

LYNCHBURG CITY COUNCIL
PHYSICAL DEVELOPMENT COMMITTEE

Tuesday, January 10, 2017

8:00 a.m.

Information Items

Recent/Pending Contract Awards: - No new contract awards.

Update on Priority Projects: - See attached report.

General Business

- | | |
|---|--------------|
| 1. Columbia Gas Easement | Tim Mitchell |
| 2. Appalachian Power Electric Easement | Lee Newland |
| 3. Shentel Communications License Agreement | Lee Newland |
| 4. Roll Call | |

Pc: Bonnie Sverck, City Manager
Charles Hartgrove, Deputy City Manager
City Council Members
Gaynelle Hart, Director of Public Works
News & Advance

Next Meeting: February 14, 2017, 8:00 a.m.

Lynchburg Capital Projects Greater Than \$1 Million(General Fund)

January 10, 2017

Projects of Interest		Phase	Phase Completion		Notes
Timberlake / Logan's Lane Intersection		Design	January 2017		Proceeding with Design
Midtown Connector		Construction	August 2016		Punchlist work
Greenview Drive Phase 2		Construction	July 2017		Construction Underway
College Lake Dam		Preliminary	March 2017		Meeting with LC
One Way Pairs @ 501/221		Preliminary	September 2016		Smart Scale Application Submittal - Waiting on Scoring
Main Street Bridge		Design	August 2017		Design Underway
Odd Fellows Road - Sections A and B1		Construction	August 2018		Construction Underway
Odd Fellows Road - Section B2		Design	November 2017		Design Underway
Downtown Watermain Replacement & Streetscape		Construction	September 2017		Construction Underway -
Liberty Mountain Drive - Phase 2		Construction	April 2017		Construction Underway
City Stadium Field & Parking Improvements - Baseball		Construction	April 2017		Construction to be complete by Baseball Season
Community Market Parking Deck		Construction	May 2017		Notice to Proceed January
McConnville Road Culvert Replacement		Construction	December 2017		Notice to Proceed February
Wards Ferry Road Improvements @ Heritage		Design/ R/W	January 2017		Acquiring Right of Way

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **January 10, 2017 Physical Development Committee**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: Gas Line Easement 3770 Candler's Mountain Road

Strategic Pillar(s) Impacted:

☐ Arts & Culture	☐ Citizen Engagement & Social Capital	☒ Economic Development	☐ Healthy & Active Living
☒ Infrastructure	☐ Land Use	☐ Lifelong Learning	☐ Natural Resources
☐ Neighborhoods	☐ Safe Community	☐ Social Equity	☐ Transportation
			☐ Administrative

RECOMMENDATION: Move to full City Council to hold a public hearing and adopt a resolution granting an easement, located at 3770 Candler's Mountain Road, Lynchburg City Tax Map No. 25802001, for the extension of gas service to the new Liberty University indoor track project.

SUMMARY: As part of the indoor track construction project it is necessary for Columbia Gas to acquire from the City additional easements to extend a gas service line from Candler's Mountain Road.

PRIOR ACTION(S):

None

FISCAL IMPACT:

None

CONTACT(S):

Tim Mitchell, Director of Water Resources, 455-4252

Lee Newland, City Engineer, 455-3947

Gaynelle Hart, Director of Public Works, 455-4469

ATTACHMENT(S):

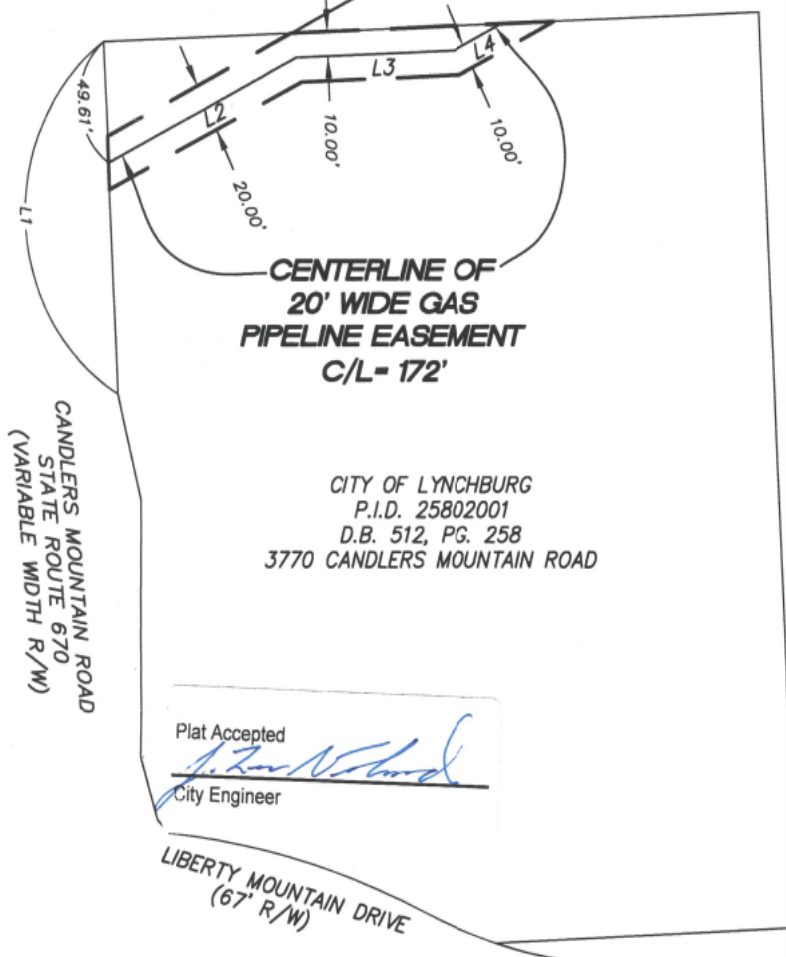
Easement Plat

REVIEWED BY:

Z:\2016\16-0371203-00 Liberty Mountain Dr Track, Lynchburg\C-16-0371203-00.dwg 11/11/2016 6:31 AM

RICHMOND HIGHWAY
STATE ROUTES 460 & 29
(VARIABLE WIDTH R/W)

N/F
LIBERTY UNIVERSITY, INC.
P.I.D. 26701007
L.R. 050006165



LINE	BEARING	LENGTH
L1	S 02°25'24" E	143.37'
L2	N 63°56'18" E	97.79'
L3	N 87°49'09" E	74.09'
L4	N 63°56'18" E	24.70'



COMPANY COLUMBIA GAS OF VIRGINIA, INC.				WORK ORDER(S) 16-0371203-00	
PROJECT 20' WIDE GAS PIPELINE EASEMENT ACROSS THE PROPERTY OF CITY OF LYNCHBURG				107-555-WP1203-3760	
				TAX DISTRICT(S)	
DATE 11/11/2016	ENGINEER COASTAL CONSULTANTS, P.C.	DRAWN BY HRC	SCALE 1" = 60'	COUNTY/CITY LYNCHBURG	
SYSTEM NO. 38061022		MAP(S)	REVISIONS	STATE VIRGINIA	
REFERENCES 7-660-136-N				DRAWING NO. V680-219-16	

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **January 10, 2017 Physical Development Committee**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: Electric Line Easement 3101 Wards Ferry Road

Strategic Pillar(s) Impacted:

☐ Arts & Culture	☐ Citizen Engagement & Social Capital	☒ Economic Development	☐ Healthy & Active Living
☒ Infrastructure	☐ Land Use	☐ Lifelong Learning	☐ Natural Resources
☐ Neighborhoods	☐ Safe Community	☐ Social Equity	☐ Transportation
			☐ Administrative

RECOMMENDATION: Move to full City Council to hold a public hearing and adopt a resolution granting an easement, located at 3101 Wards Ferry Road, Lynchburg City Tax Map No. 24807001, for the extension of electric service to the new Heritage High School project.

SUMMARY: As part of the school construction project it is necessary for Appalachian Power Company to acquire from the City easements to extend an electric service line from Leesville Road.

PRIOR ACTION(S):

None

FISCAL IMPACT:

None

CONTACT(S):

Lee Newland, City Engineer, 455-3947

Gaynelle Hart, Director of Public Works, 455-4469

ATTACHMENT(S):

Resolution
Easement Plat

REVIEWED BY:

RESOLUTION

BE IT RESOLVED by the Lynchburg City Council that the City Manager is hereby authorized to execute a right of way and easement agreement with Appalachian Power Company for the installation and maintenance of a power line in order to serve the Heritage High School property, Tax Parcel Number 24807001.

Adopted: _____

Certified: _____
Clerk of Council

PROPERTY #1 IS
CITY OF LYNCHBURG
PARCEL I.D.#24807001

HERITAGE ELEM. SCHOOL

Install Xfmr
37790152B17755

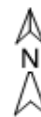
1614

7716

Existing
Pole 37790152B10356

15' Proposed Easement

Lynchburg, Virginia
T.D. 670010
Map Section 37790152B1



APPALACHIAN POWER COMPANY	
CHARLESTON REGION-ROANOKE DISTRICT- LYNCHBURG, VIRGINIA	
PROPOSED RIGHT OF WAY ON THE PROPERTY OF CITY OF LYNCHBURG	
DRAWN BY: KJB	DATE: 12/3/2014
APP. BY: CPH	SCALE: NONE
SHEET 1 OF 1	
DRAWING NO.	V-2370

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **January 10, 2017, Physical Development Committee**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: License Agreement to Install Fiber Optic Cable from College Park Drive on Wards Ferry Road along Wards Ferry Road to Heritage High School

Strategic Pillar(s) Impacted:

☐ Arts & Culture	☐ Citizen Engagement & Social Capital	☐ Economic Development	☐ Healthy & Active Living
☒ Infrastructure	☐ Land Use	☒ Lifelong Learning	☐ Natural Resources
☐ Neighborhoods	☐ Safe Community	☐ Social Equity	☐ Transportation

RECOMMENDATION: After a public hearing, adopt a resolution granting Shentel Communications, LLC a License Agreement to place fiber optic cable in city owned right-of-way from College Park Drive on Wards Ferry Road along Wards Ferry Road to Heritage High School as indicated on the attached route map.

SUMMARY: Shentel Communications, LLC has submitted a request for installation of approximately 2,550 feet of fiber optic cable in city right-of-way from College Park Drive on Wards Ferry Road along Wards Ferry Road to Heritage High School. Shentel would like to install fiber optic facilities that can provide Internet access to businesses, and provide backhaul for our wireless network (related to the nTelos acquisition). Shentel will also provide Internet access to Lynchburg City Public schools.

PRIOR ACTION(S): None: Scheduled for Technical Review Committee (TRC) on January 17, 2017

FISCAL IMPACT: None

CONTACT(S): Lee Newland, City Engineer – 455-3947;
Gaynelle Hart, Director of Public Works – 455-4406

ATTACHMENT(S): Resolution; Route Maps

REVIEWED BY:

RESOLUTION

BE IT RESOLVED That the City Manager is hereby authorized to execute a nonexclusive license agreement with Shentel Communications, LLC for the installation, maintenance, and operation of approximately 2,550 feet of fiber optic cable in the City right-of-way from College Park Drive on Wards Ferry Road along Wards Ferry Road to Heritage High School. Shentel Communications, LLC's authority to install, maintain, and operate fiber optic cable in the City's right-of-way is subject to applicable law.

Adopted: _____

Certified: _____
Clerk of Council

MATCHLINE - SHEET 2

COLLEGE PARK DR

DIRECTIONAL BORE
600'

COLLEGE PARK DR

BURIED PROJECT TOTALS
PLACE 2,550' (48 CT) FIBER
PLACE 2,050' (1-2") HDPE CONDUIT
PLACE (5) SHENTEL STANDARD PULLBOXES
PLACE 5 (100') STORAGE COILS WITHIN

WARDS FERRY RD

PLACE SHENTEL STANDARD HANDHOLE
PLACE 100' SLACK COIL WITHIN HANDHOLE
LAT: 37.35365°, LON: -77.18914°

AEP: 79-176-6353
LAT: 37.35365
LON: -77.18914

PRIVATE DR.

CALL BEFORE YOU DIG. MISS UTILITY - 1-800-552-7001 OR 811
THE LOCATIONS OF UTILITIES SHOWN ON THIS DRAWING ARE ONLY APPROXIMATE. PERSONS WORKING IN
THE AREA COVERED BY THIS DRAWING SHALL CONTACT THE STATEWIDE "CALL BEFORE YOU DIG" SYSTEM
TO ASCERTAIN THE LOCATION OF UNDERGROUND UTILITIES PRIOR TO PERFORMING ANY EXCAVATION.

NOTES

1. CONTRACTOR SHALL FOLLOW CONSTRUCTION REGULATIONS SET FORTH BY THE UTILITY DAMAGE
PREVENTION ACT AND ANY OTHER VIRGINIA STATE CORPORATION COMMISSION REGULATION
PERTAINING TO UTILITY PLACEMENT OR SEPARATION
2. THIS DRAWING IS BASED ON HISTORICAL UTILITY RECORDS AND FIELD OBSERVATIONS. CONTRACTOR
SHALL FIELD VERIFY ALL CONDITIONS PRIOR TO INSTALLATION.

PERMIT
WORK PRINT



PROJECT TITLE: HERITAGE HIGH SCHOOL
3204 WARDS FERRY RD.

DATE: 3-1-2016

BY: DCL

SCALE: NO SCALE

SHEET: 1 OF 14

C:\Users\user\Desktop\HERITAGE HIGH SCHOOL - CITY DRAWING 1_31418_8108.mxd, Oct 24, 2016, 1:08pm

MATCHLINE - SHEET 3

PRIVATE DR.

PRIVATE DR.

WARDS FERRY R

PLACE SHENTEL STANDARD HANDHOLE
PLACE 100' SLACK COIL WITHIN HANDHOLE
LAT: 37.35498°, LON: -77.18848°

10'

MATCHLINE - SHEET 1

CALL BEFORE YOU DIG: MISS UTILITY - 1-800-552-7001 OR 811.
THE LOCATIONS OF UTILITIES SHOWN ON THIS DRAWING ARE ONLY APPROXIMATE. PERSONS WORKING IN
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FIELD SURVEY
WORK PRINT



PROJECT TITLE:

HERITAGE HIGH SCHOOL
3204 WARDS FERRY RD.

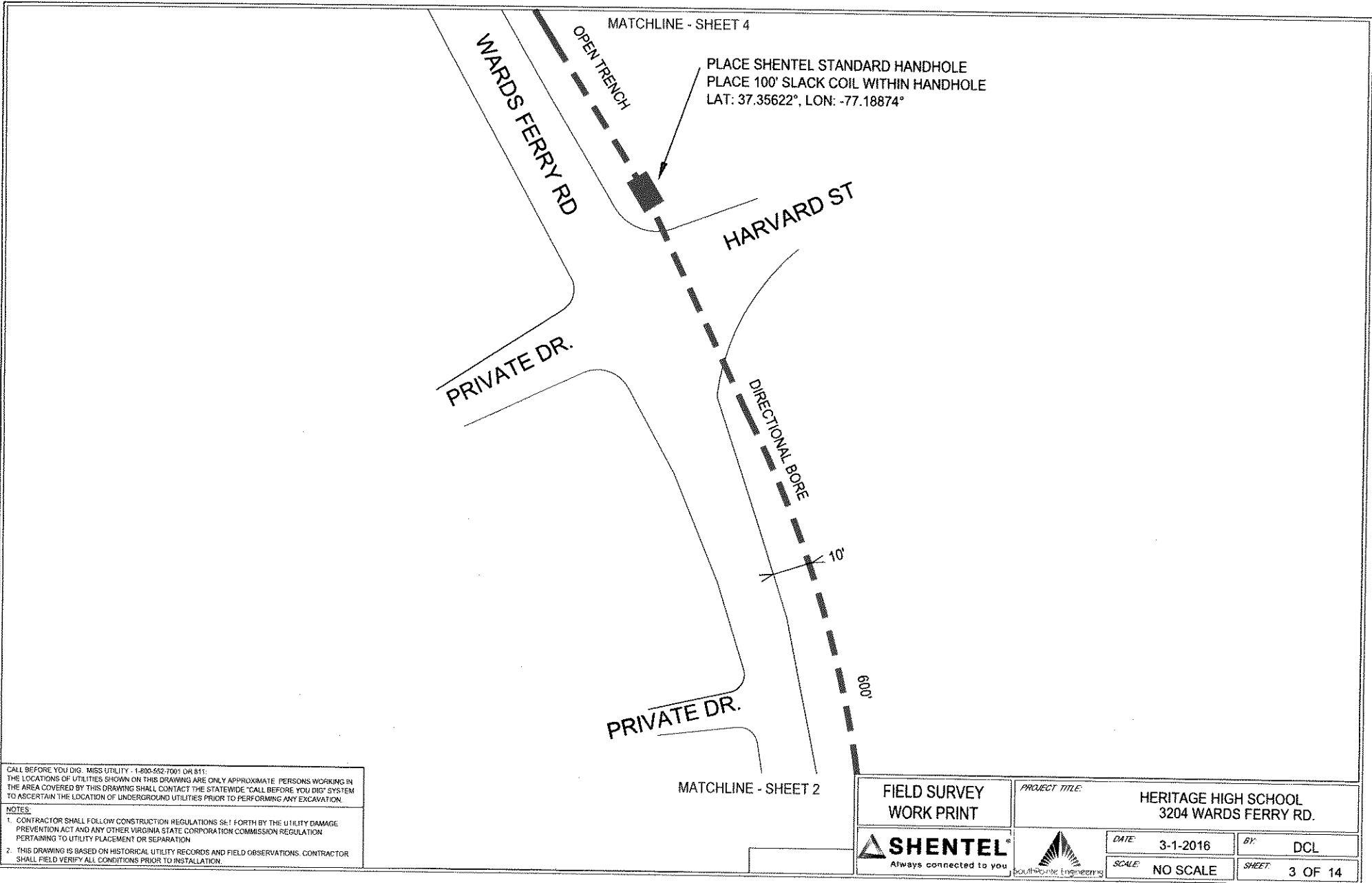
DATE: 3-1-2016

BY: DCL

SCALE: NO SCALE

SHEET: 2 OF 14



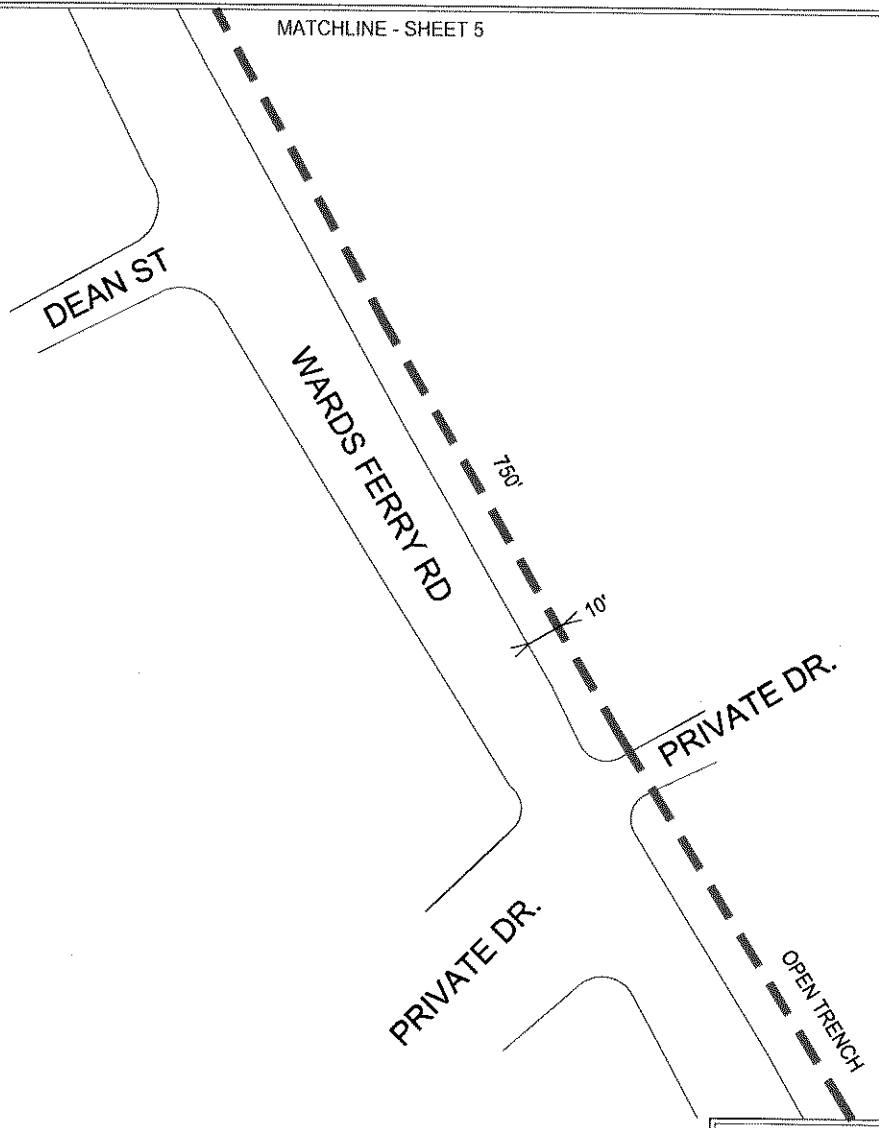


CALL BEFORE YOU DIG: MISS UTILITY - 1-800-652-7001 OR 811:
THE LOCATIONS OF UTILITIES SHOWN ON THIS DRAWING ARE ONLY APPROXIMATE. PERSONS WORKING IN
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FIELD SURVEY WORK PRINT		PROJECT TITLE: HERITAGE HIGH SCHOOL 3204 WARDS FERRY RD.	
 Always connected to you	 Southcoast Engineering	DATE: 3-1-2016	BY: DCL
		SCALE: NO SCALE	SHEET: 3 OF 14



CALL BEFORE YOU DIG: MISS UTILITY - 1-800-552-7001 OR 811
 THE LOCATIONS OF UTILITIES SHOWN ON THIS DRAWING ARE ONLY APPROXIMATE. PERSONS WORKING IN
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FIELD SURVEY WORK PRINT		PROJECT TITLE: HERITAGE HIGH SCHOOL 3204 WARDS FERRY RD.	
		DATE: 3-1-2016	BY: DCL
SHENTEL Always connected to you		SCALE: NO SCALE	SHEET: 4 OF 14

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MATCHLINE - SHEET 6

201

AERIAL PROJECT TOTALS :
PLACE 6,508' OF 48 CT. FIBER
PLACE 5,508' OF 6M STRAND
PLACE 5 x (200' STORAGE LOOP)
PLACE 181' 6M OVERHEAD GUY

VZ# 1043F
LAT: 37.35803
LON: -77.18999

PLACE SHENTEL STANDARD HANDHOLE
PLACE 100' SLACK COIL WITHIN HANDHOLE
LAT: 37.35803°, LON: -77.18999°

WARDS FERRY RD

10'

OPEN TRENCH

MATCHLINE - SHEET 4

CALL BEFORE YOU DIG: MISS UTILITY - 1-800-352-7001 OR 811
THE LOCATIONS OF UTILITIES SHOWN ON THIS DRAWING ARE ONLY APPROXIMATE. PERSONS WORKING IN THE AREA COVERED BY THIS DRAWING SHALL CONTACT THE STATEWIDE "CALL BEFORE YOU DIG" SYSTEM TO ASCERTAIN THE LOCATION OF UNDERGROUND UTILITIES PRIOR TO PERFORMING ANY EXCAVATION.

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FIELD SURVEY
WORK PRINT



PROJECT TITLE:

HERITAGE HIGH SCHOOL
3204 WARDS FERRY RD.

DATE: 3-1-2016

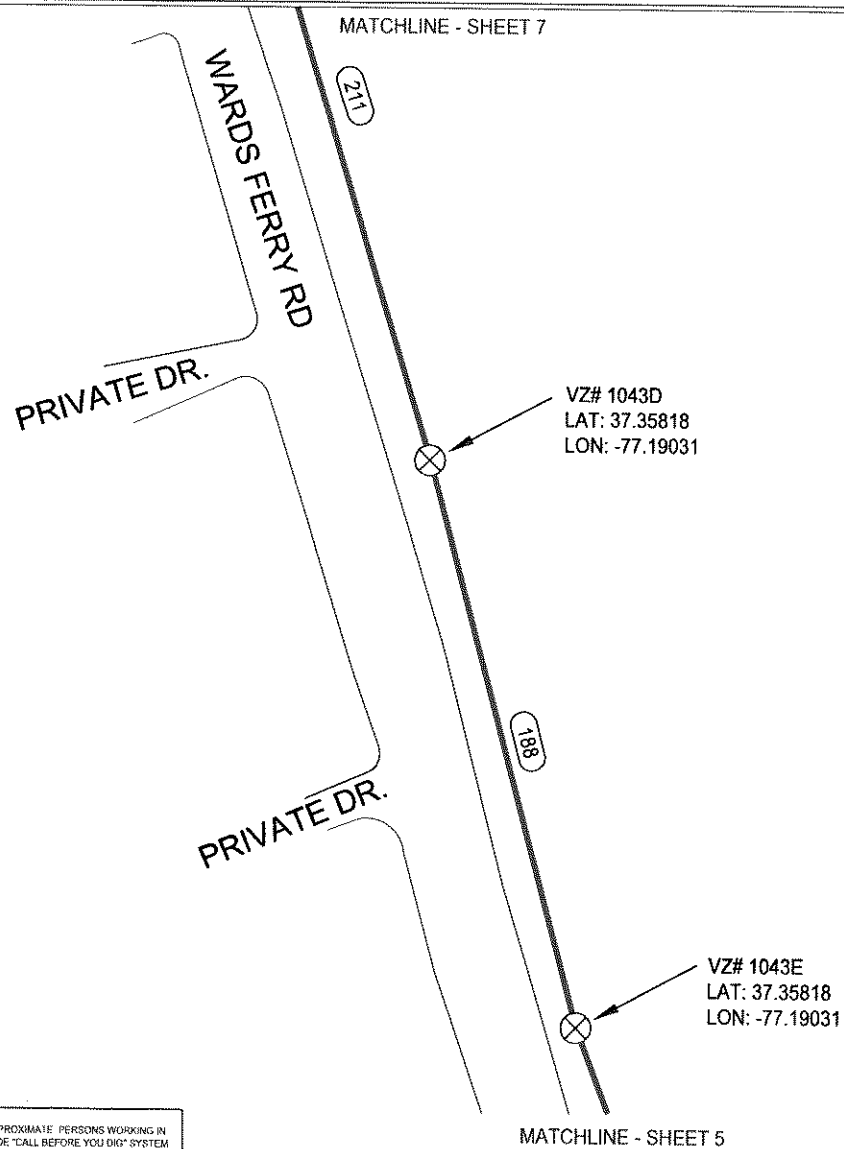
BY: DCL

SCALE: NO SCALE

SHEET: 5 OF 14



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CALL BEFORE YOU DIG. MISS UTILITY - 1-800-552-7661 OR 811.
THE LOCATIONS OF UTILITIES SHOWN ON THIS DRAWING ARE ONLY APPROXIMATE. PERSONS WORKING IN THE AREA COVERED BY THIS DRAWING SHALL CONTACT THE STATEWIDE "CALL BEFORE YOU DIG" SYSTEM TO ASCERTAIN THE LOCATION OF UNDERGROUND UTILITIES PRIOR TO PERFORMING ANY EXCAVATION.

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**FIELD SURVEY
WORK PRINT**



PROJECT TITLE:

HERITAGE HIGH SCHOOL
3204 WARDS FERRY RD.

DATE: 3-1-2016

BY: DCL

SCALE: NO SCALE

SHEET: 6 OF 14

MATCHLINE - SHEET 8

125

VZ# 1043B
LAT: 37.36012
LON: -77.19093

PRIVATE DR.
WARDS FERRY RD

202

VZ# NP
LAT: 37.35960
LON: -77.19071

MATCHLINE - SHEET 6

CALL BEFORE YOU DIG: MISS UTILITY - 1-800-552-7001 OR 811.
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FIELD SURVEY
WORK PRINT



PROJECT TITLE:

HERITAGE HIGH SCHOOL
3204 WARDS FERRY RD.

DATE: 3-1-2016

BY: DCL

SCALE: NO SCALE

SHEET: 7 OF 14



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MATCHLINE - SHEET 9

VZ# 1044D
LAT: 37.36211
LON: -77.19269

WARDS FERRY RD

204

PRIVATE DR.

VZ# 1044E
LAT: 37.36098
LON: -77.19204

PRIVATE DR.

PRIVATE DR.

255

DRIVEWAY

VZ# 1043A
LAT: 37.36064
LON: -77.19133

HERITAGE HIGH SCHOOL

MATCHLINE - SHEET 7

CALL BEFORE YOU DIG: MISS UTILITY - 1-800-552-7007 OR 811.
THE LOCATIONS OF UTILITIES SHOWN ON THIS DRAWING ARE ONLY APPROXIMATE. PERSONS WORKING IN
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FIELD SURVEY
WORK PRINT

SHENTEL
Always connected to you

PROJECT TITLE:

HERITAGE HIGH SCHOOL
3204 WARDS FERRY RD.

DATE: 3-1-2016

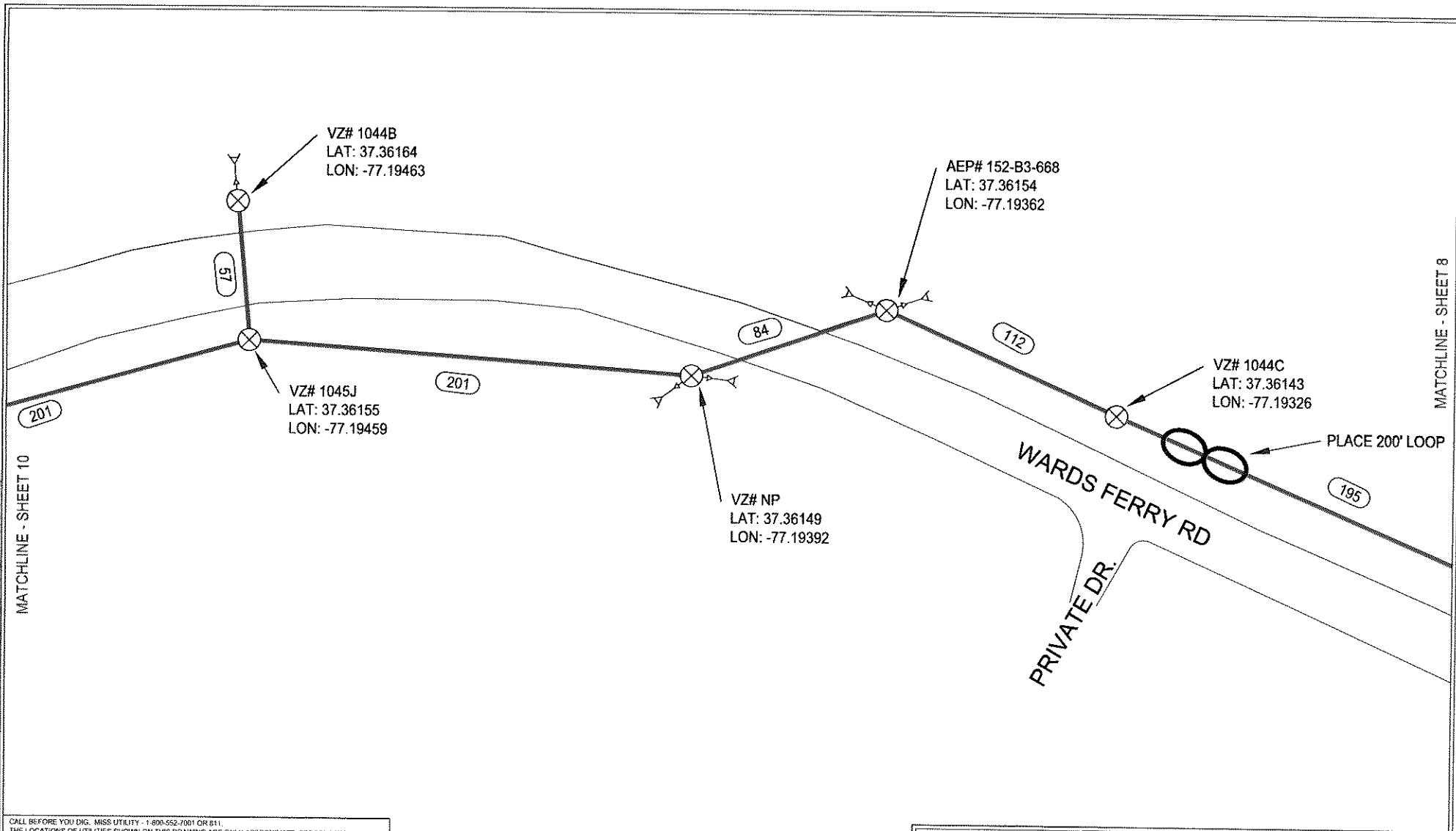
BY: DCL

SCALE: NO SCALE

SHEET: 8 OF 14

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MATCHLINE - SHEET 10



CALL BEFORE YOU DIG, MISS UTILITY - 1-800-552-7001 OR 811.
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FIELD SURVEY
WORK PRINT

PROJECT TITLE:

HERITAGE HIGH SCHOOL
3204 WARDS FERRY RD.



DATE: 3-1-2016

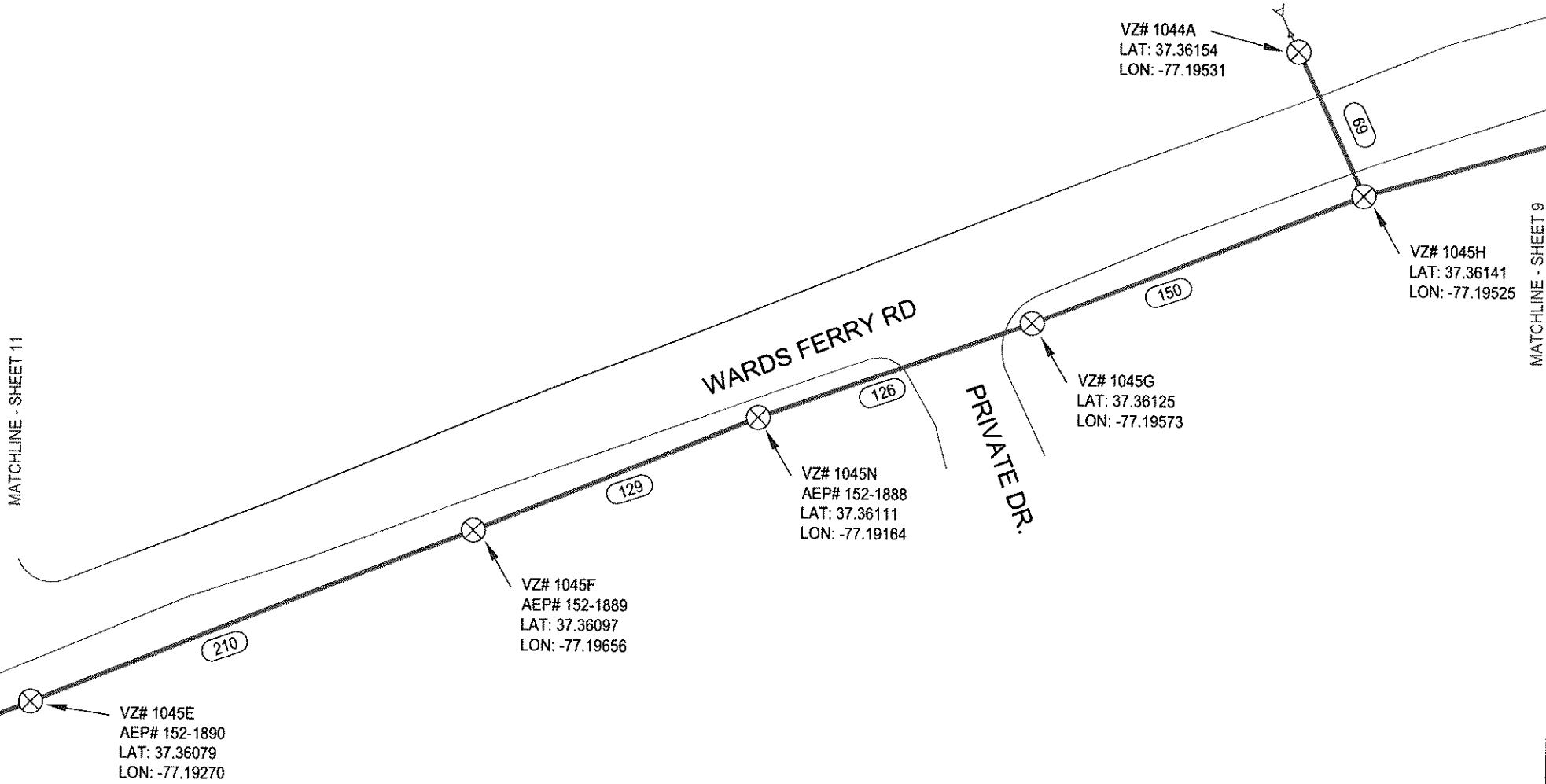
BY: DCL

SCALE: NO SCALE

SHEET 9 OF 14

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MATCHLINE - SHEET 11



CALL BEFORE YOU DIG: MISS UTILITY - 1-800-552-7001 OR 811
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- NOTES:
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FIELD SURVEY
WORK PRINT



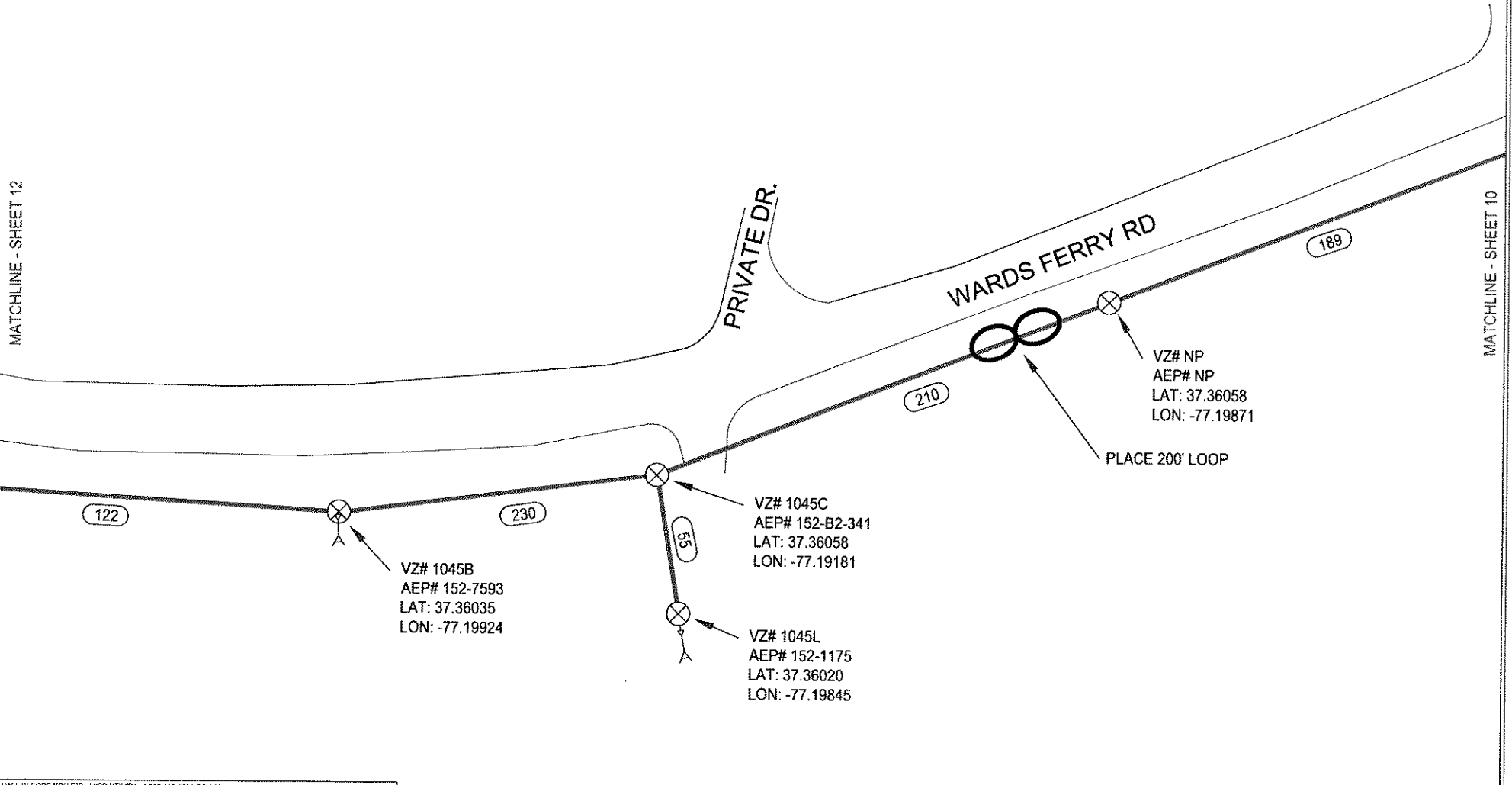
PROJECT TITLE:
HERITAGE HIGH SCHOOL
3204 WARDS FERRY RD.

DATE:	3-1-2016	BY:	DCL
SCALE:	NO SCALE	SHEET:	10 OF 14

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MATCHLINE - SHEET 12

MATCHLINE - SHEET 10



CALL BEFORE YOU DIG. MISS UTILITY - 1-800-552-7001 OR 811.
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FIELD SURVEY
WORK PRINT



PROJECT TITLE:

HERITAGE HIGH SCHOOL
3204 WARDS FERRY RD.

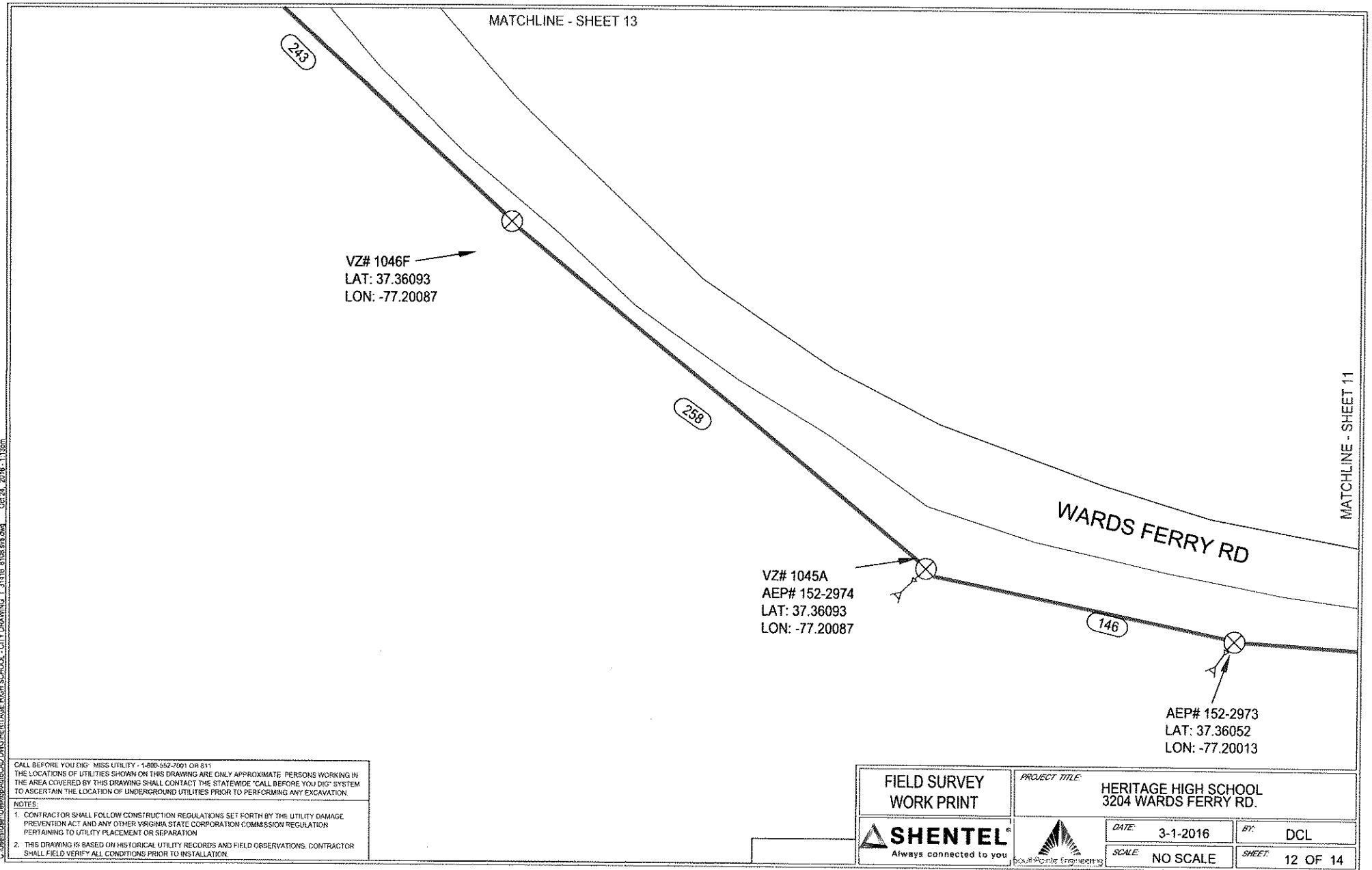
DATE: 3-1-2016

BY: DCL

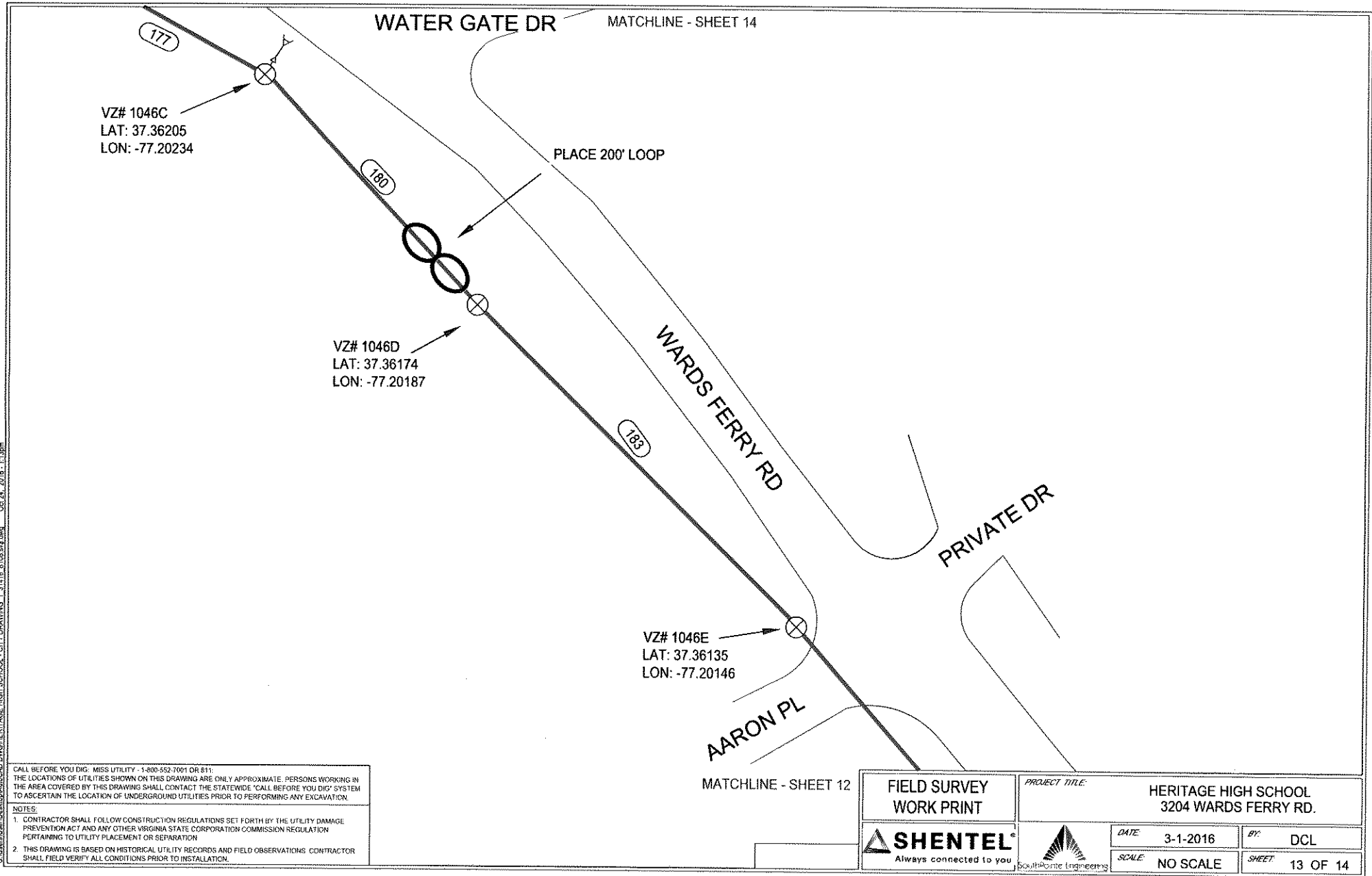
SCALE: NO SCALE

SHEET: 11 OF 14

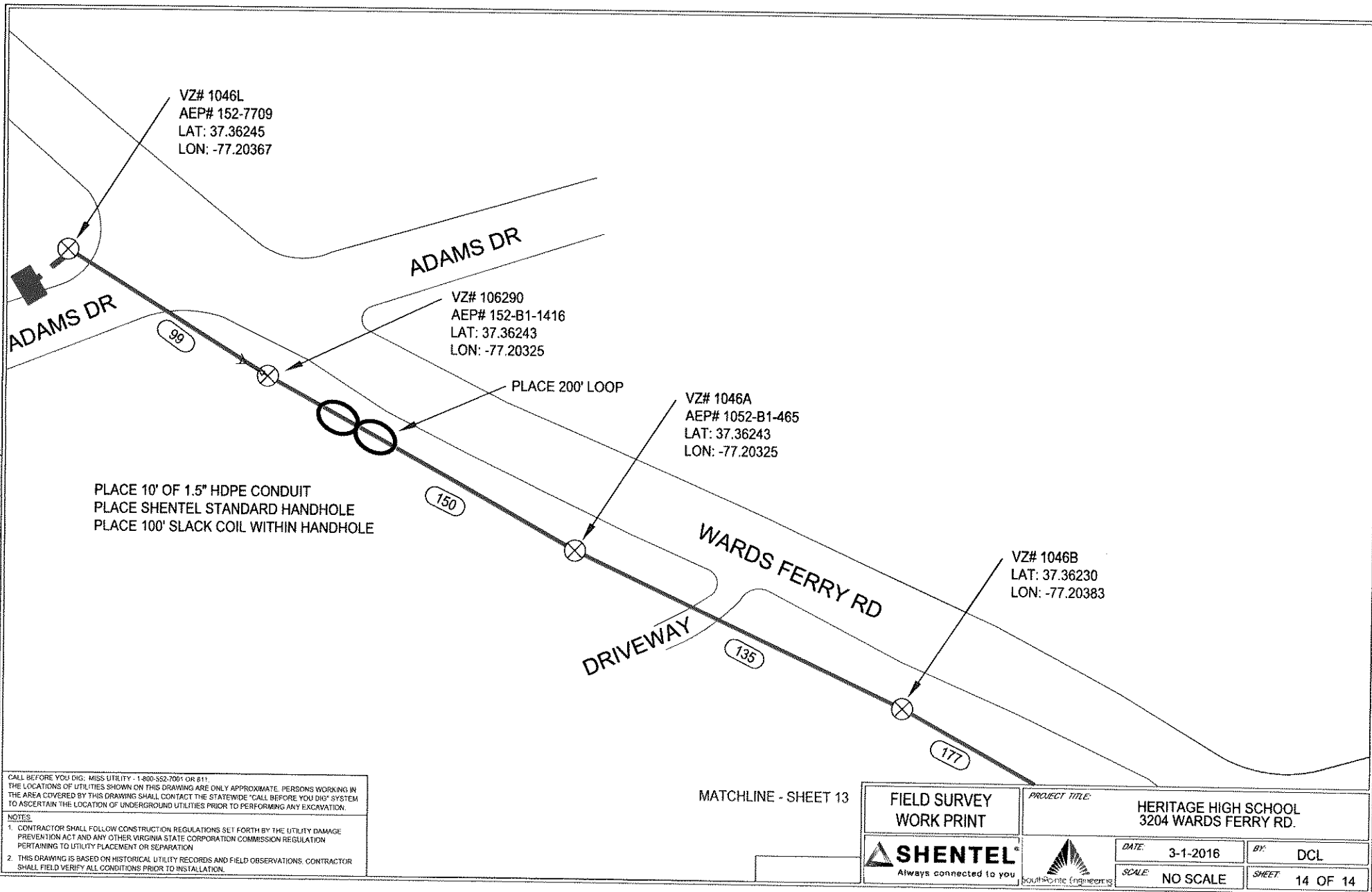
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FINANCE COMMITTEE AGENDA

Tuesday, January 10, 2017 **
11:30 a.m. – Bidder's Room

GENERAL BUSINESS

11:30 a.m.

