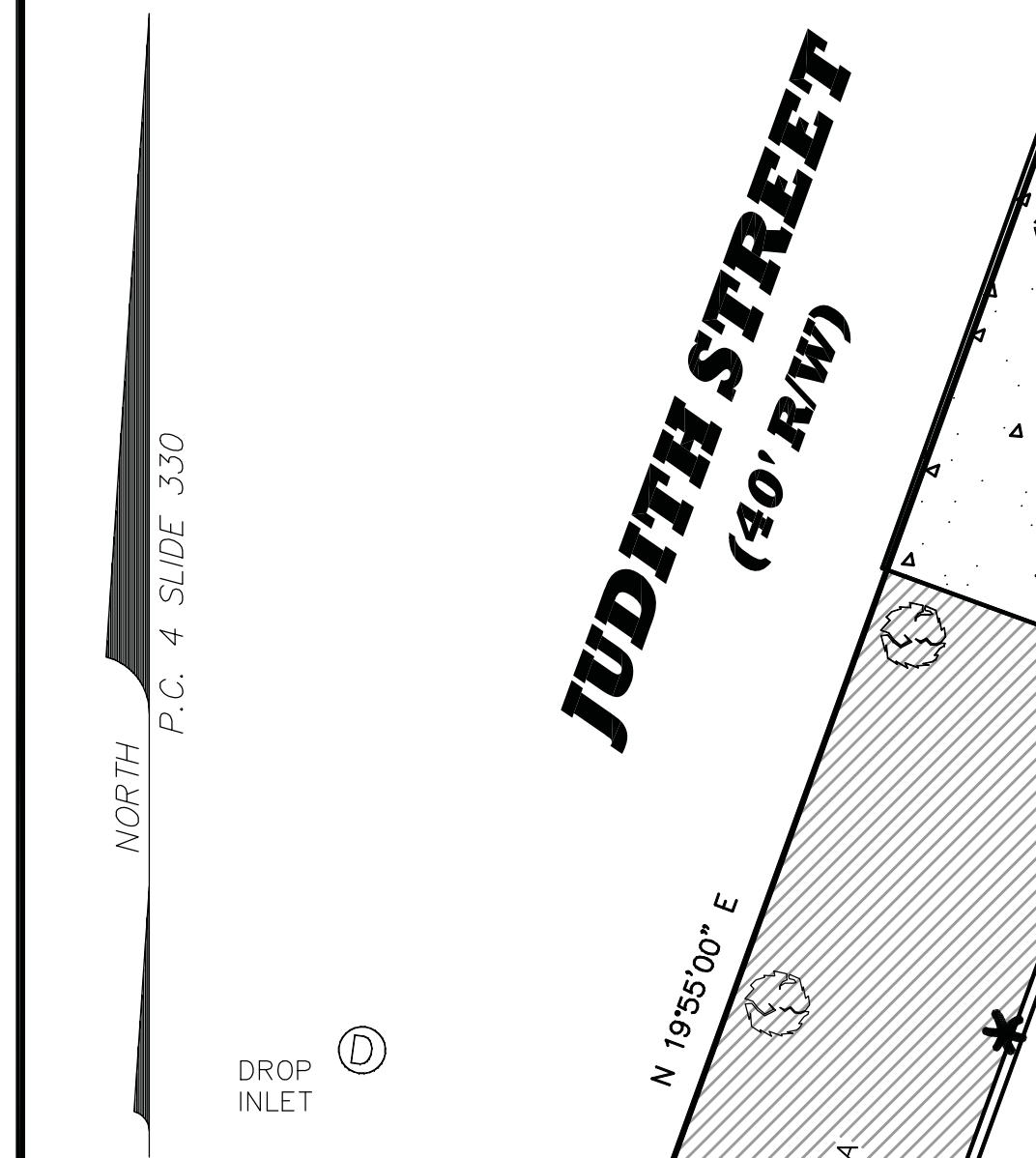
- Subject Property
- Base Flood Elevation
- Floodway
- Floodzone
- River / Lake / Stream

OVERVIEW MAP



MAP SCALE: 1" to 200' DATE PRINTED: 12/27/2013

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feet 9
meters 2