1. Approval of the Draft Finance Committee Meeting Notes from December 13, 2016.

Contact: Donna Witt, Director of Financial Services 455-3968

11:35 a.m.

2. Report on the General Fund Reserve for Contingencies.

Contact: Donna Witt, Director of Financial Services 455-3968

11:40 a.m.

3. Review highlights of attached quarterly financial reports for the Greater Lynchburg Transit Company (GLTC) as well as the Regional Airport, Lynchburg Regional Juvenile Detention Center, Comprehensive Services Act, Water Operating, Sewer Operating, Stormwater Operating, and General Funds for the quarter ending September 30, 2016.

Fund	Preparer
GLTC	Josh Baker, General Manager of GLTC
Regional Airport Fund	Mark Courtney, Airport Manager
Lynchburg Regional Juvenile Detention Center	Tamara Rosser, Director of Human Services
Children's Services Act Fund (CSA)	Tamara Rosser, Director of Human Services
Water Operating Fund	Tim Mitchell, Director of Water Resources
Sewer Operating Fund	Tim Mitchell, Director of Water Resources
Stormwater Operating Fund	Tim Mitchell, Director of Water Resources
General Fund	Donna Witt, Director of Financial Services

12:20 p.m.

4. Investment Summary.

Contact: Donna Witt, Director of Financial Services 455-3968

12:25 p.m.

5. Review collections received from five of the City's largest revenue sources.

Contact: Donna Witt, Director of Financial Services 455-3968

12:30 p.m.

6. Roll Call

The next Finance Committee meeting is Tuesday, February 28, 2017, at 11:30 a.m.

*****Please note the Finance Committee meeting this month has been rescheduled to January 10th instead of the regular scheduled date of January 24, 2017.***

FINANCE COMMITTEE NOTES-- DRAFT
Tuesday, December 13, 2016

GENERAL BUSINESS

Meeting commenced at 11:30 a.m.

ATTENDEES

Committee Members: Council Member Jeff S. Helgeson, Chair; Council Member Randy Nelson; Council Member Mary Jane Dolan

Others: Bonnie Svrcek, City Manager; Charles Hartgrove, Deputy City Manager; Donna Witt, Director of Financial Services; Starlette Early, Budget Analyst

1. Approval of the Draft Finance Committee Meeting Notes from November 22, 2016

Donna Witt reported on a roll call item from the previous meeting. The Finance Committee meeting notes for November 22, 2016 were unanimously approved as submitted.

2. Report on the General Fund Reserve for Contingencies

Donna Witt reported there was one new item. The City's Registrar is requesting to appropriate \$12,200 with resources from the General Fund Reserve for Contingencies to provide funding to the Electoral Board/Registrar's Office for estimated costs for the January 10, 2017 Senate of Virginia Special Election. If this request is approved, the balance of the FY 2017 General Fund Reserve for Contingencies is \$1,135,255, including \$50,000 in the City Manager's Discretionary Funding.

3. Consider a request to adopt a resolution to amend the FY 2017 City/Federal/State Aid Fund budget and appropriate \$50,000 with resources from the 2016 State Homeland Security Program (SHSP) grant from U.S. Department of Homeland Security (DHS) to fund equipment and training for the Fire Department Technical Rescue Team.

The Committee unanimously approved this item. This item will be considered by City Council on January 10, 2017.

4. Consider a request to adopt a resolution to amend the FY 2017 City/Federal/State Aid Fund budget and appropriate \$27,700 with resources from the 2016 State Homeland Security Program (SHSP) grant from U.S. Department of Homeland Security (DHS) to fund equipment for the Fire Department Hazardous Materials (Haz-Mat) Team.

The Committee unanimously approved this item. This item will be considered by City Council on January 10, 2017.

5. Consider a request to adopt a resolution to amend the FY 2017 City/Federal/State Aid Fund budget and appropriate \$35,000 with resources from the 2016 State Homeland Security

Program (SHSP) Grant to purchase a Crisis Response Throw Phone System for the LPD Crisis Negotiations Team (CNT).

The Committee unanimously approved this item. This item will be considered by City Council on December 13, 2016.

6. Consider a request to adopt a resolution to amend the FY 2017 City/Federal/State Aid Fund budget to appropriate \$42,150 with funding from the 2016 Hazardous Materials Emergency Preparedness Grant (HMEP) to conduct a commodity flow study for the City of Lynchburg.

The Committee unanimously approved this item. This item will be considered by City Council on December 13, 2016.

7. Consider a request to adopt a resolution to amend the FY 2017 General Fund budget and appropriate \$12,200 with resources from the General Fund Reserve for Contingencies to provide funding to the Electoral Board/Registrar's Office for estimated costs for the January 10, 2017 Senate of Virginia Special Election.

The Committee unanimously approved this item. This item will be considered by City Council on December 13, 2016.

8. Consider a request to adopt a resolution to amend the FY 2017 General Fund budget and appropriate \$200,000 with resources from the Academy Center of the Arts Committed Fund Balance reserve for payment to the Academy Center of the Arts.

The Committee unanimously approved this item. This item will be considered by City Council on December 13, 2016.

9. Roll Call

Council Member Nelson inquired whether the City could explore an option to extend the lien on parcels for uncollected property tax after the 20 year judgement period expired.

Due to a personal conflict, Chair Jeff Helgeson requested the next Finance Committee meeting be re-scheduled for January 10, 2017.

Meeting adjourned at 12:04 p.m.

The next Finance Committee meeting is Tuesday, January 10, 2017, at 11:30 a.m.

FY 2017 GENERAL FUND RESERVE FOR CONTINGENCIES

	Reserve for Contingencies	City Manager's Discretionary Funding
BEGINNING BALANCE, JULY 1, 2016	\$1,150,000	\$50,000
Carryforward to FY 2017 Reserve for Contingencies - 05/24/16 Council Meeting	0	
BALANCE	\$1,150,000	\$50,000
APPROPRIATIONS (Second Reading)		
Case Management Software System- Office of Commonwealth's Attorney - 08/09/16 Council Meeting	\$52,545	
TOTAL APPROPRIATIONS	\$52,545	\$0
REMAINING BALANCE	\$1,097,455	\$50,000
ITEMS INTRODUCED		
TOTAL INTRODUCED ITEMS	\$0	\$0
REMAINING BALANCE	\$1,097,455	\$50,000
PENDING ITEMS		
Electoral Board/Registrar - Senate of Virginia Special Election - 01/10/17 Council Meeting	\$12,200	
TOTAL PENDING ITEMS	\$12,200	\$0
PROJECTED BALANCE	\$1,085,255	\$50,000



GREATER LYNCHBURG TRANSIT COMPANY

We're Here To Get You There!

December 20, 2016

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

RE: September 30th, 2016 (1st Quarter – FY 2017) Financial Report – Greater Lynchburg Transit Company

The attached Greater Lynchburg Transit Company Comparative Income Statement summarizes the financial activities for the first quarter of FY17 and YTD data for the fiscal year.

REVENUE

GLTC has started FY 2017 in a very positive position, with revenues coming in about 3% above budget thanks to higher than anticipated state funding. We continue to see slight declines in fare revenue primarily attributed to lower ridership and some restructuring of fares throughout the system. Our Non-Operating revenue and Advertising revenues are performing well below expectations which is primarily due to timing. With that said, we will continue to monitor these areas and anticipate changes coming soon to improve our fare revenues.

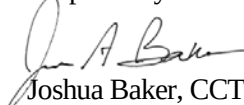
EXPENDITURES

On the expense side total expenses are down about 18% which puts GLTC in a surplus position. This is primarily due to finalizing the operating contract with Liberty late and the delays in ramping up personnel services to support their needs. Ultimately the impact has primarily shown in Overtime which is substantial for this very reason. We simply could not get enough people on board in time to provide the levels of service needed so many of the existing staff have taken on that work. Our other costs such as fuel have remained low and we netted a savings in Fringe Benefits due to a last minute restructuring of our health insurance plans. Administration also shows below budget also due to slow filling of positions and the timing of other expenses.

SUMMARY

This report reflects that GLTC is in one of the most financially secure positions it has seen in the past 5+ years. With effective cost monitoring early in the year and a positive revenue situation the organization is able to truly accomplish many of the things that have been deferred for so long due to budgetary challenges. Going forward we will continue to monitor our finances to ensure we are in a good position for the move into the soon to be completed Operations & Maintenance Facility.

Respectfully submitted,


Joshua Baker, CCTM
General Manager

Cc: Bonnie Svrcek, City Manager
Donna Witt, Director of Financial Services



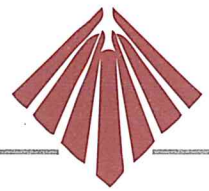
CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.

QUARTERLY INCOME STATEMENT AS OF SEPTEMBER 30, 2016

	QTR TO DATE					
	FY2017	FY2017	%	FY2017	FY2017	%
	QTD	QTD	VAR	YTD	YTD	of
	ACTUAL	BUDGET		ACTUAL	BUDGET	Budget
REVENUE						
FRT Passenger Revenue	\$ 168,728	\$ 173,793	-3%	\$ 168,728	\$ 173,793	97%
DRT Passenger Revenue	20,682	20,850	-1%	20,682	20,850	99%
Contracts (LU Access)	12,012	12,012	0%	12,012	12,012	100%
Contracts (LC Access)	6,014	6,255	-4%	6,014	6,255	96%
Contracts (CVCC Access)	13,261	13,260	0%	13,261	13,260	100%
Liberty University Revenue	446,397	446,397	0%	446,397	446,397	100%
Other Contract Revenue	5,015	5,362	-6%	5,015	5,362	94%
Non-Operating Revenue	254	10,254	-98%	254	10,254	2%
Advertising Revenue	14,945	20,009	-25%	14,945	20,009	75%
City Operating Assistance	418,951	418,951	0%	418,951	418,951	100%
County Operating Assistance	17,969	17,969	0%	17,969	17,969	100%
State Operating Assistance	503,661	416,875	21%	503,661	416,875	121%
Federal Operating Assistance	512,343	512,250	0%	512,343	512,250	100%
TOTAL REVENUE	\$ 2,140,232	\$ 2,074,236	3%	\$ 2,140,232	\$ 2,074,236	103%
EXPENSES						
FIXED ROUTE						
Operator Labor	\$ 410,537	\$ 510,070	-20%	\$ 410,537	\$ 510,070	80%
Operator-Overtime	81,742	44,868	82%	81,742	44,868	182%
Other Salaries & Wages	73,380	81,087	-10%	73,380	81,087	90%
Supervisors-Overtime	13,195	2,907	354%	13,195	2,907	454%
Fringe Benefits	260,269	347,807	-25%	260,269	347,807	75%
TOTAL FIXED ROUTE	\$ 839,123	\$ 986,739	-15%	\$ 839,123	\$ 986,739	85%
DEMAND RESPONSE						
Operator Labor	\$ 76,880	\$ 85,686	-10%	\$ 76,880	\$ 85,686	90%
Operator-Overtime-PTS	2,367	5,117	-54%	2,367	5,117	46%
Other Salaries & Wages	18,711	15,803	18%	18,711	15,803	118%
Fringe Benefits	44,045	59,098	-25%	44,045	59,098	75%
TOTAL DEMAND RESPONSE	\$ 142,002	\$ 165,704	-14%	\$ 142,002	\$ 165,704	86%
MAINTENANCE						
Other Salaries & Wages	\$ 151,712	\$ 171,504	-12%	\$ 151,712	\$ 171,504	88%
Inspection&Maint,Srvc-Overtime	10,854	8,642	26%	10,854	8,642	126%
Fringe Benefits	73,094	99,866	-27%	73,094	99,866	73%
Fuel & Lubricants	111,058	174,925	-37%	111,058	174,925	63%
Tires & Tubes	24,667	22,651	9%	24,667	22,651	109%
Other Materials & Supplies	111,080	122,663	-9%	111,080	122,663	91%
TOTAL MAINTENANCE	\$ 482,465	\$ 600,250	-20%	\$ 482,465	\$ 600,250	80%
ADMINISTRATION						
Other Salaries & Wages	\$ 71,354	\$ 90,056	-21%	\$ 71,354	\$ 90,056	79%
Fringe Benefits	32,083	49,924	-36%	32,083	49,924	64%
Services	81,681	107,177	-24%	81,681	107,177	76%
Utilities	21,603	38,704	-44%	21,603	38,704	56%
Casualty & Liability Expenses	67,342	69,965	-4%	67,342	69,965	96%
Information Technology	35,575	37,077	-4%	35,575	37,077	96%
Other Materials & Supplies	7,921	9,528	-17%	7,921	9,528	83%
Miscellaneous	21,807	33,716	-35%	21,807	33,716	65%
TOTAL ADMINISTRATION	\$ 339,365	\$ 436,146	-22%	\$ 339,365	\$ 436,146	78%
TOTAL EXPENSES	\$ 1,802,955	\$ 2,188,839	-18%	\$ 1,802,955	\$ 2,188,839	82%
NET INCOME/(LOSS)	\$ 337,277	\$ (114,602)		\$ 337,277	\$ (114,602)	

Lynchburg Regional Airport

A City of Lynchburg Enterprise Fund



350 Terminal Drive • Suite 100
Lynchburg, Virginia 24502
P 434-455-6090 • F 434-239-9027
www.lynchburgva.gov/airport

January 3, 2017

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: September 30, 2016 – Quarterly Financial Summary - Lynchburg Regional Airport

REGIONAL AIRPORT FUND

The attached Lynchburg Regional Airport Operating Fund Financial Summary reflects the financial activity for this Fund for the FY 2017 first quarter ending September 30, 2016. I am pleased to report that first quarter operating revenue and expense projections are largely in line with budget estimates. The Airport is expected to remain self-sufficient for the foreseeable future and will not require a subsidy this fiscal year.

REVENUE HIGHLIGHTS

- Terminal Revenue: Revenue is projected to be \$25,000 more than budget due to continued modest growth in both parking and rental car concession revenue.
- State Airport Aid: Revenue is projected to be \$72,000 more than budget due to having more 80% state funded small capital and equipment projects than anticipated.
- Interest & Other: Revenue is projected to be \$43,000 more than budget due to unbudgeted revenue received from the recently held Lynchburg Airshow.
- General Fund Subsidy: As previously mentioned, the budgeted operating subsidy from the City is \$0.00 and no subsidy is anticipated to be necessary this year.

EXPENSE HIGHLIGHTS

- Small Projects and Equipment: Expenses are projected to exceed their budget by at least \$90,000 (but are largely reimbursed by state aviation entitlements funds).

SUMMARY

Non-recurring small projects and equipment expenses will exceed their budget later this year (but are largely reimbursed by state aviation entitlement funds) and will be addressed in the third-quarter budget review. Based on consistent air service levels, competitive airfares, and anticipated passenger demand combined with decreasing debt service, the airport is projecting no need for a subsidy this fiscal year or next.

Respectfully submitted,



Mark F. Courtney, A.A.E.
Airport Director

cc: Bonnie Svrcek, City Manager
Charles Hartgrove, Deputy City Manager
Donna Witt, Director of Financial Services
Wesley Campbell, Airport Finance Manager

LYNCHBURG REGIONAL AIRPORT
OPERATING FUND FINANCIAL SUMMARY
September 30, 2016

	FY 2016 Amended Budget	FY 2016 Actual (thru 9/30/15)	FY 2016 % of Budget	*	FY 2017 Amended Budget	FY 2017 Actual (thru 9/30/16)	FY 2017 % of Budget	*	FY 2017 Amended Budget	FY 2017 Revised Estimates	FY 2017 \$ Variance Actual vs. Amended Budget
BEGINNING NET ASSETS	\$ 250,000	\$ 35,404,183		*	\$ 250,000	\$ 33,651,691 (1)		*	\$ 250,000	\$ 33,651,691 (1)	
Less: Invested in Capital Assets, net of related debt		(35,598,373)		*		(33,640,389)		*		(33,640,389)	
Less: GASB68 Prior Period Adjustment-Pension Accrual				*				*			
BEGINNING UNRESTRICTED NET ASSETS	\$ 250,000	\$ (194,190)		*	\$ 250,000	\$ 11,302		*	\$ 250,000	\$ 11,302	\$ -
USE OF ENCUMBRANCES CARRIED FORWARD	\$ 131,471	\$ 131,471		*	\$ 160,369	\$ 160,369		*	\$ 160,369	\$ 160,369	
BOND REFUNDING PROCEEDS				*		\$ -		*	\$ -	\$ -	
USE OF RESERVES - DEBT SERVICE	\$ 45,403	\$ 45,403		*	\$ 39,876	\$ 39,876		*	\$ 39,876	\$ 39,876	
REVENUES				*				*			
Airfield	99,000	23,828	24%	*	96,000	25,681	27%	*	96,000	96,000	0
Terminal	1,415,827	378,516	27%	*	1,450,827	393,816	27%	*	1,450,827	1,475,827	25,000
General Aviation	466,500	111,867	24%	*	514,557	133,962	26%	*	514,557	514,557	0
Other Leased Property	262,900	44,723	17%	*	260,400	68,426	26%	*	260,400	260,400	0
State Airport Aid	348,750	0	0%	*	108,750	0	0%	*	108,750	180,750	72,000
Federal Security Aid	107,500	9,210	9%	*	107,500	0	0%	*	107,500	107,500	0
General Fund Subsidy	0	0	0%	*	0	0	0%	*	0	0	0
Interest & Other	22,000	7,521	34%	*	27,000	49,923	185%	*	27,000	70,000	43,000
	\$ 2,722,477	\$ 575,665		*	\$ 2,565,034	\$ 671,808		*	\$ 2,565,034	\$ 2,705,034	\$ 140,000
EXPENSES				*				*			
Airfield Operations	311,942	63,439	20%	*	304,254	66,862	22%	*	304,254	304,254	0
Terminal Operations	561,816	120,167	21%	*	549,339	125,919	23%	*	549,339	549,339	0
General Aviation	121,372	16,890	14%	*	134,013	27,073	20%	*	134,013	134,013	0
Administration	695,553	134,477	19%	*	683,976	154,101	23%	*	683,976	683,976	0
Safety (ARFF & LEO)	417,028	99,130	24%	*	418,994	109,860	26%	*	418,994	418,994	0
Snow Removal	29,930	80	0%	*	21,930	0	0%	*	21,930	21,930	0
Debt Service	140,414	513	0%	*	126,139	376	0%	*	126,139	126,139	0
Small Projects & Equipment (State-Supported)	393,456	75,813	19%	*	271,347	59,452	22%	*	271,347	361,347	(90,000)
Transfers to Other Airport Funds	20,000	0	0%	*	10,000	0	0%	*	10,000	10,000	0
Other Airport Expenses	47,471	10,423	22%	*	66,086	7,764	12%	*	66,086	66,086	0
	\$ 2,738,982	\$ 520,933		*	\$ 2,586,078	\$ 551,409		*	\$ 2,586,078	\$ 2,676,078	\$ (90,000)
ENDING ESTIMATED UNRESTRICTED NET ASSETS	\$ 410,369	\$ 37,416		*	\$ 429,201	\$ 331,946		*	\$ 429,201	\$ 240,503 (2)	

FOOTNOTES:

1) Beginning Net Assets agrees with the Comprehensive Annual Financial Report (CAFR) with the following adjustment:

Total Net Assets per CAFR 6/30/16	\$ 37,678,098
Less: Net Assets in Capital & PFC Funds	\$ (4,026,407)
Total Beginning Net Assets	\$ 33,651,691

2) FY 2017 Ending Estimated Unrestricted Net Assets is comprised of the following:

Des. for Debt Service (Rental Car Facility)	\$ 30,905	(\$70,280.57 + \$500 est interest - \$39,876 reserve use = \$30,904.57)
Des. for Maintenance (Rental Car Facility)	\$ 95,264	(\$95,263.74 beginning balance + or - year-end change)
Reserve for Encumbrances		(encumbrances carried forward to FY18)
GASB68 Pension-related Accrual	\$ (1,101,595)	(net liability as of the end of FY16)
Undesignated Retained Earnings	\$ 1,215,929	
	\$ 240,503	

January 10, 2017

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

RE: September 30, 2016 Quarterly Financial Report - Lynchburg Regional Juvenile Detention Center

Lynchburg Regional Juvenile Detention Center

The attached Lynchburg Regional Juvenile Detention Center (Detention Center) financial report summarizes the financial activities through September 30, 2016 for FY 2017. The financial spreadsheet provides comparative year-to-date data for the same period of FY 2016.

REVENUES

Charges for Services

Revenue in this category for the first quarter of FY 2017 is \$305,463 or 19.8% of the budget.

Department of Juvenile Justice Block Grant

This revenue category represents allocations from the Virginia Department of Juvenile Justice (DJJ) for operational expenses of the Detention Center. Revenues received from the DJJ through the first quarter of FY 2017 are \$511,012.

Community Placement Program

This revenue category represents allocations from the Virginia Department of Juvenile Justice (DJJ) for operational expenses of the Community Placement Program and the Detention Center. Revenues received from the DJJ through the first quarter of FY 2017 are \$275,924.

United States Department of Agriculture (USDA)

This revenue category consists of reimbursements for meals served to juveniles at the Detention Center. Year-to-date revenues from USDA for FY 2017 are \$7,106 or 15.8% of the budget.

EXPENDITURES

Overall expenditures for the first quarter of FY 2017 were \$556,501 and are within budget. Allocated costs for the Community Placement Program and the contracting localities through the first quarter of FY 2017 were approximately 86%; Lynchburg's allocated share is approximately 14%.

Juvenile Population

The average number of juveniles being served per day through the first quarter of FY 2017 is 17.35 as compared to 15.67 in FY 2016. The percentage of Lynchburg City's juveniles through the first quarter is 52% of the total juvenile population.

SUMMARY

The first quarter report reflects an upward trend in the juvenile population at the Lynchburg Regional Detention Center because of the addition of the Community Placement Program. The Lynchburg Regional Detention Center is an outstanding facility recognized by the juvenile judicial system for providing educational services, mental health services, physical health services, and partnerships with local area businesses.

Respectfully submitted,

Tamara Rosser
Director, Department of Juvenile Services

c: Bonnie Svrcek, City Manager
Charles Hartgrove, Deputy City Manager
Donna Witt, Director, Financial Services
Robin Mamola, Accounting Supervisor, Human Services
Sherry McIntyre, Accountant, Juvenile Services

Lynchburg Regional Juvenile Detention Center
Special Revenue Fund
Financial Summary
First Quarter: As of September 30, 2016

	FY 2016 Amended Budget	FY 2016 Actual 1 QTR YTD	FY 2016 % of Budget	FY 2017 Amended Budget	FY 2017 Actual 1 QTR YTD	FY 2017 % of Budget	FY 2017 Amended Budget	FY 2017 Revised Estimates	FY 2017 Revised Estimate to Amended
Beginning Funds at July 1									
Revenues:									
* Charges for Services	1,734,159	155,321	9.0%	1,546,012	305,463	19.8%	1,546,012	1,546,012	-
Intergovernmental- Department of Juvenile Justice Block Grant	1,074,463	258,544	24.1%	1,063,886	511,012	48.0%	1,063,886	1,063,886	-
Intergovernmental- USDA	45,000	8,026	17.8%	45,000	7,106	15.8%	45,000	45,000	-
Community Placement Program (CPP)	0	0	0.0%	0	275,924	0.0%	0	601,200	601,200.00
Miscellaneous	0	0	0.0%	0	816	0.0%	0	0	-
Budget Designations/Purchase Orders	112,206	0	0.0%	100,000	0	0.0%	100,000	100,000	-
Total Revenues	2,965,828	421,891	14.2%	2,754,898	1,100,321	39.9%	2,754,898	3,356,098	601,200.00
Expenditures:									
Salaries	1,464,634	261,051	17.8%	1,353,844	306,590	22.6%	1,353,844	1,353,844	-
Employee Benefits	603,108	118,455	19.6%	565,186	114,090	20.2%	565,186	565,186	-
Contractual Services	47,877	8,679	18.1%	43,630	12,244	28.1%	43,630	43,630	-
Internal Services	16,278	3,038	18.7%	14,704	4,099	27.9%	14,704	14,704	-
Supplies and Materials	130,170	21,405	16.4%	130,170	23,741	18.2%	130,170	130,170	-
Utilities	85,800	14,378	16.8%	85,800	13,761	16.0%	85,800	85,800	-
Training and Conferences	3,050	628	20.6%	3,050	1,329	43.6%	3,050	3,050	-
Telecommunications	4,500	503	11.2%	4,500	587	13.1%	4,500	4,500	-
Postage and Mailing	850	0	0.0%	850	66	7.7%	850	850	-
Indirect Costs	252,343	63,086	25.0%	218,938	54,734	25.0%	218,938	218,938	-
Self Insurance	18,752	4,688	25.0%	18,752	4,688	25.0%	18,752	18,752	-
Dues and Memberships	500	20	4.0%	500	120	24.0%	500	500	-
Rentals and Leases	2,707	681	25.2%	2,409	370	15.3%	2,409	2,409	-
Health and Dental Benefits for Retirees	48,084	6,705	13.9%	51,388	11,712	22.8%	51,388	51,388	-
Professional Services	6,966	2,400	34.5%	6,910	1,265	18.3%	6,910	6,910	-
SpecialUseEquipment	2,000	0	0.0%	2,000	0	0.0%	2,000	2,000	-
Bond Refund	130,353	0	0.0%	0	0	0.0%	0	0	-
Debt Service	45,000	8,025	17.8%	114,907	0	0.0%	114,907	114,907	-
USDA Grant	0	0	0.0%	45,000	7,106	15.8%	45,000	45,000	-
Capital Outlay	0	0	0.0%	0	0	0.0%	0	0	-
Budget Designations	100,000	0	0.0%	100,000	0	0.0%	100,000	100,000	-
Contingency	2,856	0	0.0%	0	0	0.0%	0	0	-
Total Expenditures	2,965,828	513,742	17.3%	2,762,538	556,501	20.1%	2,762,538	2,762,538	-
TOTAL FUND BALANCE/Purchase Orders carried forward	(0)	(91,851)		(7,640)	543,820		(7,640)	593,560	
TOTAL ASSIGNED FUND BALANCE Maint./Equipment	100,000	100,012		100,000	100,011		100,000	100,000	

* Charges for Services includes September's billing and true up for FY 16 totaling \$304,568

January 10, 2017

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: Children's Services Act (CSA) Fund Financial Report for the period ending September 30, 2016.

The attached CSA Fund Financial Summary summarizes the financial activity for this Fund through September 30, 2016. Under the State guidelines, CSA prior year obligations are paid through September 30th of each year. However, the annual budget is prepared on a fiscal year (July-June). Because of the State guidelines, expenditures for this fund are unique due to the overlap of grants each fiscal year. Accordingly, this report reflects only the current grant year financial activity for FY 2017.

REVENUES

- Public Assistance – Welfare and Administration

The Public Assistance revenue source is the reimbursement received from the State for local expenses incurred under CSA for providing services to troubled youth and their families. The current rate of reimbursement for community-based services is 86.32%, residential services is 65.8%, and for all other services, 72.64%. State funds to assist in administering the grant, (\$38,437) for FY 2017 are provided by the State each year. A local match is required for all state funds received. Reimbursements received for expenditures in the first quarter of FY 2017 are \$346,081.

- CSA Contribution – General Fund and Schools

These revenue sources are comprised of the required local match for all State funds received for the Comprehensive Services Act. For the first quarter of FY 2017, local matching funds for programs in the amount of \$404,204 for the General Fund and \$49,135 for the Schools have been received.

- Miscellaneous Revenue

Miscellaneous revenues in the amount of \$2,405 were collected through the first quarter of FY 2017. These revenues are mainly comprised of recoupments from children's social security payments for expenditures incurred on their behalf, and registered billings for CSA parental co-payments. Recoupments are below budget estimates due to the utilization of IV-E funding whenever possible.

EXPENSES

- Administrative expenses

CSA Administrative funds are used for salaries, supplies, and materials. Budgeted funds for FY 2017 are \$64,816. Actual YTD administrative expenditures for first quarter of FY 2017 are \$11,901 or 18.4% of the budget.

- Mandated – Foster Care

Foster care expenses include funds for residential facilities, day care, maintenance payments to foster parents, enhanced maintenance payments to foster parents and foster care prevention. Year-to-date foster care expenditures through the first quarter of FY 2017 totaled \$270,817 or 8.8% of the budget. Expenditures in this category can rise with an increase in the mandated population.

- Mandated – Special Education

Special Education expenses include services for Special Education students from the Lynchburg City Schools. Expenditures for FY 2017 YTD total \$146,018 or 7.1% of the budget. Expenditures for this budget line can rise with increased enrollments at private day placements such as Rivermont School, Bridges and New Vistas School, in addition to students attending for longer periods of time.

- Non-Mandated Services

Non-mandated expenditures are for services such as counseling, mentoring, crisis intervention, and foster care prevention services. Non-mandated expenditures for the first quarter of FY 2017 are \$44,360 or 11.8% of the budget. Non-mandated services are provided almost exclusively to youth involved in the court system.

- Community Based Services

This category includes services to children while they are living at home, in the home of an extended family, in a regular foster family home, or in an independent living arrangement. Community services may include assessment, crisis stabilization, therapy, or intervention services provided in the child's home. Community Based Services through the first quarter of FY 2017 are \$30,753 or 7.2% of the budget.

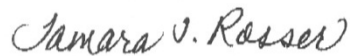
SUMMARY

The Children's Services Act Fund creates a collaborative system of services and funding that is child-centered, family-focused, and community-based when addressing the strengths and needs of at-risk youths and their families in the City of Lynchburg

While the number of children currently in foster care fluctuates during the year, the number of children receiving CSA services has increased; more children are now classified as mandated due to the severity of their issues and needs. Other factors continue to impact this budget. These factors include an increased number of children receiving more intensive services for longer periods of time, increased vendor rates as well as an increase in the number of services provided by the vendors, parental agreements, and an increase in special educational services.

The Community Policy and Management Team, in collaboration with the professional community, continues to work hard and is diligent and deliberate in efforts to reduce costs associated with CSA. We continue to work with the professional community to provide the most cost effective service to children and their families.

Respectfully submitted,



Tamara T. Rosser
Director of Human Services

c:

Bonnie Svrcek, City Manager
Charles Hartgrove, Deputy City Manager
Donna Witt, Director of Financial Services
Rhonda Allbeck, Assistant Director of Financial Services
Robin Mamola, Financial Professional IV
Kathy Collins, Financial Professional III

**Children's Services Act
Special Revenue Fund
Financial Summary
September 30, 2016**

	FY 2016	FY 2016	FY 2016	FY 2017	FY 2017	FY 2017
	Amended Budget	Actual 1 QTR YTD	% of Budget	Amended Budget	Actual 1 QTR YTD	% of Budget
<i>Beginning Fund Balance</i>	14,557	14,557		0	0	
<i>Revenues:</i>						
Public Assistance - Welfare and Administration	3,517,404	431,997	12.3%	4,130,165	346,081 ¹	8.4%
Transfer from Lynchburg City Schools	196,541	49,135	25.0%	196,541	49,135	25.0%
Transfer from General Fund	1,238,852	309,713	25.0%	1,616,816	404,204 ²	25.0%
Miscellaneous	110,000	10,306	9.4%	55,500	2,405	4.3%
<i>Total Revenues</i>	5,062,797	801,151	15.8%	5,999,022	801,825	13.4%
<i>Expenses:</i>						
Administrative Expenses	64,816	10,481	16.2%	64,816	11,901	18.4%
Mandated - Foster Care	2,372,898	152,170	6.4%	3,075,150	270,817	8.8%
Mandated - Special Education	1,866,000	24,523	1.3%	2,054,973	146,018	7.1%
Non-Mandated Services	375,836	19,651	5.2%	375,836	44,360	11.8%
Community Based	383,247	16,260	4.2%	428,247	30,753	7.2%
<i>Total Expenditures</i>	5,062,797	223,085	4.4%	5,999,022	503,848	8.4%
<i>ENDING FUND BALANCE</i>	14,557	592,623		0	297,977	

¹ Reimbursement received for July, August, and September, 2016

² Local GF match for the first quarter of FY17.

January 10, 2017

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: September 30, 2016 Quarterly Financial Report – Water Operating Fund

The attached Water Operating Fund Financial Summary summarizes the financial activity for this fund through September 30, 2016. This quarterly report provides comparative financial information for the same period of the prior fiscal year. Projected variances between the FY 2017 Budget and the Department's year end projections are described below.

REVENUES

Following the completion of the first quarter, the overall revenues for FY 2017 are projected to be at budget for all categories which includes the following: (1) Charges for Services, (2) Water Contracts and (3) Interest and Other.

EXPENSES

Overall expenses for FY 2017 are projected to be \$147,000 (.92%) less than budget. Explanations of this variance follow:

- **Departmental Operation and Maintenance Expenses:**

This category includes the Water Treatment Plant, Meter Operations, Water Line Maintenance and Administration. Expenses in this category are expected to be \$147,000 (1.55%) less than the FY 2017 budget (Water Treatment - \$0 increase, Meter Operations - \$128,000 savings, Water Line Maintenance - \$0 increase, Administration - \$19,000 savings). This variance is broken down as follows:

➤ Personnel Services and Benefits	\$19,000
➤ Supplies and Materials	125,050
➤ All Other	<u>2,950</u>
Total	\$147,000

The most significant variance is savings in Supplies and Materials that is primarily related to replacing fewer water meters than planned. The meter replacement program slowdown is directly associated

with the new “.Net” billings system that was implemented February, 2016. The new billings system is reporting greater number of customer usage irregularities compared to the previous billings system. Each reported customer irregularity warrants an investigation by a meter reader. Savings in Personnel Services and Benefits are related to unfilled positions at end of the quarter.

- **Non-Departmental Operation and Maintenance:**

Non-Departmental Operation and Maintenance expenses are anticipated to be within budget.

- **Capital Outlay**

Purchases in Capital Outlay are expected to be within budget.

- **Transfers to Other Funds**

Transfers to Other Funds are expected to be within budget.

- **Debt Service:**

Expenditures in debt service are expected to be within budget.

SUMMARY

This first quarter report reflects a stable FY 2017 financial position for this fund. As planned for the FY 2017 budget year, the debt coverage ratio was projected to be slightly less than the 1.20 policy target due to reduced revenue from Bedford County. In addition as planned, the fund balance ratio was going to exceed the target range of 25% - 40% to maintain stability in the fund. The debt coverage ratio projected for the end of the fiscal year is 1.19 compared to a target of 1.20. The fund balance ratio projected for the end of the fiscal year is 62.6% compared to a target range of 25% - 40%.

Respectfully submitted,

Timothy A. Mitchell, P.E.
Director of Water Resources

cc: Bonnie Svrcek, City Manager
Charles Hartgrove, Deputy City Manager
Donna Witt, Director of Financial Services

**WATER OPERATING FUND
FINANCIAL SUMMARY
Quarter Ending September 30, 2016**

	FY 2016 Adopted Budget	FY 2016 Actual Q1 YTD	FY 2016 % of Budget	FY 2017 Adopted Budget	FY 2017 Actual Q1 YTD	FY 2017 % of Budget	FY 2017 Adopted Budget	FY 2017 Revised Estimate	FY 2017 \$ Variance Adopted Budget vs. Projected
BEGINNING NET ASSETS	\$26,348,217	\$26,348,217		\$29,609,547	\$29,609,547		\$29,609,547	\$29,609,547	
Less: Invested in Capital Assets, net of related debt	(23,412,906)	(23,412,906)		(26,205,779)	(26,205,779)		(26,205,779)	(26,205,779)	
BEGINNING UNRESTRICTED NET ASSETS	2,935,311	2,935,311		\$3,403,768	\$3,403,768		\$3,403,768	\$3,403,768	
REVENUES:									
Charges for Services	\$11,858,798	\$2,464,298	21%	\$12,260,891	\$2,617,186	21%	\$12,260,891	\$12,260,891	\$0
Water Contracts	2,683,240	498,995	19%	2,213,440	527,344	24%	2,213,440	2,213,440	0
Interest and Other	266,231	146,637	55%	261,119	138,270	53%	261,119	261,119	0
	\$14,808,269	\$3,109,930		\$14,735,450	\$3,282,800		\$14,735,450	\$14,735,450	\$0
EXPENSES									
Departmental O&M	\$9,325,795	\$1,893,016	20%	\$9,490,614	\$2,011,150	21%	\$9,490,614	\$9,343,614	\$147,000
Non-Departmental O&M	247,451	30,578	12%	263,925	33,046	13%	263,925	263,925	0
Capital Outlay/Purchases	30,000	25,722	86%	131,000	29,823	23%	131,000	131,000	0
Transfers - Capital	1,250,000	312,500	25%	1,750,000	437,500	25%	1,750,000	1,750,000	0
Debt Service	4,316,541	1,525,408	35%	4,382,244	1,389,776	32%	4,382,244	4,382,244	0
	\$15,169,787	\$3,787,224		\$16,017,783	\$3,901,295		\$16,017,783	\$15,870,783	\$147,000
Adjustment for Expenses from Capital Projects		\$0			\$0				
ENDING NET ASSETS	\$2,573,793	\$2,258,017		\$2,121,435	\$2,785,273		\$2,121,435	\$2,268,435	

KEY RATIOS:

Unrestricted cash target range as a % of operating expenses & debt service:	25% - 40%
Unrestricted cash as a % of operating expenses & debt service:	62.6%
Financial Policy targeted debt coverage ratio minimum:	1.20
Ending debt coverage ratio:	1.19 (a)

Note (a) Calculation of debt coverage includes \$90,000 of projected capitalizable costs for internal labor charges applicable to time spent on capital project activities.

January 10, 2017

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: September 30, 2016 Quarterly Financial Report – Sewer Operating Fund

The attached Sewer Operating Fund Financial Summary summarizes the financial activity for this fund through September 30, 2016. This quarterly report provides comparative financial information for the same period of the prior fiscal year. Projected variances between the FY 2017 Budget and the Department's year end projections are described below.

REVENUES

Following the completion of the first quarter, overall revenues for FY 2017 are projected to exceed budget by \$431,600 (1.94%). Explanations of this variance follow:

- **Charges for Services:**

Revenue in this category is expected to be \$431,600 (2.34%) over budget mostly attributable to higher than anticipated Septic Hauler Charges primarily due a relatively new customer bringing leachate from Maplewood Landfill in Amelia County.

- **Sewer Contracts:**

Revenue in this category is projected to be at budget.

- **Interest and Other:**

Revenue in this category is projected to be at budget.

EXPENSES

Overall expenses for FY 2017 are projected to be \$163,550 (.73%) higher than budget. Explanations of this variance follow:

- **Departmental Operation and Maintenance:**

This category includes the Wastewater Treatment Plant and Sewer Line Maintenance. Expenses in this category are expected to be \$131,800 (1.24%) over budget (Waste Water Treatment Plant - \$126,800 and Sewer Line Maintenance - \$5,000). This variance is broken down as follows:

➤ Personnel Services and Benefits	\$81,700
➤ Chemicals	(28,000)
➤ Contractual Services	(100,600)
➤ Utilities	29,400
➤ Supplies and Materials	(50,700)
➤ All Other	<u>(\$63,600)</u>
Total	(\$131,800)

The most significant variance in savings is Personnel Services and Benefits. This is related to unfilled positions at end of the quarter. Due to a higher than normal equipment repairs at Wastewater Treatment Plant, increased costs are projected for Contractual Services and All Other line items. Repairs include the following: 1) Unplanned rebuilding of centrifuge gear box costing an estimated \$90,000. 2) Odor Control Building's failing roof falling years short of its estimated expected life with estimated costs of \$30,000. 3) Unplanned electrical failure in Headworks Building that requires sewage pump rentals costing an estimated \$45,000. Increased costs to Supplies and Materials are mostly attributable to much higher than expected sewer line repairs. Expected cost of Chemicals is increased due to controlling odors of one industrial customer.

- **Non-Departmental Operation and Maintenance:**

Non-Departmental Operation and Maintenance expenses are expected to be at budget.

- **Capital Outlay**

Purchases in Capital Outlay are expected to be \$31,750 (4.91%) over budget.

- **Transfers to Other Funds**

Transfers to Other Funds are expected to be at budget.

- **Debt Service**

Expenditures in Debt Service are expected to be at budget.

SUMMARY

This first quarter report reflects a stable FY 2017 financial position for this fund. Under the Council adopted financial policies, the two important financial ratios, debt coverage and fund balance, are within policy targets. The debt coverage ratio projected for the end of the fiscal year is 1.21 compared to a target range of 1.20 to 1.50. The fund balance ratio projected for the end of the fiscal year is 33% compared to a target range 15% to 25%.

Respectfully submitted,

Timothy A. Mitchell, P.E.
Director of Water Resources

cc: Bonnie Svrcek, City Manager
Charles Hartgrove, Deputy City Manager
Donna Witt, Director of Financial Services

SEWER OPERATING FUND
FINANCIAL SUMMARY
Quarter Ending September 30, 2016

	FY 2016 Adopted Budget	FY 2016 Actual Q1 YTD	FY 2016 % of Budget	FY 2017 Adopted Budget	FY 2017 Actual Q1 YTD	FY 2017 % of Budget	FY 2017 Adopted Budget	FY 2017 Revised Estimate	FY 2017 \$ Variance Adopted Budget vs. Projected
BEGINNING NET ASSETS (1)	\$134,996,557	\$134,996,557		\$145,484,847	\$145,484,847		\$145,484,847	\$145,484,847	
Less: Invested in Capital Assets, net of related debt	(131,477,037)	(131,477,037)		(141,495,886)	(141,495,886)		(141,495,886)	(141,495,886)	
BEGINNING UNRESTRICTED NET ASSETS	\$3,519,520	\$3,519,520		\$3,988,961	\$3,988,961		\$3,988,961	\$3,988,961	
REVENUES:									
Charges for Services	\$17,917,821	\$3,213,013	18%	\$18,446,728	\$3,652,300	20%	\$18,446,728	\$18,878,328	\$431,600
Sewer Contracts	3,332,495	586,682	18%	3,687,687	\$586,060	16%	3,687,687	3,687,687	0
Interest and Other	210,634	64,955	31%	66,599	\$48,087	72%	66,599	66,599	0
	\$21,460,950	\$3,864,650		\$22,201,014	\$4,286,447		\$22,201,014	\$22,632,614	\$431,600
EXPENSES:									
Departmental O&M	\$9,941,108	\$2,084,575	21%	\$10,669,574	\$2,323,981	22%	\$10,669,574	\$10,801,374	(\$131,800)
Non-Departmental O&M	288,522	31,940	11%	305,750	36,224	12%	305,750	305,750	0
Capital Outlay/Purchases	265,000	0	0%	647,000	14,652	2%	647,000	678,750	(31,750)
Transfers - Capital	1,500,000	375,000	25%	1,300,000	325,000	25%	1,300,000	1,300,000	0
Debt service	9,370,351	1,564,703	17%	9,432,752	1,474,876	16%	9,432,752	9,432,752	0
	\$21,364,981	\$4,056,218		\$22,355,076	\$4,174,733		\$22,355,076	\$22,518,626	(\$163,550)
Adjustment for Expenses from Capital Projects		\$0			-			\$0	
ENDING NET ASSETS	\$3,615,489	\$3,327,952		\$3,834,899	\$4,100,675		\$3,834,899	\$4,102,949	

KEY RATIOS:

Unrestricted cash target range as a % of operating expenses & debt service:

25% - 40%

Unrestricted cash as a % of operating expenses & debt service:

33%

Financial Policy targeted debt coverage ratio minimum:

1.20

Ending debt coverage ratio:

1.21 (a)

Note (a) Calculation of debt coverage includes \$130,000 of projected capitalizable costs for internal labor charges applicable to time spent on capital project activities.

January 10, 2017

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: September 30, 2016 Quarterly Financial Report – Stormwater Operating Fund

The attached Stormwater Operating Fund Financial Summary summarizes the financial activity for this fund through September 30, 2016. This quarterly report provides comparative financial information for the same period of the prior fiscal year. Projected variances between the FY 2017 Budget and the Department's year end projections are described below.

REVENUES

Following the completion of the first quarter, the overall revenues for FY 2017 are projected to be at budget for all categories that includes the following: (1) Charges for Services, (2) Interest and Other (3) Transfers from Other Funds.

EXPENSES

Overall expenses for FY 2017 are projected to be at budget. However, variances are projected to occur in two categories: Departmental Operation and Maintenance and Capital Outlay. Remaining two categories, Non-Departmental Operation and Maintenance and Transfers to Other Funds are projected to be within budget. Explanations of variances follow:

- **Departmental Operation and Maintenance:**

Departmental Operational and Maintenance are expected to be \$9,750 below budget. This is mostly attributable to savings for Engineering and Legal Services.

- **Non-Departmental Operational and Maintenance:**

Non-Departmental Operational and Maintenance Expenses are expected to be at budget.

- **Capital Outlay**

Purchases in Capital Outlay are expected to be \$9,750 over budget. This is due to software that was expected to arrive and be installed before June, 2016. This software arrived July, 2016 thus posting this purchase in FY 2017.

- **Transfers to Other Funds**

Transfers to Other Funds are expected to be at budget.

SUMMARY

This first quarter report reflects a stable FY 2017 financial position for the fund at this time. The fund balance ratio projected for the end of the fiscal year is 28.1% compared to the target balance of 15% - 20%. Currently, there is no debt in the Stormwater Fund.

Respectfully submitted,

Timothy A. Mitchell, P.E.
Director of Water Resources

cc: Bonnie Svrcek, City Manager
Charles Hartgrove, Deputy City Manager
Donna Witt, Director of Financial Services

STORMWATER OPERATING FUND
FINANCIAL SUMMARY
Quarter Ending September 30, 2016

	FY 2016 Adopted Budget	FY 2016 Actual Q1YTD	FY 2016 % of Budget	FY 2017 Adopted Budget	FY 2017 Actual Q1YTD	FY 2017 % of Budget	FY 2017 Adopted Budget	FY 2017 Revised Estimate	FY 2017 \$ Variance Adopted Budget vs. Projected
BEGINNING NET ASSETS	\$1,498,775	\$1,498,775		\$1,518,205	\$1,518,205		\$1,518,205	\$1,518,205	
Less: Invested in Capital Assets, net of related debt	(776,555)	(776,555)		(803,265)	(803,265)		(803,265)	(803,265)	
BEGINNING UNRESTRICTED NET ASSETS	\$722,220	\$722,220		\$714,940	\$714,940		\$714,940	\$714,940	
REVENUES:									
Charges for Services	\$3,202,178	\$590,286	18%	\$3,187,400	586,360	18%	\$3,187,400	\$3,187,400	\$0
Interest and Other	4,500	0	0%	4,500	1,911	42%	4,500	4,500	0
Transfers from Other Funds	275,000	68,750	25%	275,000	68,750	25%	275,000	275,000	0
	\$3,481,678	\$659,036		\$3,466,900	\$657,021		\$3,466,900	\$3,466,900	\$0
EXPENSES:									
Departmental O&M	\$2,483,080	\$446,412	18%	\$2,346,698	\$419,586	18%	\$2,346,698	\$2,336,948	\$9,750
Non-Departmental O&M	32,425	4,000	12%	42,150	2,107	5%	42,150	42,150	0
Capital Outlay/Purchases	29,000	0	0%	32,000	9,750	30%	32,000	41,750	(9,750)
Transfers - Capital	1,150,000	287,500	25%	1,175,000	293,750	25%	1,175,000	1,175,000	0
Transfers - Sewer Operating and Fleet	126,734	31,684	25%	0	0		0	0	0
Debt Service	0	0		0	0		0	0	0
	\$3,821,239	\$769,596		\$3,595,848	\$725,193		\$3,595,848	\$3,595,848	\$0
Adjustment for Expenses from Capital Projects		\$0			\$0			\$0	
ENDING NET ASSETS	\$382,659	\$611,660		\$585,992	\$646,768		\$585,992	\$585,992	

KEY RATIOS:

Unrestricted cash target range as a % of operating expenses & debt service

15% - 20%

Projected unrestricted cash as a % of operating expenses at year end

28.1%

January 10, 2017

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: September 30, 2016 Quarterly Report - General Fund

Attached is the Financial Summary for the General Fund (Fund) for the period ending September 30, 2016.

This quarterly report provides comparative information for the same period of the prior fiscal year and an annualized projection through the end of the current fiscal year.

NON-DEDICATED REVENUES

- Real Estate Taxes:

Real Estate taxes are due in four quarterly installments on November 15, January 15, March 15, and May 15. As of the date of this report, the first installment for FY 2017 has not been billed.

- Personal Property Taxes:

Personal Property tax revenue for FY 2017 is \$1,653,403, which is \$11,842 less than the amount collected in the first quarter of FY 2016. Staff projects to meet the FY 2017 Adopted Budget of \$17,557,000. Personal property taxes are payable in two equal installments on June 5 and December 5. Additional billings for personal property acquisitions are due March 5 and September 5.

In 1998, the Virginia General Assembly enacted the Personal Property Tax Relief Act (PPTRA) to reimburse citizens for a portion of the local personal property tax. In the 2004 Virginia General Assembly, the State capped the amount reimbursed to localities, which equates to \$950 million for FY 2017. This action eliminates the 70% reimbursement. Lynchburg's share is \$5,543,584. During the first quarter of FY 2017, the State reimbursed the City \$277,179 (5%), as scheduled. Future payments will be made in November 2016 (75%), February 2017 (15%), and May 2017 (5%).

- Consumer Utility Taxes - Electric:

Consumer Utility Tax – Electric revenue is \$683,935, which is on pace with the FY 2017 budget projection based on collections for 2 months. Staff is monitoring this revenue and providing the Finance Committee with monthly updates.

- Communication Sales and Use Taxes:

Communication Sales and Use tax revenue is \$265,192 which is on pace with FY 2017 budget projection based on collections for 1 month. Staff is monitoring this revenue and providing the Finance Committee with monthly updates.

- Local Sales Tax:

In comparison to the FY 2017 budget, sales tax revenue of \$1,152,527 is slightly behind by 7.5%, or \$92,958 based on collections for 1 month.

- Business License

Business License revenue collected for the first quarter of FY 2017 is \$13,853. Since this tax is due May 1, the collection percentage is currently only a small part of the annual budget. The majority of the tax will be collected from March to May.

- Meals Tax

Meals tax revenue of \$2,252,630 is slightly behind FY 2017 budget projections by 3.3%, or \$77,895 based on collections for 2 months. Staff is monitoring this revenue and providing the Finance Committee with monthly updates.

- Lodging Tax

Lodging tax revenue of \$369,528 is slightly behind FY 2017 budget projections by 5.3%, or \$20,785 based on collections for 2 months. Staff is monitoring this revenue and providing the Finance Committee with monthly updates.

- Permit, Fees, and Licenses:

Permit, Fees, and Licenses revenue is slightly ahead of FY 2017 budget projections with \$309,028 collected.

- Fines and Forfeitures:

Fines and Forfeitures revenue of \$93,082 is behind the budget projection for FY 2017 by 33.2%, or \$46,293 due primarily to the timing in receiving court fines, as well as parking fines. Staff will continue to keep a close watch on this revenue to see if an adjustment in projected revenue is necessary.

- Interest on Investments:

Investment income is on pace with budget for FY 2017.

- Charges for Services

Charges for Services revenue is on pace with budget projections for FY 2017 with \$2,362,785 collected.

DEDICATED REVENUES

Intergovernmental Revenues (consisting of Constitutional Officers, Health and Human Services, and State & Federal subsidies) of \$6,373,721 are 13.9%, or \$1,025,390 less than FY 2017 budget projection. This is due to the timing of submitting and receiving reimbursements for constitutional offices.

EXPENDITURES

- Operating Expenditures:

The percentage of operating expenditures spent through the first quarter of FY 2017, 25.6%, is on target with budget projections.

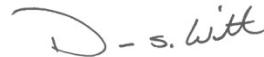
- Debt Service

Debt Service expenditures are on pace with FY 2017 budget projections.

SUMMARY

This report represents three months of fiscal activity. As the year progresses, revised estimates for revenues and expenditures will be presented to reflect the impact of changes.

Respectfully submitted,

A handwritten signature in cursive script that reads "D. S. Witt".

Donna S. Witt
Director of Financial Services

cc: Bonnie Svrcek, City Manager
Charles Hartgrove, Deputy City Manager
Rhonda Allbeck, Assistant Director of Financial Services

Fiscal Year	Fiscal Calendar 2017
Fiscal Quarter of Year	Fiscal Q 1
Fund	1001 General Fund
Account Type	Revenue
Process Status	Posted

Revenues	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 9/30/16	Remaining Budget w/o Encumbrances	Percentage of Amended Budget	Actual Amount 9/30/15
100 Taxes							
02110 - Current Real Property Tax	56,771,770	-	56,771,770	2,711,871	54,059,899	4.8%	1,292,386
02110 - Delinquent Real Prop Tax	1,575,000	-	1,575,000	347,091	1,227,909	22.0%	159,852
02110 - Tax Relief For Elderly	(700,000)	-	(700,000)	(643,883)	(56,117)	92.0%	(639,853)
02110 - Tax Relief-Rehab.RealProp	(625,000)	-	(625,000)	(664,367)	39,367	106.3%	(564,488)
02120 - Current PSC Taxes	2,400,000	-	2,400,000	-	2,400,000	0.0%	-
02130 - Curr Pers Property Tx PCI	17,557,000	-	17,557,000	1,653,403	15,903,597	9.4%	1,665,245
02130 - Delinquent PP Tax PCI	1,000,000	-	1,000,000	101,707	898,293	10.2%	88,378
02130 - Recovery-C/O Pers Prop Tx	4,000	-	4,000	7,479	(3,479)	187.0%	68
02170 - Interest-Delinquent Taxes	385,000	-	385,000	184,145	200,855	47.8%	61,141
02170 - Penalty-Delinquent Taxes	635,000	-	635,000	169,942	465,058	26.8%	118,687
02510 - Local Sales And Use Taxes	15,465,700	-	15,465,700	1,152,527	14,313,173	7.5%	1,207,589
02515 - Consumer Util Tx-Electric	3,790,000	-	3,790,000	683,935	3,106,065	18.0%	666,829
02515 - Consumer Utility Tax-Gas	654,000	-	654,000	49,088	604,912	7.5%	47,783
02515 - Right of Way Fees	250,000	-	250,000	2,686	247,314	1.1%	1,977
02517 - Communication Sale&Use Tx	3,220,000	-	3,220,000	265,192	2,954,808	8.2%	276,750
02520 - Business License Taxes	8,242,438	-	8,242,438	13,853	8,228,585	0.2%	13,706
02520 - Consumption Tax Electric	315,000	-	315,000	56,464	258,536	17.9%	54,846
02520 - Consumption Tax Gas	34,000	-	34,000	2,475	31,525	7.3%	2,232
02520 - Pen&Int-Business License	90,000	-	90,000	16,230	73,770	18.0%	20,079
02525 - Fran.Lic. Tax-Sprint Cel	-	-	-	-	-	0.0%	500
02525 - Franchis Lic.Tax-MCI	-	-	-	-	-	0.0%	9,600
02530 - Delinquent MtrVeh LicFee	174,000	-	174,000	8,093	165,907	4.7%	7,001
02530 - Motor Vehicle LicensesPCI	1,544,000	-	1,544,000	83,264	1,460,736	5.4%	74,422
02535 - Bank Stock Taxes	750,000	-	750,000	-	750,000	0.0%	2,371
02540 - Probate Taxes	15,000	-	15,000	5,675	9,325	37.8%	3,622
02540 - Recordation Taxes-City	475,000	-	475,000	109,840	365,160	23.1%	36,853
02545 - Tobacco Taxes	875,000	-	875,000	238,989	636,011	27.3%	215,445
02550 - Amusement Tax	675,000	-	675,000	122,558	552,442	18.2%	104,435
02550 - Penalty/Int-Amusement Tx	-	-	-	93	(93)	0.0%	2,316
02555 - Lodging Tax	2,150,000	-	2,150,000	375,289	1,774,711	17.5%	381,131
02555 - Penalty/Interest-Lodging	-	-	-	388	(388)	0.0%	4,616
02560 - Meals Tax	14,392,718	-	14,392,718	2,187,223	12,205,495	15.2%	2,231,735
02560 - Penalty/Interest-Meals Tx	50,000	-	50,000	20,247	29,753	40.5%	25,816
100 Taxes Total	132,164,626	-	132,164,626	9,261,498	122,903,128	7.0%	7,573,071
110 Permits, Fees, & Licenses							
03005 - Animal Licenses	10,000	-	10,000	1,205	8,795	12.1%	1,110
03010 - Annual/Periodic Insp Fee	10,500	-	10,500	900	9,600	8.6%	2,300
03010 - Building Insp Permit Fee	450,000	-	450,000	186,993	263,007	41.6%	86,616
03010 - Building Plan Review	40,000	-	40,000	17,710	22,290	44.3%	5,821
03010 - Concealed Weapons Permit	21,000	-	21,000	10,574	10,427	50.4%	4,798
03010 - Conditional Use Permits	2,400	-	2,400	400	2,000	16.7%	1,200
03010 - Demolition Fees	7,500	-	7,500	3,100	4,400	41.3%	1,300
03010 - Elev Admin Fee Pen & Int	-	-	-	154	(154)	0.0%	155
03010 - Elevator Inspec Admin Fee	20,000	-	20,000	9,369	10,631	46.8%	9,691
03010 - False Alarm Serv Assessmt	110,000	-	110,000	4,275	105,725	3.9%	5,028
03010 - Land Disturbing Fees	-	-	-	3,158	(3,158)	0.0%	10,294
03010 - Land Use Application Fees	22,000	-	22,000	-	22,000	0.0%	-
03010 - Legal Notice Advertising	4,726	-	4,726	8,219	(3,493)	173.9%	-
03010 - Misc Permit Fee & License	2,000	-	2,000	360	1,640	18.0%	50
03010 - Permit Parking Fees	184,000	-	184,000	43,023	140,977	23.4%	50,836
03010 - Precious Metal Premits	1,600	-	1,600	600	1,000	37.5%	400
03010 - Rental Insp-Annual No/Shw	-	-	-	50	(50)	0.0%	100
03010 - Rental Inspec- Pre Court	-	-	-	50	(50)	0.0%	-
03010 - Rental Intial Inspection	-	-	-	400	(400)	0.0%	-
03010 - Rental Reinspect/FollowUp	-	-	-	350	(350)	0.0%	150
03010 - Re-zoning Fees	5,000	-	5,000	6,082	(1,082)	121.6%	1,802
03010 - Sign Insp Permit Fee	5,400	-	5,400	1,800	3,600	33.3%	900
03010 - Site Plan Reviews	19,500	-	19,500	4,487	15,013	23.0%	5,206
03010 - Subdivision Plat Review	9,500	-	9,500	4,797	4,703	50.5%	2,880
03010 - Taxicab Application Fees	5,000	-	5,000	1,275	3,725	25.5%	800
03010 - Transfer Fees	1,600	-	1,600	689	912	43.0%	573
03010 - Zoning Appeal Fees-Inspc	800	-	800	(990)	1,790	-123.8%	200
110 Permits, Fees, & Licenses Total	932,526	-	932,526	309,028	623,498	33.1%	192,210
120 Fines & Forfeitures							
03510 - Court Fines And Forfeit.	440,000	-	440,000	77,409	362,591	17.6%	32,067
03510 - Criminal Court Fees	2,500	-	2,500	508	1,992	20.3%	198
03510 - Parking Fines	115,000	-	115,000	15,165	99,835	13.2%	13,423

Revenues	Percentage of						
	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 9/30/16	Remaining Budget w/o Encumbrances	Amended Budget	Actual Amount 9/30/15
120 Fines & Forfeitures Total	557,500	-	557,500	93,082	464,418	16.7%	45,688
130 Use of Money & Property							
04010 - Interest on Investment	60,000	-	60,000	(17,549)	77,549	-29.2%	48,885
04010 - Interest-City Capital	30,000	-	30,000	21,272	8,728	70.9%	26,495
04010 - Interest-Health Ins Resrv	10,000	-	10,000	4,375	5,625	43.7%	4,375
04010 - Interest-OPEB	4,000	-	4,000	3,292	708	82.3%	2,266
04010 - Interest-School Capital	200	-	200	-	200	0.0%	-
04010 - Interest-SNAP Income	30,000	-	30,000	30,873	(873)	102.9%	9,796
04010 - Interst-MktValueGain/Loss	-	-	-	25,786	(25,786)	0.0%	(3,636)
04020 - Culture & Rec. Prop Rent	15,070	-	15,070	7,535	7,535	50.0%	3,768
04020 - Dwntrwn Parking Deck Lease	88,000	-	88,000	21,965	66,036	25.0%	22,311
04020 - Gen Govt Property Rental	85,000	-	85,000	23,018	61,982	27.1%	22,991
04020 - Human Services Prop Rent	100,000	-	100,000	25,000	75,000	25.0%	25,000
04020 - Market Rent- Pen & Int	500	-	500	95	405	18.9%	253
04020 - Prop Rental-Market/Park.	95,000	-	95,000	27,170	67,830	28.6%	11,164
04020 - Prop Rental-Stadium	2,900	-	2,900	560	2,340	19.3%	485
04020 - Public Safety Prop Rent	36,250	-	36,250	36,250	-	100.0%	-
04020 - Public Works Prop Rental	6,000	-	6,000	-	6,000	0.0%	-
04020 - Rental Miller Center	120,000	-	120,000	-	120,000	0.0%	-
130 Use of Money & Property Total	682,920	-	682,920	209,641	473,279	30.7%	174,151
140 Charges for Services							
04510 - Collection & Tax Lien Fees	25,000	-	25,000	5,216	19,784	20.9%	7,598
04510 - DMV Admin Fee	240,100	-	240,100	75,995	164,105	31.7%	67,670
04510 - DMV Select Agency	25,000	-	25,000	9,229	15,771	36.9%	7,454
04510 - Indirect Cost&Srvs Airprt	114,108	-	114,108	28,527	85,581	25.0%	27,898
04510 - Indirect Cost&Srvs Sewer	226,047	-	226,047	56,512	169,535	25.0%	51,610
04510 - Indirect Cost&Srvs Water	781,224	-	781,224	195,306	585,918	25.0%	211,280
04510 - Indirect Cost&Srvs WWTP	535,916	-	535,916	133,976	401,940	25.0%	141,976
04510 - Indirect Cost&Srvs DetHome	225,035	-	225,035	54,735	170,301	24.3%	63,086
04510 - Indirect Cost&Srvs Juv Svc	-	-	-	-	-	0.0%	-
04510 - Indirect Cost&Srvs Strmwtr	(75,204)	-	(75,204)	(18,801)	(56,403)	25.0%	26,832
04510 - Processng Fee - Payroll deduction	6,500	-	6,500	1,630	4,870	25.1%	1,590
04510 - Sale of GIS Maps & Data	300	-	300	35	265	11.7%	100
04515 - CA Coll Fees- Circuit Crt	56,200	-	56,200	13,942	42,258	24.8%	11,903
04515 - CA Coll Fees- Gen Dist Ct	50,000	-	50,000	17,360	32,640	34.7%	17,792
04515 - CA Coll Fees- J&D Court	9,500	-	9,500	1,234	8,266	13.0%	1,757
04515 - Commonwealth Atty.Fees	7,000	-	7,000	3,359	3,641	48.0%	1,884
04515 - Court Rm Sheriff Fee \$5	110,000	-	110,000	19,817	90,183	18.0%	17,778
04515 - Document Reprod Costs	8,000	-	8,000	2,667	5,334	33.3%	1,606
04515 - Fees For Court Officers	7,244	-	7,244	7,244	(0)	100.0%	7,244
04515 - Legal Service Charges	20,000	-	20,000	-	20,000	0.0%	-
04515 - Probation Supervisor Fee	15,000	-	15,000	2,354	12,646	15.7%	5,852
04520 - \$250 DUI Fees	-	-	-	2,459	(2,459)	0.0%	1,810
04520 - Ambulance Service Fees	2,750,000	-	2,750,000	387,877	2,362,123	14.1%	421,891
04520 - Criminal Records Check	3,000	-	3,000	915	2,085	30.5%	495
04520 - Delinq Ambulance>120 Days	115,000	-	115,000	28,379	86,621	24.7%	187,762
04520 - Fire Prevention Fees	3,300	-	3,300	1,125	2,175	34.1%	1,450
04520 - Lcl Reimb-COL Confd Space	50,000	-	50,000	12,500	37,500	25.0%	12,500
04520 - PD Off Duty	995,403	-	995,403	255,279	740,124	25.6%	253,421
04520 - PD Off Duty- Pen & Int	-	-	-	-	-	0.0%	(8,283)
04520 - PIER Contract Payments	32,500	-	32,500	28,000	4,500	86.2%	32,500
04520 - Police Report Sales	13,500	-	13,500	3,430	10,070	25.4%	3,750
04520 - Police-Schools DARE Prog	96,500	-	96,500	-	96,500	0.0%	27,677
04520 - Range Use Fee	15,000	-	15,000	12,000	3,000	80.0%	14,800
04525 - Bldg Maint Charge-Other	20,461	-	20,461	5,071	15,390	24.8%	2,536
04525 - Downtown Parking Fees	30,000	-	30,000	6,461	23,539	21.5%	3,371
04525 - Engineering Serv.Charges	-	-	-	0	(0)	0.0%	5,557
04525 - PW Admin Stormwater Chrgs	152,193	-	152,193	4,637	147,556	3.0%	10,733
04525 - PW Eng Stormwater Chrgs	15,093	-	15,093	2,097	12,996	13.9%	-
04525 - PW Streets StormwaterChrg	168,610	-	168,610	-	168,610	0.0%	195
04525 - Resid.Disposal-Decals	785,000	-	785,000	560,202	224,798	71.4%	562,314
04525 - Trash Bag Srvs-Waste Zero	160,000	-	160,000	30,797	129,203	19.2%	30,562
04530 - CSA Service Providers	77,980	-	77,980	-	77,980	0.0%	-
04530 - Local Reimb-Opportunity	381,359	-	381,359	-	381,359	0.0%	31,143
04530 - Local Reimb-Sparc House	420,137	-	420,137	-	420,137	0.0%	89,700
04530 - Lynchburg Youth Group Home Charges	-	-	-	155,297	(155,297)	0.0%	-
04535 - Delinq Library Fines&Fees	4,000	-	4,000	566	3,434	14.2%	1,263
04535 - Delinq Library Lost/Dmg	8,200	-	8,200	629	7,571	7.7%	1,683
04535 - Delinq Library Pen & Int	2,800	-	2,800	121	2,679	4.3%	424
04535 - Law Library Fees	30,000	-	30,000	8,774	21,226	29.2%	7,719
04535 - Library Fines And Fees	65,000	-	65,000	13,775	51,225	21.2%	13,851
04535 - Lost/Damaged Library Prop	5,000	-	5,000	1,284	3,716	25.7%	1,404
04535 - Lynchburg Museum Fees	-	-	-	-	-	0.0%	-
04535 - Point of Honor Adm Fees	11,000	-	11,000	3,269	7,732	29.7%	4,555

	Percentage of						
Revenues	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 9/30/16	Remaining Budget w/o Encumbrances	Amended Budget	Actual Amount 9/30/15
04535 - Recreation Program Fees	451,822	-	451,822	105,949	345,873	23.4%	98,991
04535 - Swimming Pool Fees	24,000	-	24,000	13,572	10,428	56.6%	9,801
04540 - Charges For Demolition	-	-	-	-	-	0.0%	5,232
04540 - Com Devl Stormwater Chrgs	392,864	-	392,864	98,213	294,651	25.0%	124,751
04599 - Secure Vacant Stru Reimb	-	-	-	1,089	(1,089)	0.0%	-
04599 - Weed Ordinance Program	20,000	-	20,000	8,683	11,317	43.4%	3,308
140 Charges for Services Total	9,686,692	-	9,686,692	2,362,785	7,323,907	24.4%	2,631,774
150 Miscellaneous Revenue							
05030 - Suspense Revenue/Exp Ref	-	-	-	0	(0)	0.0%	0
05050 - Cash Overage And Shortage	-	-	-	(462)	462	0.0%	831
05050 - Community Handbook Ad Sales	19,000	-	19,000	-	19,000	0.0%	-
05050 - Credit Card Rebate	100,000	-	100,000	-	100,000	0.0%	-
05050 - Digg's Trust Rec-Pt Honor	36,900	-	36,900	10,200	26,700	27.6%	10,200
05050 - Donations- Emergency Mgmt	-	-	-	-	-	0.0%	550
05050 - Friends of Lynchburg Library	7,250	-	7,250	-	7,250	0.0%	1,813
05050 - Gifts And Misc.	2,000	-	2,000	907	1,093	45.3%	659
05050 - Miscellaneous Revenue	60,000	-	60,000	33,748	26,252	56.2%	35,784
05050 - P&R Spec Evt Sponserhip	-	-	-	600	(600)	0.0%	500
05050 - Parking Lease Agreement	98,000	-	98,000	26,869	71,131	27.4%	25,944
05050 - Photo Reprod And Royalty	400	-	400	110	290	27.5%	40
05050 - Pmt In Lieu Tax-WestCntbr	52,900	-	52,900	-	52,900	0.0%	-
05050 - PointOfHonr-GiftShopSales	1,000	-	1,000	2,000	(1,000)	200.0%	-
05050 - Proceeds frm PropRoom.com	-	-	-	18	(18)	0.0%	283
05050 - Pymt In Lieu of Tax-LRHA	25,000	-	25,000	-	25,000	0.0%	-
05050 - Reimb.POH Carriage House	26,300	-	26,300	6,938	19,363	26.4%	6,938
05050 - RSA Profit Sharing	-	-	-	-	-	0.0%	18,248
05050 - Sale-Salvage/Surplus Prop	3,000	-	3,000	5,153	(2,153)	171.8%	-
05050 - Special Welfare Recoup	-	-	-	-	-	0.0%	46
05050 - Tourism Misc Revenue	6,898	-	6,898	481	6,417	7.0%	-
05050 - Trash Bag&Decal Violation	5,000	-	5,000	1,255	3,745	25.1%	2,975
05050 - Trash Cart Sales	2,000	-	2,000	1,365	635	68.3%	719
05050 - Visitor Ctr Merchandise	23,700	-	23,700	4,859	18,841	20.5%	6,693
05050 - VisitorCtr CoffeeDonation	-	-	-	-	-	0.0%	123
05050 - WardsCrossingWestSvcFee	135,923	-	135,923	-	135,923	0.0%	-
150 Miscellaneous Revenue Total	605,271	-	605,271	94,041	511,230	15.5%	112,343
300 State Non-Categorical Aid							
06100 - Auto Rental Tax-DMV	280,000	-	280,000	90,740	189,260	32.4%	82,912
06100 - Deeds Of Conveyance	125,000	-	125,000	38,153	86,847	30.5%	10,438
06100 - Mobile Home Titling Taxes	1,000	-	1,000	225	775	22.5%	390
06100 - Personal Prop Tax Relief	5,543,584	-	5,543,584	277,179	5,266,405	5.0%	277,179
06100 - Recordation Taxes-State	150,000	-	150,000	0	150,000	0.0%	(0)
06100 - Rolling Stock Taxes	93,000	-	93,000	90,407	2,593	97.2%	105,138
300 State Non-Categorical Aid Total	6,192,584	-	6,192,584	496,705	5,695,879	8.0%	476,056
310 State Shared Exp (Cat.)							
06510 - Commissioner of Revenue	175,749	-	175,749	24,530	151,219	14.0%	27,833
06510 - Registrar/Electoral Board	53,455	-	53,455	-	53,455	0.0%	-
06510 - Treasurer	101,631	-	101,631	15,539	86,092	15.3%	15,712
06515 - Clerk of Cir Crt-Fringes	556,554	-	556,554	83,089	473,465	14.9%	82,072
06515 - Commonwealth Attorney	1,012,685	-	1,012,685	158,881	853,804	15.7%	148,190
06515 - Sheriff	1,199,090	-	1,199,090	171,353	1,027,737	14.3%	177,768
310 State Shared Exp (Cat.) Total	3,099,164	-	3,099,164	453,392	2,645,772	14.6%	451,575
320 State Categorical Aid							
06820 - HB 599 Law Enforc.Asst	2,930,790	-	2,930,790	756,288	2,174,502	25.8%	732,698
06820 - Juvenile Correct-Block Gt	247,716	-	247,716	61,929	185,787	25.0%	61,929
06820 - Wireless E911	298,340	-	298,340	47,173	251,167	15.8%	47,488
06825 - Street And Highway Maint.	7,728,571	-	7,728,571	2,840,347	4,888,224	36.8%	1,949,214
06830 - Finance-Social Svc-State	113,737	-	113,737	11,916	101,821	10.5%	24,273
06830 - Health Department	125,000	-	125,000	-	125,000	0.0%	-
06830 - SS State Adm Sub 0901	2,134,641	-	2,134,641	268,204	1,866,437	12.6%	257,383
06830 - SS State Prog Sub 0902	5,406,215	-	5,406,215	586,106	4,820,109	10.8%	964,122
06835 - Finan Asst-Public Library	151,959	-	151,959	39,104	112,855	25.7%	37,990
06835 - SNAP Prog-Double Dollar	-	-	-	300	(300)	0.0%	-
06835 - SNAP Program Reimb	15,000	-	15,000	3,870	11,130	25.8%	4,375
320 State Categorical Aid Total	19,151,969	-	19,151,969	4,615,236	14,536,733	24.1%	4,079,471
330 State Aid in Suspense							
05030 - Suspense Rev-Va EDI Pmts	-	-	-	0	(0)	0.0%	0
330 State Aid in Suspense Total	-	-	-	0	(0)	0.0%	0
510 Federal Direct Cat. Aid							
07510 - Dir Fed Reim-Parks&Rec	-	-	-	-	-	0.0%	42,322
07540 - IRS Int Subs 8/09 BABsSCH	211,000	-	211,000	106,233	104,767	50.3%	105,663
07540 - IRS Int Subsidy 8/09 BABs	60,000	-	60,000	30,621	29,379	51.0%	30,457
510 Federal Direct Cat. Aid Total	271,000	-	271,000	136,855	134,145	50.5%	178,442
520 Fed Cat Aid- Pass Thru							
07825 - B&G Chrgs Commerce St Bld	48,000	-	48,000	8,980	39,020	18.7%	8,890

Revenues	Percentage of						
	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 9/30/16	Remaining Budget w/o Encumbrances	Amended Budget	Actual Amount 9/30/15
07830 - Fed Pass Thru:Cost AIIDMG	400,000	-	400,000	-	400,000	0.0%	-
07830 - Finance-Social Svc-Fed	164,836	-	164,836	17,268	147,568	10.5%	35,177
07830 - SS Fed Adm Sub 0901	3,373,713	-	3,373,713	695,510	2,678,203	20.6%	681,436
07830 - SS Fed Prog Sub 0902	2,957,974	-	2,957,974	424,849	2,533,126	14.4%	232,007
07875 - Human Service Lease	129,786	-	129,786	21,631	108,155	16.7%	21,631
520 Fed Cat Aid- Pass Thru Total	7,074,309	-	7,074,309	1,168,238	5,906,071	16.5%	979,141
Grand Total	180,418,561	-	180,418,561	19,200,500	161,218,061	10.6%	16,893,922

Fiscal Year	Fiscal Calendar 2017
Fiscal Quarter of Year	Fiscal Q 1
Fund	1001 General Fund
Account Type	Expenses
Process Status	Posted

Expenditures	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 9/30/16	Remaining Budget w/ Encumbrances	Percentage Used w/ Encumbrances	Actual Amount 9/30/15
2022 Communications/Marketing							
0021 Public Information	505,107	-	505,107	93,229	384,456	23.9%	86,407
0022 Customer Service Center	127,607	-	127,607	28,374	99,233	22.2%	34,848
0029 Local Government Channel	190,685	-	190,685	33,817	156,868	17.7%	30,707
2022 Communications/Marketing Total	823,399	-	823,399	155,420	640,557	22.2%	151,962
2023 Council / Manager							
0028 Council / Manager	1,126,517	54,255	1,180,772	255,895	880,622	25.4%	239,009
0033 Parking Division	493,655	9,100	502,755	112,695	386,380	23.1%	80,641
2023 Council / Manager Total	1,620,172	63,355	1,683,527	368,589	1,267,003	24.7%	319,650
2027 Tourism							
0044 Tourism	898,613	54,646	953,259	174,382	729,787	23.4%	186,930
0045 Visitors Center	204,042	1,545	205,587	33,795	170,669	17.0%	24,734
2027 Tourism Total	1,102,655	56,191	1,158,846	208,176	900,456	22.3%	211,664
2030 City Attorney							
0050 City Attorney	686,910	-	686,910	153,794	533,116	22.4%	134,370
0051 Risk Management	517,374	-	517,374	129,344	388,031	25.0%	131,204
2030 City Attorney Total	1,204,284	-	1,204,284	283,137	921,147	23.5%	265,574
2035 State Treasurer							
0060 State Treasurer	151,377	-	151,377	34,210	117,167	22.6%	30,817
2035 State Treasurer Total	151,377	-	151,377	34,210	117,167	22.6%	30,817
2040 Commissioner Of Revenue							
0070 Com Rev-State/Loc Budget	720,535	508	721,043	140,497	578,543	19.8%	140,763
2040 Commissioner Of Revenue Total	720,535	508	721,043	140,497	578,543	19.8%	140,763
2045 City Assessor							
0080 City Assessor	747,490	921	748,411	146,658	601,210	19.7%	154,343
2045 City Assessor Total	747,490	921	748,411	146,658	601,210	19.7%	154,343
2050 Finance							
0090 Director Of Finance	748,192	18,610	766,802	149,580	556,612	27.4%	100,672
0093 Billings And Collections	1,315,951	941	1,316,892	274,652	819,489	37.8%	240,130
0094 Procurement	321,739	421	322,160	67,738	248,953	22.7%	62,381
0095 Accounting	938,832	39,981	978,813	203,491	590,149	39.7%	195,141
0096 Budget	-	-	-	-	-	0.0%	24,070
0097 Human Services-Finance	305,624	-	305,624	61,006	244,618	20.0%	60,969
2050 Finance Total	3,630,338	59,953	3,690,291	756,465	2,459,821	33.3%	683,365
2055 Human Resources							
0110 Human Resources	771,991	53,191	825,182	160,481	663,172	19.6%	152,000
0111 Occupational Health Svs	130,555	-	130,555	21,402	101,653	22.1%	22,487
2055 Human Resources Total	902,546	53,191	955,737	181,884	764,825	20.0%	174,487
2057 Information Technology							
0115 Application Services	1,441,373	-	1,441,373	426,689	1,014,684	29.6%	355,288
0116 Network Services	1,585,529	106,815	1,692,344	372,380	1,319,964	22.0%	293,265
0117 I T Administration	455,536	(98,993)	356,543	78,140	273,680	23.2%	86,859
0125 GIS	275,906	3,929	279,835	98,982	180,852	35.4%	75,984
2057 Information Technology Total	3,758,344	11,750	3,770,094	976,191	2,789,181	26.0%	811,396
2065 Registrar							
0150 Registrar	181,656	904	182,560	44,379	137,875	24.5%	29,272
0151 Electoral Board	80,254	-	80,254	3,489	76,765	4.3%	238,702
2065 Registrar Total	261,910	904	262,814	47,869	214,640	18.3%	267,974
2090 Education							
0200 Lcl Sch Oper Contribution	41,354,039	-	41,354,039	5,500,000	35,854,039	13.3%	1,000,000
2090 Education Total	41,354,039	-	41,354,039	5,500,000	35,854,039	13.3%	1,000,000
2105 Circuit Court-Judge							
0300 Circuit Court-Judge	164,661	2,911	167,572	31,321	132,987	20.6%	21,010
2105 Circuit Court-Judge Total	164,661	2,911	167,572	31,321	132,987	20.6%	21,010
2110 General District Court							
0310 General District Court	74,540	911	75,451	4,820	69,742	7.6%	9,601
2110 General District Court Total	74,540	911	75,451	4,820	69,742	7.6%	9,601
2115 Juvenile & Dr Dist Court							
0320 Juvenile & Dr Dist Court	15,409	186	15,595	1,595	9,072	41.8%	1,303
2115 Juvenile & Dr Dist Court Total	15,409	186	15,595	1,595	9,072	41.8%	1,303
2120 24th Court Service Unit							

Expenditures	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 9/30/16	Remaining Budget w/ Encumbrances	Percentage Used w/ Encumbrances	Actual Amount 9/30/15
0330 24th Court Service Unit	1,550	-	1,550	48	1,502	3.1%	69
2120 24th Court Service Unit Total	1,550	-	1,550	48	1,502	3.1%	69
2125 Commonwealth's Attorney							
0340 Commonwealth Attorney	1,630,711	52,545	1,683,256	401,877	1,279,407	24.0%	284,883
0343 Com Aty Fines & Fees Coll	62,075	-	62,075	13,292	47,585	23.3%	11,476
2125 Commonwealth's Attorney Total	1,692,786	52,545	1,745,331	415,169	1,326,992	24.0%	296,359
2130 Magistrate's Office							
0350 Magistrate's Office	4,095	-	4,095	1,363	2,732	33.3%	576
2130 Magistrate's Office Total	4,095	-	4,095	1,363	2,732	33.3%	576
2135 Circuit Court-Clerk							
0360 Circuit Court-Clerk	816,763	-	816,763	173,360	643,403	21.2%	154,638
2135 Circuit Court-Clerk Total	816,763	-	816,763	173,360	643,403	21.2%	154,638
2200 City Sheriff							
0400 City Sheriff And Jail	2,165,200	600	2,165,800	487,023	1,678,177	22.5%	432,858
2200 City Sheriff Total	2,165,200	600	2,165,800	487,023	1,678,177	22.5%	432,858
2240 Police							
0420 Police Operations	16,569,896	(7,692)	16,562,204	3,863,417	12,652,209	23.6%	3,636,627
0421 Animal Warden	344,199	-	344,199	59,451	284,748	17.3%	50,596
0429 Range Operations	15,000	1,207	16,207	860	14,502	10.5%	2,345
0430 Police Off Duty Employmnt	995,763	-	995,763	188,106	807,657	18.9%	158,661
2240 Police Total	17,924,858	(6,485)	17,918,373	4,111,834	13,759,116	23.2%	3,848,229
2245 Emergency Services							
0422 Emergency Communications	2,762,827	2,140	2,764,967	623,215	2,116,090	23.5%	590,636
2245 Emergency Services Total	2,762,827	2,140	2,764,967	623,215	2,116,090	23.5%	590,636
2270 Fire							
0444 Fire Operations And Ems	16,041,106	21,997	16,063,103	3,712,717	12,197,628	24.1%	3,401,088
0446 TRT- PIER Program	82,500	-	82,500	39,163	41,649	49.5%	32,681
2270 Fire Total	16,123,606	21,997	16,145,603	3,751,880	12,239,277	24.2%	3,433,769
2400 Public Works							
0600 Public Works Administrat.	897,728	6,298	904,026	179,117	708,611	21.6%	161,518
0605 Engineering	3,797,669	127,371	3,925,040	791,510	3,039,850	22.6%	659,230
0632 Street Maintenance,li	3,279,331	139,461	3,418,792	648,624	2,391,620	30.0%	521,066
0635 Snow Removal	267,550	-	267,550	19,525	3,025	98.9%	126,504
0640 Refuse Collection	2,920,137	100,211	3,020,348	567,185	1,426,584	52.8%	571,806
0645 Parks/Grounds Maintenance	2,755,871	42,289	2,798,160	704,928	1,929,367	31.0%	592,852
0649 Baseball Stadium Maint	112,023	75	112,098	36,639	75,459	32.7%	24,413
0650 Building Maintenance	3,827,798	36,967	3,864,765	872,826	2,924,979	24.3%	750,442
0660 Human Services Maint.	239,510	3,116	242,626	45,496	192,601	20.6%	56,797
2400 Public Works Total	18,097,617	455,788	18,553,405	3,865,850	12,692,096	31.6%	3,464,628
2555 Health							
0800 Health Operations	830,977	-	830,977	207,744	-	100.0%	207,744
2555 Health Total	830,977	-	830,977	207,744	-	100.0%	207,744
2561 Juvenile Services							
0904 Juvenile Service Admin.	320,531	-	320,531	51,732	268,799	16.1%	46,237
0905 Juvenile Detention Home	452,517	-	452,517	135,554	316,963	30.0%	12,420
0906 Lynchburg Youth Group Home	1,215,998	834	1,216,832	257,511	953,472	21.6%	116,118
0908 Sparc House	-	-	-	(0)	0	0.0%	131,608
0915 Csa Service Providers	1,728,783	-	1,728,783	(298,999)	2,027,782	-17.3%	331,939
0929 Lynchburg Outreach Prog	191,764	5,968	197,732	40,506	151,553	23.4%	37,994
2561 Juvenile Services Total	3,909,593	6,803	3,916,396	186,304	3,718,568	5.1%	676,315
2562 Social Services							
0901 Social Services Admin.	7,561,449	18,937	7,580,386	1,620,962	5,946,596	21.6%	1,456,904
0902 Public Assistance	8,562,085	18,000	8,580,085	1,907,419	6,634,416	22.7%	1,932,863
2562 Social Services Total	16,123,534	36,937	16,160,471	3,528,381	12,581,012	22.1%	3,389,767
2563 Recreation Services							
0116 Network Services	87,736	-	87,736	21,759	65,977	24.8%	25,462
1002 Parks/Rec/Market	398,388	4,505	402,893	99,147	301,029	25.3%	79,668
1010 Recreation, General Admin	678,687	1,200	679,887	153,876	520,192	23.5%	145,136
1011 Recreation Services	3,850	-	3,850	-	3,850	0.0%	-
1013 Recreation, Athletic	148,942	-	148,942	31,844	117,098	21.4%	27,089
1015 Recreation, Park Services	768,965	-	768,965	151,620	617,345	19.7%	136,840
1022 Recreation, Aquatics	99,614	-	99,614	41,536	58,078	41.7%	53,980
1023 Recreation, Naturalist	150,461	-	150,461	34,943	115,518	23.2%	27,809
1024 Special Events-Cty Sponsr	59,476	-	59,476	-	59,476	0.0%	7,626
1027 Recreation Programs	513,644	-	513,644	119,270	390,034	24.1%	132,178
1028 City-wide Centers	271,209	-	271,209	63,008	208,201	23.2%	75,748
1029 Neighborhood Centers	632,546	-	632,546	129,793	502,753	20.5%	85,308

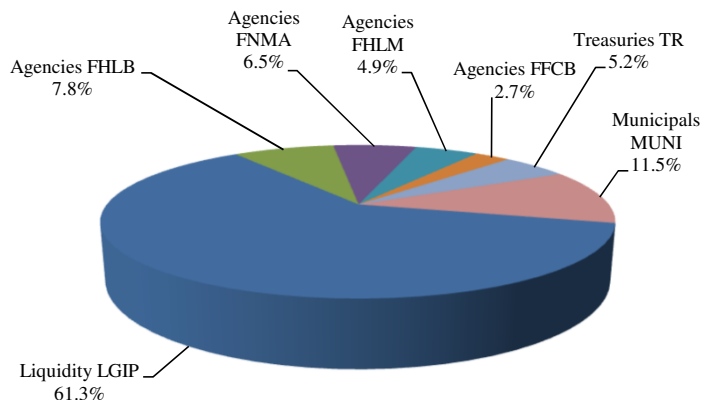
Expenditures	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 9/30/16	Remaining Budget w/ Encumbrances	Percentage Used w/ Encumbrances	Actual Amount 9/30/15
2563 Recreation Services Total	3,813,518	5,705	3,819,223	846,796	2,959,550	22.5%	796,843
2610 Libraries And Museums							
1100 Public Library	1,501,375	1,900	1,503,275	322,143	1,132,474	24.7%	283,867
1120 Law Library	19,000	-	19,000	2,982	16,018	15.7%	3,989
2610 Libraries And Museums Total	1,520,375	1,900	1,522,275	325,124	1,148,493	24.6%	287,857
2611 Museum System							
1150 Museum	466,519	-	466,519	96,518	367,698	21.2%	83,788
2611 Museum System Total	466,519	-	466,519	96,518	367,698	21.2%	83,788
2715 Community Development							
1200 Director-Comm Plan/Dev	309,730	-	309,730	66,511	239,191	22.8%	58,266
1201 Planning	331,014	-	331,014	74,593	256,421	22.5%	64,159
1202 Inspections	860,961	13,799	874,760	195,969	678,790	22.4%	160,817
1205 Zoning	236,931	-	236,931	45,550	191,381	19.2%	39,277
2715 Community Development Total	1,738,636	13,799	1,752,435	382,623	1,365,783	22.1%	322,520
2720 Office Of Economic Devel							
1300 Economic Development	441,622	-	441,622	78,417	363,205	17.8%	167,705
2720 Office Of Economic Devel Total	441,622	-	441,622	78,417	363,205	17.8%	167,705
5000 Nondept Employee Benefits							
1430 Non-allocated Emp Benefit	3,486,853	5,000	3,491,853	872,017	2,595,468	25.7%	870,211
5000 Nondept Employee Benefits Total	3,486,853	5,000	3,491,853	872,017	2,595,468	25.7%	870,211
5050 Non-Departmental							
1506 Water Oper Fund Payments	845,191	-	845,191	211,294	633,897	25.0%	219,875
1508 Stormwater Fee-City Bldgs	88,500	-	88,500	21,892	66,608	24.7%	21,813
1509 Stormwater Fee-School Bld	70,796	-	70,796	17,449	53,347	24.6%	17,449
1566 Managed Vacancy Program	(265,083)	-	(265,083)	-	(265,083)	0.0%	-
1567 Employee Choice Awards	20,700	-	20,700	4,331	16,369	20.9%	4,474
1568 Retirement Recognition	3,000	-	3,000	-	3,000	0.0%	64
1569 Take Your Kids to Work Dy	600	-	600	331	270	55.1%	-
1570 Emp Appreciation Luncheon	8,000	-	8,000	39	7,961	0.5%	155
1573 Payment-Fleet Capital Chg	1,946,245	-	1,946,245	529,123	1,417,122	27.2%	570,829
1574 Health Management Program	177,000	-	177,000	12,721	153,691	13.2%	66,076
1575 Employee Committee Funds	3,000	-	3,000	-	3,000	0.0%	27
1576 Line of Duty Act	-	-	-	-	-	0.0%	-
1578 Poverty Initiative	50,000	-	50,000	-	50,000	0.0%	-
1579 Recruitment	10,000	-	10,000	891	9,109	8.9%	6,256
1580 International Festival	-	-	-	50	(50)	0.0%	-
1637 City Cemetery Master Plan	132,438	-	132,438	87,642	-	100.0%	87,642
5050 Non-Departmental Total	3,090,387	-	3,090,387	885,762	2,149,240	30.5%	994,660
5060 Support Local/State Organ							
1702 V.P.I. Extension Service	37,073	-	37,073	1,526	(26)	100.1%	1,518
1705 Lynchburg Humane Society	351,697	-	351,697	351,697	-	100.0%	353,221
1707 Cent Va Area Agc On Aging	15,000	-	15,000	15,000	-	100.0%	15,000
1708 Horizon Behavioral Health	457,323	-	457,323	114,331	342,992	25.0%	114,331
1709 Cvcc Board & Related Oper	1,906	-	1,906	1,906	-	100.0%	1,900
1710 R.E.Lee Soil Conserv Dist	10,000	-	10,000	10,000	-	100.0%	10,000
1711 Cent Va Planning Dist Com	44,778	-	44,778	44,778	0	100.0%	44,491
1715 Greater Lynch. Transit Co	1,675,805	-	1,675,805	1,675,805	-	100.0%	1,394,038
1721 Blue Ridge Regional Jail	5,658,049	-	5,658,049	2,829,025	(93,480)	101.7%	2,633,614
1724 Legal Aid Society	11,249	-	11,249	11,249	-	100.0%	10,816
1739 Contrib- Amazement Square	5,604	-	5,604	-	5,604	0.0%	-
1743 Central Va Reg Radio Brd	723,075	-	723,075	436,630	286,445	60.4%	412,017
5060 Support Local/State Organ Total	8,991,559	-	8,991,559	5,491,945	541,536	94.0%	4,990,946
7450 Debt Service							
5990 Principal Bonds/BANS/LOC	10,942,257	(258,457)	10,683,800	4,154,435	6,529,365	38.9%	4,236,631
5994 Interest Bonds/BANS/LOC	6,979,831	258,457	7,238,288	993,841	6,244,447	13.7%	1,072,330
5997 Debt - Misc. Charges	1,650	-	1,650	-	1,650	0.0%	1,500
7450 Debt Service Total	17,923,738	-	17,923,738	5,148,276	12,775,462	28.7%	5,310,461
7570 Other Financing Uses							
9710 Operating Transfers Out	5,084,367	538,000	5,622,367	372,068	5,250,299	6.6%	466,535
7570 Other Financing Uses Total	5,084,367	538,000	5,622,367	372,068	5,250,299	6.6%	466,535
Grand Total	183,542,679	1,385,513	184,928,192	40,688,552	137,596,088	25.6%	35,031,022

Investment Summary

Quarterly Investment Review - 10/31/2016

City of Lynchburg

Current Holdings



Portfolio Statistics

Total Investments

This Quarter	54,803,268
Last Quarter	75,057,288
One Year Ago	63,199,996

Weighted Average Yield

Portfolio	0.75%
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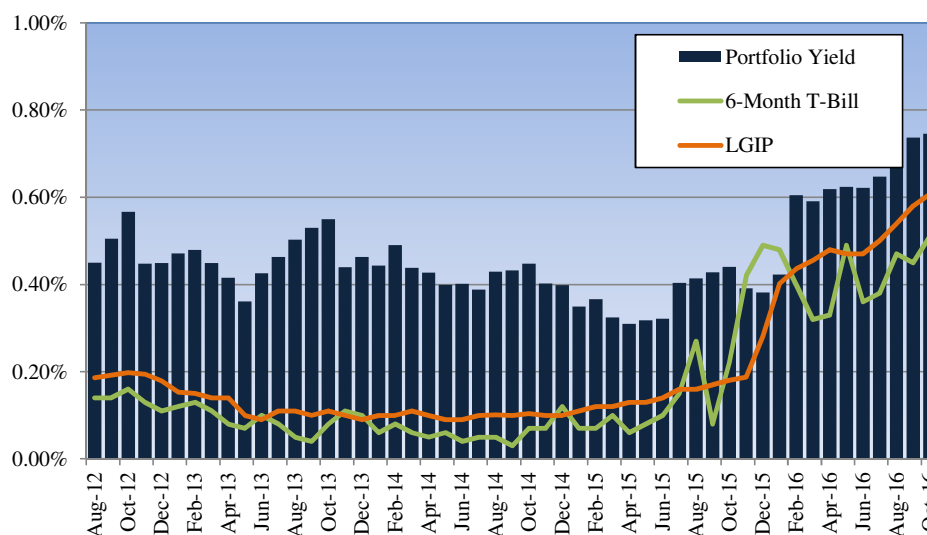
Weighted Average Maturity (days)

Excluding Liquidity (days)	234
Including Liquidity (days)	90

Comments

This quarter, the City made no purchases. Additionally, \$5.11 million of the portfolio's securities matured during the quarter. The weighted average yield increased over the quarter, from 0.65% to 0.75%, while the average maturity of the portfolio (excluding liquidity) decreased by 38 days.

Portfolio Yield



**STATE STREET & LGIP INVESTMENTS
BY SECURITY TYPE AND BANK
October 31, 2016**

<u>Type</u>	<u>Amount Invested</u>	<u>Investment Percentages</u>	<u>Target Investment %</u>
SSGA	\$2,025.53	0%	
Certificate of Deposits	0.00	0%	8%
FFCB	1,500,000.00	3%	10%
FHLB	4,300,000.00	8%	20%
FHLMC	2,700,000.00	5%	10%
FNMA	3,550,000.00	6%	10%
Subtotal Agencies	<u>\$12,050,000.00</u>		
Treasuries	2,850,000.00	5%	10%
Commercial Paper	0.00	0%	8%
Bonds	6,310,000.00	12%	8%
INVESTED ST STREET	<u>\$21,210,000.00</u>		
INVESTED LGIP	<u>\$33,591,242.15</u>	<u>61%</u>	<u>16%</u>
		100%	100%
TOTAL INVESTED	<u>\$54,803,267.68</u>		
(Includes SSGA & LGIP Funds)			

<u>BANK DISTRIBUTION</u>			
B B & T Capital Mkts	\$1,200,000.00	6%	
Baird & Company	5,000,000.00	24%	
FTN Financial	0.00	0%	
Raymond James	12,760,000.00	60%	
SunTrust Capital Mkts	1,600,000.00	8%	
Wells Fargo Securities	650,000.00	3%	
INVESTED ST STREET	<u>\$21,210,000.00</u>	<u>100%</u>	
State Street (SSGA)	<u>\$2,025.53</u>		
TOTAL INVESTED ST STREET	<u>\$21,212,025.53</u>		

<u>LGIP Funds</u>	
1. General	2,640,935.15
City Capital Projects	3,220,277.52
City Capital/VDOT Fnds	2,393,993.46
School Capital Projects	5,388,382.14
Technology	135,485.32
Regional Airport	1,153,322.22
Airport Debt Reserve	70,412.86
Airport Projects Grant	1,157,797.33
Self Insurance	935,640.42
Internal Services	1,535,127.06
Special Welfare	44,162.16
2. Water Operating	4,311,497.77
Water Capital	2,992,715.28
3. Sewer Operating	3,350,851.82
Sewer Capital	3,006,464.83
4. Stormwater Operating	253,567.76
Stormwater Capital Projects	1,000,000.00
5. PFC Fund	609.05
TOTAL LGIP	<u>\$33,591,242.15</u>

FINANCE COMMITTEE

Agenda Item Summary

MEETING DATE: **January 10, 2017**

AGENDA ITEM NO.: **5**

CONSENT:

REGULAR:

WORK SESSION:

CLOSED SESSION:

(Confidential)

ACTION:

INFORMATION: **X**

ITEM TITLE: **Revenue Update**

RECOMMENDATION: Review the collections received from five of the City's largest revenue sources.

SUMMARY: Five of the City's major revenue sources are taxes collected on a monthly basis: Local Sales and Use Tax, Consumer Utility Tax – Electric, Communications Sales and Use Tax, Meals Tax, and Lodging Tax. Since the last Finance Committee meeting, revenue information through October 2016 has been posted for these five revenue streams.

PRIOR ACTION(S):

This information is provided monthly to the Finance Committee.

FISCAL IMPACT:

None

CONTACT(S):

Donna Witt, Director of Financial Services, 455-3968

ATTACHMENT(S):

Comparison of Collections Budget to Actual FY 2016 – FY 2017

REVIEWED BY:

**Comparison of Collections
Budget to Actual FY 2016 - FY 2017**

	Actual FY 2013	Actual FY 2014	Actual FY 2015	Actual FY 2016	Actual FY 2016	Adopted FY 2017	Actual FY 2017	Actual FY 2017 to Adopted FY 2017	Actual FY 2017 to Actual FY 2016
SALES & USE TAX									
<i>ADOPTED FY 2017 BUDGET - \$15,465,000</i>									
JULY	\$996,646	\$1,075,816	\$1,131,485	\$1,207,589	\$1,207,589	\$1,245,485	\$1,152,527	(\$92,958)	(\$55,062)
AUGUST ¹	1,145,592	1,098,342	1,299,763	1,198,772	1,198,772	1,236,391	1,267,330	30,939	68,558
SEPTEMBER	1,117,209	1,083,199	1,204,336	1,269,930	1,269,930	1,309,782	1,275,989	(33,793)	6,059
OCTOBER	1,033,859	1,161,965	1,185,608	1,231,666	1,231,666	1,270,318	1,253,143	(17,175)	21,477
TOTAL	\$4,293,306	\$4,419,322	\$4,821,192	\$4,907,957	\$4,907,957	\$5,061,976	\$4,948,989	(\$112,987)	\$41,032
CONSUMER UTILITY TAX - ELECTRIC									
<i>ADOPTED FY 2017 BUDGET - \$3,790,000</i>									
JULY	\$323,141	\$325,815	\$321,596	\$332,876	\$332,876	\$337,220	\$328,501	(\$8,719)	(\$4,375)
AUGUST	345,163	318,738	305,012	333,953	333,953	338,312	355,434	17,122	21,481
SEPTEMBER	318,915	317,324	317,947	328,411	328,411	332,697	351,627	18,930	23,216
OCTOBER	279,145	273,646	273,264	281,514	281,514	285,188	294,038	8,850	12,524
TOTAL	\$1,266,364	\$1,235,523	\$1,217,819	\$1,276,754	\$1,276,754	\$1,293,417	\$1,329,600	\$36,183	\$52,846
COMMUNICATIONS SALES & USE TAX									
<i>ADOPTED FY 2017 BUDGET - \$3,220,000</i>									
JULY	\$293,358	\$286,999	\$283,594	\$276,750	\$276,750	\$268,333	\$265,192	(\$3,141)	(\$11,558)
AUGUST	291,560	284,691	281,957	270,038	270,038	\$268,334	269,212	878	(826)
SEPTEMBER	263,295	284,249	283,441	273,974	273,974	\$268,333	266,593	(1,740)	(7,381)
OCTOBER	319,011	288,830	287,702	277,686	277,686	\$268,334	274,702	6,368	(2,984)
TOTAL	\$1,167,224	\$1,144,769	\$1,136,694	\$1,098,448	\$1,098,448	\$1,073,334	\$1,075,699	\$2,365	(\$22,749)

**Comparison of Collections
Budget to Actual FY 2016 - FY 2017**

	Actual Assessed FY 2014	Actual Collected FY 2014 ³	Actual Assessed FY 2015	Actual Collected FY 2015 ³	Actual Assessed FY 2016	Actual Collected FY 2016 ³	Adopted FY 2017	Actual Assessed FY 2017	Actual Assessed FY 2017 to Adopted FY 2017	Actual Collected FY 2017 ³	Actual Collected FY 2017 to Adopted FY 2017	Actual Collected FY 2017 to Assessed FY 2017
MEALS TAX												
<i>ADOPTED FY 2017 BUDGET - \$14,392,000</i>												
JULY ²	\$944,920	\$1,159,786	\$1,009,124	\$970,597	\$1,094,079	\$1,046,770	\$1,122,617	\$1,125,952	\$3,335	\$1,153,882	\$31,265	\$27,930
AUGUST	1,056,821	1,024,718	1,152,551	1,119,585	1,178,267	1,213,559	1,207,908	1,136,900	(71,008)	1,098,748	(109,160)	(38,152)
SEPTEMBER	1,030,134	1,052,079	1,107,413	1,159,391	1,187,734	1,167,356	1,222,863	1,203,420	(19,443)	1,243,540	20,677	40,120
OCTOBER	1,046,550	958,359	1,149,721	1,119,430	1,181,133	1,152,017	1,216,067	\$1,263,479	47,412	996,549	(219,518)	(266,930)
TOTAL	\$4,078,425	\$4,194,942	\$4,418,809	\$4,369,003	\$4,641,213	\$4,579,702	\$4,769,455	\$4,729,751	(\$39,704)	\$4,492,719	(\$276,736)	(\$237,032)
LODGING TAX												
<i>ADOPTED FY 2017 BUDGET - \$2,150,000</i>												
JULY ²	\$174,759	\$223,419	\$189,065	\$180,395	\$180,471	\$180,808	\$182,129	\$187,601	\$5,472	\$201,599	\$19,470	\$13,998
AUGUST	185,662	185,340	185,946	185,402	209,766	202,217	208,184	195,363	(12,821)	167,929	(40,255)	(27,434)
SEPTEMBER	181,706	204,758	173,904	173,875	204,267	206,009	206,011	184,075	(21,936)	215,545	9,534	31,470
OCTOBER	184,462	185,014	209,859	209,788	196,681	160,131	198,360	281,192	82,832	214,418	16,058	(66,774)
TOTAL	\$726,589	\$798,531	\$758,774	\$749,460	\$791,185	\$749,165	\$794,684	\$848,231	\$53,547	\$799,491	\$4,807	(\$48,740)

¹ The August FY 2015 Sales & Use Tax Actual amount includes a one-time, \$145,000 payment in taxes, which was redistributed to the City from another locality.

² Due to year end accounting activities, a portion of Meals and Lodging Tax revenues associated with May and June were posted in June and July.

³ Meals and Lodging Tax data includes columns titled "Actual Collected ." The amounts in these columns include all revenue received per month regardless of whether the payment is current or delinquent.

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **January 10, 2017**

AGENDA ITEM #: **1**

CONSENT:

REGULAR:

WORK SESSION: **X**

CLOSED SESSION:

ACTION:

INFORMATION: **X**

(Confidential)

ITEM TITLE: Presentation on the Space and Facility Needs Assessment for the Police Department and General and District Courts

Strategic Pillar(s) Impacted:

☐ Arts & Culture

☐ Citizen Engagement & Social Capital

☐ Economic Development

☐ Healthy & Active Living

☒ Infrastructure

☐ Land Use

☐ Lifelong Learning

☐ Natural Resources

☐ Neighborhoods

☒ Safe Community

☐ Social Equity

☐ Transportation

☐ Administrative

RECOMMENDATION: Hear a report from a consultant regarding the facility and space needs for the Police Department, Circuit Court and General District Court.

SUMMARY: City Council approved funding for a facility and space needs assessment for the Police Department and Circuit and General District Courts on September 8, 2015. Results of the assessment will be presented to City Council. A copy of the presentation will be forwarded to Council separately.

PRIOR ACTION(S): September 8, 2015 First Quarter Adjustments Funding Approval for Facility and Space Needs Assessment for Police and General

FISCAL IMPACT: To be determined

CONTACT(S): Bonnie Svrcek, City Manager - 455-3990

ATTACHMENT(S): Powerpoint Presentation to be forwarded separately

REVIEWED BY: bms

009K



Lynchburg, VA

POLICE AND COURT FACILITIES EVALUATION AND NEEDS ASSESSMENT



ATELIER 11 ARCHITECTURE LYNCHBURG, VA IN ASSOCIATION WITH
ARCHITECTS DESIGN GROUP WINTER PARK, FL • DALLAS, TX

Lynchburg: Police + Courts Facilities

Scope of Services – Project Approach

1. Spatial Needs Assessment Development Process
2. Understanding the Police Department Facilities
Operational Issues
3. Understanding the General District Court and Circuit
Court Facilities Operational Issues
4. Special Considerations: Security & Technology
5. Site Development Considerations
6. Discussion

APPROACH TO THE PROJECT

Develop Spatial Needs Projections for 20+ Year Horizon

Programming Department Data

Municipal Agency:

Project Type:

ADG Project No:

Department Personnel
Description

Programming Department Data

Space Requirements

Programming Department Data

Workspace

6. **NEED FOR INDIVIDUAL OFFICES:**
Please list all job functions which require individual offices.

Job Function

Approx. Size of Space Desired

6.1	_____	_____
6.2	_____	_____
6.3	_____	_____
6.4	_____	_____
6.5	_____	_____
6.6	_____	_____
6.7	_____	_____
6.8	_____	_____
6.9	_____	_____
6.10	_____	_____
6.11	_____	_____
6.12	_____	_____

7. **JOINT-USE SPACES:**
Occasionally, employees are required to work together because of function or task similarity. Adjacent or shared workstations could be desirable. Complete if appropriate:

Number of Employees
Sharing Space

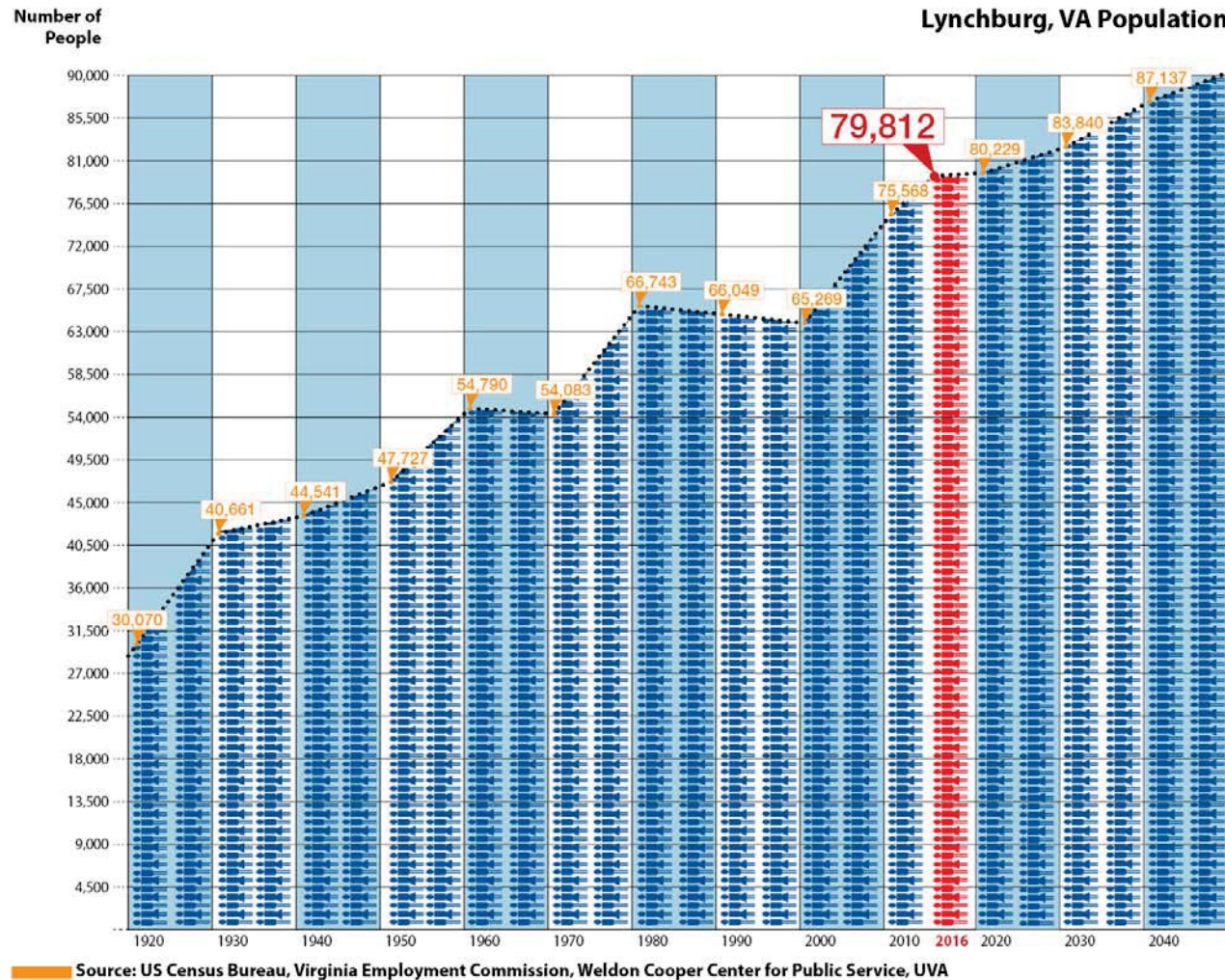
Approx. Size of Space Desired

Common Function/Task

7.1	_____	_____	_____
7.2	_____	_____	_____
7.3	_____	_____	_____
7.4	_____	_____	_____

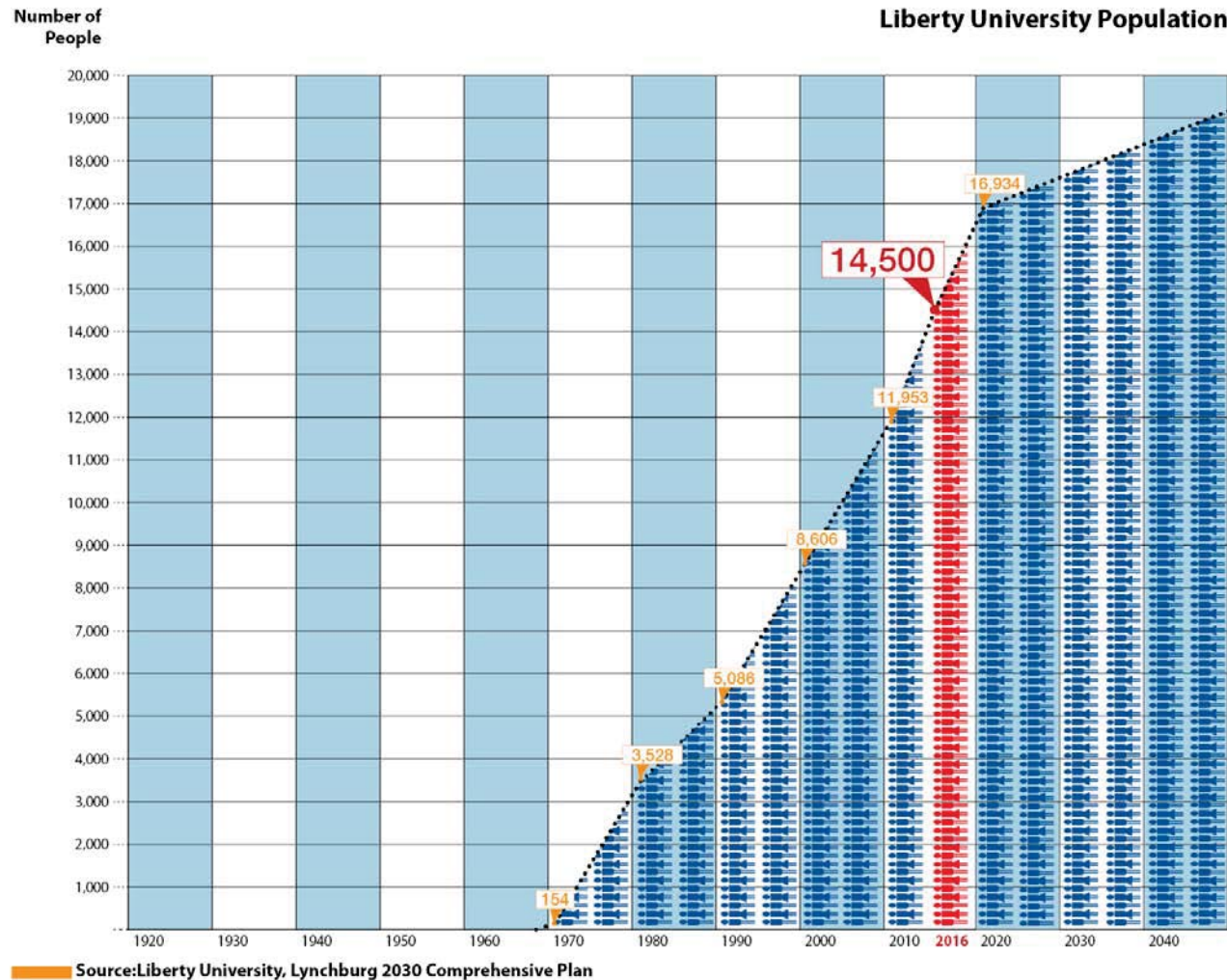
APPROACH TO THE PROJECT

Population Projections – City of Lynchburg



APPROACH TO THE PROJECT

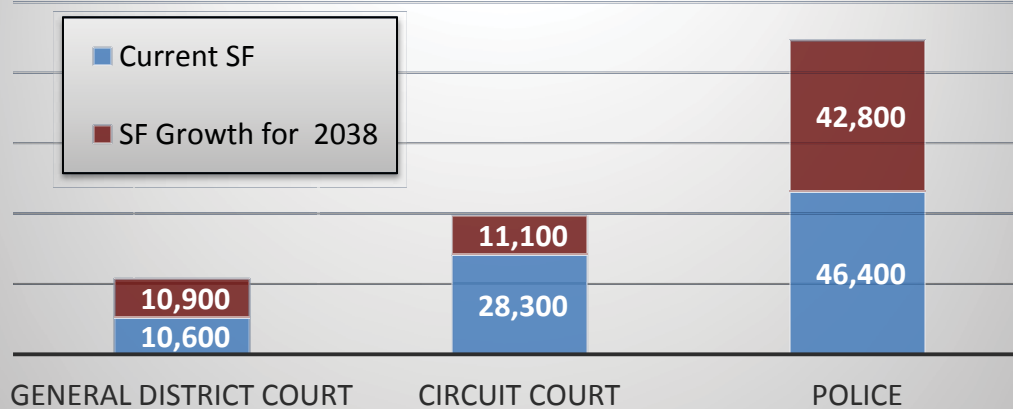
Population Projections – Liberty University



Lynchburg: Police + Courts Facilities

Program Overview

Square Footage Needs



<u>General District Court</u>		<u>Current</u>	<u>2018</u>	<u>2028</u>	<u>2038</u>
Courts/Clerks/Lobby		10,600	14,500	18,500	21,500
Existing Floor Plate			10,600		
Deficit			3,900		
<u>Circuit Court</u>		<u>Current</u>	<u>2018</u>	<u>2028</u>	<u>2038</u>
Whole Building		28,300	39,044	39,249	39,434
Deficit			10,744		
<u>Proposed Expansion</u>					
Clerks /Lobby/support			9,000		
Reconfigured Judges suite			1,200		
			10,200		
<u>Police</u>		<u>Current</u>	<u>2018</u>	<u>2028</u>	<u>2038</u>
Total		46,400	77,800	85,800	89,200
Deficit			31,400		

<u>Police Current SF Breakdown</u>		
Public Safety Building (38,500 SF minus court floor)		27,900
West Building (Useable area)		12,500
Monument Terrace (Portion Police Using)		6,000

Lynchburg: Police Department

Operational “Challenges” with Existing Facilities

1. Lack of Parking.
2. Lack of Operational Space and Storage.
3. Lack of Adequate Space for Specialized Equipment.
4. Lack of Functional Training Areas.
5. Lack of Appropriate Ventilation Systems.
6. Lack of Space for Modern Technologies in Crime Scene Processing Laboratories.
7. Lack of Community Meeting Spaces.
8. Existing West Building has multiple structural and envelope deficiencies

Lynchburg Police Department

Detailed Spatial Needs Assessment Process:

- We have conducted two rounds of on-site interviews with the Lynchburg Police Department key personnel and two additional program reviews and reductions to the overall program by identifying shared space and multi-purpose space opportunities.
- We have developed descriptions of existing Spatial and Operational Needs and Characteristics.
- We have toured the existing Lynchburg PD properties to assess the facilities and their conditions.

Lynchburg Police Department

<u>1st Round:</u>	<u>Year 2018</u>	<u>Year 2028</u>	<u>Year 2038</u>	<u>0930.16</u>
	88,791 SF	93,053 SF	95,672 SF	
<u>2nd Round</u>	<u>Year 2018</u>	<u>Year 2028</u>	<u>Year 2038</u>	<u>1129.16</u>
	77,872 SF	85,837 SF	89,201 SF	

Reduction: Approximately 9.3% of GSF

Program Components Include:

Public Access Areas

Records Unit

Training

Property, Evidence, Forensics

Field Operations

Criminal Investigations

Information Technology

Administrative Services

Facility Support Areas

Rolling Assets Storage

Community Room

Community Gymnasium/Multi-purpose

Lynchburg Police Department:

Community Gymnasium/Multi-Purpose Space (CG/MPS)

	Year 2018	Year 2028	Year 2038
Police Facility:	77,872 SF	85,837 SF	89,201 SF
Community Gym:	12,285 SF	12,285 SF	12,285 SF
Total:	90,697 SF	98,662 SF	102,026 SF

Program Components Include:

Public Access Areas

Office Areas

Physical Training

Multi-Use Gymnasium

Restrooms with Showers

Lynchburg Police Department

Site Development Planning Considerations:

- **Building Footprint:
0.80 Acres @ 3 Stories, or
0.60 Acres @ 4 Stories**
- **Parking and Drive Lanes @ 1.25 Acres**
- **Storm Water / Buffer / Landscape Zoning Requirements**
- **Future Expansion Considerations**
- **Estimated Minimum Site Size of 2.5 – 3.0 Acres, without the use of Structured Parking**
- **Site under Consideration is Approximately 2.66 Acres**

Lynchburg Police Department

Site Development Considerations:

1. Parking:

- Currently Staff Has Access to Approximately 160 Dedicated Spaces Spread-out in Multiple Locations – Not Fully Occupied
- 1 Space / 500 GSF = Approximately 168 Parking Spaces (2038)
- Planning Department Indicates Flexibility IS an Option
- Approximately 30 Required Spaces Are Not Necessary
- 168 Required – 30 Mitigated = 138 Staff Spaces
- $138 \times 375 \text{ SF/space} = 51,750 \text{ SF}$, or 1.25 Acres
- Shift Change is always the highest need for Law Enforcement

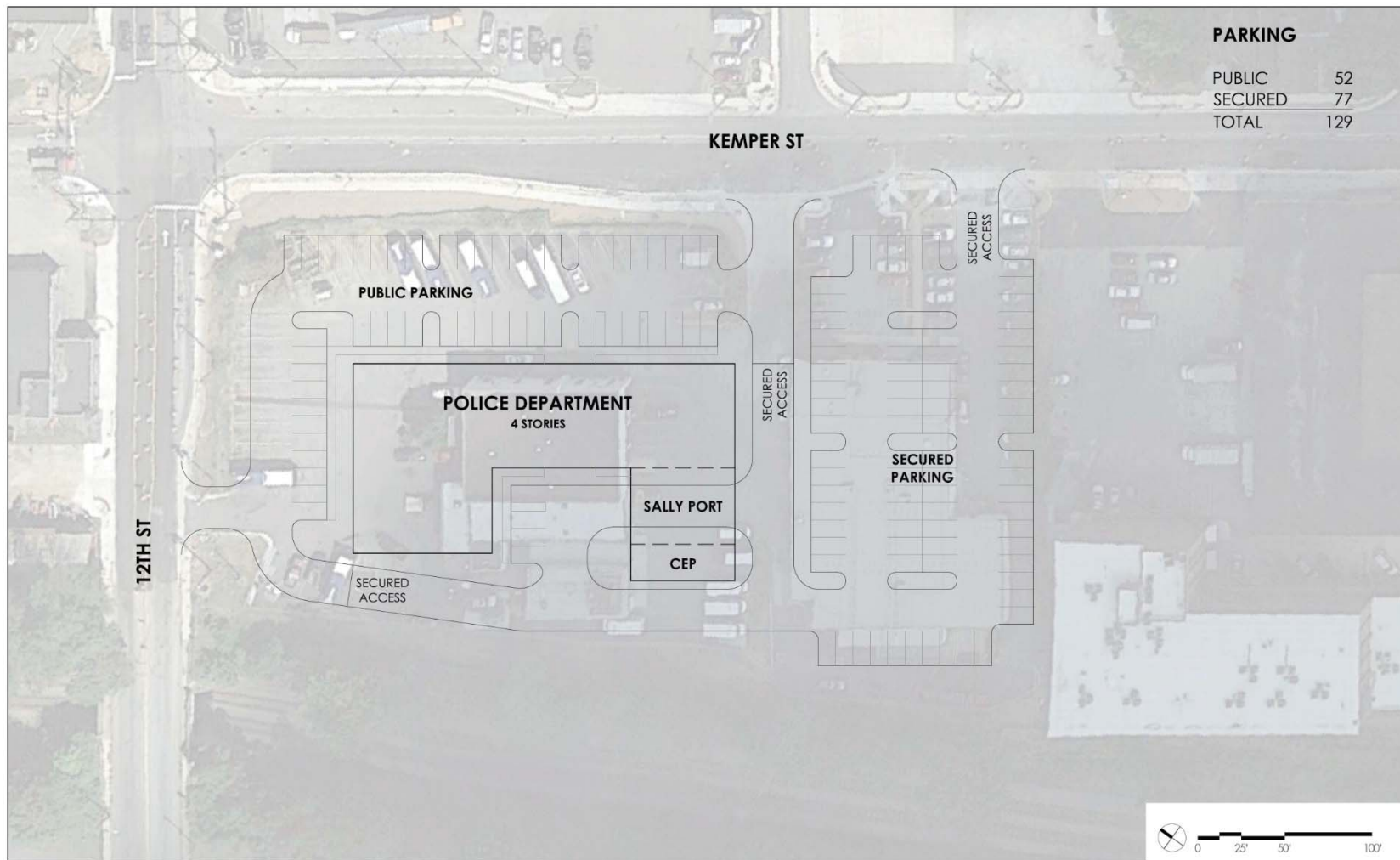
Lynchburg Police Department

Development Site Selection Criteria:

- 1. Appropriate Surrounding Land Use**
- 2. Proximity to City and County Functions**
- 3. Site Size/Ease of Expansion**
- 4. Zoning Use**
- 5. Site Development Considerations**
- 6. Access: Vehicular / Pedestrian / Public Transportation**
- 7. Impact on Redevelopment**
- 8. Proximity to Potential Hazards**
- 9. Ease of Acquisition**
- 10. Adequacy of Infrastructure**

Lynchburg Police Department: GLTC Property

Development Concept "A"

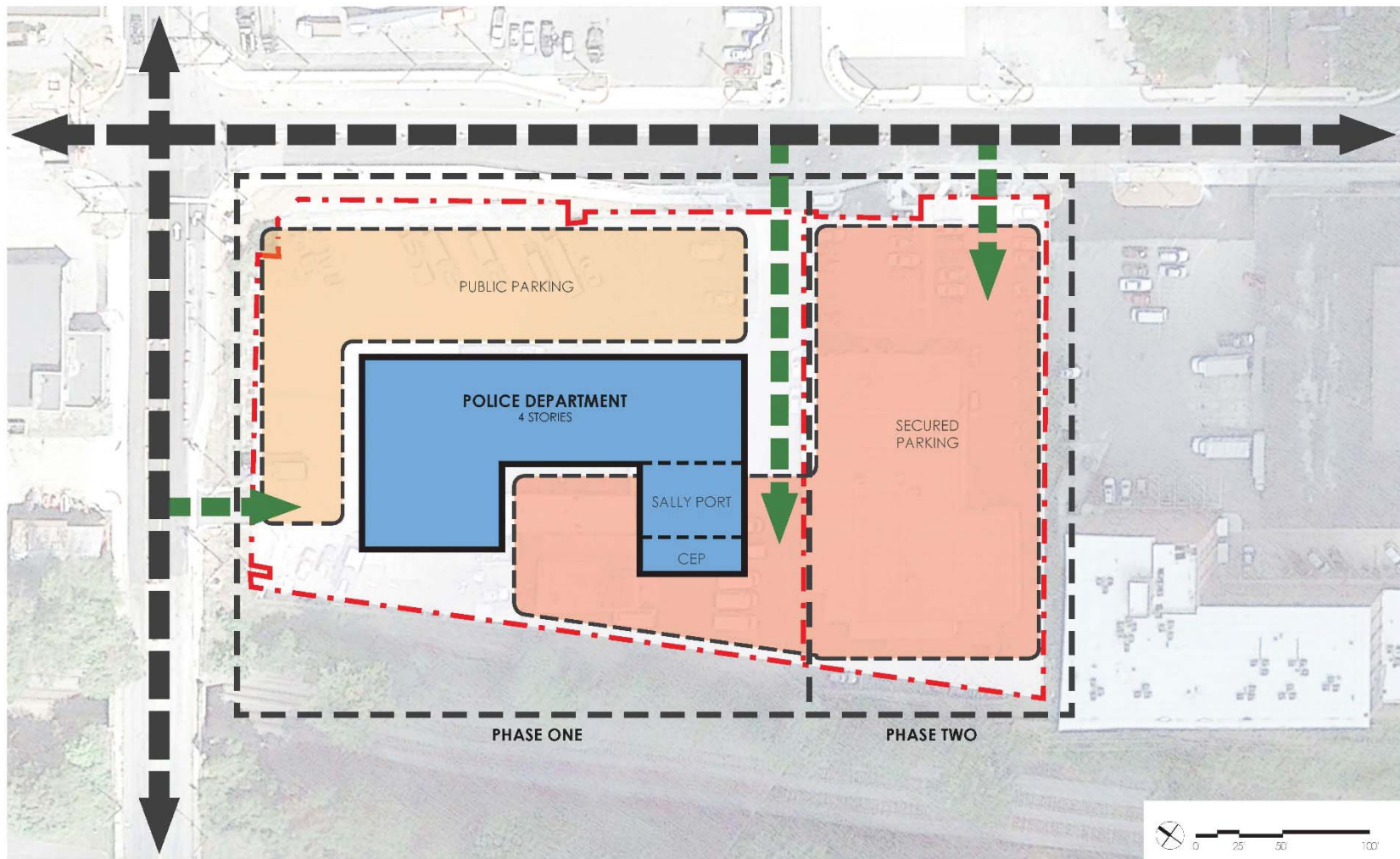


POLICE DEPARTMENT - LYNCHBURG, VA
ARCHITECTS DESIGN GROUP IN ASSOCIATION WITH ATELIER 11, LTD.

PRELIMINARY PLAN CONCEPT A

Lynchburg Police Department: GLTC Property

Development Concept "A"



POLICE DEPARTMENT - LYNCHBURG, VA
ARCHITECTS DESIGN GROUP IN ASSOCIATION WITH ATELIER 11, LTD.

SITE ANALYSIS CONCEPT A

Lynchburg Police Department: GLTC Property

Development Concept "A"

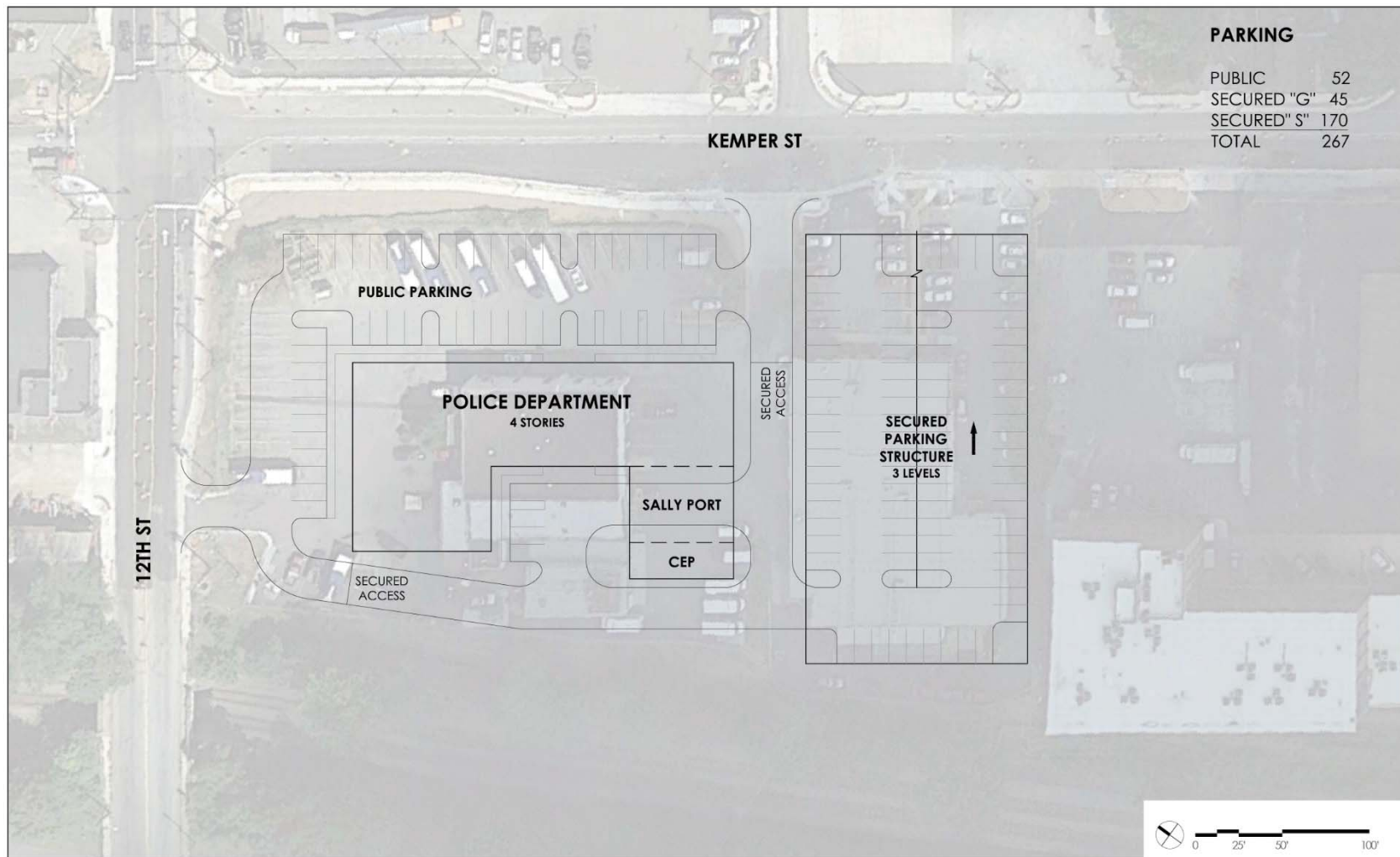


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MASTER PLAN CONCEPT A

Lynchburg Police Department: GLTC Property

Development Concept "B"

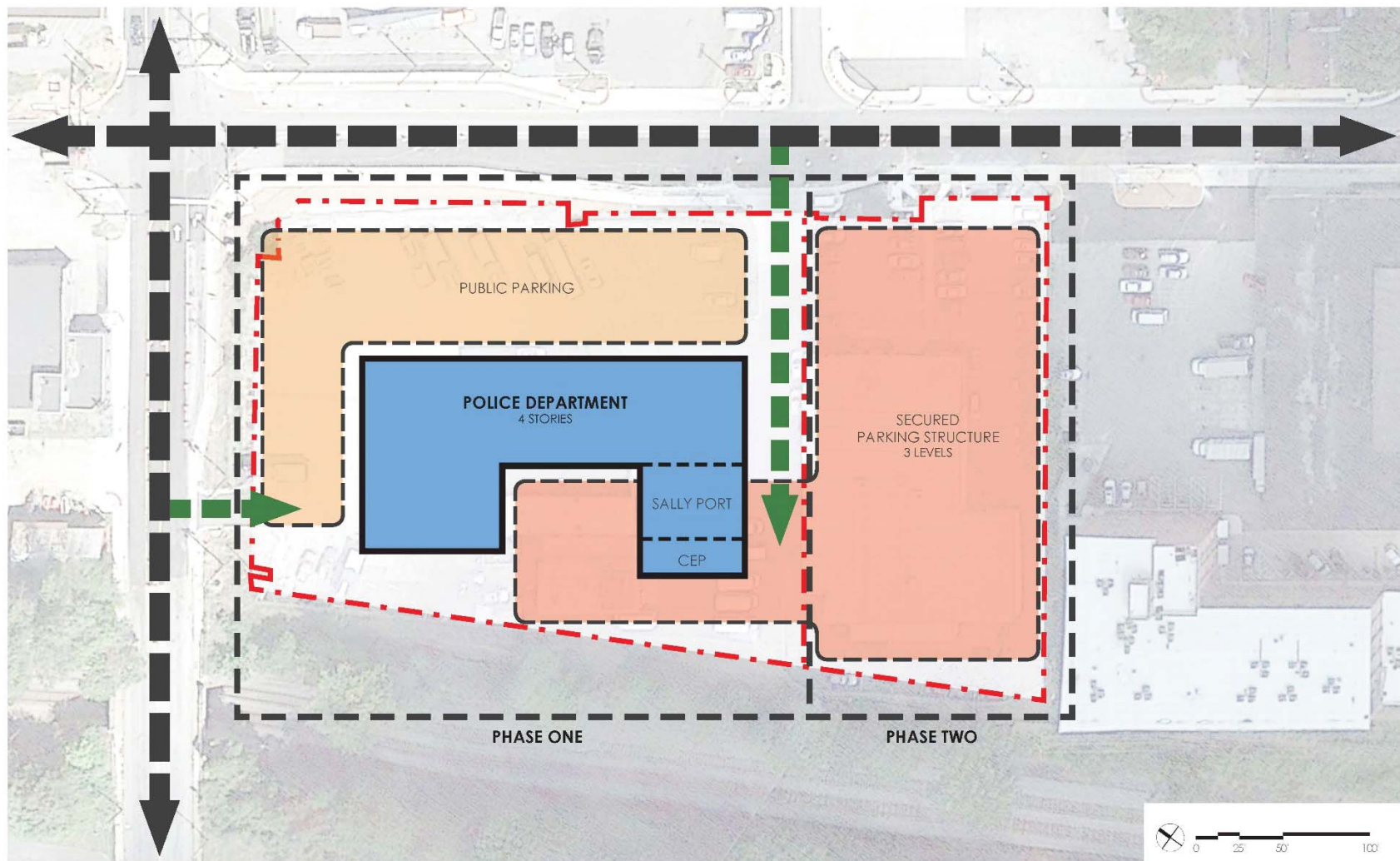


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PRELIMINARY PLAN CONCEPT B

Lynchburg Police Department: GLTC Property

Development Concept "B"



POLICE DEPARTMENT - LYNCHBURG, VA
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0 25 50 100'

SITE ANALYSIS CONCEPT B

Lynchburg Police Department: GLTC Property

Development Concept "B"

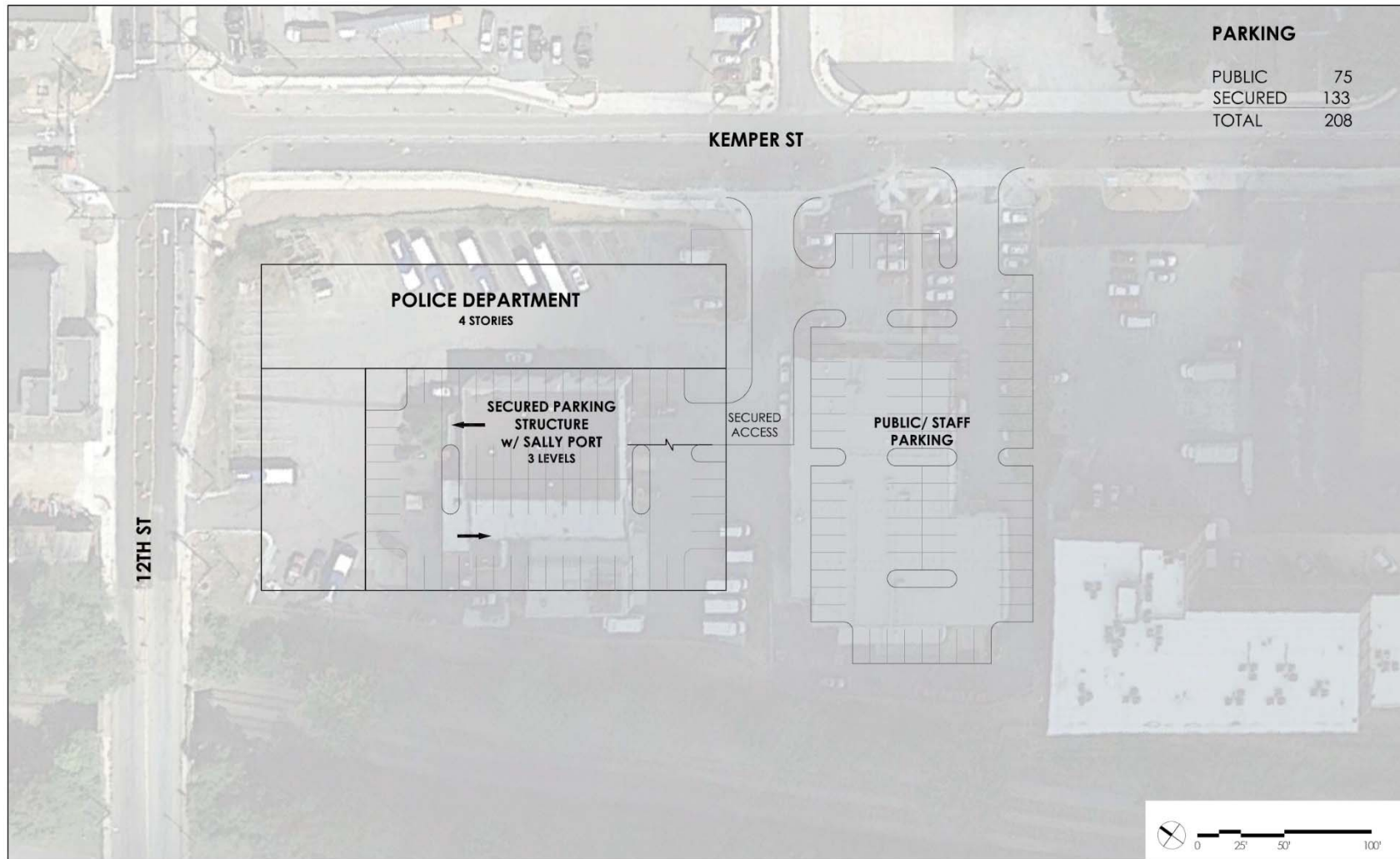


POLICE DEPARTMENT - LYNCHBURG, VA
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MASTER PLAN CONCEPT B

Lynchburg Police Department: GLTC Property

Development Concept "C"

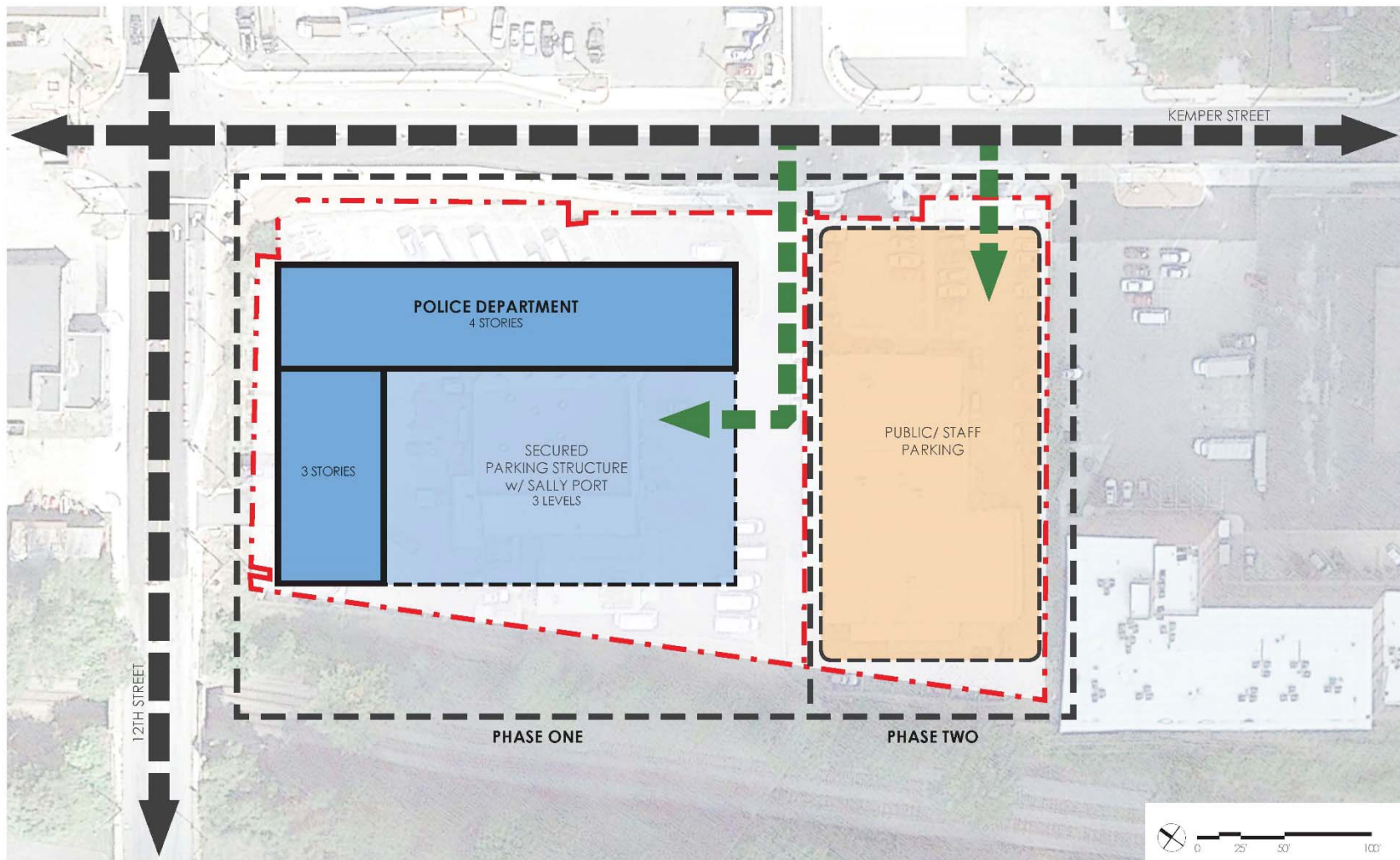


POLICE DEPARTMENT - LYNCHBURG, VA
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PRELIMINARY PLAN CONCEPT C

Lynchburg Police Department: GLTC Property

Development Concept "C"



POLICE DEPARTMENT - LYNCHBURG, VA
ARCHITECTS DESIGN GROUP IN ASSOCIATION WITH ATELIER 11, LTD.



SITE ANALYSIS CONCEPT C

Lynchburg Police Department: GLTC Property

Development Concept "C"



POLICE DEPARTMENT - LYNCHBURG, VA
ARCHITECTS DESIGN GROUP IN ASSOCIATION WITH ATELIER 11, LTD.

MASTER PLAN CONCEPT C

Lynchburg Police Dept. Estimate of Probable Cost

**Development Option “A” – GLTC Site w/o Structured Pkg.
Build for Year 2028 @ 85,837 SF + CG/MPS @ 12,825 SF = 98,662 GSF**

Project “Hard Costs”:

Building Construction: 85,837 SF @ \$285/SF	\$24,463,545
Community Gymnasium / MPS: 12,825 SF @ \$225/SF	\$ 2,885,625
Central Energy Plant Allowance:	\$ 400,000
Site Development: 3 Acres @ \$120,000/Acre	\$ 360,000
Sub Total “Hard Costs”:	\$28,109,170

Project “Soft Costs”:

Professional A/E Fees @ 8% of \$28,109,170	\$ 2,248,734
Specialty Consultant Fees @ 2% of \$ 28,109,170	\$ 562,183
Sub Total “Soft Costs”:	\$ 2,810,917
	\$30,920,087

Project Allowances:

Furnishings, Fixtures & Equipment: 98,662 SF @ \$20/SF	\$ 1,973,240
Technology: 85,837 SF @ \$25/SF	\$ 2,145,925

Total Estimate of Probable Development Costs: **\$35,039,252**

Lynchburg Police Dept. Estimate of Probable Cost

**Development Option “B” – GLTC Site w/ Structured Pkg.
Build for Year 2028 @ 85,837 SF + CG/MPS @ 12,825 SF = 98,662 GSF**

Project “Hard Costs”:

Building Construction: 85,837 SF @ \$285/SF	\$24,463,545
Community Gymnasium / MPS: 12,825 SF @ \$225/SF	\$ 2,885,625
Secured Parking Deck: 86 Spaces @ \$18,000/Space	\$ 1,548,000
Central Energy Plant Allowance:	\$ 400,000
Site Development: 3 Acres @ \$120,000/Acre	\$ 360,000
Sub Total “Hard Costs”:	\$29,657,170

Project “Soft Costs”:

Professional A/E Fees @ 8% of \$29,657,170	\$ 2,372,574
Specialty Consultant Fees @ 2.5% of \$29,657,170	\$ 741,429
Sub Total “Soft Costs”:	\$ 3,114,003
	\$32,771,173

Project Allowances:

Furnishing, Fixtures & Equipment: 98,662 SF @ \$20/SF	\$ 1,973,240
Technology: 85,837 SF @ \$25/SF	\$ 2,145,925

Total Estimate of Probable Development Costs: **\$36,890,338**

Lynchburg Police Dept. Estimate of Probable Cost

Development Option “C” – GLTC Site w/Structure Pkg.

Build for Yr. 2028 at 85,837 SF + Shell Space for Yr. 2038 + CG/MPS at 12,285 SF

Project “Hard Costs”:

Building Construction: 85,837 SF @ \$285/SF	\$24,463,545
Building Shell Space Construction: 3,364 SF @ \$200/SF	\$ 672,800
Community Gymnasium / MPS: 12,825 SF @ \$225/SF	\$ 2,885,625
Secured Parking Deck: 170 Spaces @ \$18,000/Space	\$ 3,060,000
Central Energy Plant Allowance:	\$ 400,000
Site Development: 3 Acres @ \$120,000/Acre	\$ 360,000
Sub Total “Hard Costs”:	\$31,841,970

Project “Soft Costs”:

Professional A/E Fees @ 8% of \$31,841,970	\$ 2,547,358
Specialty Consultant Fees @ 2.5% of \$31,841,970	\$ 796,049
Sub Total “Soft Costs”:	\$ 3,343,407
	\$35,185,377

Project Allowances:

Furnishings, Fixtures & Equipment: 98,662 SF @ \$20/SF	\$ 1,973,240
Technology Allowance: 85,837 SF @ \$25/SF	\$ 2,145,925

Total Estimate of Probable Development Costs: **\$39,304,542**

Lynchburg Police Dept. Estimate of Probable Cost

Development Option “D” – GLTC Site

Build for Year 2038 at 89,201 SF + CG/MPS at 12,285 SF w/Structured Pkg.

Project “Hard Costs”:

Building Construction: 89,201 SF @ \$285/SF	\$25,422,285
Community Gymnasium / MPS: 12,825 SF @ \$225/SF	\$ 2,885,625
Secured Parking Deck: 170 Spaces @ \$18,000/Space	\$ 3,060,000
Central Energy Plant Allowance:	\$ 400,000
Site Development: 3 Acres @ \$120,000/Acre	\$ 360,000
Sub Total “Hard Costs”:	\$32,127,910

Project “Soft Costs”:

Professional A/E Fees @ 8% of \$32,127,910	\$ 2,570,233
Specialty Consultant Fees @ 2.5% of \$32,127,910	\$ 803,198
Sub Total “Soft Costs”:	\$ 3,373,431
	\$35,501,341

Project Allowances:

Furnishings, Fixtures & Equipment: 98,662 SF @ \$20/SF	\$ 1,973,240
Technology Allowance: 85,837 SF @ \$25/SF	\$ 2,145,925

Total Estimate of Probable Development Costs: **\$39,620,506**

Lynchburg Police Dept. Estimate of Probable Cost

Conceptual Development Options

Conceptual Development Option “A” – GLTC Site

**Build for the projected need of Year 2028 at 85,837 SF + Community Gymnasium/
Multi-Purpose Space at 12,825 SF- without Structured Parking**

Total Estimate of Probable Development Costs:\$35,039,252

Conceptual Development Option “B” – GLTC Site

**Build for the projected need of Year 2028 at 85,837 SF + Community Gymnasium/
Multi-Purpose Space at 12,825 SF- with Structured Parking**

Total Estimate of Probable Development Costs:\$36,890,338

Conceptual Development Option “C” – GLTC Site

**Build for the projected need of Yr. 2028 at 85,837 SF + Shell Space for Yr. 2038 +
Community Gymnasium/ Multi-Purpose Space at 12,825 SF w/ Structured Parking**

Total Estimate of Probable Development Costs: \$39,304,542

Conceptual Development Option “D” – GLTC Site

**Build for the projected need of Year 2038 at 89,201 SF + Community Gymnasium/
Multi-Purpose Space at 12,825 SF**

Total Estimate of Probable Development Costs: \$39,620,506

Lynchburg General District Court

<u>1st Round:</u>	<u>Year 2018</u>	<u>Year 2028</u>	<u>Year 2038</u>
	17,271 SF	25,905 SF	25,905 SF
<u>2nd Round</u>	<u>Year 2018</u>	<u>Year 2028</u>	<u>Year 2038</u>
	16,129 SF	20,576 SF	24,078 SF

Program Components Include:

Public Areas

Court Clerks

Judicial Chambers

Courtrooms

Holding

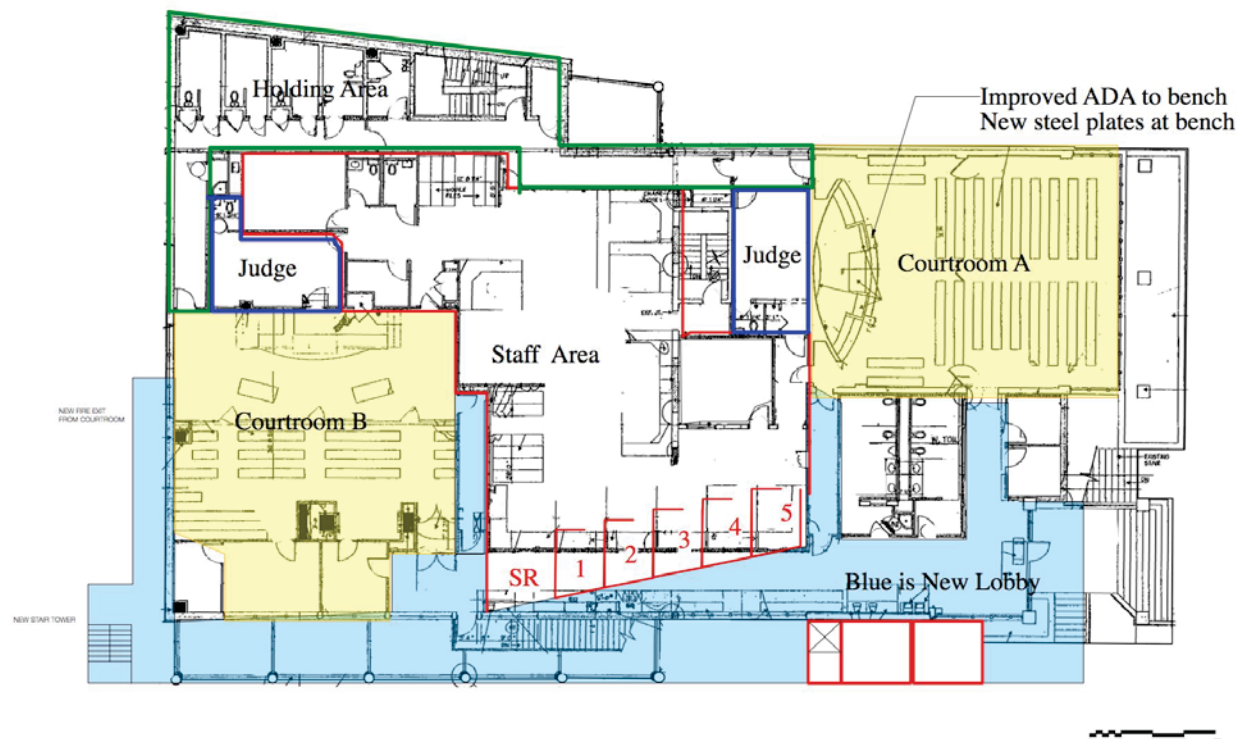
Facility Support Areas

Lynchburg General District Court

Operational “Challenges” with Existing Facilities

1. Lack of Parking – Both Public And Staff.
2. Lack of Operational Space and Storage.
3. Lack of Space for Proper Security Checkpoint.
4. Judges Benches not Bullet Resistant and ADA Accessible.
5. Courtrooms Emergency Exit Through Detainee Holding.
6. Clerk Windows Have Limited Visibility of Lobby.
7. Staff Exit Through Detainee Holding.
8. Lack of Privacy Near Judges’ Chambers.
9. HVAC Sound Issues in Courtroom

Conceptual Option “A”



Safety Building - District Court Upper Floor
November 30, 2016

General District Court Est. of Probable Cost

Development Conceptual Option “A”: Current Need

Project “Hard Costs”:

Expansion 2,500 SF @ \$285/SF	\$ 712,500
Expansion New Elevator	\$ 80,000
Renovation 75% of 10,500 SF @ \$180/SF	\$ 1,417,500
Renovation 25% of 10,500 SF @ \$80/SF	\$ 210,000
Sub Total “Hard Costs”:	\$ 2,420,000

Project “Soft Costs”:

Professional A/E Fees @ 10% of \$2,420,000	\$ 242,000
Specialty Consultant Fees @ 2% of \$2,420,000	\$ 48,400
	\$ 290,400
	\$ 2,710,400

Project Allowances:

FF&E Allowance: 6,000 SF @ \$25/SF	\$ 150,000
Technology Allowance: 6,000 SF @ \$28/SF	\$ 168,000
10% Contingency	\$ 242,000

Total Estimate of Probable Development Costs:

\$ 3,270,400

General District Court Est. of Probable Cost

Development Conceptual Option “B”

Build New Facility for 2038 (not including demolition costs)

Project “Hard Costs”:

New Facility 21,670 SF @ \$350/SF	\$ 7,584,500
Site Development: 2 Acres @ \$120,000/Acre	\$ 240,000
	\$ 7,824,500

Project “Soft Costs”:

Professional A/E Fees @ 8% of \$7,824,500	\$ 625,960
Specialty Consultant Fees @ 2% of \$7,824,500	\$ 156,490
	\$ 782,450
	\$ 8,606,950

Project Allowances:

FF&E Allowance: 21,670 SF @ \$25/SF	\$ 541,750
Technology Allowance: 21,670 SF @ \$28/SF	\$ 606,760
10% Contingency	\$ 782,450

Total Estimate of Probable Development Costs: **\$10,537,910**

Lynchburg Circuit Court

<u>Bldg. Program:</u>	<u>Year 2018</u>	<u>Year 2028</u>	<u>Year 2038</u>
	28,300 SF	39,044 SF	39,249 SF

Program Components Include:

Public Areas

Courtrooms/Judicial Suite

Court Clerks

Holding

Land Records/Archives

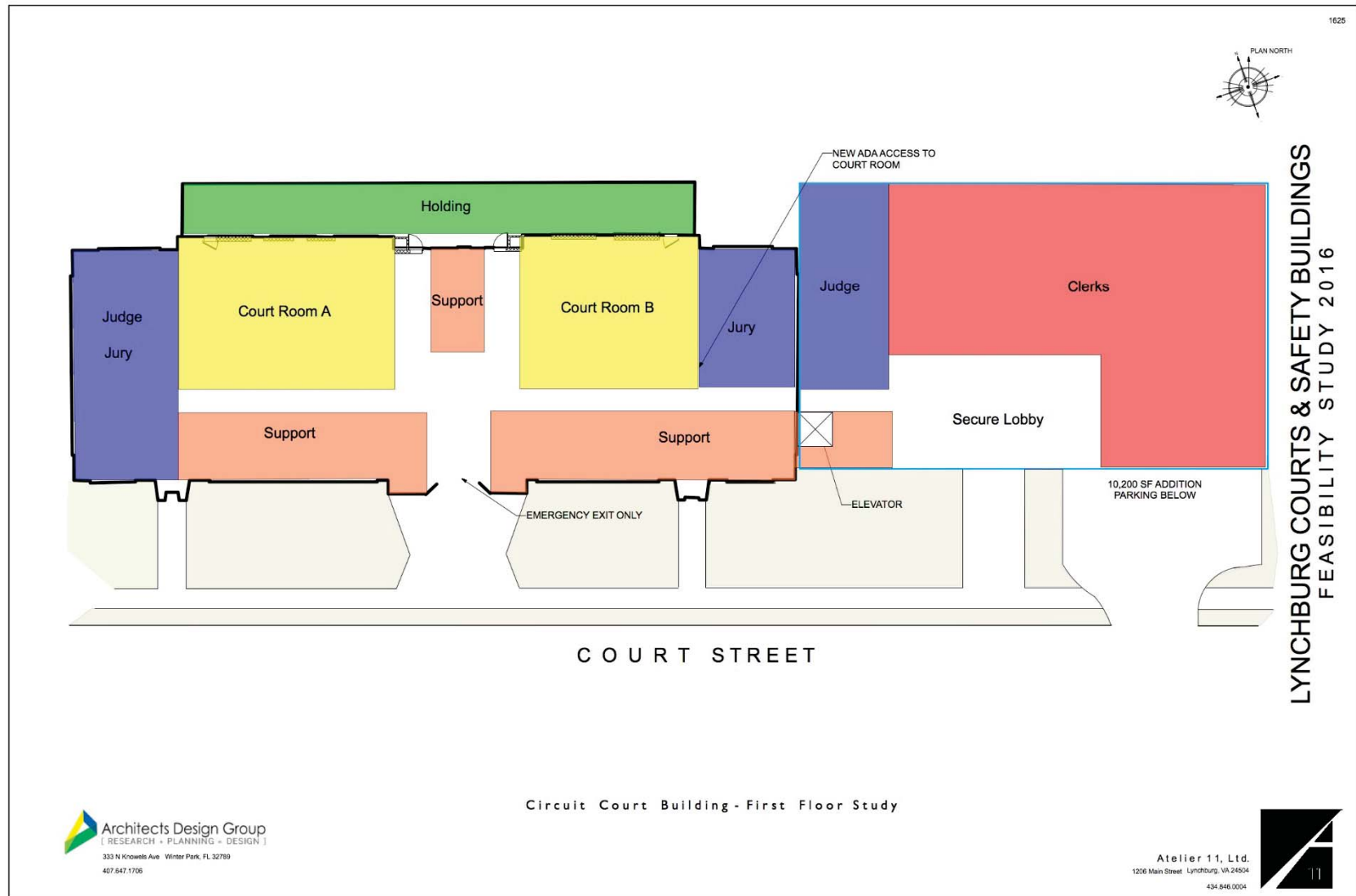
Facility Support Areas

Lynchburg Circuit Court

Operational “Challenges” with Existing Facilities

1. Lack of Parking.
2. Lack of Operational Space and Storage in Clerks Area.
3. Lack of Space for Proper Security Checkpoint.
4. Lack of Proper Flow from Court to Clerks Area.
5. Lack of Separation of Circulation of Staff and Public.
6. Lack of ADA Accessibility to Judges Bench.
7. Public Entrance and Restrooms not ADA Accessible.

Lynchburg Circuit Court – Conceptual Option “A”



Lynchburg Circuit Court Est. of Probable Cost

Development Conceptual Option “A”

Build for the Majority of 2038 Need

Project “Hard Costs”:

Expansion 11,500 SF @ \$350/SF	\$ 4,025,000
Expansion New Elevator	\$ 80,000
Renovation 2,000 SF @ \$180/SF	\$ 360,000
Renovation 2,000 SF @ \$80/SF	\$ 160,000
Sub Total “Hard Costs”:	\$ 4,625,000

Project “Soft Costs”:

Professional A/E Fees @ 8% of \$4,625,000	\$ 370,000
Specialty Consultant Fees @ 2% of \$4,625,000	\$ 92,500
	\$ 462,500

Project Allowances:

FF&E Allowance: 11,500 SF @ \$25/SF	\$ 287,500
Technology Allowance: 11,500 SF @ \$28/SF	\$ 322,000
10% Contingency	\$ 462,500

Total Estimate of Probable Development Costs: **\$ 6,159,500**

Lynchburg Facilities

Additional Considerations:

Temporary Facilities for the General District & Circuit Courts During Construction

Infrastructure Updates for the Courts Facilities

Can All Program Components be Combined into 1 New Development?

Move Management (Temporary Relocation or One Move)

Next Steps

Continue Searching for the Best Property Location

Verify Construction Costs with Local Builders

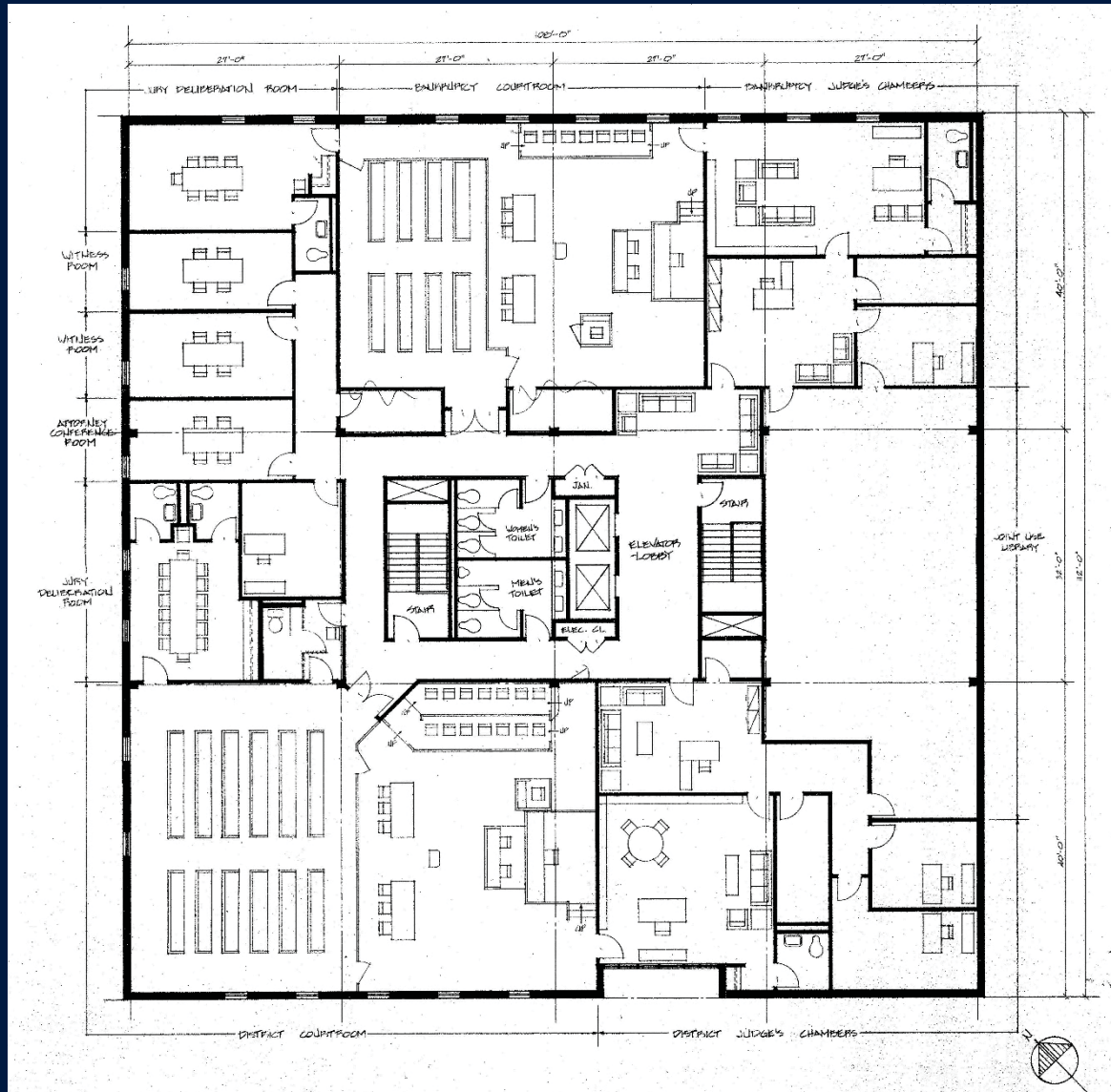
Update and Complete the Final Programming Report

Identifying a Funding Strategy

Community Outreach Program

Lynchburg Courts Facilities

Potential Temporary Location: Old Federal Courthouse



Lynchburg Police & Courts Facilities

Recommendation: Get the Community On Board



Lynchburg: Police + Courts Facilities

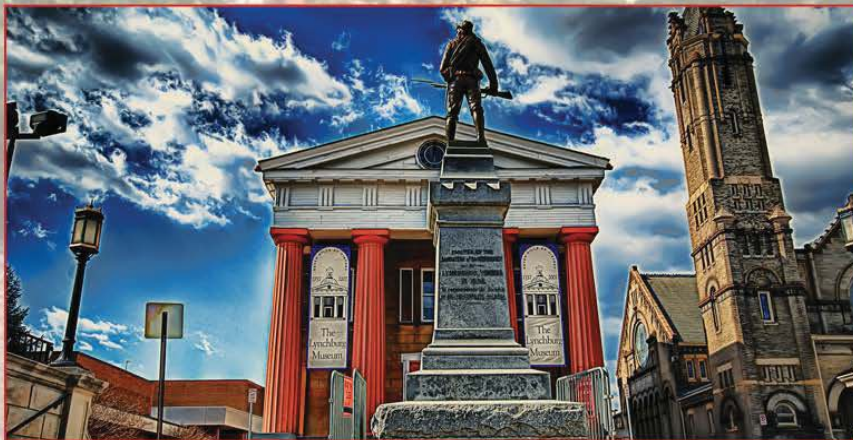
Program Overview

<u>General District Court</u>	<u>Current</u>	<u>2018</u>	<u>2028</u>	<u>2038</u>
courts/clerks/lobby	10,600	14,500	18,500	21,500
Existing Floor Plate		10,600		
Deficit		3,900		
<u>Circuit Court</u>	<u>Current</u>	<u>2018</u>	<u>2028</u>	<u>2038</u>
whole Building	28,300	39,044	39,249	39,434
Deficit		10,744		
<u>Proposed Expansion</u>				
Clerks /Lobby/support		9,000		
Reconfigured Judges suite		1,200		
		10,200		
<u>Police</u>	<u>Current</u>	<u>2018</u>	<u>2028</u>	<u>2038</u>
Total	46,400	77,800	85,800	89,200
Deficit		31,400		
<u>Current Breakdown of Police Square Footage</u>				
Public Safety Building (38,500 SF minus court floor)	27,900			.
West Building (Useable area)	12,500			
Monument Terrace building	6,000			



Lynchburg, VA

POLICE AND COURT FACILITIES EVALUATION AND NEEDS ASSESSMENT



ATELIER 11 ARCHITECTURE LYNCHBURG, VA IN ASSOCIATION WITH
ARCHITECTS DESIGN GROUP WINTER PARK, FL • DALLAS, TX

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **January 10, 2017**

AGENDA ITEM #: **2**

CONSENT:
ACTION: **X**

REGULAR:
INFORMATION:

WORK SESSION: **X**

CLOSED SESSION:
(Confidential)

ITEM TITLE: Zoning Ordinance Amendments

Strategic Pillar(s) Impacted:

☐ Arts & Culture	☐ Citizen Engagement & Social Capital	☐ Economic Development	☐ Healthy & Active Living
☐ Infrastructure	☒ Land Use	☐ Lifelong Learning	☒ Natural Resources
☒ Neighborhoods	☐ Safe Community	☐ Social Equity	☐ Transportation
			☒ Administrative

RECOMMENDATION: Approval of the Zoning Ordinance amendments.

SUMMARY: City Council adopted the Zoning Ordinance on February 23, 2016. As discussed during the Zoning Ordinance revision process, clarifications and corrections may be necessary as staff, the development community and citizens start working with the document. On July 13, 2016, the Planning Commission directed City staff to correct and clarify sections of the Zoning Ordinance found to be unclear during the first few months of use.

The attached City of Lynchburg, Zoning Ordinance Corrections/Clarifications 2016 Summary of Changes, outlines the Zoning Ordinance Section, each proposed change and reasons for the proposed change.

Noteworthy changes include:

1. Relaxing parking setbacks in the B-3, Community Business District, to only require parking behind the front building line (Summary of Changes page 2);
2. Applying the district-wide forty (40) foot setback to limited access highways in the Scenic Corridor Overlay District (Summary of Changes page 2);
3. Improving the cluster subdivision ordinance by reducing setbacks to 50% of the underlying base zoning district, including minimum lot width and setback requirements, and clarifying that lot coverage requirements do not apply in cluster subdivisions, to make this development pattern more feasible (Summary of Changes page 4); and
4. Simplifying single-household density requirements in the R-3, Medium Density Residential District, and R-4, High Density Residential District to make them consistent with good zoning practice. Proposed language
 - Reduces the minimum lot size in the R-4 district to match the R-3 district (Summary of Changes page 5 and 14);
 - Removes the confusing dwellings per acre requirements (Summary of Changes page 5, 13 and 14);
 - Clarifies when accessory dwellings are permitted in the R-3 district (Summary of Changes page 5 and 13); and
 - Allows detached units on lots that previously only permitted semi-detached units. (Summary of Changes page 5 and 13)

PRIOR ACTION(S):

February 23, 2016: City Council adopted the Zoning Ordinance.

July 13, 2016: Planning Commission initiated corrections and clarifications to the Zoning Ordinance.

October 12, 2016: Planning Commission recommended approval (6-0, with 1 vacancy) of the Zoning Ordinance amendments.

November 8, 2016: City Council conducted a public hearing on the proposed corrections and tabled the item to the next work session for additional discussion.

FISCAL IMPACT: N/A

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

ATTACHMENT(S):

- Summary of Changes
- Ordinance
- Planning Commission Minutes – October 12, 2016
- Planning Commission Memorandum – October 12, 2016

REVIEWED BY: bms

001K



City of Lynchburg ZONING ORDINANCE CORRECTIONS/CLARIFICATIONS 2016

Summary of Changes

Lynchburg's Zoning Ordinance, City Code Section 35.2, was adopted by City Council on February 23, 2016. On July 13, 2016, Planning Commission initiated the process of correcting and clarifying sections of the ordinance staff had found to be unclear during the first few months of use. This document contains a list of the proposed corrections/clarifications with a summary of why they are necessary. Following the list, changes are summarized by each zoning district.

List of Corrections

SECTION # page #
(approx.)

ORDINANCE CHANGE

WHY?

Submittal Requirements
Exhibit II-16 p49

Parcel lines and dimensions (metes and bounds illustrated for rezonings)

Concept	Final
✓	✓

Current policy was not reflected in code text and staff needs the area being rezoned illustrated on the concept plan for mapping zone changes.

Determination of Boundaries
35.2-33.1(b) p60

(b) Boundaries indicated as approximately following the centerlines of streets, alleys or other public rights-of-way shall be construed to follow such centerlines. Where the street, alley or right-of-way has been vacated through official action of the governing body, the adjacent zoning district boundary shall be ~~construed~~ reconfigured to follow the centerline of the vacated right-of-way.

Section was not clear for how to handle right-of-way vacations and apply zoning to previously unzoned land.

B-3 District Development Standards
35.2-46.4 (d) p107

(d) Parking. Parking areas shall be set back at least twenty (20) feet from front or exterior side property lines or set behind the front building line on all street frontages.

The 20' setback was maintained for parking to encourage developers to build closer to the street. If the building is situated close to the street, parking should be allowed to the side

Scenic Corridor Development Standards
35.2-56.7 (a) p175

(a) Setbacks. The minimum building and parking setbacks are established at forty (40) feet for lots abutting the public street on which the scenic corridor overlay district is centered. This setback shall be measured from the right-of-way line shared by the lot and the public street on which the scenic corridor overlay district is centered. This provision shall not be applicable to limited access highways.

This provision was not necessary under the previous zoning ordinance because there was a City-wide 50' setback from all limited access highways. The 50' setback was removed during the update and inadvertently affects development in the Scenic Corridor.

Utility Screening
35.2-63.9(e)6. p220

6. Dumpsters shall be enclosed with a wood or vinyl fence or a masonry wall constructed of the same materials as the principal structure. The fence or wall enclosure shall screen the dumpster and be at least six (6) feet and no more than eight (8) feet in height.

The City has always allowed wood and vinyl screening for dumpsters.

List of Corrections

SECTION #	page # (approx.)	ORDINANCE CHANGE	WHY?
<i>Home Occupations</i> 35.2-71.4 (b) 6.	p254	6. Not have any outside storage of goods or equipment <u>other than one (1) business vehicle and one (1) trailer per lot, providing said trailer is located behind the building line of the main structure on the property and it is not over twenty-two (22) feet in length or eight (8) feet, nine (9) inches in height;</u>	Read literally, this sounds like no business vehicles are permitted. Including this language codifies a long-term interpretation from the Zoning Administrator and applies same standards recreational vehicles have.
<i>Farm Animals</i> 35.2-71.7	p257	• Enclosures, <u>not including fences, are</u> required and must to be located at least 200 feet from any property line	“Enclosures” could be interpreted to include fences. If so, then they would be required to be set back 200’, which was not the intent of the ordinance. This does remove the requirement for enclosures for large farm animals.
<i>Temporary Outdoor Promotional Activities</i> 35.2-72.23(c)4.	p277	1. Such a permit shall be issued only for use within the B-3, B-4 or B-5 districts. 4. No such attraction shall be located less than one hundred fifty (150) feet of the nearest lot line of any adjacent dwelling, <u>except multi-household or mixed use residential structures.</u>	Permitted uses are outlined in the matrices for each district and this requirement conflicts with permitted uses for certain development patterns like Traditional Neighborhood Developments (TNDs) that allow uses of the B-3 district. Requirement inadvertently prohibits these events in mixed use areas.

List of Corrections

SECTION # page #
(approx.)

ORDINANCE CHANGE

WHY?

Cluster Subdivisions
35.2-80.4 and
Exhibit VIII-1

p294

Unless otherwise provided in this section, cluster development shall comply with regulations of the applicable zoning district governing **setbacks**, height, parking, landscaping, signs, lighting, access and public improvements.

Exhibit VIII-1: Standards for Single-Household and Duplex Clusters

Design Element	Standards
Minimum Size of Cluster Development	2 acres
Minimum Lot Area	50% of minimum lot area for applicable zoning district, Maximum lot coverage shall not apply
Minimum Lot Width	50% of minimum lot width for applicable zoning district, not to be reduced below 30 feet
Minimum Lot Width if Abutting a Conforming Single Family or Duplex Use Zoned R-1 or R-2	80% of the minimum lot width for the district, applicable to the abutting lot, unless the lots are separated by an open space area measuring at least 50 feet in width
Setbacks	50% of setback for applicable zoning district except that side setbacks shall not be less than 5 feet
Minimum Open Space	30%

- Requiring base district setbacks and lot coverage requirements reduced the buildable area below what is practical.
- Changes establish setbacks as 50% of the base district setback, except that side setbacks will not be below 5'.
- Lot width was addressed because in R-4 district clusters lots could be as narrow as 25', which is below what is practical for building single-household dwellings, so a standard was set to a minimum of 30'.

Large Scale Retail
35.2-84.6 (g)

p309

(g) In all parking areas that are in excess of that required by section 35.2-62 et. seq., off-street parking and loading shall implement practices that will allow twenty-five percent (25%) of the stormwater attributable to the parking area **for the 1-year storm** to infiltrate to the soil below. **In cases where soil quality or other limiting factors will not allow for adequate infiltration, filtering practices with underdrains may be used as an alternative, subject to approval by the Zoning Administrator.**

This was carried over from the previous zoning ordinance, but is difficult to interpret under current stormwater regulations. Provisions provide enough detail to enforce the requirement and provide an alternative when a site has poor soil quality.

Violations
35.2-102.1(b)-(d)

p339

Language capping the amount of time that can be given to correct a violation at 15 days was removed. The Zoning Administrator may establish a "reasonable time period" instead.

This was a City-imposed restriction on the amount of time given to correct a violation. It is impractical, especially when the appeal period is set at 30 days and a violator could appeal after the allowed 15 days.

List of Corrections-Article IV

SECTION #	page # (approx.)	ORDINANCE CHANGE	WHY?
Table of Authorized Uses 34.1 (Article III)	p61	"...This Zoning Ordinance uses structure eat codes for certain residential uses (<u>indicated with "S" next to code number</u>) and function codes for other uses."	Clarified that structure codes are identified with an "S" at the end of the code number.
Permitted Use Matrices throughout ordinance		1. Revised Land Based Classification System (LBCS) codes for private residential uses as described in section 34.1 with structure codes as opposed to functional codes. 2. Added LBCS 1201S, to allow mixed use with any number of units in business districts. 3. Added definitions of uses to matrices for clarity	• The ordinance already called for structure codes to be used in 34.1, but they inadvertently were not. • Needed to include a "mixed use" category to clearly allow mixed use buildings of all types, not just ones with 3 or more units. • Definitions included for ease of use.
Ground Floor Residential 45.3 (e) (B-1) 46.3 (g) (B-3) 48.3 (f) (B-5)	p97 p106 p129	Clarified district use standards language to say that residential uses permitted by CUP do not require a mixed use component	The ordinance encourages mixed use, but if a standalone residential use is established by Conditional Use Permit, it can be assumed it has been adequately vetted.
Lot Width Requirements Exhibit IV-2 (R-C) Exhibit IV-4 (R-1) Exhibit IV-6 (R-2) Exhibit IV-8 (R-3) Exhibit IV-10 (R-4) Exhibit IV-14 (B-1)	p69 p74 p79 p84 p89 p98	Clarified that lot width requirements apply to both the setback line and the front property line.	Interpreted literally, it looks like a lot could have no frontage requirement as long as it met lot width at the setback line. This could lead to irregularly shaped lots, too many driveways, and in-cohesive neighborhood design.
R-3, R-4 Dev. Standards 35.2-43.4 (b) Exhibit IV-10 (R-4)	p83 p89	Corrected R-3 and R-4 lot size and density requirements to 1) allow detached dwellings on 4,000 square foot lots, 2) clarify that accessory units are not permitted on small lots in R-3 and 3) reduce the minimum lot size in R-4 to match R-3	• Detached dwellings can be built on 4,000 square foot lots and it seemed unnecessary to prohibit them. • Allowing accessory dwellings on small lots increased the density beyond what was permitted • R-4 required larger lots than R-3.

Changes by District

B-1, Limited Business District

(p91)

what changed

Exhibit IV-12: Authorized Uses in B-1 District

Land Use	LBCS #	Description	Approval Type
single-household detached	1111S	Typical single-household dwelling	P
modular home	1114S	A prefabricated home without axles or frames (see definitions)	P
Two-household (duplex)	1121S	A building located on one (1) zoning lot containing not more than two (2) dwelling units	C
single-household attached (townhouse)	1113S 1140S	Each unit on a separate lot; fire wall may protrude from roof or roofs may be staggered	C
Three or More Households (allowed only as part of a mixed-use development)	1130S 1200S	Includes triplexes, four-plexes, and other multi-household dwellings	PC
Mixed-use residential structures (see district regulations for limitations)	1201S	Typically commercial uses on lower floors and residential uses on upper floors	P

- added structure codes
- added descriptions for residential uses
- added LBCS 1201S to allow mixed use with any number of units
- clarified that lot width applies at front property line as well as at the setback line
- clarified that residential uses permitted by CUP are not required to have a mixed use component.

Exhibit IV-14: Summary of B-1 Development Standards

Design Element	Standards	Section Cross-Reference
Maximum height	40'	35.2-61.2
Minimum front setback from right-of-way (dimension A)	0'	35.2-61.3
Minimum side setback, interior (dimension B)	0'	35.2-61.3
Minimum side setback, exterior (dimension C)	0'	35.2-61.3
Minimum rear setback (dimension D)	25'	35.2-61.3
Minimum lot width at front property line and front setback line (dimension E)	50'	35.2-61.4
Minimum lot depth (dimension F)	100'	35.2-61.4
Minimum lot area (square feet)	6,000 with 1,000 sq.ft. of lot area per dwelling unit or boarding unit	35.2-61.4

A - Front setback
B - Interior side setback
C - Exterior side setback
D - Rear setback
E - Minimum lot width
F - Minimum lot depth

Letters in drawing to the left correspond with dimensions cited in the design element column

45.3 (e) Excepting authorized single household ~~homes~~ dwelling and other residential uses permitted by conditional use permit, ground floor residential uses shall be prohibited except when part of a mixed-use building where the residential access is taken from an urban collector or local street.

Changes by District

B-3, Community Business District (p99)

what changed

Land Use	LBCS #	Description	Approval Type
single-household detached	1111 S	Typical single-household dwelling	P
modular home	1114 S	<u>A prefabricated home without axles or frames (see definitions)</u>	P
Two-household (duplex)	1121 S	<u>A building located on one (1) zoning lot containing not more than two (2) dwelling units</u>	C
single-household attached (townhouse)	1113 1140 S	Each unit on a separate lot; fire wall may protrude from roof or roofs may be staggered	C
Three or More Households (allowed only as part of a mixed-use development)	1130 1200 S	Includes triplexes, four-plexes, and other multi-household dwellings	PC
<u>Mixed-use residential structures (see district regulations for limitations)</u>	1201 S	<u>Typically commercial uses on lower floors and residential uses on upper floors</u>	<u>P</u>

- added structure codes
- added descriptions for residential uses
- added LBCS 1201S to allow mixed use with any number of units
- clarified that residential uses permitted by CUP are not required to have a mixed use component
- reduced setback for parking if building is close to the street

46.3 (g) Except authorized single household dwellings and other residential uses permitted by conditional use permit, ground floor residential uses shall be prohibited except when part of a mixed-use building where the residential access is taken from an urban collector or local street.

46.4 (d) Parking. Parking areas shall be set back at least twenty (20) feet from front or exterior side property lines or set behind the front building line on all street frontages.

Changes by District

B-4, Urban Commercial District

(p108)

what changed

Exhibit IV-17: Authorized Uses in B-4 District

Land Use	LBCS #	Description	Approval Type
single-household attached (townhouse)	1113 1140S	Each unit on a separate lot; fire wall may protrude from roof or roofs may be staggered	P
Three or More Households Multi-household structures	1130 1200S	Includes triplexes, four-plexes, and other multi-household dwellings	P
Mixed-use residential structures (see district regulations for limitations)	1201S	Typically commercial uses on lower floors and residential uses on upper floors	<u>P</u>

- added structure codes
- added descriptions for residential uses
- added LBCS 1201S to allow mixed use with any number of units

Changes by District

B-5, General Business District

(p119)

what changed

Exhibit IV-19: Authorized Uses in B-5 District

Land Use	LBCS #	Description	Approval Type
single-household detached	1111 S	Typical single-household dwelling	C
modular home	1114 S	<u>A prefabricated home without axles or frames (see definitions)</u>	C
manufactured home	1115 S	<u>A structure, transportable in one (1) or more sections, built after 1978 on a permanent chassis, and designed for use with or without a permanent foundation when connected to the required utilities (see definitions)</u>	C
Two-household (duplex)	1121 S	<u>A building located on one (1) zoning lot containing not more than two (2) dwelling units</u>	C
single-household semi-detached	1112 1122 S	One of two dwellings separated by a party wall, <u>on abutting lots</u>	C
single-household attached (townhouse)	1113 1140 S	Each unit on a separate lot; fire wall may protrude from roof or roofs may be staggered	C
Three or More Households	1130 1200 S	Includes triplexes, four-plexes, and other multi-household dwellings	C
<u>Mixed-use residential structures (see district regulations for limitations)</u>	1201 S	<u>Typically commercial uses on lower floors and residential uses on upper floors</u>	<u>P</u>

- added structure codes
- added descriptions for residential uses
- added LBCS 1201S to allow mixed use with any number of units
- clarified that residential uses permitted by CUP are not required to have a mixed use component

48.3 (f) Except residential uses specifically permitted by conditional use permit, ground floor residential uses shall be prohibited except when part of a mixed-use building where the residential access is taken from an urban collector or local street.

Changes by District

R-C, Resource Conservation District

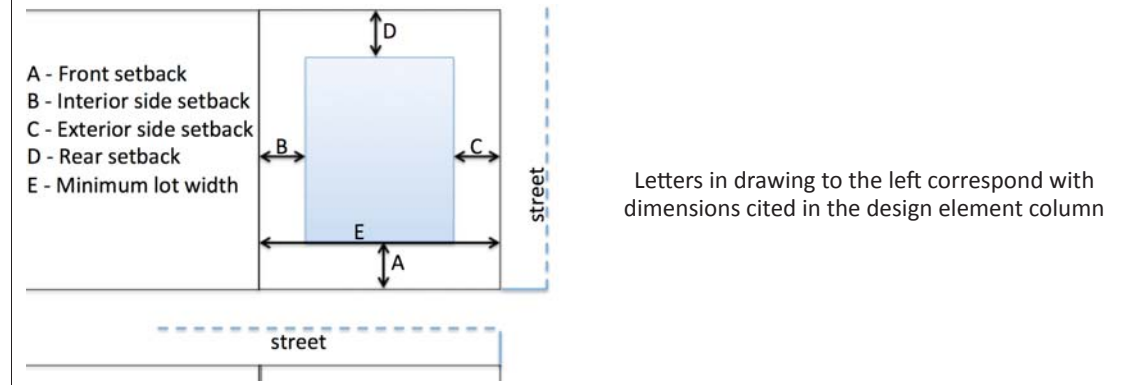
(p65)

what changed

Exhibit IV-2: Summary of R-C Development Standards

Design Element	Standards	Cross-Reference
Maximum Height	see paragraph (a) above	35.2-61.2
Minimum front setback (dimension A)	50'	35.2-61.3
Minimum side setback, interior (dimension B)	50'	35.2-61.3
Minimum side setback, exterior (dimension C)	50'	35.2-61.3
Minimum rear setback (dimension D)	50'	35.2-61.3
Minimum lot width at <u>front property line and</u> front setback line (dimension E)	150'	35.2-61.4
Minimum lot area	10 acres per dwelling and 5 acres per dwelling unit or boarding unit	35.2-61.4
Maximum lot coverage	10%	35.2-61.4

- clarified that lot width applies at front property line as well as at the setback line
- clerically, permitted use matrix will be changed to reflect structure codes and use descriptions



Changes by District

R-1, Low Density Residential District

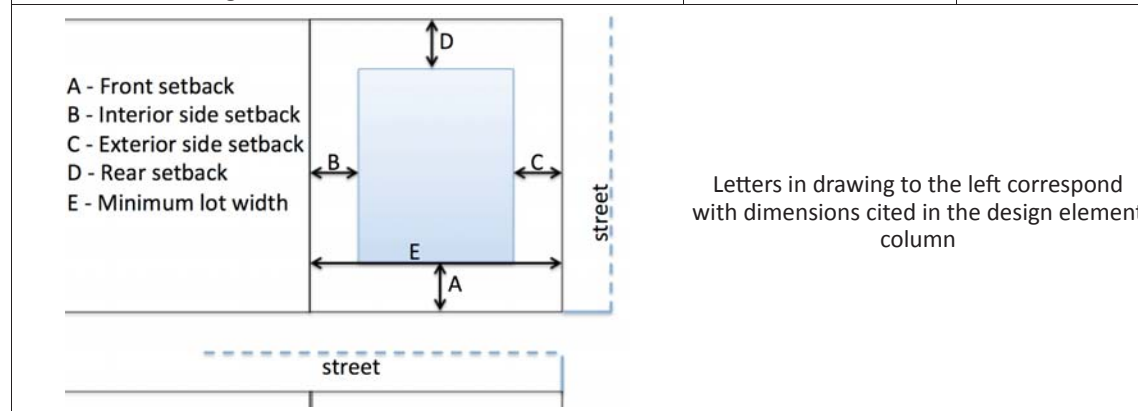
(p69)

what changed

Exhibit IV-4: Summary of R-1 Development Standards

Design Element	Standards	Cross-Reference
Maximum Height	40'	35.2-61.2
Minimum front setback (dimension A)	40'	35.2-61.3
Minimum side setback, interior (dimension B)	15'	35.2-61.3
Minimum side setback, exterior (dimension C)	40'	35.2-61.3
Minimum rear setback (dimension D)	50'	35.2-61.3
Minimum lot width at <u>front property line and</u> front setback line (dimension E)	100'	35.2-61.4
Minimum lot area (square feet)	15,000, and 7,500 per dwelling unit or boarding unit	35.2-61.4
Maximum net density (dwelling units per acre/dwelling units per acre including accessory dwelling units and boarding units)	2.90/5.80	35.2-61.4
Maximum lot coverage	20%	35.2-61.4

- clarified that lot width applies at front property line as well as at the setback line
- clerically, permitted use matrix will be changed to reflect structure codes and use descriptions



Changes by District

R-2, Low-Medium Density Residential District

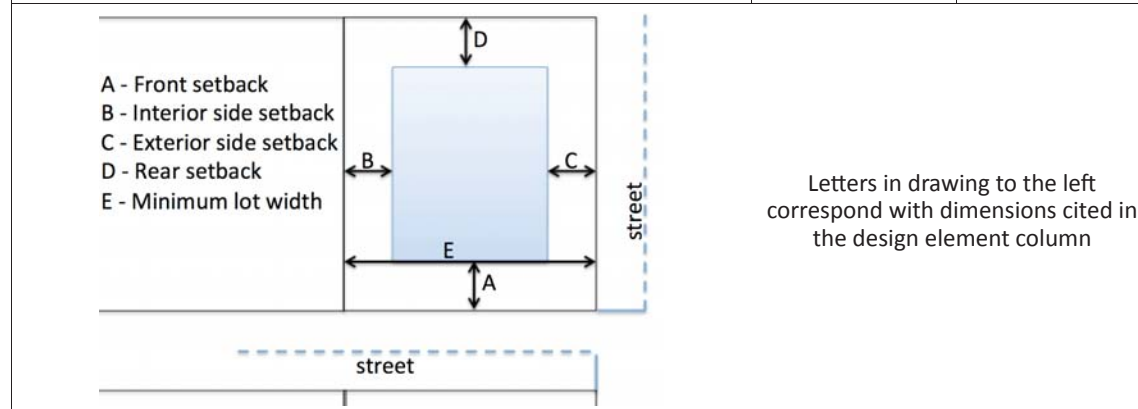
(p74)

what changed

Exhibit IV-6: Summary of R-2 Development Standards

Design Element	Standards	Cross-Reference
Maximum height	40'	35.2-61.2
Minimum front setback (dimension A)	30'	35.2-61.3
Minimum side setback, interior (dimension B)	8'	35.2-61.3
Minimum side setback, exterior (dimension C)	30'	35.2-61.3
Minimum rear setback (dimension D)	30'	35.2-61.3
Minimum lot width at <u>front property line and</u> front setback line (dim E)	75'	35.2-61.4
Minimum lot area (square feet)	10,000, with 5,000 per boarding unit	35.2-61.4
Maximum net density (dwelling units per acre/dwelling units per acre including accessory and boarding units)	4.35/8.7	35.2-61.4
Maximum lot coverage	20%	35.2-61.4

- clarified that lot width applies at front property line as well as at the setback line
- clerically, permitted use matrix will be changed to reflect structure codes and use descriptions



Changes by District

R-3, Medium Density Residential District

(p79)

what changed

43.4 (b) Semi-detached or Detached Dwellings. For semi-detached or detached dwellings, the minimum lot area shall be 4,000 square feet and the minimum lot width shall be thirty (30) feet. The minimum side setback shall be five (5) feet except that there is no minimum side setback required along the party wall between adjoining units (see illustration below). Semi-detached or detached dwellings located on lots less than eight thousand (8,000) square feet are not permitted accessory units.

Semi-detached Dwellings

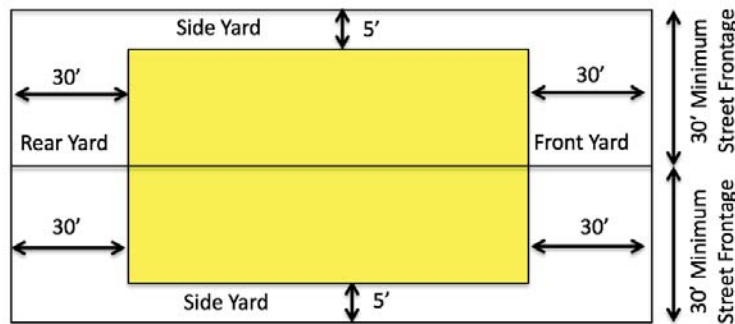


Exhibit IV-8: Summary of R-3 Development Standards

Design Element	Standards	Cross-Reference
Maximum height (see paragraph (a) above)	40'	35.2-61.2
Minimum front setback (dimension A)	30'	35.2-61.3
Minimum side setback, interior (dimension B)	5'	35.2-61.3
Minimum side setback, exterior (dimension C)	30'	35.2-61.3
Minimum rear setback (dimension D)	30'	35.2-61.3
Minimum lot width at front property line and front setback line (dimension E)	60', 30' per 43.4(b)	35.2-61.4
Minimum lot size (square feet) - see paragraphs a and b of this section for additional standards	4,000 per dwelling unit or boarding unit (also see paragraphs (b) & (c) above)	35.2-61.4
Maximum net density (dwelling units per acre /dwelling unit or boarding units per acre)	5.45 /10.89	35.2-61.4
Maximum lot coverage	30%	35.2-61.4

- changed to allow detached dwellings on small lots like semi-detached dwellings are. These houses will be like the detached dwellings in Traditional Neighborhood Developments (TNDs) like Wyndhurst.
- clarified that lots less than 8,000 square feet are not permitted accessory units
- removed 5.45 dwelling units per acre requirement because of confusion. It referred to the number of residential structures per acre, but is unnecessary and incorrect if we permit detached dwellings on small lots
- clarified that lot width applies at front property line as well as at the setback line
- clerically, permitted use matrix will be changed to reflect structure codes and use descriptions

****In the future, consider:**

- limiting the number of driveways in small lot subdivisions
- allowing townhouses by right instead of requiring a Conditional Use Permit (CUP)

Changes by District

R-4, High Density Residential District

(p84)

what changed

Exhibit IV-10: Summary of R-4 Development Standards

Design Element	Standards	Cross-Reference
Maximum Height	40'	35.2-61.2
Minimum front setback from right-of-way (dimension A)	30'	35.2-61.3
Minimum side setback, interior (dimension B)	5'	35.2-61.3
Minimum side setback, exterior from right-of-way (dimension C)	30'	35.2-61.3
Minimum rear setback (dimension D)	25'	35.2-61.3
Minimum lot width at front property line and front setback line (dimension E)	50', <u>30' for detached or semi detached dwellings</u>	35.2-61.4
Minimum lot size (square feet)	<u>64</u> ,000, with 2,000 for each dwelling unit or boarding unit	35.2-61.4
Maximum net density (dwelling units per acre /dwelling unit or boarding units per acre)	7.26 /21.78	35.2-61.4
Maximum lot coverage	30%	35.2-61.4

A - Front setback
 B - Interior side setback
 C - Exterior side setback
 D - Rear setback
 E - Minimum lot width

Letters in drawing to the left correspond with dimensions cited in the design element column

- changed to allow semi-detached or detached dwellings on small lots like in the R-3 district
- reduced minimum lot size to match R-3, accessory dwellings are permitted on all lots in R-4 districts
- removed 7.26 dwelling units per acre requirement because of confusion. It pertained to 6,000 square foot lots
- clarified that lot width applies at front property line as well as at the setback line
- clerically, permitted use matrix will be changed to reflect structure codes and use descriptions

****In the future, consider:**

1. limiting the number of driveways in small lot subdivisions
2. allowing townhouses by right instead of requiring a Conditional Use Permit (CUP)

ORDINANCE:

AN ORDINANCE TO AMEND AND REENACT THE CODE OF THE CITY OF LYNCHBURG, 1981 BY AMENDING ZONING ORDINANCE SECTIONS:

- 35.2-14.2, SITE PLANS
- 35.2-33.1, DETERMINATION OF BOUNDARIES
- 35.2-34, AUTHORIZED USES
- 35.2-40, CONSERVATION DISTRICT (R-C)
- 35.2-41, LOW DENSITY RESIDENTIAL DISTRICT (R-1)
- 35.2-42, LOW-MEDIUM DENSITY RESIDENTIAL DISTRICT (R-2)
- 35.2-43, MEDIUM DENSITY RESIDENTIAL DISTRICT (R-3)
- 35.2-44, HIGH DENSITY RESIDENTIAL DISTRICT (R-4)
- 35.2-45, LIMITED BUSINESS DISTRICT (B-1)
- 35.2-46, COMMUNITY BUSINESS DISTRICT (B-3)
- 35.2-47, URBAN COMMERCIAL DISTRICT (B-4)
- 35.2-48, GENERAL BUSINESS DISTRICT (B-5)
- 35.2-56.7, SCENIC CORRIDOR DEVELOPMENT STANDARDS
- 35.2-63.9, UTILITY SCREENING
- 35.2-71.4, HOME OCCUPATIONS
- 35.2-71.7, FARM ANIMALS
- 35.2-72.23, TEMPORARY USES
- 35.2-80, RESIDENTIAL CLUSTER SUBDIVISIONS
- 35.2-84, RETAIL ESTABLISHMENTS, LARGE SCALE
- 35.2-102, VIOLATIONS, ENFORCEMENTS AND PENALTIES

BE IT ORDAINED BY THE CITY OF LYNCHBURG that in order to promote the public necessity, convenience, welfare and good zoning practice, to plan for future development of the City as recommended by the Comprehensive Plan 2013-2030 that:

1. Sections, 35.2-14.2, 35.2-33.1, 35.2-34, 35.2-40, 35.2-41, 35.2-42, 35.2-43, 35.2-44, 35.2-45, 35.2-46, 35.2-47, 35.2-48, 35.2-56.7, 35.2-63.9, 35.2-71.4, 35.2-71.7, 35.2-72.23, 35.2-80, 35.2-84, and 35.2-102 are hereby amended and reenacted as follows:

35.2-14.2 Site Plans

Exhibit II-16: Concept and Final Site Plan Application Submittal Requirements

Application Submittal Requirements	Concept	Final
Completed application form	✓	✓
Name and address of petitioner	✓	✓
Name and address of person(s) preparing the site plan	✓	✓
A check payable to the City of Lynchburg in the amount set forth in the fee schedule adopted by City Council	✓	✓
Scale, north point, legends and date of last revisions	✓	✓

Application Submittal Requirements	Concept	Final
Vicinity map at a scale no smaller than one (1) inch equals six hundred (600) feet, showing all streets and property within one thousand (1,000) feet of the subject property;	✓	✓
A map showing the subject property (a copy of the valuation map available from the department of community development, City Hall)	✓	✓
Legal description of applicable property	✓	✓
Parcel lines and dimensions (<u>metes and bounds illustrated for rezonings</u>)	✓	✓
Existing zoning and use of adjacent properties	✓	✓
Current zoning boundaries, including surrounding areas to a distance of three hundred (300) feet		✓
Name and address of owners of record of all adjacent properties		✓
Location of buildings existing on the tract to be developed and on adjacent tracts within a distance of one hundred (100) feet, indicating whether existing buildings on the tract are to be retained, modified or removed		✓
Existing and proposed topography at 10 ft. contour intervals (<i>5 ft. contours required for concept plans for planned unit, cluster commercial, traditional neighborhood, or corporate campus developments</i>)	✓	
Proposed contour lines at 2 ft. contour intervals		✓
Locations of watercourses	✓	
Location of watercourses, marshes, rock outcroppings, wooded areas and single trees with a diameter of ten (10) inches measured three (3) feet from the base of the trunk		✓
Locations of regulatory floodplains and floodways		✓
Proposed dust control and phasing for erosion and sediment control measures	✓	
Generalized stormwater management measures	✓	
Final erosion and sediment control and stormwater management plans		✓
Location of existing and proposed utility lines, indicating where they already exist	✓	✓
Documentation (on plan) of capacity and availability of water, sanitary sewer, and stormwater facilities	✓	
Location of proposed water mains, fire hydrants, pipe sizes and grades		✓
Location of proposed storm and sanitary sewer systems, both surface and subsurface, showing pipe sizes, grade, flow and design loads		✓

Application Submittal Requirements	Concept	Final
Proposed location and materials for disposal of refuse and other solid waste;	✓	✓
Recreation and/or open spaces and proposed recreational improvements;	✓	✓
Proposed buildings and structures to include: a. Proposed Uses; b. Distance between buildings; c. Number of stories; d. Area in square feet of each floor; e. Number of dwelling units or guestrooms; and f. Maximum heights of structures	✓	✓
Elevations of buildings to be built or altered on site		✓
Proposed location and type of outdoor lighting	✓	
Location, design, direction of, power and time of use of outdoor lighting		✓
Location of proposed signs;	✓	
Location, size and design of proposed signs		✓
Location of outdoor storage areas	✓	
Location and screening details for outdoor storage areas		✓
Existing and proposed curb lines and sidewalks;	✓	
Proposed streets and other ingress and egress facilities (indicating curb lines, sidewalk lines and public right-of-way lines)		✓
Illustrative cross-sections of streets, showing the general distribution of space for various transportation modes and amenities	✓	
Detailed cross-sections and profiles of streets, showing full design specifications		✓
Layout of off-street parking, truck loading and paving details (<i>required for concept plan for any planned unit, cluster commercial, traditional neighborhood, or corporate campus development</i>)		✓
Location and type of proposed landscaping and specifically note any situation where requirements of landscape ordinance will not be met	✓	

Application Submittal Requirements	Concept	Final
Landscaping plan with the following information: a. The location, size, height at planting, and botanical name of all required landscaping b. The location, size, and botanical name of any existing landscaping proposed to be used or required to satisfy any portion of the landscaping ordinance c. The dimensions of all required landscape islands d. Calculations of the minimum landscape area and the number of plants required. e. A tree protection detail as specified in "STD & SPEC 3.38, Tree Preservation and Protection," in the 1992 edition of the Virginia erosion and sediment control handbook for all landscaping proposed or required to be preserved to satisfy the requirements of the landscaping ordinance. f. View Tree Protection Details g. A planting detail for all trees, shrubs, and ground cover used to satisfy the requirements of the landscaping ordinance. h. A planting, fertilization, and watering schedule for all trees, shrubs and or ground cover used to satisfy the requirements of the landscaping ordinance. The schedule shall cover a period of one (1) year after installation of the required landscaping. i. A description of soil amendments necessary to support the growth of all required trees and shrubs.		✓
Location of other existing and proposed site improvements, including drains, culverts, detention ponds, retaining walls and fences (<i>required for concept plans for any planned unit, cluster commercial or traditional neighborhood development</i>)		✓

Application Submittal Requirements	Concept	Final
For site plans prepared for approval of a Traditional Neighborhood Development (TND), the plans shall: - Identify core areas, transitional areas, neighborhood edge areas and satellite areas, - Identify the locations of proposed parks, squares, common open spaces and civic user sites; - Tabulate the minimum and maximum dwelling units by residential type and the minimum and maximum non-residential square footage by type; - Calculate the percentages of land area covered by the various land uses in compliance with section 35.2-82.4 (Permitted Uses in Traditional Neighborhood Developments) (ranges of percentages may be used for the concept plan - Include written and illustrated set of guidelines that shall include dimensional and qualitative specifications for - Building height, setback, and bulk standards by land use type and general area; - Illustrations of proposed TND blocks showing potential mixes of uses and illustrative building, parking, and alley layouts (examples of the type of illustrations required are retained by the City Planner); - Descriptions and illustrations of screening/buffering/transitions to be provided between residential and commercial/service/industrial uses. - Standards for the landscaping and lighting of streets and off-street parking and loading areas and for screening of views of off-street parking and loading areas from public streets. - Architectural guidelines for all building types; such guidelines need not set specific floor plans or elevations, but shall describe in general the style and materials of buildings. - Land use information including the acreage of each land use as well as the square footage of non-residential uses and the proposed number of development units by type; - A written description of how the site plan demonstrates compliance with the applicable development pattern objectives; - Architectural renderings of each structure type; - A statement regarding the timing of construction of common or public facilities; and - A general statement as to how parks, squares, common open spaces and common facilities are to be owned and maintained, and in particular which are to be public and dedicated to the City and which are to be private and maintained by a property owners association.	✓	✓

Application Submittal Requirements	Concept	Final
For site plans prepared for approval of planned unit, or cluster commercial), the plans shall include: a. Land use information including the acreage of each land use as well as the square footage of non-residential uses and the proposed number of development units by type; b. A written description of how the site plan demonstrates compliance with the applicable development pattern objectives; c. Architectural renderings of each structure type; d. A statement regarding the timing of construction of common or public facilities; and e. A general statement as to how parks, squares, common open spaces and common facilities are to be owned and maintained, and in particular which are to be public and dedicated to the City and which are to be private and maintained by a property owners association.	✓	✓

✓ = Required

35.2-33.1 Determination of Boundaries

Unless zoning district boundary lines are fixed by dimensions or otherwise clearly shown or described, and where uncertainty exists with respect to any zoning district boundary as shown on the official zoning map, the following rules shall apply:

- (a) Boundaries indicated as approximately following platted lot lines, section lines or tract lines shall be construed to follow such lines.
- (b) Boundaries indicated as approximately following the centerlines of streets, alleys or other public rights-of-way shall be construed to follow such centerlines. Where the street, alley or right-of-way has been vacated through official action of the governing body, the adjacent zoning district boundary shall be ~~construed~~ reconfigured to follow the centerline of the vacated right-of-way.
- (c) Boundaries indicated as following railroad lines shall be construed to be midway between the main tracks.
- (d) Boundaries indicated as approximately following City limit lines shall be construed to follow such City limit lines.
- (e) Boundaries indicated as following shorelines shall be construed to follow such shorelines and in the event of change in the shoreline shall be construed as moving with the actual shoreline.
- (f) Boundaries indicated as approximately following the centerlines of canals, streams or other bodies of water shall be construed to follow such centerlines.
- (g) Boundaries indicated as parallel to features described in paragraphs (a) through (f) above shall be construed as parallel to such features at the distance from the feature indicated on the zoning map. If a distance is not indicated on the zoning map, the distance shall be determined by the scale of the map.
- (h) If no distance, angle, curvature, description or other means is given to determine a boundary line accurately and the foregoing provisions do not apply, the same shall be determined by the Zoning Administrator by the use of the scale shown on said zoning map. In case of subsequent dispute, the matter shall be referred to the Board of Zoning Appeals, which shall determine the boundary.

35.2-34.1 Tables of Authorized Uses Established

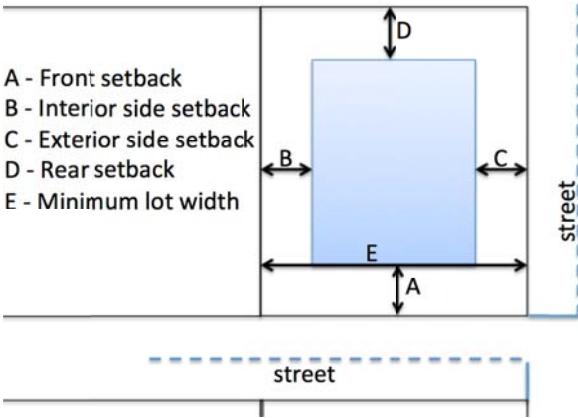
Land uses within this Zoning Ordinance are arranged in accordance with the Land Based Classification Standards (LBCS) developed under the leadership of the American Planning Association (see <https://www.planning.org/lbcs/background/> for detailed documentation of this classification system). LBCS was developed to replace a variety of other coding system by focusing on structure type, function, activity, site or ownership. This Zoning Ordinance uses structure~~ea~~ codes for certain residential uses (indicated with “S” next to code number) and function codes for other uses.

Exhibits in the regulations for each district list the principal uses authorized within each zoning district established in section 35.2-32. Appendix A includes the entire matrix for all zoning districts. Uses are arranged in accordance with the LBCS, which shall be used to define land uses unless otherwise defined in Article XI of this Zoning Ordinance. All uses are subject to the procedures and standards of this Zoning Ordinance and other applicable rules and regulations.

- (a) **LBCS Hierarchy.** The LBCS function codes establish a four-digit hierarchy of uses with digits to the right expressing greater specificity. Where no entry appears in the zoning district columns (for example 1000, 1100 and 1110), the uses described more specifically in the rows below (1111 and 1112 in the above example) indicate whether or not a specific use is authorized. Where an entry appears in the zoning district columns for a general use (for example 2520) and also for a more specific use (for example 2521) within the same classification, the more specific code and its entry shall govern.
- (b) **Permitted Uses.** A “P” indicates the listed use is allowed by right within the respective zoning district subject to issuance of a permit in accordance with established procedures. ***Some permitted uses are subject to specific conditions established in the Zoning District Use Standards in Articles Iv and V or other Specific Land Use Standards in Article VII, or elsewhere in this Zoning Ordinance.***
- (c) **Conditional Uses.** A “C” indicates the listed use is allowed within the respective zoning district only after approval of a Conditional Use Permit.
- (d) **Prohibited Uses.** Unlisted uses are prohibited within the respective zoning district unless specifically authorized through approval of a planned unit development, cluster commercial development, traditional neighborhood development or corporate campus.
- (e) **Accessory Uses.** Uses that are secondary and customarily accessory to the principal uses are addressed in section 35.2-71 (Accessory Structures and Uses) and zoning district use regulations.

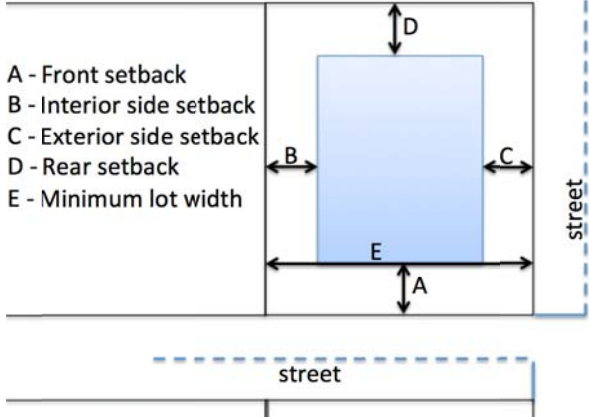
35.2-40.4 R-C District Development Standards

Exhibit IV-2: Summary of R-C Development Standards

Design Element	Standards	Cross-Reference
Maximum Height	see paragraph (a) above	35.2-61.2
Minimum front setback (dimension A)	50'	35.2-61.3
Minimum side setback, interior (dimension B)	50'	35.2-61.3
Minimum side setback, exterior (dimension C)	50'	35.2-61.3
Minimum rear setback (dimension D)	50'	35.2-61.3
Minimum lot width at <u>front property line and</u> front setback line (dimension E)	150'	35.2-61.4
Minimum lot area	10 acres per dwelling and 5 acres per dwelling unit or boarding unit	35.2-61.4
Maximum lot coverage	10%	35.2-61.4
A - Front setback B - Interior side setback C - Exterior side setback D - Rear setback E - Minimum lot width  Letters in drawing to the left correspond with dimensions cited in the design element column		

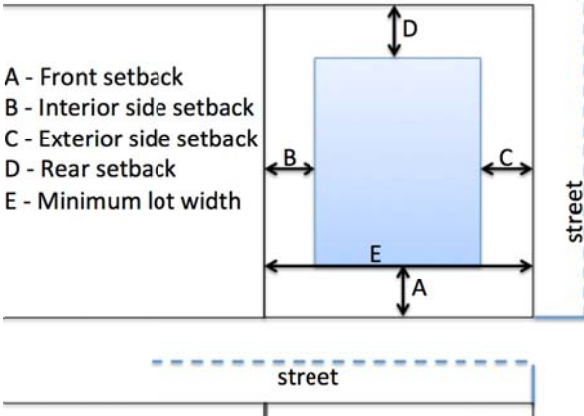
35.2-41.4 R-1 District Development Standards

Exhibit IV-4: Summary of R-1 Development Standards

Design Element	Standards	Cross-Reference
Maximum Height	40'	35.2-61.2
Minimum front setback (dimension A)	40'	35.2-61.3
Minimum side setback, interior (dimension B)	15'	35.2-61.3
Minimum side setback, exterior (dimension C)	40'	35.2-61.3
Minimum rear setback (dimension D)	50'	35.2-61.3
Minimum lot width at <u>front property line and</u> front setback line (dimension E)	100'	35.2-61.4
Minimum lot area (square feet)	15,000, and 7,500 per dwelling unit or boarding unit	35.2-61.4
Maximum net density (dwelling units per acre/dwelling units per acre including accessory dwelling units and boarding units)	2.90/5.80	35.2-61.4
Maximum lot coverage	20%	35.2-61.4
 A - Front setback B - Interior side setback C - Exterior side setback D - Rear setback E - Minimum lot width Letters in drawing to the left correspond with dimensions cited in the design element column		

35.2-42.4 R-2 District Development Standards

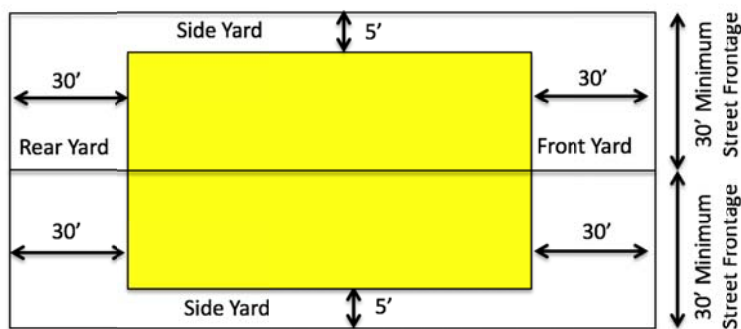
Exhibit IV-6: Summary of R-2 Development Standards

Design Element	Standards	Cross-Reference
Maximum height	40'	35.2-61.2
Minimum front setback (dimension A)	30'	35.2-61.3
Minimum side setback, interior (dimension B)	8'	35.2-61.3
Minimum side setback, exterior (dimension C)	30'	35.2-61.3
Minimum rear setback (dimension D)	30'	35.2-61.3
Minimum lot width at <u>front property line and</u> front setback line (dim E)	75'	35.2-61.4
Minimum lot area (square feet)	10,000, with 5,000 per boarding unit	35.2-61.4
Maximum net density (dwelling units per acre/dwelling units per acre including accessory and boarding units)	4.35/8.7	35.2-61.4
Maximum lot coverage	20%	35.2-61.4
 A - Front setback B - Interior side setback C - Exterior side setback D - Rear setback E - Minimum lot width Letters in drawing to the left correspond with dimensions cited in the design element column		

35.2-43.4 R-3 District Development Standards

- (a) **Development Standards Summarized.** Dimensional standards for the R-3 district are summarized in Exhibit IV-8. Section cross-references identify the location of additional dimensional standards and rules for their application. The standards in this section apply in addition to the site development standards of Article VI and site development standards applicable to specific uses established in Article VII.
- (b) **Semi-detached or Detached Dwellings.** For semi-detached or detached dwellings, the minimum lot area shall be 4,000 square feet and the minimum lot width shall be thirty (30) feet. The minimum side setback shall be five (5) feet except that there is no minimum side setback required along the party wall between adjoining units (see illustration below). Semi-detached or detached dwellings located on lots less than eight thousand (8,000) square feet are not permitted accessory units.

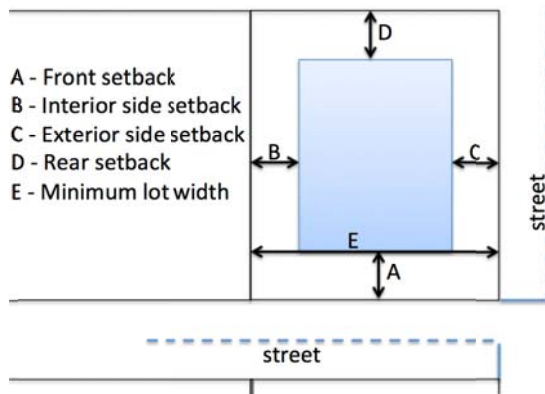
Semi-detached Dwellings



- (c) **Neighborhood Norms.** Front and side setbacks may be reduced in accordance with the neighborhood norm provisions of section 35.2-61.3.
- (d) **Development Patterns.** The R-3 district development standards may be modified through the approval of a residential cluster development, planned unit development or traditional neighborhood development through the conditional use permit process.

Exhibit IV-8: Summary of R-3 Development Standards

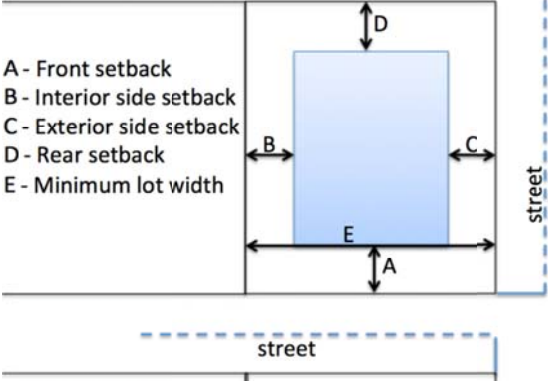
Design Element	Standards	Cross-Reference
Maximum height (see paragraph (a) above)	40'	35.2-61.2
Minimum front setback (dimension A)	30'	35.2-61.3
Minimum side setback, interior (dimension B)	5'	35.2-61.3
Minimum side setback, exterior (dimension C)	30'	35.2-61.3
Minimum rear setback (dimension D)	30'	35.2-61.3
Minimum lot width at <u>front property line and</u> front setback line (dimension E)	60', <u>30' per 43.4(b)</u>	35.2-61.4
Minimum lot size (square feet) - see paragraphs a and b of this section for additional standards	4,000 per dwelling unit or boarding unit (also see paragraphs (b) & (c) above)	35.2-61.4
Maximum net density (dwelling units per acre /dwelling unit or boarding units per acre)	5.45 /10.89	35.2-61.4
Maximum lot coverage	30%	35.2-61.4



Letters in drawing to the left correspond with dimensions cited in the design element column

35.2-44.4 R-4 District Development Standards

Exhibit IV-10: Summary of R-4 Development Standards

Design Element	Standards	Cross-Reference
Maximum Height	40'	35.2-61.2
Minimum front setback from right-of-way (dimension A)	30'	35.2-61.3
Minimum side setback, interior (dimension B)	5'	35.2-61.3
Minimum side setback, exterior from right-of-way (dimension C)	30'	35.2-61.3
Minimum rear setback (dimension D)	25'	35.2-61.3
Minimum lot width at <u>front property line and</u> front setback line (dimension E)	50', <u>30' for detached or semi detached dwellings</u>	35.2-61.4
Minimum lot size (square feet)	64 ,000, with 2,000 for each dwelling unit or boarding unit	35.2-61.4
Maximum net density (dwelling units per acre /dwelling unit or boarding units per acre)	7.26 /21.78	35.2-61.4
Maximum lot coverage	30%	35.2-61.4
 A - Front setback B - Interior side setback C - Exterior side setback D - Rear setback E - Minimum lot width Letters in drawing to the left correspond with dimensions cited in the design element column		

35.2-45.2 Authorized Uses

Exhibit IV-12: Authorized Uses in B-1 District

Land Use	LBCS #	Description	Approval Type
single-household detached	1111S	Typical single-household dwelling	P
modular home	1114S	<u>A prefabricated home without axles or frames (see definitions)</u>	P
Two-household (duplex)	1121S	<u>A building located on one (1) zoning lot containing not more than two (2) dwelling units</u>	C
single-household attached (townhouse)	1113 1140S	Each unit on a separate lot; fire wall may protrude from roof or roofs may be staggered	C
Three or More Households (allowed only as part of a mixed-use development)	1130 1200S	Includes triplexes, four-plexes, and other multi-household dwellings	<u>P</u> C
<u>Mixed-use residential structures (see district regulations for limitations)</u>	1201S	<u>Typically commercial uses on lower floors and residential uses on upper floors</u>	<u>P</u>
Housing Services	1200	Housing and custodial services for those who cannot care for themselves. Includes nursing and retirement homes, congregate living, assisted and continuing care living, but excludes rehab uses in LBCS #6520)	P
Bed & Breakfast and Tourist Homes	1310	Guest rooms in a private home or accessory building to a private home	P
boarding house	1321	Non-transient lodging that may include meals and is owner occupied	P
rooming house	1322	Transient or non-transient lodging that may include meals	P
dormitory, sorority or fraternity house	1323	Allowed only as accessory uses to and owned by a college or university	C
Bicycles	2113b	New or used bicycle sales, rental and repair	P
camera and photographic supplies; clothing, jewelry, luggage, shoes, clocks, sewing; sporting goods, toy and hobby, and musical instruments; mixed media, school and office supplies	2132-2135	Primarily retail cameras and photographic supplies or retail with repair and film developing; clothing (including shoe repair and tailoring, sporting goods, toys, musical instruments, kitchen goods, books, magazines, music, videos, stationary, greeting cards, seasonal decorations, office and school supplies.	P

Land Use	LBCS #	Description	Approval Type
florist, art supplies, tobacco products	2141-2143	Florists, art supplies and art dealers, frame shops, tobacco products	P
art galleries	2142b	Excludes art supply sales and retail framing services	P
antique shop	2145	Antique shops, (excludes flea markets, thrift stores and pawn shops)	P
grocery store, supermarket, or bakery, convenience store, specialty food stores	2151-2154	Included are grocery stores, convenience stores, meat, seafood and produce markets, coffee, confections, variety goods and general stores, and delicatessens. Excludes stores with fuel pumps (see 2116 for fuel sales).	P
beer, wine, and liquor store	2155		P
Health and personal care	2160	Retail prescription or nonprescription drugs; retail cosmetics, perfumes, toiletries; prescription or nonprescription eyeglasses; prescription or nonprescription health and convalescent aids; medical devices, retail food supplement products such as vitamins, nutrition supplements, and body enhancing supplements.	P
Bank, credit union, or savings institution	2210	Central banking functions	P
credit card and other financing	2221	Credit card, sales financing, unsecured consumer lending, real estate credit, mortgages, international trade financing	P
Investment banking, securities, and brokerages; insurance; fund, trust, or other financial establishment	2230-2250	Securities underwriting, brokering, exchange services, managing portfolios; Insurance underwriting, selling insurance; manage assets on behalf of shareholders or beneficiaries	P
Real estate services	2310	Sell or lease real estate such as buildings, manufactured home sites and vacant lots; includes real estate appraisers and realtor offices	P
professional offices	2411-2014	Title abstract, lawyers, notaries, accountants, bookkeeping, payroll services, architects, engineers, surveyors, graphic design, interior design and industrial design	P
consulting services (management, environmental technical)	2415	Advise and assist businesses on management, scientific, and technological issues	P

Land Use	LBCS #	Description	Approval Type
scientific research and development services	2416	Conduct research or analyze in the physical, engineering, cognitive, or life sciences in offices.	P
other professional offices	2419, 6810, 6820	Includes advertising and media services intellectual property rights, franchising, labor, political or business organizations, and uses with similar impacts	P
office administrative services	2421	Office administration such as billing, record keeping, personnel, organizational planning	P
facilities support services	2422	Provide operating staff for support services within a client's facilities, including janitorial, security, laundry services, etc.	P
employment agency	2423a	Provide employee placement, temporary help	P
copy center, private mail center, other business support services	2424	Provide document preparation, telephone answering, telemarketing, court reporting, steno typing, FAX, internet access, small signs and banners	P
collection agency	2425	Collect payments, compile credit information, repossess tangible assets	P
Travel arrangement and reservation services	2430	Promote or sell travel, includes convention and visitors' bureaus	P
Restaurants, cafeterias, snack bars & catering	2510-2530 & 2560	Provide food and drinks to patrons – see district specific use regulations for limitations. Includes banquet, assembly and reception halls. See district standards.	P
Personal care	2610	Hair, nail, and skin care and related personal care, barbers, beauty shops, dieting and weight loss, tanning, hair removal, hair weaving, ear piercing and similar services	P
laundromat and dry cleaning	2621 & 2622	Includes Laundromats, dry cleaners, diaper services as well as other commercial laundry services	P
Photofinishing	2630	Primarily engaged in developing film or making slides, etc.	P
Parking lot and parking garage	2640	See district standards	P
licensed massage therapist	2651		P
pet cemetery	2723		C
national post office	4181		P

Land Use	LBCS #	Description	Approval Type
retail courier and package delivery	4182	Retail courier, package drop-off and mail services	P
wireless telecommunications transmission	4233	Operate, maintain or provide access to facilities for the transmission of voice, data, text, sound or video, see section 35.2-73 for telecommunications towers	P
telephone and other wired telecommunications	4234	Operate telephone networks – excludes switching stations	P
Telecommunications switching stations/exchanges	4239	Telecommunications switching stations and exchanges with no on-site employees	C
library or archive	4242	Provide library or archive services	P
data processing and management, hosting and related services	4244	Web hosting, computer data storage, optical scanning, computer input preparation, microfilm imaging	P
Public Utilities Services, Major	4315, 4329, 4339, 4349	Includes transmission lines for water, wastewater, stormwater, electricity, natural gas or telecommunications services regulated by the State Corporation Commission of a regional nature and normally entail the construction of new buildings or structures such as electrical switching facilities and stations or substations, electric, gas, and other utility transmission lines of a regional nature which are not otherwise reviewed and approved by the Virginia State Corporation Commission. All overhead transmission lines are included in this definition.	
Public Utilities Service Minor	4315, 4329, 4339, 4349	Includes distribution or collection lines and appurtenances for water, wastewater, stormwater, electricity, natural gas or telecommunications services regulated by the State Corporation Commission that are necessary to support development within the immediate vicinity and involve only minor structures. Included in this use type are small facilities such as transformers, relay and booster devices, and well, water and sewer pump stations, and wireless communication antennas attached to existing buildings or structures.	P
electric substations	4316		C
Water treatment plants and utility facilities	4331 – 4333,	Water treatment plants, pumping stations and lift stations	C

Land Use	LBCS #	Description	Approval Type
Theater, dance or music establishment	5110 & 5160	Companies, groups, or theaters that produce theatrical presentations, dance, dinner theaters, and live musical entertainment; includes facilities for independent artists and performers	P
Promoter of sports, performing arts, similar events and management services	5140 - 5150	Organize, promote, and manage performances and events; agents representing artists, athletes and entertainers	P
Museums and Other Special Purpose Recreational Institutions	5200	Public and private museums, historical sites, and similar establishments	P
Country Club	5340 & 6830	Operate private country clubs, with tennis courts and golf courses along with dining facilities and other recreational facilities; includes civic, social and fraternal organizations without dwellings	P
fitness and recreational sports center	5371	Aerobic dance or exercise center, gymnasium, physical fitness center, health and athletic club, indoor handball, racquetball, volleyball, tennis, or swimming facilities conducted inside a building	P
outdoor recreation	5372, 5373 & 5374	Includes for profit golf courses, archery ranges, outdoor volleyball, tennis, or swimming facilities, recreational courts, recreational day camp and horseback riding	C
Natural and other Recreational Parks	5500	All parks without special economic functions, other than limited concessions	P
Nursery or preschool	6110		P
Grade school	6120	Comprises all public, private, and specialty schools between the preschool and university level; includes adult education services not addressed elsewhere. See district use standards	P
College or university	6130	See district use standards	P
Public Safety	6400	Government-owned establishments providing fire and rescue, police, and emergency response services	P
Clinic	6511 & 6567	Include physician offices, dentists, chiropractors, optometrists, licensed massage therapists, and veterans affairs services	P
outpatient care clinic	6512	Provide outpatient family planning services and outpatient care	P

Land Use	LBCS #	Description	Approval Type
group home small	6522	Fewer than five (5) aged or infirm individuals or fewer than nine (9) individuals with mental, intellectual or developmental disabilities	P
group home large	6523	Five or more aged or infirm individuals, or nine (9) or more individuals with mental, intellectual or developmental disabilities	P
Hospital	6530		C
child and adult day care	6562	Provide day care for children and adults	
Home	6562a	Day care for fewer than six (6) individuals in a residence	P
Small	6562b	Day care for six (6) to twelve (12) individuals in a residence	P
Large	6562c	Provide care for more than 12 individuals	P
Religious Institutions	6600	Churches, temples, synagogues, mosques, convents and monasteries	P
Funeral home and services	6710	Includes funeral homes combined with crematories	P
free-standing cemetery	6722		P
Columbarium	6724		C
Vegetable farming or growing	9120	Includes private fields and community gardens with production limited to retail sales	P
Commercial orchards	9130	Includes fruit and nut trees with production limited to retail sales	P
Animal Production	9300	Keep, graze, breed or feed animals (see district standards)	P
tent revival meetings/transient amusements	9921	Includes temporary carnivals and circuses sponsored by non-profit organizations (see section 35.2-72.23)	P
cluster commercial development	9955	See section 35.2-85	C

35.2-45.3 B-1 District Use Standards

The following standards supplement the standards for specific uses established in Article VII:

- (a) No lot, building or structure shall be used and no building or structure shall be erected that is intended or designed to be used, in whole or in part, for any industrial or manufacturing purposes.
- (b) Drive-through and drive-in uses are not allowed in this district except under the following conditions:
 - 1. Drive through and drive-in uses shall not be associated with businesses providing food or beverage services;
 - 2. Drive-through services shall be located in the rear of the building and shall take access from an urban collector or local street; and
 - 3. Drive-through services shall be designed so that not more than one (1) two-way access or two (2) one-way access points serving such uses shall be located on a single block.
- (c) Outdoor operations, storage, or display are prohibited except as authorized for temporary outdoor display or outdoor dining.
- (d) The scale of businesses shall be compatible with adjacent neighborhoods and shall not exceed the floor areas established in Exhibit IV-13.

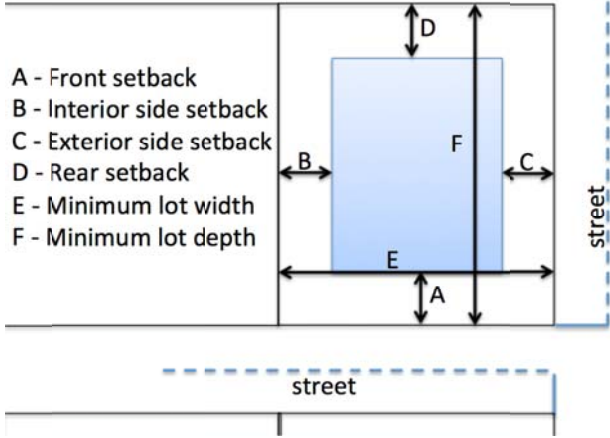
Exhibit IV-13: Maximum Floor Areas for the B-1 District

Development	Maximum Gross Floor Area (sq.ft.)
Multi-tenant commercial developments	50,000
Single office development	20,000
Single retail or service business	5,000
Restaurant	4,000

- (e) Excepting authorized single household ~~homes~~ dwelling and other residential uses permitted by conditional use permit, ground floor residential uses shall be prohibited except when part of a mixed-use building where the residential access is taken from an urban collector or local street.
- (f) Schools for general education with maximum enrollments of twenty-five (25) or fewer students shall only be allowed subject to the setbacks for other uses allowed in the district. Schools with maximum enrollments in excess of twenty-five (25) students shall be subject to approval of a conditional use permit and setback requirements for schools established in section 35.2-72.21 (Schools, Colleges and Vocational Schools).
- (g) Not more than three (3) unrelated individuals may occupy a dwelling unit in the B-1 district unless otherwise approved by a conditional use permit.
- (h) Accessory uses and structures shall comply with the provisions of section 35.2-71.

35.2-45.4 B-1 District Development Standards

Exhibit IV-14: Summary of B-1 Development Standards

Design Element	Standards	Section Cross-Reference
Maximum height	40'	35.2-61.2
Minimum front setback from right-of-way (dimension A)	0'	35.2-61.3
Minimum side setback, interior (dimension B)	0'	35.2-61.3
Minimum side setback, exterior (dimension C)	0'	35.2-61.3
Minimum rear setback (dimension D)	25'	35.2-61.3
Minimum lot width at <u>front property line and</u> front setback line (dimension E)	50'	35.2-61.4
Minimum lot depth (dimension F)	100'	35.2-61.4
Minimum lot area (square feet)	6,000 with 1,000 sq.ft. of lot area per dwelling unit or boarding unit	35.2-61.4
A - Front setback B - Interior side setback C - Exterior side setback D - Rear setback E - Minimum lot width F - Minimum lot depth  Letters in drawing to the left correspond with dimensions cited in the design element column		

35.2-46.2 Authorized Uses

Exhibit IV-15: Authorized Uses in B-3 District

Land Use	LBCS #	Description	Approval Type
single-household detached	1111S	Typical single-household dwelling	P
modular home	1114S	<u>A prefabricated home without axles or frames (see definitions)</u>	P
Two-household (duplex)	1121S	<u>A building located on one (1) zoning lot containing not more than two (2) dwelling units</u>	C
single-household attached (townhouse)	1113 1140S	Each unit on a separate lot; fire wall may protrude from roof or roofs may be staggered	C
Three or More Households (allowed only as part of a mixed-use development)	1130 1200S	Includes triplexes, four-plexes, and other multi-household dwellings	P C
<u>Mixed-use residential structures (see district regulations for limitations)</u>	1201S	<u>Typically commercial uses on lower floors and residential uses on upper floors</u>	<u>P</u>
Housing Services	1200	Housing and custodial services for those who cannot care for themselves. Includes nursing and retirement homes, congregate living, assisted and continuing care living, but excludes rehab uses in LBCS #6520)	P
Bed & Breakfast and Tourist Homes	1310	Guest rooms in a private home or accessory building to a private home	P
boarding house	1321	Non-transient lodging that may include meals and is owner occupied	P
rooming house	1322	Transient or non-transient lodging that may include meals	P
dormitory, sorority or fraternity house	1323	Allowed only as accessory uses to and owned by a college or university	C
Hotel, motel, or tourist court	1330	Hotels that do not have gambling services; includes extended-stay hotels	P
bicycles	2113b	New or used bicycle sales, rental and repair	P
parts, accessories, or tires	2115	Automotive parts and supply stores, automotive stereo stores.	P

Land Use	LBCS #	Description	Approval Type
gasoline service	2116	Gas stations with or without convenience stores or food marts, excludes truck stops, light auto repair and heavy auto repair	P
light auto repair	2117a	Oil change, light auto repair and car wash. May include gasoline and other retail sales.	C
heavy auto repair	2117b	Auto repair, paint and body shops. May include gasoline and other retail sales.	C
furniture or home furnishings, hardware, home center, lawn and garden supplies, department store, warehouse club or superstore, electronics and appliances	2121-2125	Furniture, flooring, bedding stores; home building and repair supplies, painting supplies, farm goods, lighting supply, window treatment; nursery and garden products predominantly grown elsewhere, power equipment sales or services; large variety stores; household-type appliances, television, stereos, including repair shops and cell phone stores.	P
computer and software	2131	Computers and prepackaged software including repair, support, and training	P
camera and photographic supplies; clothing, jewelry, luggage, shoes, clocks, sewing; sporting goods, toy and hobby, and musical instruments; mixed media, school and office supplies	2132-2135	Primarily retail cameras and photographic supplies or retail with repair and film developing; clothing (including shoe repair and tailoring, sporting goods, toys, musical instruments, kitchen goods, books, magazines, music, videos, stationary, greeting cards, seasonal decorations, office and school supplies.	P
florist, art supplies, tobacco products	2141-2143	Florists, art supplies and art dealers, frame shops, tobacco products	P
art galleries	2142b	Excludes art supply sales and retail framing services	P
antique shop	2145	Antique shops, (excludes flea markets, thrift stores and pawn shops)	P
flea markets and thrift stores	2145b	Flea markets and thrift stores	P
grocery store, supermarket, or bakery, convenience store, specialty food stores	2151-2154	Included are grocery stores, convenience stores, meat, seafood and produce markets, coffee, confections, variety goods and general stores, and delicatessens. Excludes stores with fuel pumps (see 2116 for fuel sales).	P
beer, wine, and liquor store	2155		P

Land Use	LBCS #	Description	Approval Type
Health and personal care	2160	Retail prescription or nonprescription drugs; retail cosmetics, perfumes, toiletries; prescription or nonprescription eyeglasses; prescription or nonprescription health and convalescent aids; medical devices, retail food supplement products such as vitamins, nutrition supplements, and body enhancing supplements.	P
Markets for farm produce or crafts	2199	Markets and truck gardens.	C
Bank, credit union, or savings institution	2210	Central banking functions	P
credit card and other financing	2221	Credit card, sales financing, unsecured consumer lending, real estate credit, mortgages, international trade financing	P
pawn shops	2222		P
short-term loans	2223	Pay-day lenders and other businesses providing loans with terms of 45 days or less	P
precious metal buyers	2224	Businesses providing cash for gold and other precious metals or gems (excludes retail jewelers)	P
Investment banking, securities, and brokerages; insurance; fund, trust, or other financial establishment	2230-2250	Securities underwriting, brokering, exchange services, managing portfolios; Insurance underwriting, selling insurance; manage assets on behalf of shareholders or beneficiaries	P
Real estate services	2310	Sell or lease real estate such as buildings, manufactured home sites and vacant lots; includes real estate appraisers and realtor offices	P
Property management services	2320	Manage real property for others	P
vehicles	2331 & 2332	Lease passenger cars, trucks, trailers, RVs, buses and aircraft; drivers not provided	C
Professional offices	2411-2014	Title abstract, lawyers, notaries, accountants, bookkeeping, payroll services, architects, engineers, surveyors, graphic design, interior design and industrial design	P
consulting services (management, environmental technical)	2415	Advise and assist businesses on management, scientific, and technological issues	P

Land Use	LBCS #	Description	Approval Type
scientific research and development services	2416	Conduct research or analyze in the physical, engineering, cognitive, or life sciences in laboratories or offices.	P
advertising, media and photography services	2417	Includes advertising, marketing and public relations agencies, photographic studios and photographic services.	P
veterinary services	2418	Veterinary medicine, testing services for veterinary practitioners	C
other professional offices	2419, 6810, 6820	Includes advertising and media services intellectual property rights, franchising, labor, political or business organizations, and uses with similar impacts	P
office administrative services	2421	Office administration such as billing, record keeping, personnel, organizational planning	P
facilities support services	2422	Provide operating staff for support services within a client's facilities, including janitorial, security, laundry services, etc.	P
employment agency	2423a	Provide employee placement, temporary help	P
copy center, private mail center, other business support services	2424	Provide document preparation, telephone answering, telemarketing, court reporting, steno typing, FAX, internet access, small signs and banners	P
collection agency	2425	Collect payments, compile credit information, repossess tangible assets	P
Travel arrangement and reservation services	2430	Promote or sell travel, includes convention and visitors' bureaus	P
Investigation and security services	2440	Provide detective, guard and patrol services, picking up and delivery of money, selling of security systems, remote monitoring of security systems, locksmiths	P
Restaurants, cafeterias, snack bars & catering	2510-2530 & 2560	Provide food and drinks to patrons – see district specific use regulations for limitations. Includes banquet, assembly and reception halls. See district standards.	P
Mobile food services	2550	Prepare and serve meals and snacks for immediate consumption from motorized vehicles	P

Land Use	LBCS #	Description	Approval Type
Personal care	2610	Hair, nail, and skin care and related personal care, barbers, beauty shops, dieting and weight loss, tanning, hair removal, hair weaving, ear piercing and similar services	P
laundromat and dry cleaning	2621 & 2622	Includes Laundromats, dry cleaners, diaper services as well as other commercial laundry services	P
Photofinishing	2630	Primarily engaged in developing film or making slides, etc.	P
Parking lot and parking garage	2640	See district standards	P
licensed massage therapist	2651		P
adult retail establishment	2653	Stores primarily selling adult oriented products, including books, videos, magazines, toys, lingerie and other sexually-oriented goods	P
Pet or pet supply store	2710	Retail pets, pet foods, pet supplies	P
animal services	2721	grooming and training	P
animal boarding	2722	sitting and boarding	C
pet cemetery	2723		P
national post office	4181		P
retail courier and package delivery	4182	Retail courier, package drop-off and mail services	P
radio and television broadcasting	4231, 4232 & 4241	Operate broadcasting studios and facilities for over the air, cable or satellite delivery of radio and television programs	P
wireless telecommunications transmission	4233	Operate, maintain or provide access to facilities for the transmission of voice, data, text, sound or video, see section 35.2-73 for telecommunications towers	P
telephone and other wired telecommunications	4234	Operate telephone networks – excludes switching stations	P
Telecommunications switching stations/exchanges	4239	Telecommunications switching stations and exchanges with no on-site employees	C
library or archive	4242	Provide library or archive services	P

Land Use	LBCS #	Description	Approval Type
data processing and management, hosting and related services	4244	Web hosting, computer data storage, optical scanning, computer input preparation, microfilm imaging	P
Public Utilities Services, Major	4315, 4329, 4339, 4349	Includes transmission lines for water, wastewater, stormwater, electricity, natural gas or telecommunications services regulated by the State Corporation Commission of a regional nature and normally entail the construction of new buildings or structures such as electrical switching facilities and stations or substations, electric, gas, and other utility transmission lines of a regional nature which are not otherwise reviewed and approved by the Virginia State Corporation Commission. All overhead transmission lines are included in this definition.	C
Public Utilities Service Minor	4315, 4329, 4339, 4349	Includes distribution or collection lines and appurtenances for water, wastewater, stormwater, electricity, natural gas or telecommunications services regulated by the State Corporation Commission that are necessary to support development within the immediate vicinity and involve only minor structures. Included in this use type are small facilities such as transformers, relay and booster devices, and well, water and sewer pump stations, and wireless communication antennas attached to existing buildings or structures.	P
electric substations	4316		C
Water treatment plants and utility facilities	4331 – 4333,	Water treatment plants, pumping stations and lift stations	C
Theater, dance or music establishment	5110 & 5160	Companies, groups, or theaters that produce theatrical presentations, dance, dinner theaters, and live musical entertainment; includes facilities for independent artists and performers	P
Motion picture viewing and exhibition services	5111	Operate movie theaters (excluding drive-ins), film festival exhibitions	P
Promoter of sports, performing arts, similar events and management services	5140 - 5150	Organize, promote, and manage performances and events; agents representing artists, athletes and entertainers	P
Indoor auditorium or arena	5170	Indoor auditoriums, arenas, conference centers, or multipurpose facilities	P
Museums and Other Special Purpose Recreational Institutions	5200	Public and private museums, historical sites, and similar establishments	P

Land Use	LBCS #	Description	Approval Type
Amusement or theme park establishment	5310	Operate a variety of attractions such as mechanical rides, water rides, games	C
Commercial Amusements	5320, 5380, 5390	Operate arcades and other commercial amusements as defined herein	P
Country Club	5340 & 6830	Operate private country clubs, with tennis courts and golf courses along with dining facilities and other recreational facilities; includes civic, social and fraternal organizations without dwellings	P
fitness and recreational sports center	5371	Aerobic dance or exercise center, gymnasium, physical fitness center, health and athletic club, indoor handball, racquetball, volleyball, tennis, or swimming facilities conducted inside a building	P
outdoor recreation	5372, 5373 & 5374	Includes golf courses, archery ranges, outdoor volleyball, tennis, or swimming facilities, recreational courts, recreational day camp and horseback riding (excludes automobile, dog and horse racing)	C
shooting ranges, indoor	5375		C
Natural and other Recreational Parks	5500	All parks without special economic functions, other than limited concessions	P
Nursery or preschool	6110		P
Grade school	6120	Comprises all public, private, and specialty schools between the preschool and university level; includes adult education services not addressed elsewhere. See district use standards.	P
College or university	6130	See district use standards.	P
general technical schools	6141-6143, 6145, 6147	Offer courses in office procedures, administrative skills, and basic office skills; dance, art, drama, and music; athletic activities. See district use standards.	P
driving education	6144		P
Public Safety	6400	Government-owned establishments providing fire and rescue, police, and emergency response services	P
clinic	6511 & 6567	Include physician offices, dentists, chiropractors, optometrists, licensed massage therapists, and veterans affairs services	P

Land Use	LBCS #	Description	Approval Type
outpatient care clinic	6512	Provide outpatient family planning services and outpatient care	P
medical or diagnostic laboratory; blood/organ bank	6513 - 6514	Provide analytic or diagnostic services including medical imaging	P
group home small	6522	Fewer than five (5) aged or infirm individuals or fewer than nine (9) individuals with mental, intellectual or developmental disabilities	P
group home large	6523	Five or more aged or infirm individuals, or nine (9) or more individuals with mental, intellectual or developmental disabilities	P
Hospital	6530		C
child and adult day care	6562	Provide day care for children and adults	
home	6562a	Day care for fewer than six (6) individuals in a residence	P
small	6562b	Day care for six (6) to twelve (12) individuals in a residence	P
large	6562c	Provide care for more than 12 individuals	P
Religious Institutions	6600	Churches, temples, synagogues, mosques, convents and monasteries	P
Death Care Services	6700	Funeral homes, crematories, cemeteries	
Funeral home and services	6710	Includes funeral homes combined with crematories	P
free-standing cemetery	6722		P
columbarium	6724		C
CONSTRUCTION-RELATED BUSINESSES	7000	Contractors who can build or demolish buildings, leveling, earthmoving, excavating, land drainage; should reflect the location of the establishment and not where it is performing its services. This category also includes the manufacture of industrial buildings, manufactured homes, modular homes, storage buildings and similar structures. Note that district standards may limit or preclude manufacturing, outdoor operations, outdoor storage of commercial vehicles and materials.	P

Land Use	LBCS #	Description	Approval Type
Vegetable farming or growing	9120	Includes private fields and community gardens with production limited to retail sales	P
Commercial orchards	9130	Includes fruit and nut trees with production limited to retail sales	P
Greenhouse – no on-premises sales	9141	Commercial greenhouse production	P
Greenhouse – sales of products grown on premises	9142		P
Greenhouse – sales of products and related accessory products	9143		P
Animal Production	9300	Keep, graze, breed or feed animals (see standards in section 35.2-71.7)	P
tent revival meetings/transient amusements	9921	Includes temporary carnivals and circuses sponsored by non-profit organizations (see section 35.2-72.23)	P
temporary outdoor promotional attractions	9922	Includes car shows, boat shows and similar short-term events intended to promote commercial sales or services (see section 35.2-72.23)	P
traditional neighborhood development	9952	See section 35.2-82	C
large scale retail establishments	9954	See section 35.2-84	P
cluster commercial development	9955	See section 35.2-85	C

35.2-46.3 B-3 District Use Standards

The following standards supplement the standards for specific uses established in Article VII:

- (a) Schools and colleges of all types (including vocational schools) shall not exceed a maximum enrollment of one hundred (100) students except as authorized by conditional use permit.
- (b) Radio and television studios and stations shall not have towers, shall produce no exterior electromagnetic effect and shall be soundproofed from adjoining properties.
- (c) Large-scale retail establishments shall comply with section 35.2-84 (Retail Establishments, Large Scale) unless otherwise approved through the conditional use permit process.
- (d) Dance floors may be allowed as accessory uses to restaurants.

- (e) Arenas and auditoriums approved through the conditional use permit process shall be limited to a maximum capacity of two thousand five hundred (2,500) persons.
- (f) Veterinarian hospitals authorized through the conditional use permit process shall not have outdoor kennels.
- (g) Except authorized single household dwellings and other residential uses permitted by conditional use permit, ground floor residential uses shall be prohibited except when part of a mixed-use building where the residential access is taken from an urban collector or local street.
- (h) Outdoor storage is prohibited.
- (i) Accessory uses and structures shall comply with the provisions of section 35.2-71.

35.2-46.4 B-3 District Development Standards

Dimensional standards for the B-3 district are summarized in Exhibit IV-16. Section cross-references identify the location of additional dimensional standards and rules for their application. The standards in this section apply in addition to the site development standards of Article VI and site development standards applicable to specific uses established in Article VII.

- (a) **Setbacks.** Setbacks are subject to compliance with in section 35.2-66.4 (Visibility at Intersections) and applicable landscaping requirements.
- (b) **Lots Abutting R-1, R-2 or R-3 Districts.** See section 35.2-61.2 for additional height requirements and section 35.2-61.3 for additional setback requirements for lots abutting R-1, R-2 or R-3 districts.
- (c) **Area Regulations.** A minimum of one thousand (1,000) square feet of lot area is required for each dwelling unit or unit in a boardinghouse, lodging house, convalescent and nursing home, tourist home or hotel.
- (d) **Parking.** Parking areas shall be set back at least twenty (20) feet from front or exterior side property lines or set behind the front building line on all street frontages.
- (e) **Development Patterns.** The B-3 district development standards may be modified through the approval of a cluster commercial development or traditional neighborhood development.

35.2-47.2 Authorized Uses

Exhibit IV-17: Authorized Uses in B-4 District

Land Use	LBCS #	Description	Approval Type
single-household attached (townhouse)	1113 <u>1140S</u>	Each unit on a separate lot; fire wall may protrude from roof or roofs may be staggered	P
Three or More Households <u>Multi-household structures</u>	1130 <u>1200S</u>	Includes triplexes, four-plexes, and other multi-household dwellings	P
<u>Mixed-use residential structures (see district regulations for limitations)</u>	<u>1201S</u>	<u>Typically commercial uses on lower floors and residential uses on upper floors</u>	<u>P</u>
Housing Services	1200	Housing and custodial services for those who cannot care for themselves. Includes nursing and retirement homes, congregate living, assisted and continuing care living, but excludes rehab uses in LBCS #6520)	P
Hotels, Motels, or Other Accommodation Services	1300	Lodging and short-term accommodation for travelers	
Bed & Breakfast and Tourist Homes	1310	Guest rooms in a private home or accessory building to a private home	P
boarding house	1321	Non-transient lodging that may include meals and is owner occupied	P
rooming house	1322	Transient or non-transient lodging that may include meals	P
dormitory, sorority or fraternity house	1323	Allowed only as accessory uses to and owned by a college or university	C
Hotel, motel, or tourist court	1330	Hotels that do not have gambling services; includes extended-stay hotels	P
bicycles	2113b	New or used bicycle sales, rental and repair	P
boat or marine craft dealer	2114	New or used boats sales, rental and related repair services	P
parts, accessories, or tires	2115	Automotive parts and supply stores, automotive stereo stores.	P
gasoline service	2116	Gas stations with or without convenience stores or food marts, excludes truck stops, light auto repair and heavy auto repair	C

Land Use	LBCS #	Description	Approval Type
light auto repair	2117a	Oil change, light auto repair and car wash. May include gasoline and other related sales.	C
heavy auto repair	2117b	Auto repair, paint and body shops. May include gasoline and other retail sales.	C
furniture or home furnishings, hardware, home center, lawn and garden supplies, department store, warehouse club or superstore, electronics and appliances	2121-2125	Furniture, flooring, bedding stores; home building and repair supplies, painting supplies, farm goods, lighting supply, window treatment; nursery and garden products predominantly grown elsewhere, power equipment sales or services; large variety stores; household-type appliances, television, stereos, including repair shops and cell phone stores.	P
computer and software	2131	Computers and prepackaged software including repair, support, and training	P
camera and photographic supplies; clothing, jewelry, luggage, shoes, clocks, sewing; sporting goods, toy and hobby, and musical instruments; mixed media, school and office supplies	2132-2135	Primarily retail cameras and photographic supplies or retail with repair and film developing; clothing (including shoe repair and tailoring, sporting goods, toys, musical instruments, kitchen goods, books, magazines, music, videos, stationary, greeting cards, seasonal decorations, office and school supplies.	P
florist, art supplies, tobacco products	2141-2143	Florists, art supplies and art dealers, frame shops, tobacco products	P
art galleries	2142b	Excludes art supply sales and retail framing services	P
mail order or direct selling establishment	2144	Retailing other than through locations where shoppers physically visit	P
antique shop	2145	Antique shops, (excludes flea markets, thrift stores and pawn shops)	P
flea markets and thrift stores	2145b	Flea markets and thrift stores	P
grocery store, supermarket, or bakery, convenience store, specialty food stores	2151-2154	Included are grocery stores, convenience stores, meat, seafood and produce markets, coffee, confections, variety goods and general stores, and delicatessens. Excludes stores with fuel pumps (see 2116 for fuel sales).	P
beer, wine, and liquor store	2155		P

Land Use	LBCS #	Description	Approval Type
Health and personal care	2160	Retail prescription or nonprescription drugs; retail cosmetics, perfumes, toiletries; prescription or nonprescription eyeglasses; prescription or nonprescription health and convalescent aids; medical devices, retail food supplement products such as vitamins, nutrition supplements, and body enhancing supplements.	P
Markets for farm produce or crafts	2199	Markets and truck gardens.	C
Bank, credit union, or savings institution	2210	Central banking functions	P
credit card and other financing	2221	Credit card, sales financing, unsecured consumer lending, real estate credit, mortgages, international trade financing	P
pawn shops	2222		P
short-term loans	2223	Pay-day lenders and other businesses providing loans with terms of 45 days or less	P
precious metal buyers	2224	Businesses providing cash for gold and other precious metals or gems (excludes retail jewelers)	P
Investment banking, securities, and brokerages; insurance; fund, trust, or other financial establishment	2230-2250	Securities underwriting, brokering, exchange services, managing portfolios; Insurance underwriting, selling insurance; manage assets on behalf of shareholders or beneficiaries	P
Real estate services	2310	Sell or lease real estate such as buildings, manufactured home sites and vacant lots; includes real estate appraisers and realtor offices	P
Property management services	2320	Manage real property for others	P
recreational goods rental	2333	Rent skis, canoes, bicycles, sailboats, motorcycles	P
Professional offices	2411-2014	Title abstract, lawyers, notaries, accountants, bookkeeping, payroll services, architects, engineers, surveyors, graphic design, interior design and industrial design	P
consulting services (management, environmental technical)	2415	Advise and assist businesses on management, scientific, and technological issues	P
scientific research and development services	2416	Conduct research or analyze in the physical, engineering, cognitive, or life sciences in laboratories or offices.	P

Land Use	LBCS #	Description	Approval Type
advertising, media and photography services	2417	Includes advertising, marketing and public relations agencies, photographic studios and photographic services.	P
veterinary services	2418	Veterinary medicine, testing services for veterinary practitioners	P
other professional offices	2419, 6810, 6820	Includes advertising and media services intellectual property rights, franchising, labor, political or business organizations, and uses with similar impacts	P
office administrative services	2421	Office administration such as billing, record keeping, personnel, organizational planning	P
facilities support services	2422	Provide operating staff for support services within a client's facilities, including janitorial, security, laundry services, etc.	P
employment agency	2423a	Provide employee placement, temporary help	P
copy center, private mail center, other business support services	2424	Provide document preparation, telephone answering, telemarketing, court reporting, stenotyping, FAX, internet access, small signs and banners	P
collection agency	2425	Collect payments, compile credit information, repossess tangible assets	P
Travel arrangement and reservation services	2430	Promote or sell travel, includes convention and visitors' bureaus	P
Investigation and security services	2440	Provide detective, guard and patrol services, picking up and delivery of money, selling of security systems, remote monitoring of security systems, locksmiths	P
Restaurants, cafeterias, snack bars & catering	2510-2530 & 2560	Provide food and drinks to patrons – see district specific use regulations for limitations. Includes banquet, assembly and reception halls. See district standards.	P
Mobile food services	2550	Prepare and serve meals and snacks for immediate consumption from motorized vehicles	P
Food service contractor and vending machine operators	2570 & 2580	Provide food services at institutional, governmental, commercial, or industrial locations based on contracts. Retail merchandise through vending machines that they service	P

Land Use	LBCS #	Description	Approval Type
Personal care	2610	Hair, nail, and skin care and related personal care, barbers, beauty shops, dieting and weight loss, tanning, hair removal, hair weaving, ear piercing and similar services	P
laundromat and dry cleaning	2621 & 2622	Includes Laundromats, dry cleaners, diaper services as well as other commercial laundry services	P
Photofinishing	2630	Primarily engaged in developing film or making slides, etc.	P
Parking lot and parking garage	2640	See district standards	P
licensed massage therapist	2651		P
tattoo parlor	2652	Tattoos by a licensed professional	P
adult retail establishment	2653	Stores primarily selling adult oriented products, including books, videos, magazines, toys, lingerie and other sexually-oriented goods	P
Pet or pet supply store	2710	Retail pets, pet foods, pet supplies	P
animal services	2721	grooming and training	P
Food and beverages	3110	Includes bakery and candy establishments that produce for later consumption; ice manufacturing; dairies; bottling plants; and peanut and coffee roasting	P
Furniture and related products	3230	Includes manufacture and repair of furniture, upholstery, mattresses, window blinds, window shades, awnings cabinets, fixtures	P
Office and warehousing	3610	Storage of goods related to on-site office or retail use	P
rail passenger transportation	4121	Passenger stations only	P
local transit systems--bus, special needs, sightseeing, taxi and limousine services	4133 – 4134 & 4136 - 4137	Single-mode local and non-local transit systems other than rail; excludes transit stops, which are allowed in all districts. Includes sightseeing, taxi and limousine services	P
marine and sightseeing transportation	4151	Provide water transportation, including scenic and sightseeing, for passengers	P

Land Use	LBCS #	Description	Approval Type
national post office	4181		P
retail courier and package delivery	4182	Retail courier, package drop-off and mail services	P
Motion pictures and sound recording	4220	Produce and distribute motion pictures and sound recordings	P
radio and television broadcasting	4231, 4232 & 4241	Operate broadcasting studios and facilities for over the air, cable or satellite delivery of radio and television programs	P
wireless telecommunications transmission	4233	Operate, maintain or provide access to facilities for the transmission of voice, data, text, sound or video, see section 35.2-73 for telecommunications towers	P
telephone and other wired telecommunications	4234	Operate telephone networks – excludes switching stations	P
Telecommunications switching stations/exchanges	4239	Telecommunications switching stations and exchanges with no on-site employees	C
library or archive	4242	Provide library or archive services	P
news syndicate	4243	Supply information such as news reports, articles, pictures and features to the news media	P
data processing and management, hosting and related services	4244	Web hosting, computer data storage, optical scanning, computer input preparation, microfilm imaging	P
Public Utilities Services, Major	4315, 4329, 4339, 4349	Includes transmission lines for water, wastewater, stormwater, electricity, natural gas or telecommunications services regulated by the State Corporation Commission of a regional nature and normally entail the construction of new buildings or structures such as electrical switching facilities and stations or substations, electric, gas, and other utility transmission lines of a regional nature which are not otherwise reviewed and approved by the Virginia State Corporation Commission. All overhead transmission lines are included in this definition.	C

Land Use	LBCS #	Description	Approval Type
Public Utilities Service Minor	4315, 4329, 4339, 4349	Includes distribution or collection lines and appurtenances for water, wastewater, stormwater, electricity, natural gas or telecommunications services regulated by the State Corporation Commission that are necessary to support development within the immediate vicinity and involve only minor structures. Included in this use type are small facilities such as transformers, relay and booster devices, and well, water and sewer pump stations, and wireless communication antennas attached to existing buildings or structures.	P
electric substations	4316		C
Water treatment plants and utility facilities	4331 – 4333,	Water treatment plants, pumping stations and lift stations	C
Theater, dance or music establishment	5110 & 5160	Companies, groups, or theaters that produce theatrical presentations, dance, dinner theaters, and live musical entertainment; includes facilities for independent artists and performers	P
Motion picture viewing and exhibition services	5111	Operate movie theaters (excluding drive-ins), film festival exhibitions	P
Promoter of sports, performing arts, similar events and management services	5140 - 5150	Organize, promote, and manage performances and events; agents representing artists, athletes and entertainers	P
Indoor auditorium or arena	5170	Indoor auditoriums, arenas, conference centers, or multipurpose facilities	C
Outdoor auditorium/arenas	5180	Outdoor arenas, theaters and stadiums	C
Museums and Other Special Purpose Recreational Institutions	5200	Public and private museums, historical sites, and similar establishments	P
Amusement or theme park establishment	5310	Operate a variety of attractions such as mechanical rides, water rides, games	C
Commercial Amusements	5320, 5380, 5390	Operate arcades and other commercial amusements as defined herein	C
Country Club	5340 & 6830	Operate private country clubs, with tennis courts and golf courses along with dining facilities and other recreational facilities; includes civic, social and fraternal organizations without dwellings	P

Land Use	LBCS #	Description	Approval Type
fitness and recreational sports center	5371	Aerobic dance or exercise center, gymnasium, physical fitness center, health and athletic club, indoor handball, racquetball, volleyball, tennis, or swimming facilities conducted inside a building	P
outdoor recreation	5372, 5373 & 5374	Includes for profit golf courses, archery ranges, outdoor volleyball, tennis, or swimming facilities, recreational courts, recreational day camp and horseback riding	C
shooting ranges, indoor	5375		C
shooting ranges, outdoor	5376		
Natural and other Recreational Parks	5500	All parks without special economic functions, other than limited concessions	P
Nursery or preschool	6110		P
Grade school	6120	Comprises all public, private, and specialty schools between the preschool and university level; includes adult education services not addressed elsewhere. See district use standards.	P
College or university	6130	See district use standards.	P
general technical schools	6141-6143, 6145, 6147	Offer courses in office procedures, administrative skills, and basic office skills; dance, art, drama, and music; athletic activities. See district use standards.	C
Other Government Functions	6300	Other government owned establishments not classified elsewhere such as defense and national guard establishments	C
Public Safety	6400	Government-owned establishments providing fire and rescue, police, and emergency response services	P
clinic	6511 & 6567	Include physician offices, dentists, chiropractors, optometrists, licensed massage therapists, and veterans' affairs services	P
outpatient care clinic	6512	Provide outpatient family planning services and outpatient care	P

Land Use	LBCS #	Description	Approval Type
medical or diagnostic laboratory; blood/organ bank	6513 - 6514	Provide analytic or diagnostic services including medical imaging	P
group home small	6522	Fewer than five (5) aged or infirm individuals or fewer than nine (9) individuals with mental, intellectual or developmental disabilities	P
group home large	6523	Five or more aged or infirm individuals, or nine (9) or more individuals with mental, intellectual or developmental disabilities	P
Hospital	6530		C
child and adult day care	6562	Provide day care for children and adults	
home	6562a	Day care for fewer than six (6) individuals in a residence	P
small	6562b	Day care for six (6) to twelve (12) individuals in a residence	P
large	6562c	Provide care for more than 12 individuals	P
Religious Institutions	6600	Churches, temples, synagogues, mosques, convents and monasteries	P
Death Care Services	6700	Funeral homes, crematories, cemeteries	
Funeral home and services	6710	Includes funeral homes combined with crematories	P
columbarium	6724		P
CONSTRUCTION-RELATED BUSINESSES	7000	Contractors who can build or demolish buildings, leveling, earthmoving, excavating, land drainage; should reflect the location of the establishment and not where it is performing its services. This category also includes the manufacture of industrial buildings, manufactured homes, modular homes, storage buildings and similar structures. Note that district standards may limit or preclude manufacturing, outdoor operations, outdoor storage of commercial vehicles and materials.	P
Vegetable farming or growing	9120	Includes private fields and community gardens with production limited to retail sales	P
Greenhouse – no on-premises sales	9141	Includes fruit and nut trees with production limited to retail sales	P
Greenhouse – sales of products grown on premises	9142		P

Land Use	LBCS #	Description	Approval Type
Greenhouse – sales of products and related accessory products	9143		P
Animal Production	9300	Keep, graze, breed or feed animals (see standards in section 35.2-71.7)	P
tent revival meetings/ transient amusements	9921	Includes temporary carnivals and circuses sponsored by non-profit organizations (see section 35.2-72.23)	P
temporary outdoor promotional attractions	9922	Includes car shows, boat shows and similar short-term events intended to promote commercial sales or services (see section 35.2-72.23)	P
traditional neighborhood development	9952	See section 35.2-82	C
large scale retail establishments	9954	See section 35.2-84	P
cluster commercial development	9955	See section 35.2-85	C

35.2-48.2 Authorized Uses

Exhibit IV-19: Authorized Uses in B-5 District

Land Use	LBCS #	Description	Approval Type
single-household detached	1111S	Typical single-household dwelling	C
modular home	1114S	<u>A prefabricated home without axles or frames (see definitions)</u>	C
manufactured home	1115S	<u>A structure, transportable in one (1) or more sections, built after 1978 on a permanent chassis, and designed for use with or without a permanent foundation when connected to the required utilities (see definitions)</u>	C
Two-household (duplex)	1121S	<u>A building located on one (1) zoning lot containing not more than two (2) dwelling units</u>	C
single-household semi-detached	1112 1122S	One of two dwellings separated by a party wall, <u>on abutting lots</u>	C
single-household attached (townhouse)	1113 1140S	Each unit on a separate lot; fire wall may protrude from roof or roofs may be staggered	C
Three or More Households	1130 1200S	Includes triplexes, four-plexes, and other multi-household dwellings	C
<u>Mixed-use residential structures (see district regulations for limitations)</u>	1201S	<u>Typically commercial uses on lower floors and residential uses on upper floors</u>	<u>P</u>
Housing Services	1200	Housing and custodial services for those who cannot care for themselves. Includes nursing and retirement homes, congregate living, assisted and continuing care living, but excludes rehab uses in LBCS #6520)	P
Bed & Breakfast and Tourist Homes	1310	Guest rooms in a private home or accessory building to a private home	P
boarding house	1321	Non-transient lodging that may include meals and is owner occupied	P
rooming house	1322	Transient or non-transient lodging that may include meals	P
dormitory, sorority or fraternity house	1323	Allowed only as accessory uses to and owned by a college or university	C

Land Use	LBCS #	Description	Approval Type
Hotel, motel, or tourist court	1330	Hotels that do not have gambling services; includes extended-stay hotels	P
car, motorcycle, manufactured homes or RV dealer	2111-2113	New or used automobiles, light trucks, motorcycles, RV's, manufactured homes, and buses	P
bicycles	2113b	New or used bicycle sales, rental and repair	P
boat or marine craft dealer	2114	New or used boats sales, rental and related repair services	P
parts, accessories, or tires	2115	Automotive parts and supply stores, automotive stereo stores.	P
gasoline service	2116	Gas stations with or without convenience stores or food marts, excludes truck stops, light auto repair and heavy auto repair	P
light auto repair	2117a	Oil change, light auto repair and car wash. May include gasoline and other related sales.	P
heavy auto repair	2117b	Auto repair, paint and body shops. May include gasoline and other retail sales.	P
furniture or home furnishings, hardware, home center, lawn and garden supplies, department store, warehouse club or superstore, electronics and appliances	2121-2125	Furniture, flooring, bedding stores; home building and repair supplies, painting supplies, farm goods, lighting supply, window treatment; nursery and garden products predominantly grown elsewhere, power equipment sales or services; large variety stores; household-type appliances, television, stereos, including repair shops and cell phone stores.	P
lumber yard and building materials; heating and plumbing equipment; heavy equipment	2126-2128	Lumber yards and heavy building materials; heating and plumbing equipment retailers; for heating and plumbing contractors who install or service, use the appropriate construction category; construction equipment and vehicles; includes authorized storage (3650)	P
computer and software	2131	Computers and prepackaged software including repair, support, and training	P
camera and photographic supplies; clothing, jewelry, luggage, shoes, clocks, sewing; sporting goods, toy and hobby, and musical instruments; mixed media, school and office supplies	2132-2135	Primarily retail cameras and photographic supplies or retail with repair and film developing; clothing (including shoe repair and tailoring, sporting goods, toys, musical instruments, kitchen goods, books, magazines, music, videos, stationary, greeting cards, seasonal decorations, office and school supplies.	P

Land Use	LBCS #	Description	Approval Type
florist, art supplies, tobacco products	2141-2143	Florists, art supplies and art dealers, frame shops, tobacco products	P
art galleries	2142b	Excludes art supply sales and retail framing services	P
mail order or direct selling establishment	2144	Retailing other than through locations where shoppers physically visit	P
antique shop	2145	Antique shops, (excludes flea markets, thrift stores and pawn shops)	P
flea markets and thrift stores	2145b	Flea markets and thrift stores	P
grocery store, supermarket, or bakery, convenience store, specialty food stores	2151-2154	Included are grocery stores, convenience stores, meat, seafood and produce markets, coffee, confections, variety goods and general stores, and delicatessens. Excludes stores with fuel pumps (see 2116 for fuel sales).	P
beer, wine, and liquor store	2155		P
Health and personal care	2160	Retail prescription or nonprescription drugs; retail cosmetics, perfumes, toiletries; prescription or nonprescription eyeglasses; prescription or nonprescription health and convalescent aids; medical devices, retail food supplement products such as vitamins, nutrition supplements, and body enhancing supplements.	P
Markets for farm produce or crafts	2199	Markets and truck gardens.	P
Bank, credit union, or savings institution	2210	Central banking functions	P
credit card and other financing	2221	Credit card, sales financing, unsecured consumer lending, real estate credit, mortgages, international trade financing	P
pawn shops	2222		P
short-term loans	2223	Pay-day lenders and other businesses providing loans with terms of 45 days or less	P
precious metal buyers	2224	Businesses providing cash for gold and other precious metals or gems (excludes retail jewelers)	P

Land Use	LBCS #	Description	Approval Type
Investment banking, securities, and brokerages; insurance; fund, trust, or other financial establishment	2230-2250	Securities underwriting, brokering, exchange services, managing portfolios; Insurance underwriting, selling insurance; manage assets on behalf of shareholders or beneficiaries	P
Real estate services	2310	Sell or lease real estate such as buildings, manufactured home sites and vacant lots; includes real estate appraisers and realtor offices	P
Property management services	2320	Manage real property for others	P
vehicles	2331 & 2332	Lease passenger cars, trucks, trailers, RVs, buses and aircraft; drivers not provided	P
recreational goods rental	2333	Rent skis, canoes, bicycles, sailboats, motorcycles	P
commercial, industrial or consumer machinery and equipment rental	2334 - 2335	Rent or lease: a) office machinery and equipment; heavy equipment without operators used for construction, well-drilling; other machinery and equipment for uses such as manufacturing or telecommunications; operators not included (note: see 2337 for heavy equipment leasing) personal and household-type goods and a range of equipment geared toward consumers	P
Professional offices	2411-2014	Title abstract, lawyers, notaries, accountants, bookkeeping, payroll services, architects, engineers, surveyors, graphic design, interior design and industrial design	P
consulting services (management, environmental technical)	2415	Advise and assist businesses on management, scientific, and technological issues	P
scientific research and development services	2416	b) Conduct research or analyze in the physical, engineering, cognitive, or life sciences in laboratories or offices.	P
advertising, media and photography services	2417	Includes advertising, marketing and public relations agencies, photographic studios and photographic services.	P
veterinary services	2418	Veterinary medicine, testing services for veterinary practitioners	P
other professional offices	2419, 6810, 6820	Includes advertising and media services intellectual property rights, franchising, labor, political or business organizations, and uses with similar impacts	P

Land Use	LBCS #	Description	Approval Type
office administrative services	2421	Office administration such as billing, record keeping, personnel, organizational planning	P
facilities support services	2422	Provide operating staff for support services within a client's facilities, including janitorial, security, laundry services, etc.	P
employment agency	2423a	Provide employee placement, temporary help	P
hiring hall	2423b	Place of assembly for the registration or assignment of employment	P
copy center, private mail center, other business support services	2424	Provide document preparation, telephone answering, telemarketing, court reporting, steno typing, FAX, internet access, small signs and banners	P
collection agency	2425	Collect payments, compile credit information, repossess tangible assets	P
Travel arrangement and reservation services	2430	Promote or sell travel, includes convention and visitors' bureaus	P
Investigation and security services	2440	Provide detective, guard and patrol services, picking up and delivery of money, selling of security systems, remote monitoring of security systems, locksmiths	P
Services to buildings and dwellings	2450	Provide pest control, janitorial services, landscaping, carpet cleaning, etc. (2451-2454)	P
packing, crating	2455		P
Restaurants, cafeterias, snack bars & catering	2510-2530 & 2560	Provide food and drinks to patrons – see district specific use regulations for limitations. Includes banquet, assembly and reception halls. See district standards.	P
Mobile food services	2550	Prepare and serve meals and snacks for immediate consumption from motorized vehicles	P
Food service contractor and vending machine operators	2570 & 2580	Provide food services at institutional, governmental, commercial, or industrial locations based on contracts. Retail merchandise through vending machines that they service	P

Land Use	LBCS #	Description	Approval Type
Personal care	2610	Hair, nail, and skin care and related personal care, barbers, beauty shops, dieting and weight loss, tanning, hair removal, hair weaving, ear piercing and similar services	P
laundromat and dry cleaning	2621 & 2622	Includes Laundromats, dry cleaners, diaper services as well as other commercial laundry services	P
linen and uniform supply	2623		P
Photofinishing	2630	Primarily engaged in developing film or making slides, etc.	P
Parking lot and parking garage	2640	See district standards	P
licensed massage therapist	2651		P
tattoo parlor	2652	Tattoos by a licensed professional	P
adult retail establishment	2653	Stores primarily selling adult oriented products, including books, videos, magazines, toys, lingerie and other sexually-oriented goods	P
Pet or pet supply store	2710	Retail pets, pet foods, pet supplies	P
animal services	2721	grooming and training	P
animal boarding	2722	sitting and boarding	P
pet cemetery	2723		P
Food and beverages	3110	Includes bakery and candy establishments that produce for later consumption; ice manufacturing; dairies; bottling plants; and peanut and coffee roasting	P
Textiles, leather and leather substitute products	3130 & 3140	Textile mills, apparel manufacturers and canvas making; dying plants and dry cleaning plants; leather and leather substitutes such as rubber footwear (excluding leather tanning)	P
Furniture and related products	3230	Includes manufacture and repair of furniture, upholstery, mattresses, window blinds, window shades, awnings cabinets, fixtures	P
Signs	3440	Manufacturing of signs to be erected or installed (excludes banner printing)	P

Land Use	LBCS #	Description	Approval Type
Blacksmith		Creation of objects from wrought iron steel, such as gates, railings, furniture, and other functional and decorative items	P
Wholesale Trade Establishment	3500	Normally operate from a warehouse or office, selling or arranging the purchase of goods to other businesses	P
Office and warehousing	3610	Storage of goods related to on-site office or retail use	P
Warehousing	3620	Storage of goods as the principal use; includes mini-warehouses, self-storage facilities and moving companies	P
rail passenger transportation	4121	Passenger stations only	P
local transit systems--bus, special needs, sightseeing, taxi and limousine services	4133 – 4134 & 4136 - 4137	Single-mode local and non-local transit systems other than rail; excludes transit stops, which are allowed in all districts. Includes sightseeing, taxi and limousine services	P
towing and other road and ground services	4138	Tow vehicles	P
Truck and freight transportation services	4140	Provide over-the-road transportation of cargo using motor vehicles and temporary storage	C
national post office	4181		P
retail courier and package delivery	4182	Retail courier, package drop-off and mail services	P
Courier and messenger services	4190	Provide air, surface, or combined courier delivery services of Parcels and messages (excludes retail package drop-off and local courier services)	P
Publishing	4210 & 4221	Issue copies of works for which they usually possess copyright, including printing plants, motion picture and audio publishing. Includes newspaper publishing, greeting card printing and lithography	P
Motion pictures and sound recording	4220	Produce and distribute motion pictures and sound recordings	P
radio and television broadcasting	4231, 4232 & 4241	Operate broadcasting studios and facilities for over the air, cable or satellite delivery of radio and television programs	P

Land Use	LBCS #	Description	Approval Type
wireless telecommunications transmission	4233	Operate, maintain or provide access to facilities for the transmission of voice, data, text, sound or video, see section 35.2-73 for telecommunications towers	P
telephone and other wired telecommunications	4234	Operate telephone networks – excludes switching stations	P
Telecommunications switching stations/exchanges	4239	Telecommunications switching stations and exchanges with no on-site employees	C
library or archive	4242	Provide library or archive services	P
news syndicate	4243	Supply information such as news reports, articles, pictures and features to the news media	P
data processing and management, hosting and related services	4244	Web hosting, computer data storage, optical scanning, computer input preparation, microfilm imaging	P
Public Utilities Services, Major	4315, 4329, 4339, 4349	Includes transmission lines for water, wastewater, stormwater, electricity, natural gas or telecommunications services regulated by the State Corporation Commission of a regional nature and normally entail the construction of new buildings or structures such as electrical switching facilities and stations or substations, electric, gas, and other utility transmission lines of a regional nature which are not otherwise reviewed and approved by the Virginia State Corporation Commission. All overhead transmission lines are included in this definition.	C
Public Utilities Service Minor	4315, 4329, 4339, 4349	Includes distribution or collection lines and appurtenances for water, wastewater, stormwater, electricity, natural gas or telecommunications services regulated by the State Corporation Commission that are necessary to support development within the immediate vicinity and involve only minor structures. Included in this use type are small facilities such as transformers, relay and booster devices, and well, water and sewer pump stations, and wireless communication antennas attached to existing buildings or structures.	P
electric substations	4316		C
Water treatment plants and utility facilities	4331 – 4333,	Water treatment plants, pumping stations and lift stations	C
recycling collection centers	4349	Drop-off facilities for the collection of recycled goods	P

Land Use	LBCS #	Description	Approval Type
Theater, dance or music establishment	5110 & 5160	Companies, groups, or theaters that produce theatrical presentations, dance, dinner theaters, and live musical entertainment; includes facilities for independent artists and performers	P
Motion picture viewing and exhibition services	5111	Operate movie theaters (excludes drive-ins), film festival exhibitions	P
Promoter of sports, performing arts, similar events and management services	5140 - 5150	Organize, promote, and manage performances and events; agents representing artists, athletes and entertainers	P
Indoor auditorium or arena	5170	Indoor auditoriums, arenas, conference centers, or multipurpose facilities	C
Outdoor auditorium/arenas	5180	Outdoor arenas, stadiums and theaters	C
Museums and Other Special Purpose Recreational Institutions	5200	Public and private museums, historical sites, and similar establishments	P
Amusement or theme park establishment	5310	Operate a variety of attractions such as mechanical rides, water rides, games	C
Commercial Amusements	5320, 5380, 5390	Operate arcades and other commercial amusements as defined herein	P
Country Club	5340 & 6830	Operate private country clubs, with tennis courts and golf courses along with dining facilities and other recreational facilities; includes civic, social and fraternal organizations without dwellings	P
fitness and recreational sports center	5371	Aerobic dance or exercise center, gymnasium, physical fitness center, health and athletic club, indoor handball, racquetball, volleyball, tennis, or swimming facilities conducted inside a building	P
outdoor recreation	5372, 5373 & 5374	Includes for profit golf courses, archery ranges, outdoor volleyball, tennis, or swimming facilities, recreational courts, recreational day camp and horseback riding	P
shooting ranges, indoor	5375		C
Camps, Camping, and Related Establishments	5400	Operate sites to accommodate campers and their equipment, provide overnight recreational camps, may provide cabins, food services, washrooms, spaces for overnight parking or recreational vehicles	C

Land Use	LBCS #	Description	Approval Type
Natural and other Recreational Parks	5500	All parks without special economic functions, other than limited concessions	P
Nursery or preschool	6110		P
Grade school	6120	Comprises all public, private, and specialty schools between the preschool and university level; includes adult education services not addressed elsewhere. See district use standards.	P
College or university	6130	See district use standards.	P
general technical schools	6141-6143, 6145, 6147	Offer courses in office procedures, administrative skills, and basic office skills; dance, art, drama, and music; athletic activities	P
driving education	6144		P
Other Government Functions	6300	Other government owned establishments not classified elsewhere such as defense and national guard establishments	P
Public Safety	6400	Government-owned establishments providing fire and rescue, police, and emergency response services	P
clinic	6511 & 6567	Include physician offices, dentists, chiropractors, optometrists, licensed massage therapists, and veterans' affairs services	P
outpatient care clinic	6512	Provide outpatient family planning services and outpatient care	P
medical or diagnostic laboratory; blood/organ bank	6513 - 6514	Provide analytic or diagnostic services including medical imaging	P
group home small	6522	Fewer than five (5) aged or infirm individuals or fewer than nine (9) individuals with mental, intellectual or developmental disabilities	P
group home large	6523	Five or more aged or infirm individuals, or nine (9) or more individuals with mental, intellectual or developmental disabilities	P
Hospital	6530		P
child and adult day care	6562	Provide day care for children and adults	
home	6562a	Day care for fewer than six (6) individuals in a residence	P

Land Use	LBCS #	Description	Approval Type
small	6562b	Day care for six (6) to twelve (12) individuals in a residence	P
large	6562c	Provide care for more than 12 individuals	P
Religious Institutions	6600	Churches, temples, synagogues, mosques, convents and monasteries	P
Death Care Services	6700	Funeral homes, crematories, cemeteries	
Funeral home and services	6710	Includes funeral homes combined with crematories	P
free-standing cemetery	6722		P
columbarium	6724		P
CONSTRUCTION-RELATED BUSINESSES	7000	Contractors who can build or demolish buildings, leveling, earthmoving, excavating, land drainage; should reflect the location of the establishment and not where it is performing its services. This category also includes the manufacture of industrial buildings, manufactured homes, modular homes, storage buildings and similar structures. Note that district standards may limit or preclude manufacturing, outdoor operations, outdoor storage of commercial vehicles and materials.	P
Vegetable farming or growing	9120	Includes private fields and community gardens with production limited to retail sales	P
Commercial orchards	9130	Includes fruit and nut trees with production limited to retail sales	P
Greenhouse – no on-premises sales	9141	Commercial greenhouse production	P
Greenhouse – sales of products grown on premises	9142		P
Greenhouse – sales of products and related accessory products	9143		P
Animal Production	9300	Keep, graze, breed or feed animals (see standards in section 35.2-71.7)	P
tent revival meetings/transient amusements	9921	Includes temporary carnivals and circuses sponsored by non-profit organizations (see section 35.2-72.23)	P
temporary outdoor promotional attractions	9922	Includes car shows, boat shows and similar short-term events intended to promote commercial sales or services (see section 35.2-72.23)	P

Land Use	LBCS #	Description	Approval Type
traditional neighborhood development	9952	See section 35.2-82	C
large scale retail establishments	9954	See section 35.2-84	P
cluster commercial development	9955	See section 35.2-85	C
flex space development	9956	See section 35.2-86	C
corporate campus	9957	See section 35.2-87	C
Billboards – only existing billboards allowed per section 35.2-64.16	9990	Billboards and other signs advertising goods and services not available on the site where the sign is located	P

35.2-48.3 District Use Standards

The following standards supplement the standards for specific uses established in Article VII:

- (a) No operations shall create conditions of smoke, fumes, noise, odor, light or dust detrimental to health, safety or the general welfare of the community.
- (b) Billboards shall be subject to the regulations of section 35.2-64.16 (Billboards).
- (c) Second-hand stores may include auction sales provided such activity is conducted wholly within an enclosed building.
- (d) Storage warehouses and yards shall not include the storage of combustibles prohibited by the fire code, sand yards, gravel yards, coal yards, railroad yards and automobile wrecking yards.
- (e) Schools and colleges of all types that exceed a maximum enrollment of one hundred (100) students are prohibited unless otherwise approved through issuance of a conditional use permit.
- (f) Except residential uses specifically permitted by conditional use permit, ground floor residential uses shall be prohibited except when part of a mixed-use building where the residential access is taken from an urban collector or local street.
- (g) Large-scale retail establishments shall comply with the provisions of section 35.2-84 (Retail Establishments, Large Scale) unless otherwise approved through issuance of a conditional use permit.
- (h) Outdoor storage, which is permitted as an accessory to a principal use, shall be screened in accordance with section 35.2-63.9 (Utility Screening).

35.2-56.7 SC District Development Standards

Except as specifically noted herein, the following standards shall apply in addition to any of the development standards applicable in the underlying zoning district:

- (i) **Setbacks.** The minimum building and parking setbacks are established at forty (40) feet for lots abutting the public street on which the scenic corridor overlay district is centered. This setback shall be measured from the right-of-way line shared by the lot and the public street on which the scenic corridor overlay district is centered. ~~This provision shall not be applicable to limited access highways.~~
- (j) **Utilities.** All utilities shall be located underground.
- (k) **Building Bulk Softening.** There shall be a building bulk softening effect created by landscaping between a structure and a limited access highway. Landscaping shall be at the outer boundaries and in the required setbacks and shall be provided except where driveways or other openings are required. Plantings shall be in an irregular (or "staggered") line. Clustering of plant and tree species shall be required.
 1. For the purpose of this section, the following definitions shall be applicable:
 - a. Large deciduous tree. A large deciduous tree shall be of a species having an average minimum mature crown spread of greater than thirty (30) feet. A minimum caliper of at least two and one-half (2 1/2) inches at the time of planting shall be required.
 - b. Small deciduous tree. A small deciduous tree shall be of a species having an average minimum mature crown spread of greater than twelve (12) feet. A minimum caliper of at least one and three-fourths (1 3/4) inches at the time of planting shall be required.
 - c. Evergreen trees. Evergreen trees shall have a minimum height of at least six (6) feet at the time of planting.
 - d. Medium shrubs. Shrubs and hedge forms shall have a minimum height of at least two (2) feet at the time of planting.
 2. For buildings twelve (12) feet or less in height (eave height).
 - a. At least one small deciduous tree for each fifty (50) linear feet of building and at least one evergreen tree for each thirty (30) linear feet shall be planted.
 - b. At least one medium shrub for each twenty (20) linear feet shall be planted. (In lieu of the required shrubbery, a landscaped earthen berm can be used. Generally, the earthen berm shall have a varying width and height, curvilinear in form, providing a gentle tie-in with the existing grade. The minimum height shall be three (3) feet.)
 3. For buildings greater than twelve (12) feet in height (eave height).
 - a. At least one large deciduous tree for each fifty (50) linear feet and at least one evergreen tree for each thirty (30) linear feet shall be planted.
 - b. At least one small deciduous tree for each fifty (50) linear feet shall be planted.

- c. At least one medium shrub for each twenty (20) linear feet shall be planted. (In lieu of the required shrubbery, a landscaped earthen berm can be used. Generally, the earthen berm shall have a varying width and height, curvilinear in form, providing a gentle tie-in with the existing grade. The minimum height shall be three (3) feet.)

(l) **Architectural Treatment.**

1. No portion of a building constructed of unadorned cinderblock or corrugated and/or sheet metal shall be visible from any adjoining single-household or two-household residential district or public right-of-way.
2. Buildings shall be designed to use, to the greatest extent feasible, building materials that are compatible with the Scenic Corridor Overlay District environment, such as rock, stone, brick and wood.
3. Vegetative buffering as provided in section 35.2-63.10, placed along that portion of a building not otherwise meeting the requirements of architectural treatment, will be deemed sufficient treatment for the purposes of this section.

(m) **Signs**

1. **Prohibited signs.** The following types of signs shall be prohibited within the Scenic Corridor Overlay District:
 - a. Billboards;
 - b. Signs painted on building or premise;
 - c. Changeable copy signs;
 - d. Pennants, non-governmental flags, non-company/corporate logo flags, banners;
 - e. Roof signs (above line of roof);
 - f. Signs that contain an off-site commercial motif not incidental to the use of the site (soda bottles, hamburgers, figures, etc.) or other outdoor commercial displays; and
 - g. Signs that are not of a standard geometric shape or with a backing that is not of a standard geometric shape.
2. **Permitted signs.** A unified system of signage and graphics shall be encouraged for each individual development. Signage concepts should be considered during the design of buildings. Size, height, location, material, and color should strongly relate to building and site design.
 - a. Each development shall be permitted one (1) detached free standing sign identifying the development and announcing only the name or location of the development and business names of tenants therein. One logo per sign shall be permitted. All tenant signs (individual signs for businesses in a development) shall be uniform in letter size and color.
 - b. For each independent development within an industrial park one identification sign shall be permitted on each fronting public street.

- c. Directional signs indicating location of truck entrances, employee parking, shipping and receiving, and similar activities; provided that all such signs are located on the property of the business and no such signs exceed four (4) square feet in area. Directional signs shall contain no advertising.
- d. The backing and support material of the face sign shall be of the same material as of that portion of the building which faces any adjoining single-household or two-household residential district or public right-of-way, or of a natural material (such as rock, stone, brick, wood).
- e. Other signs such as real estate, political, etc., not specifically addressed in the Scenic Corridor Overlay District Standards are to conform to the regulations of the underlying districts.

35.2-63.9 Utility Screening

- (a) Loading areas, refuse areas, storage yards, stormwater management ponds, water vaults, Reduced Pressure Zone (RPZ) devices or other objectionable items shall be screened from view of any public or private street, or any adjacent residential district.
- (b) Stormwater Management Facilities intended for display as a water feature or naturalized planting area are exempt from screening requirements.
- (c) Screening may be accomplished by a combination of existing evergreen vegetation, walls, fences, earthen berms and new evergreen vegetation appropriate to screen the equipment or activity. The required height of screening at installation shall be sufficient to screen the equipment or activity.
- (d) The use of chain link fence as the sole method of screening is prohibited. Where it is deemed appropriate by the property owner or developer for security purposes, the chain link fence shall be screened from view as listed in paragraph (c) above.
- (e) **Mechanical Equipment and Dumpsters.** Mechanical equipment and dumpsters shall be located and screened as follows:
 - 1. Ground-fixed mechanical equipment shall not be located between the front of a building and the street. If located between the building and a street, the equipment shall be screened from view with masonry wall *or* evergreen shrubs.
 - 2. Rooftop mechanical equipment shall be screened from adjacent properties and from street view by a parapet or architecturally compatible rooftop screen.

Illustration of Screening for Mechanical Equipment



- 3. Trash dumpsters shall not be located between the front building facade and the public street or internal street.
- 4. No trash dumpsters shall be located between a building and a residential district unless set back from the residential district at least a minimum of fifty (50) feet.
- 5. Dumpsters shall be separated from adjacent parking stalls by a minimum three (3) feet wide (interior clear dimension) planting strip.
- 6. Dumpsters shall be enclosed with a wood or vinyl fence or a masonry wall constructed of the same materials as the principal structure. The fence or wall enclosure shall screen the dumpster and be at least six (6) feet and no more than eight (8) feet in height.

35.2-71.4 Home Occupations

Home occupations may be established subject to the following requirements:

- (a) Subject to the performance standards listed in paragraph 2 of this section, home occupations may include:
 - 1. Professional offices for certified, ordained, licensed or registered professions, including, but not limited to offices for an architect, draftsman, attorney-at-law, conveyancer, dentist, surveyor, professional engineer (civil, electrical, mechanical or other), public accountant, minister or teacher residing in the dwelling or dwelling unit in which the office is located;
 - 2. Personal or medical services offered by individuals licensed by the state, such as licensed massage therapists, physicians, osteopaths, healers, dentists, midwives, barbers and hairstylists; and
 - 3. Artists, craftsmen and teachers.
- (b) Home occupations shall:
 - 1. Be limited to visiting clients on an appointment basis and shall not offer services to the general public on a drop-by basis;
 - 2. Be conducted by a member of the household residing on the premises except that, in connection with the practice of a profession listed under paragraph 1.a., one (1) person not residing in such dwelling unit may be employed;
 - 3. Not provide services to more than one client at a time for professions listed in paragraph (a) of this section;
 - 4. Be allowed one (1) sign not exceeding one (1) square foot in area and fixed flat to the wall of the building shall be permitted for each street on which the lot abuts to identify the home occupation. No artificial lighting shall be used to illuminate the sign or exterior of the building, nor shall any display of products be made which will indicate from the exterior that the building is being used for any purpose other than that of a dwelling;
 - 5. Be limited to mechanical equipment that is customary for purely domestic or household purposes;
 - 6. Not have any outside storage of goods or equipment other than one (1) business vehicle and one (1) trailer per lot, providing said trailer is located behind the building line of the main structure on the property and it is not over twenty-two (22) feet in length or eight (8) feet, nine (9) inches in height;
 - 7. Not use more than twenty (20) percent of the principal dwelling's gross floor area for the home occupation, regardless of whether the home occupation is conducted in the principal dwelling or an accessory building; and
 - 8. Be limited to incidental retail sales of goods to customers of the primary service provided.

35.2-71.7 Farm Animals

Exhibit VII-1: Standards for Farm Animals

Farm Animals	Zoning Provisions	Standards
All farm animals	Commercial Production	Any production of eggs, milk, meat or other farm animal products for sale is prohibited on lots smaller than 10 acres
Poultry	Definition	Any free-ranging, domesticated fowl, with an adult weight no greater than 30 lbs.
	Minimum distance of enclosure from nearest residence and/or property lines and location	• 20 feet from property line for 4 or fewer hens • 100 feet from nearest residence if more than 4 hens are kept • Located behind front building line
	Maximum number of fowl	• 4 fowl on lots of 15,000 sq.ft. or smaller plus • 1 fowl for every additional 5,000 sq.ft. of lot area • Maximum of 40 fowl
Small farm animals	Definition	Any domesticated farm animal used for the production of food and food products, with an adult weight no greater than 150 lbs.
	Maximum number of small farm animals & distance from property line.	• 2 small animals on lots less than 10 ac. • Minimum lot size of 15,000 sq.ft. • 1 additional small farm animal per additional acre of lot area • Located behind front building line • 20 feet from property line.
	Maximum number of goats by area	• On lots of 15,000 sq.ft. or larger in area, 2 goats may be kept • One additional goat may be kept for each acre of land area in excess of 15,000 square feet
	Keeping of swine	Prohibited
Large farm animals	Definition	Any animal with an adult weight of 151 lbs. or greater
	Maximum number of animals	• 2 acres minimum for keeping of up to 2 large animals. Keeping of 3 or more large farm animals shall require 10 acres of land.
	Accommodations	• Enclosures, not including fences, are required and must to be located at least 200 feet from any property line • Located behind front building line

35.2-72.23 Temporary Uses

- (a) **Generally.** The following uses shall be allowed as temporary uses by the Zoning Administrator subject to the procedures established in section 35.2-14.5 and the provisions of this section.
- (b) **Carnivals and Fairs, Temporary.** Temporary carnivals and fairs (see use LBCS code 9921) permitted within the boundaries of the City of Lynchburg shall meet the following standards:
 - 1. A temporary use permit shall be required which shall have a maximum duration of thirty (30) days.
 - 2. Such carnival or fair must be under the sponsorship of a nonprofit organization located within Lynchburg, Amherst, Campbell or Bedford County, or a City or town situated in one of those counties.
 - 3. The location of the carnival or fair shall have direct access to an arterial or collector road.
 - 4. Off-street parking, in amounts to be determined by the City Planner, shall be provided in sodded areas, parking lots ordinarily used for other purposes, or in such other ways that muddy conditions and erosion shall be minimized.
 - 5. Exterior lights shall be shielded from any adjacent residential areas
 - 6. Amplified music or other noise shall cease between the hours of 10:00 p.m. and 9:00 a.m.
 - 7. After the duration of the fair or carnival, all grounds used shall be restored to their condition before the fair or carnival. It shall be the responsibility of the sponsoring organization to perform such restoration.
- (c) **Temporary Outdoor Promotional Attractions.** Temporary outdoor promotional attractions (see LBCS code 9922) incident to a shopping center or other business establishment, such as auto, boat or home shows, pony and hay rides, acrobatic acts and the like, may be permitted by temporary use permit subject in each case to approval by the Zoning Administrator and compliance with the following conditions:
 - ~~1. Such a permit shall be issued only for use within the B-3, B-4 or B-5 districts.~~
 - ~~2.1.~~ A permit for any such attraction shall not be issued for a longer period than fifteen (15) days, but may be renewed by the Zoning Administrator with or without modification; or may be revoked.
 - ~~3.2.~~ A charge may be made for admission to or use of any such attraction.
 - ~~4.3.~~ No such attraction shall be located less than one hundred fifty (150) feet of the nearest lot line of any adjacent dwelling, except multi-household or mixed use residential structures.
 - ~~5.4.~~ Lights, music, amplifiers and other noise shall be controlled so as not to be a nuisance to adjacent residents.
 - ~~6.5.~~ The hours of operation shall not extend beyond the normal business hours of the business establishments to which such attractions are incident.
 - ~~7.6.~~ In the event the Zoning Administrator refuses to issue a permit or revokes a permit previously issued for said promotional attractions, the applicant for such a permit shall have the right of appeal to the Board of Zoning Appeals.

35.2-80 Residential Cluster Subdivisions

35.2-80.4 Site Development Standards

Unless otherwise provided in this section, cluster development shall comply with regulations of the applicable zoning district governing setbacks, height, parking, landscaping, signs, lighting, access and public improvements.

Exhibit VIII-1: Standards for Single-Household and Duplex Clusters

Design Element	Standards
Minimum Size of Cluster Development	2 acres
Minimum Lot Area	50% of minimum lot area for applicable zoning district, Maximum lot coverage shall not apply
Minimum Lot Width	50% of minimum lot width for applicable zoning district, not to be reduced below 30 feet
Minimum Lot Width if Abutting a Conforming Single Family or Duplex Use Zoned R-1 or R-2	80% of the minimum lot width for the district applicable to the abutting lot, unless the lots are separated by an open space area measuring at least 50 feet in width
Setbacks	50% of setback for applicable zoning district except that side setbacks shall not be less than 5 feet
Minimum Open Space	30%

35.2-84.6 Building Design and Sustainability

- (a) Roofs. Parapets shall conceal flat roofs and all rooftop equipment such as heating ventilation and air conditioning (HVAC) units from street level view.
- (b) Entryways. The building shall have clearly defined, highly visible entryways.
- (c) Building façade. Building facades greater than 150 feet in length measured horizontally and visible from a public street, shall incorporate wall plane projections or recesses having a depth of at least three (3) feet to break up the expansiveness of the exterior. All recesses shall be properly lit to encourage a safe environment.
- (d) Outdoor vending areas. Outdoor vending areas shall be incorporated into the facade of the building.
- (e) Service areas incorporated into overall plan. Loading docks, truck parking, outside storage, cargo containers, trash collection, utility meters, HVAC equipment, trash collection, and other service functions shall be incorporated into the overall design and landscaping so that the visual and acoustical impacts of these functions screened from view of public / private streets and all adjacent properties (unless those adjacent uses are other loading areas, truck parking areas and storage areas) and no attention is attracted to the functions by the use of screening materials that are different from or inferior to the principal materials of the building and landscaping.
- (f) Buildings and sites shall be designed using crime prevention through environmental design (CPTED) strategies.
- (g) In all parking areas that are in excess of that required by section 35.2-62 et. seq., off-street parking and loading shall implement practices that will allow twenty-five percent (25%) of the stormwater attributable to the parking area for the 1-year storm to infiltrate to the soil below. In cases where soil quality or other limiting factors will not allow for adequate infiltration, filtering practices with underdrains may be used as an alternative, subject to approval by the Zoning Administrator.

35.2-102.1 Notice of Violation

- (a) The Zoning Administrator shall have the responsibility for enforcing the provisions of this Zoning Ordinance. The Zoning Administrator may, as necessary, solicit the assistance of other local and state officials and agencies to assist with this enforcement.
- (b) Property owners, permit applicants, and/or establishment owners/managers, as applicable, shall be notified in writing of violations of the provisions of this Zoning Ordinance. The Administrator shall, in the notice of violation, state the nature of the violation, the date that it was observed, and the remedy or remedies necessary to correct the violation. The Administrator may establish a reasonable time period for the correction of the violation; ~~however, in no case shall such time period exceed fifteen (15) days from the date of written notification, except that the Administrator may allow a longer time period to correct the violation if the correction would require the structural alteration of a building or structure.~~
- ~~(c) If the violation is not corrected within the time period specified in the first notification, a second written notice shall be sent. The second notification shall request compliance with these provisions within a period not to exceed seven (7) days.~~
- ~~(d)~~(c) Every written notice of violation or written order of the Administrator shall include a statement informing the recipient that he or she ~~may have~~has a right to appeal the notice of zoning violation or written order within thirty (30) days in accordance with this Section, and that the decision shall be final and unappealable if not appealed within thirty (30) days. ~~If a second notice of violation is given as provided for in subsection (c) above, the thirty (30) day appeal period is not extended.~~ The thirty (30) day appeal period begins when the first notice of violation is provided under subsection (b) above. The notice of violation or written order shall also include the amount of the appeal fee and a reference to where additional information may be obtained regarding the filing of an appeal.
- ~~(e)~~(d) An appeal from the Administrator's written notice of violation or written order shall be in writing and shall state the grounds thereof.
- ~~(f)~~(e) An appeal shall stay all proceedings in furtherance of the action appealed unless the Administrator certifies to the Board of Zoning Appeals that by reason of facts stated in the certificate a stay would cause imminent peril to life or property, in which case proceedings shall not be stayed otherwise than by a restraining order granted by the board or by a court of record, on application and notice to the Administrator and for good cause shown.

2. That this ordinance shall become effective upon adoption.

Adopted: November 8, 2016

Certified: _____
Clerk of Council

MINUTES OF THE OCTOBER 12, 2016 PLANNING COMMISSION MEETING (MINUTES HAVE NOT BEEN APPROVED):

Public Hearing Regarding Amendments to the Zoning Ordinance: Ms. Nygaard explained that the items she will be presenting are clarifications to the Zoning Ordinance adopted in February 2016. Anne went through each item on the summary. Only the items that had any discussion are noted.

Home Occupations (page 254): With regard to allowing one business vehicle per home based occupation, Ms. Nygaard clarified that this will deal with vehicles parked on private property. If trailers or commercial vehicles are parking on the street, it becomes a police matter.

Mobile Food Trucks (page 281): Staff wanted the commission's feedback on whether retail trucks should be added to this section. The Zoning Administrator, Kevin Henry, has been receiving requests lately for mobile retail trucks. Staff has concerns with adding them to this section. Peddlers are already allowed within the City's right-of-way. They typically move around from place to place. Food trucks are typically in a location for a couple of hours. The retail trucks would be similar to vendors you see in cities selling clothing and souvenir items. They might set up in a parking lot and stay all day.

Commissioner Bowden asked if they are limited where they can locate because they are a commercial use. Mr. Henry said they are limited to commercial areas of the City; however, one of staff's concerns is that a retail truck could set up right next to a "bricks and mortar" building that is paying taxes for their property. Commissioner Marion said the same is true for food trucks. They locate next to businesses that pay taxes.

Mr. Martin noted that food trucks tend to come to a location for a couple of hours and serve people that are walking around the area. Retail trucks might set up in a parking lot or the City's right-of-way and stay all day. Mr. Martin commented that staff is having difficulty recommending this change and wanted to open it up for discussion. Staff is leaning toward leaving them out of the ordinance.

Commissioner Marion asked if they leave retail trucks out if it would make them illegal. Mr. Martin said if left out, they would fall under peddlers or solicitors, which is part of the City Code and enforced by the police. The trucks would be going from place to place and not setting up shop for hours at a time.

Chair Perault asked what staff feels are the downsides to including them. Mr. Martin said it will be difficult to enforce and to ensure they have business licenses. We are also talking about the appearance of our business districts. It would give them a lot of latitude that he is not sure will be beneficial to the City.

Commissioner Light said he is inclined not to change it. If staff has not had people coming in saying they would like clarification, he thinks they might be opening a can worms if they change it. Chair Perault noted that they will continue making adjustments to the Zoning Ordinance in the future. If in doubt, he thinks they should not make the change. He does not want to see it changed and in six months, it is removed. Commissioner Rogers pointed out that retail trucks can go to the flea markets. It is not like they are restricting them from doing business at all. If it needs to come up again, staff can bring it back to them. Commissioner Bowden noted they have enough things on the books that are difficult to enforce. This change would just add another.

Violations (page 339): With regard to allowing a reasonable time to correct a zoning violation, Chair Perault asked why they did not make it thirty days, which is the period a person has to appeal the Zoning Administrator's ruling. Mr. Henry stated that sometimes 30 days is not enough. For example, enforcing the occupancy limits means people have to move out and 30 days might not be enough time. Typically, he does set a 30 day time limit for most general zoning violations.

Chair Perault noted that Ms. Nygaard's summary was a nice way to present this to them and he appreciated it very much.

Commissioner Rogers made a motion to recommend approval of these changes with the removal of the section on retail trucks. The motion was seconded by Commissioner Light and passed by the following vote:

AYES:	Bowden, Light, Lowe, Marion, Perault and Rogers	6
NOES:		0
ABSTENTIONS:		0
ABSENT:		0
VACANCY:		1



Memorandum

Planning Division • Community Development

900 Church Street
Lynchburg, Virginia 24504
P 434-455-3900

To: Lynchburg Planning Commission

From: Planning Division Staff

CC: Bonnie Svrcek, Kent White, Walter Erwin

Date: October 12, 2016

Re: Zoning Ordinance Corrections

Lynchburg's Zoning Ordinance was adopted by City Council on February 23, 2016. On July 13, 2016, Planning Commission initiated the process of correcting and clarifying sections of the ordinance staff had found to be unclear during the first few months of use. A summary of the proposed changes, as well as a copy of the draft revised ordinance is attached.

After reviewing the proposed text, staff recommends forwarding the proposed changes to City Council for adoption. This is the first of what is expected to be a few rounds of corrections and clarifications to the new ordinance.

// A regular meeting of the Council of the City of Lynchburg was held on the 13th day of December, 2016, at 4:00 P.M. in the Council Chamber, City Hall, Joan Foster, President, presiding. The following Members were present:

Present: Dolan, Helgeson, Nelson, Perrow, Tweedy, Wilder, Foster

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Absent:

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// Mayor Foster stated that the City of Lynchburg was presented with a Certificate of Recognition which Vice Mayor Tweedy received from the National League of Cities Conference in November on Let's Move Cities, Towns and Counties.

// Mayor Foster recognized Mike Goetz, Director of Information Technology for receiving a certificate for Second Place in the 2016 Digital Cities Survey in the 75,000-124,000 population category.

// Mayor Foster presented four awards to Jennifer Jones and her staff at Parks and Recreation from the Virginia Recreation and Park Society (VRPS).

// Director of Financial Services Donna Witt introduced Mr. Chris Banton, a representative with Brown Edwards, LLC, who provided the audit presentation. Mr. Banton presented an overview of the City's Comprehensive Annual Financial Report (CAFR) and related reports for fiscal year ending June 30, 2016.

Mr. Banton stated that no new accounting policies were adopted and the application of existing policies was not changed during the year. Mr. Banton further reported that the City's Audit Report again this year was a clean audit. In reporting the Lynchburg City Schools section of the audit for year ending June 30, 2016, the audit did not detect any matters that warranted issuance of an internal control or management letter. The Schools also had a clean audit.

// Horizon Behavioral Health Services Annual Report was presented by Chief Executive Officer Damien Cabezas. Since 1969 Horizon Behavioral Health has been supporting and promoting the health, independence, and self-worth of individuals and families in this region. Horizon Behavioral Health provides mental health, substance abuse and intellectual disability services to more than 9,000 children and adults in Central Virginia. Mr. Cabezas provided a portfolio of services that Horizon Behavioral Health offers:

- Case Management
- Housing Services
- Emergency Services
- School Based Services
- Health Services
- Psychiatric Services
- Outpatient Services
- Intensive Services

// Due to time constraints the Zoning Ordinance Amendment Agenda Item was postponed until January 10, 2017 at the 4:00 p.m. work session.

// Mayor Foster provided Council with the process of School Board Appointments. Mayor Foster stated that as a result of the resignation of one of the members of the School Board, City Council needs to discuss what to do about the vacancy resulting from the resignation. The State Code provides that:

- (i) A vacancy occurring on the School Board shall be filled by City Council for the unexpired term,
- (ii) The names of nominees and applicants for an appointment to the school board must be considered at a public hearing, and
- (iii) There must be at least seven days between the public hearing at which the names of nominees and applicants are considered and the appointment.

Mayor Foster stated the options for Council to consider.

1. Since there is only a little over six months remaining in the vacant term, City Council could decide not to fill the vacancy at this time; Council could wait and fill the vacancy in the spring of next year as part of the normal appointment process.
2. Council can follow its usual process of inviting interested residents of School District 2 to submit applications, interview the applicant or applicants Council chooses, and appoint the applicant Council decides is the most qualified.
3. The members of Council can simply discuss the vacancy among themselves, select an individual Council believes is qualified to fill the remainder of the vacant term, announce the individual's name at a public hearing, and after seven days have passed, appoint such individual to serve on the School Board.

After Council discussion on their options for the vacancy on the School Board, Council Member Helgeson made a motion, seconded by Council Member Nelson, to follow option two which states to follow the usual process of inviting interested residents of School District 2 to submit applications, interview the applicant or applicants Council chooses, and appoint the applicant Council decides is the most qualified. Council by the following recorded vote adopted the motion:

Ayes: Dolan, Helgeson, Nelson, Perrow, Tweedy, Wilder, Foster

7

Noes:

0

// During roll call Council Member Wilder mentioned the meeting that was held on December 12, 2016 regarding the Downtown projects which are: Downtown Utility/Streetscape Project, Fifth Street Improvements, Phase III, Main Street Bridge Replacement, Two-Way Street Conversion and Community Market Parking Deck Replacement Project. He also mentioned the National League of Cities Conference that he attended in November.

// Council Member Perrow stated that he had received a call from a citizen stating that he was very appreciative of the professionalism and customer service that he received from Citizens First.

// Vice Mayor Tweedy mentioned the National League of Cities Conference that she attended with her colleague, Council Member Wilder and accepted the award for the City on "Let's Move! Cities, Towns and Counties."

// City Manager Bonnie Svrcek stated that Heather Brown has now been appointed as the new Human Resources Director.

// On motion of Council Member Perrow, seconded by Council Member Wilder, Council by the following recorded vote elected to hold a closed meeting to consider appointments to Council-appointed Boards and Commissions, i.e., Community Development Advisory Committee, Planning Commission, Horizon Behavioral Health, Lynchburg Regional Airport Commission, Design Review Board, Social Services Advisory Board, Historic Preservation Commission, Board of Building Code Appeals, Dr. Martin Luther King, Jr./Lynchburg Community Council and Lynchburg Community Action Group Board; pursuant to Section 2.2-3711(A)(1), Code of Virginia (1950), as amended:

Ayes: Dolan, Helgeson, Nelson, Perrow, Tweedy, Wilder, Foster 7

Noes: 0

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

// Council Member Perrow 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 Wilder, and Council by the following recorded vote adopted the motion:

Ayes: Dolan, Helgeson, Nelson, Perrow, Tweedy, Wilder, Foster 7

Noes: 0

// In the matter of Appointments, and on nomination of Council Member Perrow, seconded by Council Member Wilder, Council by the following recorded vote re-appointed Kimberly Dyke Harsley, Michelle Jackson, Dennis Newton, April Sales, Jimmie Stevens, Joan Foster and Randy Nelson to serve on the Community Development Advisory Committee for terms to expire December 31, 2017:

Ayes: Dolan, Helgeson, Nelson, Perrow, Tweedy, Wilder, Foster 7

Noes: 0

On nomination of Council Member Perrow, seconded by Council Member Wilder, Council by the following recorded vote re-appointed Robert C. Light, Jr. and David Perault to serve on the Planning Commission for terms to expire December 31, 2019:

Ayes: Dolan, Helgeson, Nelson, Perrow, Tweedy, Wilder, Foster 7

Noes: 0

// On nomination of Council Member Perrow, seconded by Council Member Wilder, Council by the following recorded vote appointed Kensie Johnson to serve on the Planning Commission to fill an unexpired term ending December 31, 2018:

Ayes: Dolan, Helgeson, Nelson, Perrow, Tweedy, Wilder, Foster	7
Noes:	0

On nomination of Council Member Perrow, seconded by Council Member Wilder, Council by the following recorded vote re-appointed Betty Brickhouse to serve on the Horizon Behavioral Health for a term to expire December 31, 2019:

Ayes: Dolan, Helgeson, Nelson, Perrow, Tweedy, Wilder, Foster	7
Noes:	0

On nomination of Council Member Perrow, seconded by Council Member Wilder, Council by the following recorded vote appointed Mark C. Little to serve on the Historic Preservation Commission for a term to expire June 30, 2019:

Ayes: Dolan, Helgeson, Nelson, Perrow, Tweedy, Wilder, Foster	7
Noes:	0

On nomination of Council Member Perrow, seconded by Council Member Wilder, Council by the following recorded vote re-appointed Bert Dodson, Jr. to serve on the Lynchburg Regional Airport Commission for a term to expire December 31, 2019:

Ayes: Dolan, Helgeson, Nelson, Perrow, Tweedy, Wilder, Foster	7
Noes:	0

On nomination of Council Member Perrow, seconded by Council Member Wilder, Council by the following recorded vote appointed Bonnie Svrcek, City Manager to serve on the Lynchburg Regional Airport Commission for an indefinite term:

Ayes: Dolan, Helgeson, Nelson, Perrow, Tweedy, Wilder, Foster	7
Noes:	0

On nomination of Council Member Perrow, seconded by Council Member Wilder, Council by the following recorded vote appointed Miriam A. Torian to serve on the Social Services Advisory Board for a term to expire September 30, 2020:

Ayes: Dolan, Helgeson, Nelson, Perrow, Tweedy, Wilder, Foster	7
Noes:	0

On nomination of Council Member Perrow, seconded by Council Member Wilder, Council by the following recorded vote appointed Christopher Rhoades to serve on the Dr. Martin Luther King, Jr./Lynchburg Community Council to fill an unexpired term to expire June 30 2018:

Ayes: Dolan, Helgeson, Nelson, Perrow, Tweedy, Wilder, Foster	7
Noes:	0

// City Council recessed the meeting at 6:30 p.m.

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

The following Members were present:

Present: Dolan, Helgeson, Nelson, Perrow, Tweedy, Wilder, Foster 7

Absent: 0

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

// Copies of the minutes of the October 11, 2016 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 amended:

Ayes: Dolan, Helgeson, Nelson, Perrow, Tweedy, Wilder, Foster 7

Noes: 0

// Mayor Foster asked to pull the minutes of the October 25, 2016 meeting from the Consent agenda and vote on it separately because she was not present at the meeting. Copies of the minutes, having been previously furnished Council, reading was dispensed with, and on motion of Council Member Perrow, seconded by Council Member Wilder, Council by the following recorded vote approved the minutes as amended:

Ayes: Dolan, Helgeson, Nelson, Perrow, Tweedy, Wilder 6

Noes: 0

Abstain: Foster 1

// Copies of the minutes of the November 1, 2016 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 amended:

Ayes: Dolan, Helgeson, Nelson, Perrow, Tweedy, Wilder, Foster 7

Noes: 0

// Copies of the minutes of the November 8, 2016 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: Dolan, Helgeson, Nelson, Perrow, Tweedy, Wilder, Foster 7

Noes: 0

// Copies of the minutes of the November 10, 2016 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 amended:

Ayes: Dolan, Helgeson, Nelson, Perrow, Tweedy, Wilder, Foster 7

Noes: 0

// In the matter of Water Resources – General, a public hearing was held on City Council Report #11 regarding consideration of leasing a portion of a City-owned conduit located along Candler's Mountain and a private driveway located in Campbell County to Shentel Communications, LLC, to allow Shentel to install and operate approximately 3,400 feet of fiber optic cable in the City-owned conduit. Director of Water Resources Timothy Mitchell provided an overview of the request. There was no one else present who

wished to speak to this item, and the public hearing was closed. On motion of Council Member Perrow, seconded by Council Member Helgeson, Council by the following recorded vote adopted Resolution #R-16-131, as presented, leasing a portion of a City-owned conduit located along Candler's Mountain and a private driveway located in Campbell County to Shentel Communications, LLC:

Ayes: Dolan, Helgeson, Nelson, Perrow, Tweedy, Wilder, Foster 7

Noes: 0

// In the matter of Public Works – Street Vacations, a public hearing was held on City Council Report #12 regarding the petition of Farrell Lynchburg Properties, LLC to vacate an unnamed alley located between Richmond Street and Baltimore Street, running parallel between Oakley Avenue and Hood Street. The alley is approximately fifteen (15) feet wide and extends approximately three hundred and five (305) feet. The portion proposed for vacation contains a privately owned building and parking lot, and contains approximately one hundred three thousands (.103) acres. City Planner Tom Martin gave an overview of the street vacation. 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, chair of the Physical Development Committee (PDC) who stated this item came before PDC, and required no second, Council by the following recorded vote adopted Ordinance #O-16-132, as amended, regarding the petition of Farrell Lynchburg Properties, LLC to vacate an unnamed alley located between Richmond Street and Baltimore Street, running parallel between Oakley Avenue and Hood Street:

Ayes: Dolan, Helgeson, Nelson, Perrow, Tweedy, Wilder, Foster 7

Noes: 0

// In the matter of Community Development - Zoning, a public hearing was held regarding City Council Report #13 outlining the petition of Donald J. & Theresa M. Siwek for a Conditional Use Permit (CUP) at 4897 Fort Avenue to allow the construction of a building addition with three automobile service bays and to bring the existing nonconforming use into compliance with the City's Zoning Ordinance in a B-3, Community Business District. City Planner Tom Martin provided an overview of the CUP request and stated that the Planning Commission recommended approval.

Mr. Thomas Brooks, Sr., of Acres of Virginia, representing the petitioner, asked Council to approve the CUP. 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 Nelson, Council by the following recorded vote adopted Resolution #R-16-133, as presented, granting the Conditional Use Permit at 4897 Fort Avenue to allow the construction of a building addition:

Ayes: Dolan, Helgeson, Nelson, Perrow, Tweedy, Wilder, Foster 7

Noes: 0

// In the matter of City Code/Community Development, a public hearing was held on City Council Report #14 regarding consideration of adopting an Ordinance to amend Sections 11-191 and 11-192 of the City Code relating to Vacant Property Registration. In 2003 City Council adopted requirements for owners to register buildings that are vacant for more than 12 months by January 1 each year. The City would charge a \$25 registration fee to help offset administrative costs and civil penalties could be assessed by the court

if the owner fails to register. The program was never implemented due to resource constraints. The proposed amendments would change the annual registration date to July 1, clarify the ordinance applies to derelict buildings, increase the registration fee to \$100 and the associated civil penalties for failing to register. Director of Community Development Kent White gave a summary of the Ordinance. Highlighted was the fact that staff spends a significant amount of time monitoring, inspecting and responding to complaints about vacant structures. The recommendation is to implement the program and direct the registration fees supplement staff resources. There was no one else present who wished to speak to this item, and the public hearing was closed. During Council discussion several members questioned the definition of "derelict building" which the City modeled off of the State's definition for a derelict building. According to State Code, a derelict building must be vacant for at least 6 months, boarded or secured according to building code and not connected to utilities. Of particular concern was the criteria a derelict building be boarded up or secured while also being considered a danger to public health. Council Member Nelson suggested consideration of the amendments to be tabled until January. A motion was made by Council Member Nelson, seconded by Council Member Helgeson to table the Vacant Property Registration until January 2017. This motion failed:

Ayes: Helgeson, Nelson, Perrow

3

Noes: Dolan, Tweedy, Wilder, Foster

4

After the motion failed, Council Member Wilder stated several concerns why the City should move forward. He stated he receives complaints about blighted structures, and the City should come up with solutions to address such properties. He stated at least by approving the amendments this is another step in the right direction. On motion of Council Member Wilder, seconded by Council Member Dolan, Council by the following recorded vote adopted Resolution #R-16-134, as presented, adopting an Ordinance to amend Sections 11-191 and 11-192 of the City Code relating to Vacant Property Registration:

Ayes: Dolan, Tweedy, Wilder, Foster

4

Noes: Helgeson, Nelson, Perrow

3

// In the matter of City Council, Mr. David Gifford spoke before Council regarding childhood education in the City of Lynchburg.

// In the matter of City Council, Mr. John Salmon spoke before Council regarding the appointments of future Lynchburg School Board members.

// In the matter of Academy Center of the Arts, City Council Report #17 was considered. On motion of Council Member Helgeson, Chair of the Finance Committee (FC), stated that this item has been before FC which recommended approval. There was no second required and Council by the following recorded vote introduced and laid over to a later meeting for final action Resolution #R-16-135, as presented, to amend the FY 2017 General Fund budget and appropriate \$200,000 with resources from the Academy Center of the Arts Committed Fund Balance reserve for payment to the Academy Center of the Arts:

Ayes: Dolan, Helgeson, Nelson, Perrow, Tweedy, Wilder, Foster

7

Noes:

0

// In the matter of Registrar, City Council Report #18 was considered. On motion of Council Member Helgeson, Chair of the Finance Committee (FC), who stated that this item has been before FC which recommended approval. There was no second required and Council by the following recorded vote introduced and laid over to a later meeting for final action Resolution #R-16-136, as presented, to amend the FY 2017 General Fund budget and appropriate \$12,200 with resources from the General Fund Reserve for Contingencies to provide funding to the Electoral Board/Registrar's Office for estimated cost for the January 10, 2017 Senate of Virginia Special Election:

Ayes: Dolan, Helgeson, Nelson, Perrow, Tweedy, Wilder, Foster 7

Noes: 0

// In the matter of Emergency Services – General, City Council Report #19 was considered. On motion of Council Member Helgeson, Chair of the Finance Committee (FC), who stated that this item has been before FC which recommended approval. There was no second required and Council by the following recorded vote introduced and laid over to a later meeting for final action Resolution #R-16-137, as presented, to amend the FY 2017 City/Federal State Aid Fund budget and appropriate \$2,800 with funding from the Virginia Wireless E-911 Services Board FY 2015 Public Safety Answering Point Grant Program to install Centralized Automatic Message Accounting (CAMA) module card equipment and configure two (2) trunks at the Department of Emergency Services Emergency Communications Center:

Ayes: Dolan, Helgeson, Nelson, Perrow, Tweedy, Wilder, Foster 7

Noes: 0

// In the matter of Emergency Services – General, City Council Report #20 was considered. On motion of Council Member Helgeson, Chair of the Finance Committee (FC), who stated that this item has been before FC which recommended approval. There was no second required and Council by the following recorded vote introduced and laid over to a later meeting for final action Resolution #R-16-138, as presented, to amend the FY 2017 City/Federal/State Aid Fund budget and appropriate \$42,150 with funding from the 2016 Hazardous Materials Emergency Preparedness Grant to conduct a commodity flow study on the hazardous materials transported through the City:

Ayes: Dolan, Helgeson, Nelson, Perrow, Tweedy, Wilder, Foster 7

Noes: 0

// In the matter of Emergency Services – General, City Council Report #21 was considered. On motion of Council Member Helgeson, Chair of the Finance Committee (FC), who stated that this item has been before FC which recommended approval. There was no second required and Council by the following recorded vote introduced and laid over to a later meeting for final action Resolution #R-16-139, as presented, to amend the FY 2017 City/Federal/State Aid Fund budget to appropriate \$150,000 with funding from the Virginia Wireless E-911 Services Board FY 2017 Public Safety Answering Point Grant Program to upgrade the existing Call Handling Equipment (CHE) system at the Department of Emergency Services:

Ayes: Dolan, Helgeson, Nelson, Perrow, Tweedy, Wilder, Foster 7

Noes: 0

// In the matter of Police – General, City Council Report #22 was considered. On motion of Council Member Helgeson, Chair of the Finance Committee (FC), who stated that this item has been before FC which recommended approval. There was no second required and Council by the following recorded vote introduced and laid over to a later meeting for final action Resolution #R-16-140, as presented, to amend the FY 2017 City/Federal/State Aid Fund budget and appropriate \$35,000 with resources from the Virginia Department of Emergency Management (VDEM) 2016 State Homeland Security Program (SHSP) to purchase a Crisis Response Throw Phone System for the Lynchburg Police Department Crisis Negotiations Team (CNT):

Ayes: Dolan, Helgeson, Nelson, Perrow, Tweedy, Wilder, Foster

7

Noes:

0

// The meeting was adjourned at 9:25 P.M.

Clerk of Council

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **January 10, 2017**

AGENDA ITEM #: **11**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: Public Hearing Regarding Appointment to a Vacancy that Exists in School District II on the Lynchburg School Board

Strategic Pillar(s) Impacted:

☐ Arts & Culture	☐ Citizen Engagement & Social Capital	☐ Economic Development	☐ Healthy & Active Living
☐ Infrastructure	☐ Land Use	☐ Lifelong Learning	☐ Natural Resources
☐ Neighborhoods	☐ Safe Community	☐ Social Equity	☐ Transportation
			☒ Administrative

RECOMMENDATION: Conduct a public hearing to receive input from citizens regarding the appointment of an individual to fill a vacancy and unexpired term that exists in School District II on the Lynchburg School Board. The unexpired term ends June 30, 2017.

SUMMARY: There currently exists a vacancy in District II on the Lynchburg School Board due to the resignation of one of its members. The Code of Virginia stipulates that Council may appoint only those nominees or applicants whose name have been considered at a public hearing. Following the public hearing City Council may either conclude the public hearing or continue to the next meeting to allow more time for citizen input.

PRIOR ACTION(S): None

FISCAL IMPACT: None

CONTACT(S): Valeria P. Chambers, Clerk of Council - 455-3983

ATTACHMENT(S): School District II description; School District II map; volunteer list

REVIEWED BY: bms

008K

School District II

The western boundary begins at the James River going south on Seventh Street to the Southern Railroad; west along the Southern Railroad to Blackwater Creek; Blackwater Creek south to Route 221; south on Route 221 to the Bedford County line; bound on the south by the Bedford County line beginning at Route 221 to the Norfolk & Western Railroad; east along the Norfolk & Western Railroad; north to Timberlake Road; north along Timberlake Road to Fort Avenue continuing to Liggates Road; east along Liggates Road to the Norfolk & Western Railroad; north along the Northern & Western Railroad to 14th Street; north on 14th Street to Washington Street; north along 14th Street to Washington Street; north along Washington Street to Main Street; east along Main Street to the Lynchburg Expressway; north along the Lynchburg Expressway to the James River; bound on the north by the James River.

School Board District II

City Of Lynchburg - GIS Division - 1/5/2017

PFC DESMOND T DOSS MEMORIAL EXPY

OLD FOREST RD

LAKESIDE DR

221

LAKESIDE DR

2

LANGHORNE RD

MEMORIAL AVE
FORT AVE

LYNCHBURG EXPY

29

FORT AVE
WARDS RD

501

TIMBERLAKE RD

RIVERMONT AVE

5TH ST

CHURCH ST
MAIN ST

12TH ST

KEMPER ST

CAMPBELL AVE

460 BYP



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.



Volunteers for School District II
January 5, 2017

Mr. Keith R. Anderson

Mr. Gregory M. Crivello

Mrs. Eyvonne Harvey-McCoy Green

Mr. Lewis Lee, Jr.

Dr. Kimberly A. Sinha

Mr. James W. Tolbert

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **January 10, 2017**

AGENDA ITEM #: **12**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: Conditional Use Permit: Centra Health, Inc. – Closed Door Pharmacy – 1331 Oak Lane

Strategic Pillar(s) Impacted:

☐ Arts & Culture	☐ Citizen Engagement & Social Capital	☐ Economic Development	☐ Healthy & Active Living
☐ Infrastructure	☒ Land Use	☐ Lifelong Learning	☐ Natural Resources
☒ Neighborhoods	☐ Safe Community	☐ Social Equity	☐ Transportation
			☐ Administrative

RECOMMENDATION: Approval of the conditional use permit (CUP) petition.

SUMMARY: Centra Health, Inc. is petitioning for a CUP to allow the use of an existing building located at 1331 Oak Lane as a “Closed Door Pharmacy.” The pharmacy would serve other Centra Facilities and Hospice; there would be no retail component. The petition is consistent with the *Zoning Ordinance* which permits hospitals and related uses in R-2, Low-Medium Density Residential Districts upon approval of a CUP. The project is also in keeping with the *Comprehensive Plan 2013-2030* which recommends an Institutional use for the property.

PRIOR ACTION(S):

December 14, 2016: The Planning Division recommended approval of the CUP petition.

The Planning Commission recommended approval (4-0, with 1 vacancy, 1 absent, Rogers and 1 abstention, Perault) of the CUP petition.

FISCAL IMPACT: N/A

CONTACT(S):

Tom Martin, City Planner -- 455-3900

Kent White, Community Development Director – 455-3900

ATTACHMENT(S):

- Resolution
- Planning Commission Minutes – December 14, 2016
- Planning Commission Packet – December 14, 2016
 - o Planning Commission Report
 - o Zoning Map
 - o Future Land Use Map
 - o Watershed Map
 - o Planimetric and Topographic Map
 - o Concept Plan
 - o Conditional Use Permit Narrative
 - o Property Photograph
 - o Speaker Signup Sheet

REVIEWED BY: bms

RESOLUTION:

A RESOLUTION GRANTING A CONDITIONAL USE PERMIT TO CENTRA HEALTH, INC TO ALLOW THE USE OF THE PROPERTY AT 1331 OAK LANE AS A CLOSED DOOR PHARMACY.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF LYNCHBURG that the petition of Centra Health, Inc. to allow the use of the property at 1331 Oak Lane as a closed door pharmacy is approved subject to the following conditions:

1. The property will be developed in substantial compliance with the concept plan Centra VBH Closed Door Acute Care Pharmacy dated December 5, 2016 and received December 6, 2016.
2. All exterior lighting shall be brought into compliance with the lighting standards of the Zoning Ordinance.

Adopted:

Certified: _____
Clerk of Council

003K

MINUTES OF THE DECEMBER 14, 2016 PLANNING COMMISSION MEETING (MINUTES HAVE NOT BEEN APPROVED. THERE WAS NO SECOND MEETING IN DECEMBER):

Petition of Centra Health, Incorporated for a conditional use permit at 1331 Oak Lane to allow the relocation and expansion of Virginia Baptist Hospital's closed door/post-acute pharmacy in an R-2, Low-Medium Density Residential District.

Chair David Perault indicated that he would be abstaining from the proceedings as his wife works for Centra Health. Vice-Chair Cham Light was available to chair the meeting. Vice-Chair Light asked for the representative from Centra to come forward to present this petition. (NOTE: The staff summary portion of the petition was not presented by Mr. Martin as Vice-Chair Light went directly into the representative portion of the petition.)

Mr. Randall Puckett, Director of Pharmacy at Centra Health, was present to represent the petition. He explained that Centra Health is requesting to use the existing building at 1331 Oak Lane as a closed-door pharmacy. The pharmacy will not be open to the general public. It is for use by Centra Health for its patients in facilities or other programs. They currently have the facility open at Virginia Baptist Hospital but have outgrown the space.

Mr. Puckett mentioned that they have reached out to the surrounding neighbors. They have been door to door and passed out flyers and they also held a community meeting on November 29, 2016. They have heard only favorable comments from neighbors that are glad to see someone using and maintaining the building. Centra Health looked at all its other options and this seems to be the best fit.

Vice-Chair Light asked for anyone who wished to speak in favor of the petition. No one came forward. Vice-Chair Light asked for anyone who wished to speak in opposition to the petition. No one came forward. He closed the public hearing portion of the petition.

Commissioner Lowe asked Mr. Tom Martin if the conditional use permit granted to Centra Health for an autism clinic at this same address will be voided if this new conditional use permit is approved. Mr. Martin said that is correct.

Commissioner Marion asked about the current use of the building. Mr. Puckett said it is currently vacant. Its most recent use was as a day care center that was also a Centra Health use.

Commissioner Bowden asked if there will be a time during the day where there is undue traffic at the facility. Mr. Puckett remarked that there will be pickups and deliveries by vans a couple of times a day. Commissioner Bowden noted that this will free up some parking at Virginia Baptist Hospital. Mr. Puckett noted that Centra Health thinks it will be more convenient for those people who do need to come by and pick up medications. They will not have to park and go into the hospital.

Vice-Chair Light noted that it is nice to see an empty building being put back into use. The other commissioners were in consensus that it was a good use and that there should be no problems with traffic. Commissioner Lowe made the following motion, which was seconded by Commissioner Marion and passed by the following vote:

"That the Planning Commission recommends to City Council approval of the petition of Centra Health Inc., for a Conditional Use Permit at 1331 Oak Lane to allow the use of the property as a "closed door" pharmacy subject to the following conditions: 1. The property will be developed in substantial compliance with the concept plan Centra VBH Closed Door Acute Care Pharmacy dated December 5, 2016 and received December 6, 2016. 2. All exterior lighting shall be brought into compliance with the lighting standards of the Zoning Ordinance."

AYES:	Bowden, Light, Lowe and Marion	4
NOES:		0
ABSTENTIONS:	Perault	1
ABSENT:	Rogers	1
VACANCIES:		1

The Department of Community Development
City Hall, Lynchburg, VA 24504 **434-455-3900**

To: Planning Commission
From: Planning Division
Date: December 14, 2016
Re: **Conditional Use Permit (CUP)– Centra Health, Inc. – Closed Door Pharmacy – 1331 Oak Lane**

I. PETITIONER

Mr. Bob Clopper, Centra Health, Inc., 1920 Atherholt Road, Lynchburg, Virginia 24501
Representative: Mr. Alan Downie, Hughes Associates Architects & Engineers, 656 Elm Avenue, SW, Roanoke, Virginia 24016

II. LOCATION

The subject property is a tract of approximately one and ninety-four hundredths (1.94) acres located at 1331 Oak Lane.

Property Owner: Centra Health, Inc., c/o David Gough, 1920 Atherholt Road, Lynchburg, Virginia 24501

III. PURPOSE

The purpose of the petition is to allow the use of the existing building as a closed door pharmacy. The pharmacy would provide medications to Centra Pace Lynchburg, Centra Pace Gretna, Centra Hospice, Summit, Summit Assisted Living, Guggenheimer and Fairmont Crossing.

IV. SUMMARY

- The *Comprehensive Plan 2013-2030's Future Land Use Map (FLUM)* recommends an Institutional use for the property.
- The petition agrees with the Zoning Ordinance in that hospitals and their related uses are permitted in R-2, Low-Medium Density Residential Districts upon approval of a Conditional Use Permit (CUP) by City Council.

The Planning Division recommends approval of the CUP petition.

V. FINDINGS OF FACT

1. **Comprehensive Plan.** The *Comprehensive Plan 2013-2030* recommends an Institutional use for the property. “The City’s institutions include the religious, educational and other nonprofit entities in the City. Examples include churches, cemeteries, private schools and universities, private nonprofit hospitals, service clubs and organizations and other nonprofit institutions.” (p. 76)
2. **Zoning.** The subject property was annexed into the City in 1926. The existing R-2, Low-Medium Density Residential District was established in 1978. The petition would not change the underlying zoning.
3. **Board of Zoning Appeals (BZA).** The Zoning Official has determined that no variances are needed for the development of the property as proposed.

4. Surrounding Area. There have been a several items requiring City Council approval in the immediate area:

- On December 11, 1979, Council approved the CUP petition of Virginia Baptist Hospital to allow an expansion of the existing Hospital at 3300 Rivermont Avenue.
- On August 13, 1985, Council approved the CUP petition of Virginia Baptist Hospital to allow the construction of a “Helistop” at 3300 Rivermont Avenue.
- On November 11, 1986, Council approved the CUP petition of First Christian Church to allow the construction of building additions for classrooms and offices at 3109 Rivermont Avenue.
- On April 14, 1987, Council approved the CUP petition of Virginia Baptist Hospital to allow the construction of a parking lot expansion on Vassar Street.
- On November 11, 1988, Council approved the CUP petition of Virginia Baptist Hospital to allow a child care facility at 1343 Oak Lane.
- On February 12, 1989, Council approved the CUP petition of Virginia Baptist Hospital for a master plan at 3300 Rivermont Avenue.
- On December 12, 1989, Council approved the CUP petition of Oakwood Country Club to allow the construction of a pool house and parking area at 3409 Rivermont Avenue.
- On April 10, 1990, Council approved the CUP petition of Virginia Baptist Hospital to allow a parking lot expansion on Vassar Street.
- On February 9, 1993, Council approved the CUP petition of Virginia Baptist Hospital to allow the construction of a parking deck on Vassar Street.
- On September 14, 1993, Council approved the CUP petition of Holy Trinity Lutheran Church to allow the construction of a columbarium at 1000 Langhorne Road.
- On August 9, 1994, Council approved the CUP petition of Oakwood Country Club to allow the construction of an indoor tennis facility at 3409 Rivermont Avenue.
- On July 8, 1997, Council approved the CUP petition of Virginia Baptist Hospital to allow the construction of a building addition and access improvements at 3300 Rivermont Avenue.
- On April 13, 1999, Council approved the CUP petition of Oakwood Country Club to allow the construction of an indoor tennis facility at 3409 Rivermont Avenue.
- On February 8, 2005, Council approved the CUP petition of the Williams Home to allow the construction of a building addition at 1201 Langhorne Road.
- On April 10, 2012, Council approved the petition of Oaklink, LLC, to rezone 207 Preserve Drive from R-2, Low-Medium Density, Single-Family Residential District to R-3C, Medium Density, Two-Family Residential District (Conditional) to allow the construction of seventy-eight (78) single-family detached and semi-detached homes.
- On July 14, 2015, Council approved the petition of Centra Health, Inc. to allow the use of the existing structure at 1331 Oak Lane as an outpatient clinic for autism therapy.

5. **Site Description.** The subject property is approximately one and ninety-four hundredths (1.94) acres and contains a one story, three thousand sixty (3,060) square foot structure constructed in 1984. The property contains forty-four (44) parking spaces. The property was most recently used as a daycare; however a CUP was approved by Council for the property on July 14, 2015 to allow an outpatient clinic for autism therapy. This CUP was not implemented by the property owner.
6. **Proposed Use of Property.** If the petition is approved, the property will be used as a “closed door” pharmacy providing medications to Centra PACE Lynchburg, Centra PACE Gretna, Centra Hospice, Summit, Summit Assisted Living, Guggenheimer and Fairmont Crossing.
7. **Traffic, Parking and Public Transit.** The City’s Transportation Engineer had no comments of concerns regarding the petition. The narrative submitted by the petitioner indicates minimum traffic related to the pharmacy use.

The property is served by Greater Lynchburg Transit Company (GLTC) Route 3B.
8. **Stormwater Management.** An Erosion and Sediment (E&S) Control / Stormwater Management Plan will not be required as disturbed areas do not exceed the maximum permitted thresholds for land disturbance.
9. **Emergency Services:** The Fire Marshal had no comments of concern regarding the petition as proposed. The City’s Police Department made general comments related to safety which will be considered by the petitioner prior to final site plan approval.
10. **Impact.** The use of the property as a “closed door” pharmacy associated with the hospital should have little to no impact on the surrounding neighborhood. Exterior improvements are proposed to include paint, the addition of an ADA ramps and landscaping.
11. **Technical Review Committee.** The Technical Review Committee (TRC) reviewed the conditional use permit on November 22, 2016. Comments related to the proposed use have or will be addressed at the final site plan stage.

VI. PLANNING DIVISION RECOMMENDATION

Based on the preceding Findings of Fact, the Planning Commission recommends to City Council approval of the petition of Centra Health Inc., for a Conditional Use Permit at 1331 Oak Lane to allow the use of the property as a “closed door” pharmacy subject to the following conditions:

1. The property will be developed in substantial compliance with the concept plan Centra VBH Closed Door Acute Care Pharmacy dated December 5, 2016 and received December 6, 2016.
2. All exterior lighting shall be brought into compliance with the lighting standards of the Zoning Ordinance.

This matter is respectfully offered for your consideration.



William T. Martin, AICP
City Planner

pc: Ms. Bonnie M. Svrcek, City Manager
Mr. Charles Hartgrove, 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 Thomas Goode, Fire Marshal
Ms. Maggie Cossman, Transportation Engineer
Mr. Doug Saunders, Building Official
Mr. Kevin Henry, Zoning Administrator
Mr. Bob Clopper, Petitioner
Mr. Alan Downie, Representative

VII. ATTACHMENTS

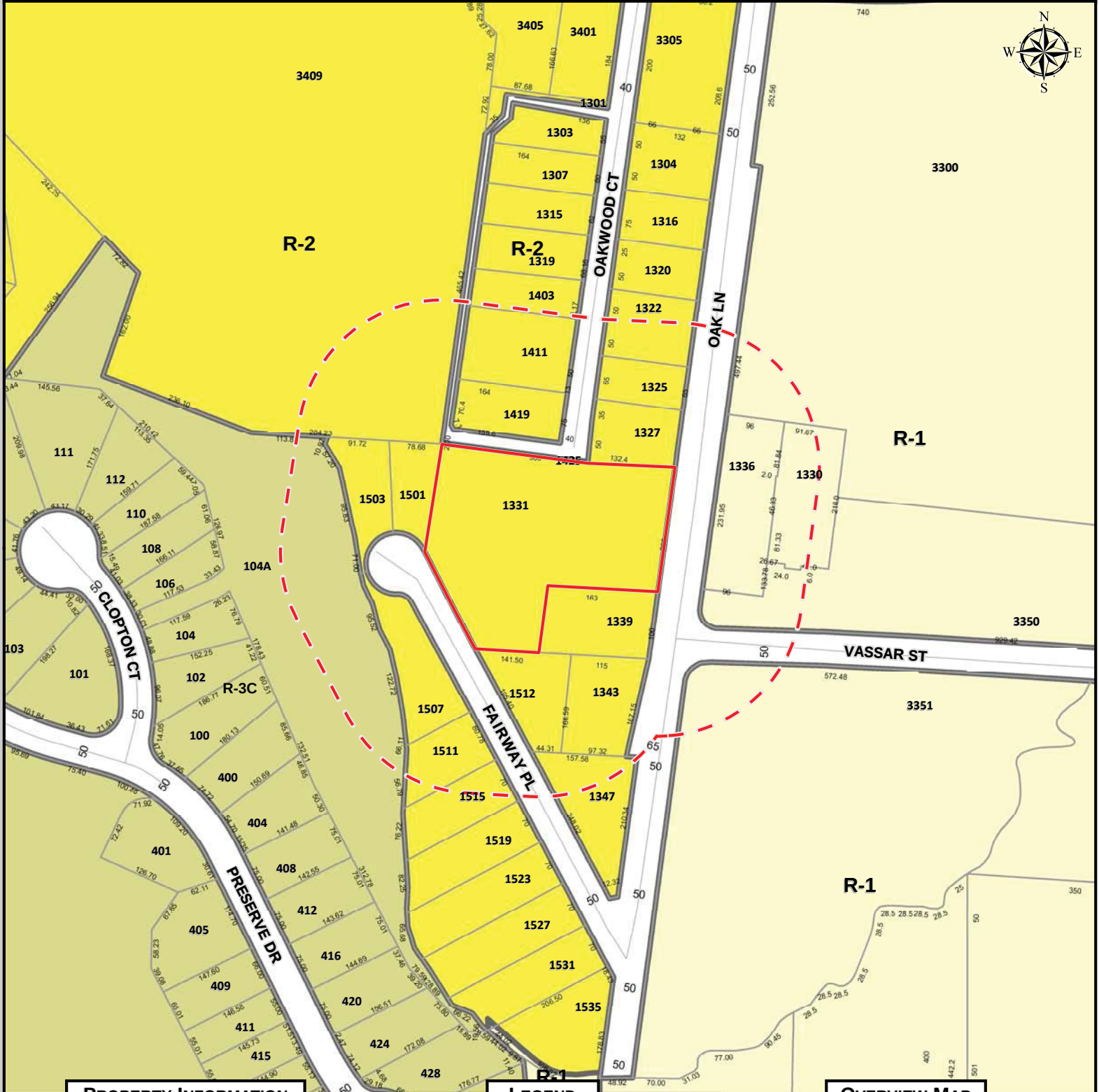
- 1. Zoning Map**
- 2. Future Land Use Map**
- 3. Watershed Map**
- 4. Planimetric and Topographic Map**
- 5. Concept Plan**
- 6. Narrative**
- 7. Property Photograph**

Zoning Map

VBH CLOSED DOOR/ACUTE CARE PHARMACY

Conditional Use Permit Request

Centra Health, Inc.



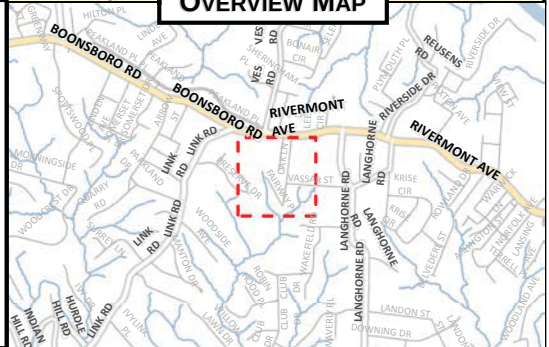
PROPERTY INFORMATION

PARCEL ID	ADDRESS
03702014	1331 OAK LN

LEGEND

- Subject Property
- 215' Buffer
- B-1
- B-3
- B-4
- B-5
- R-1
- R-2
- R-3
- R-4
- I-1
- I-2
- I-3
- IN-1
- IN-2
- R-C

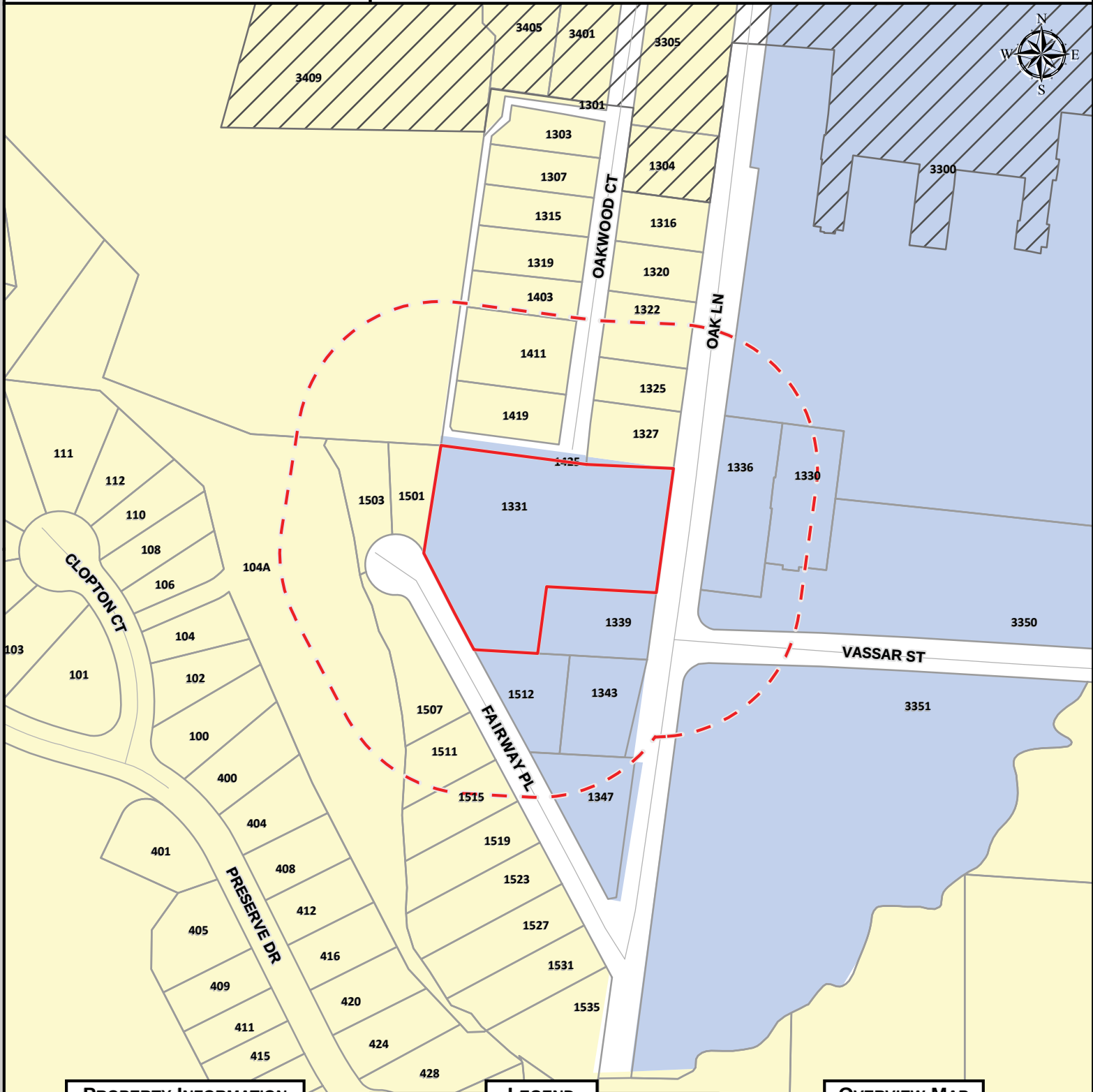
OVERVIEW MAP



MAP SCALE: 1" to 200' DATE PRINTED: 11/4/2016

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

Parcel ID	Address	Owner
03702035	1515 FAIRWAY PL	BENNION, DEREK C & LAUREN C
03801051	3350 VASSAR ST	CENTRA HEALTH INC
03801001	3300 RIVERMONT AVE	CENTRA HEALTH INC
03702015	1339 OAK LN	CENTRA HEALTH INC
03702014	1331 OAK LN	CENTRA HEALTH INC
03702041	1512 FAIRWAY PL	CENTRA HEALTH INC
03702017	1347 OAK LN	CENTRA HEALTH INC
03801052	1336 OAK LN	CENTRA HEALTH INC
03801050	3351 VASSAR ST	CENTRA HEALTH INC
03702016	1343 OAK LN	CENTRA HEALTH INC
03702021	1322 OAKWOOD CT	COPENHAVER, ROBERT M & KARIA J
03702039	1501 FAIRWAY PL	FELMLEE, CHARLES RAY
03702036	1511 FAIRWAY PL	FISHER, RONALD J
03702020	1325 OAK LN	JONES, JAMES L JR TRS
03702037	1507 FAIRWAY PL	LIPSCOMB, DAVID W & ROBIN O
03702009	1411 OAKWOOD CT	LITTLE, D DOWNS & MARY P
03702008	1403 OAKWOOD CT	NYGAARD, ERIK T & ANNE L
03702093	104 A CLOPTON CT	OAKLINK LLC
03702001	3409 RIVERMONT AVE	OAKWOOD FOREVER LLC
03702018	1327 OAK LN	RUNYON, PAUL B & CARY
03702038	1503 FAIRWAY PL	SIGLER, JANE T
03702012	1419 OAKWOOD CT	STORTON, JOHN M & MARIANNE
03801053	1330 OAK LN	VBH ASSOCIATES



PROPERTY INFORMATION

PARCEL ID

ADDRESS

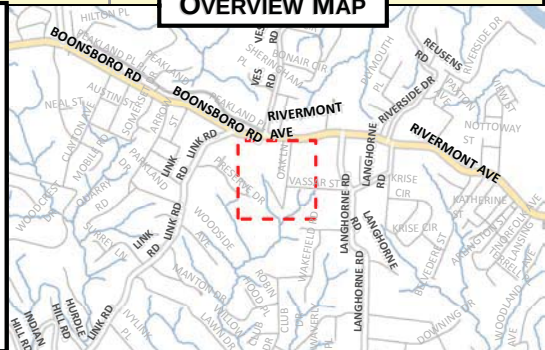
03702014 1331 OAK LN

LEGEND

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

MAP SCALE: 1" to 200' DATE PRINTED: 11/4/2016

OVERVIEW MAP





City of Lynchburg - GIS Office 404.453.6661 GIS@lynchburgva.gov

PROPERTY INFORMATION

PARCEL ID

ADDRESS

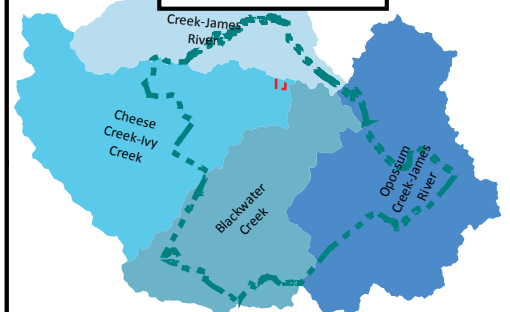
03702014 1331 OAK LN

LEGEND

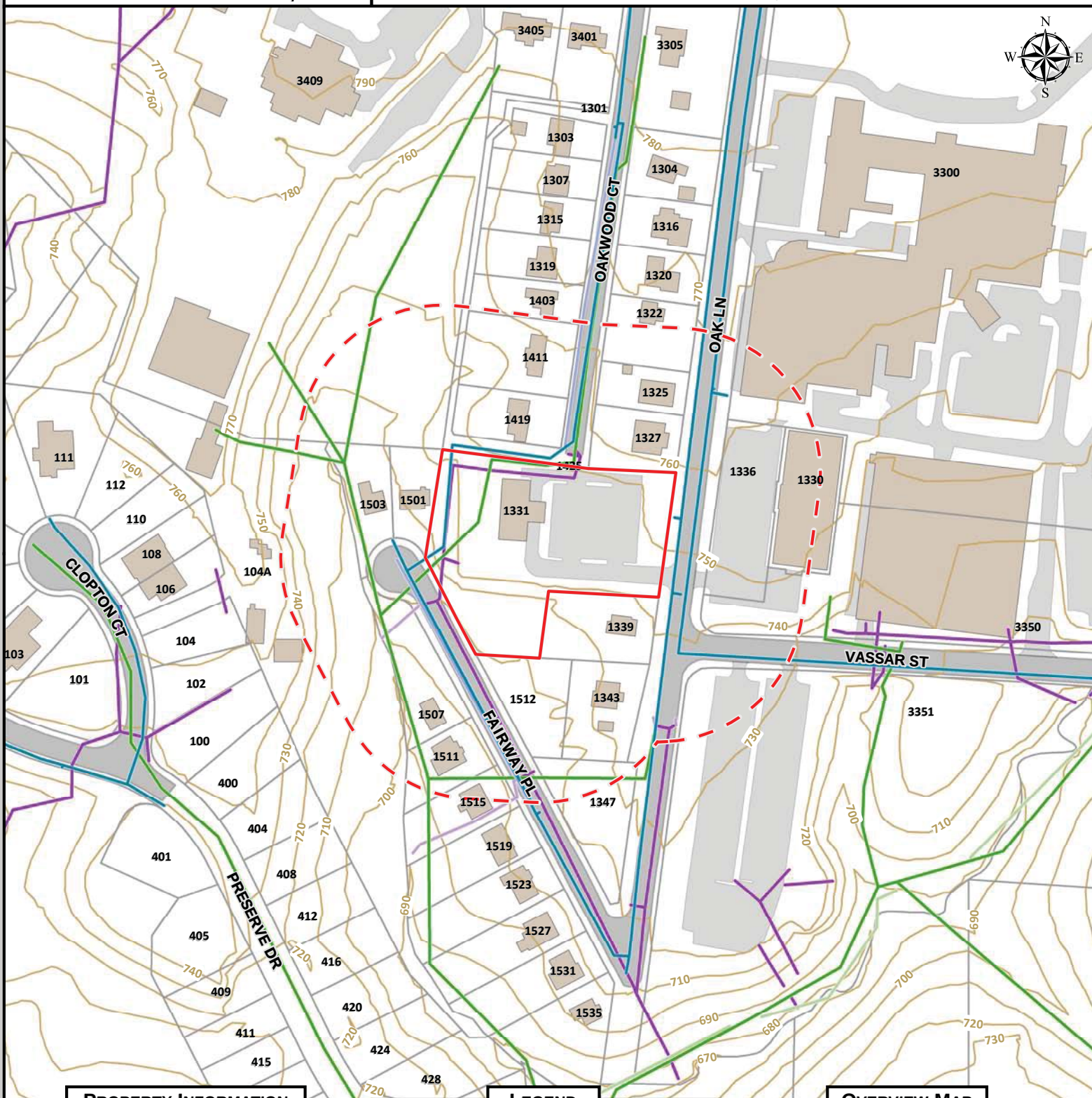
- Subject Property
- Base Flood Elevation
- Floodway
- Floodzone
- River / Lake / Stream

MAP SCALE: 1" to 200' DATE PRINTED: 11/4/2016

OVERVIEW MAP



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.



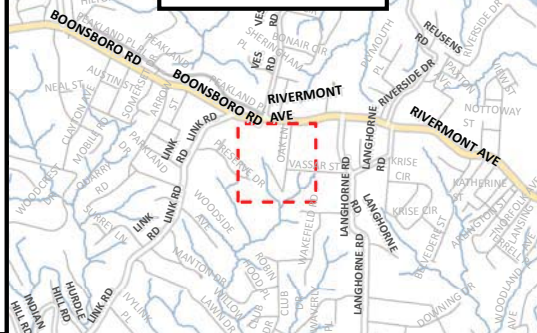
PROPERTY INFORMATION

PARCEL ID	ADDRESS
03702014	1331 OAK LN

LEGEND

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

OVERVIEW MAP



MAP SCALE: 1" to 200' DATE PRINTED: 11/4/2016

PARKING REQUIREMENTS:

1 SPACE/4 PERSONS OF RATED CAPACITY OF BUILDING
BUILDING 2,910 SF. (RATED CAPACITY: 30 PERSONS)
30 PERSONS/4 = 8 SPACES REQUIRED

SPACES PROVIDED: 44 SPACES INC (2) ADA COMPLIANT)

OWNER:

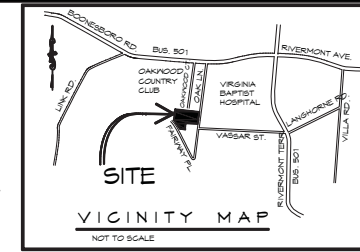
CENTRA HEALTH, INC
CONTACT: MR. BOB GLOPPER
LYNCHBURG GENERAL HOSPITAL
OFFICE OF PLANNING & CONSTRUCTION
1901 TATE SPRINGS ROAD
LYNCHBURG, VA 24501

EXTERIOR LIGHTING:

THE EXISTING AND PROPOSED LIGHTS WILL
BE EVALUATED AND CERTIFIED TO BE
CODE COMPLIANCE. THIS WILL BE
COMPLETED DURING PLAN DEVELOPMENT.

PARKING / FOUNDATION LANDSCAPING REQUIREMENTS:

- 1 SHADE TREE PER 8 SPACES IN LANDSCAPED ISLANDS REQUIRED:
44/8 = 6 TREES - 6 EXISTING TREES TO REMAIN
 - 1 MEDIUM SHRUB PER PARKING SPACE-PLANTED IN THE ISLANDS REQUIRED:
1/44 = 44 SHRUBS - 44 NEW MEDIUM SHRUBS PROVIDED IN ISLANDS
 - 6' WIDE MULCH PLANTING STRIP ALONG PARKING AREA W/ 1 LARGE SHRUB PER 3' REQUIRED:
122'/3' = 41 SHRUBS REQUIRED AND PROVIDED
 - FOUNDATION PLANTING: 1 ORNAMENTAL TREE PER 50' OF BUILDING FRONTAGE REQUIRED:
85'/50' = 2 TREES REQUIRED AND PROVIDED
- THE EXISTING MIX OF 12 SMALL/MEDIUM/LARGE SHRUBS WILL REMAIN ALONG THE BUILDING FRONT
THE TREE AND SHRUB TYPES AND SPECIES WILL BE DETERMINED AND PROVIDED TO THE CITY DURING THE PLAN
APPROVAL PROCESS



DATE:	Dec 5, 2016
REVISIONS:	
1	
2	
3	
4	
5	

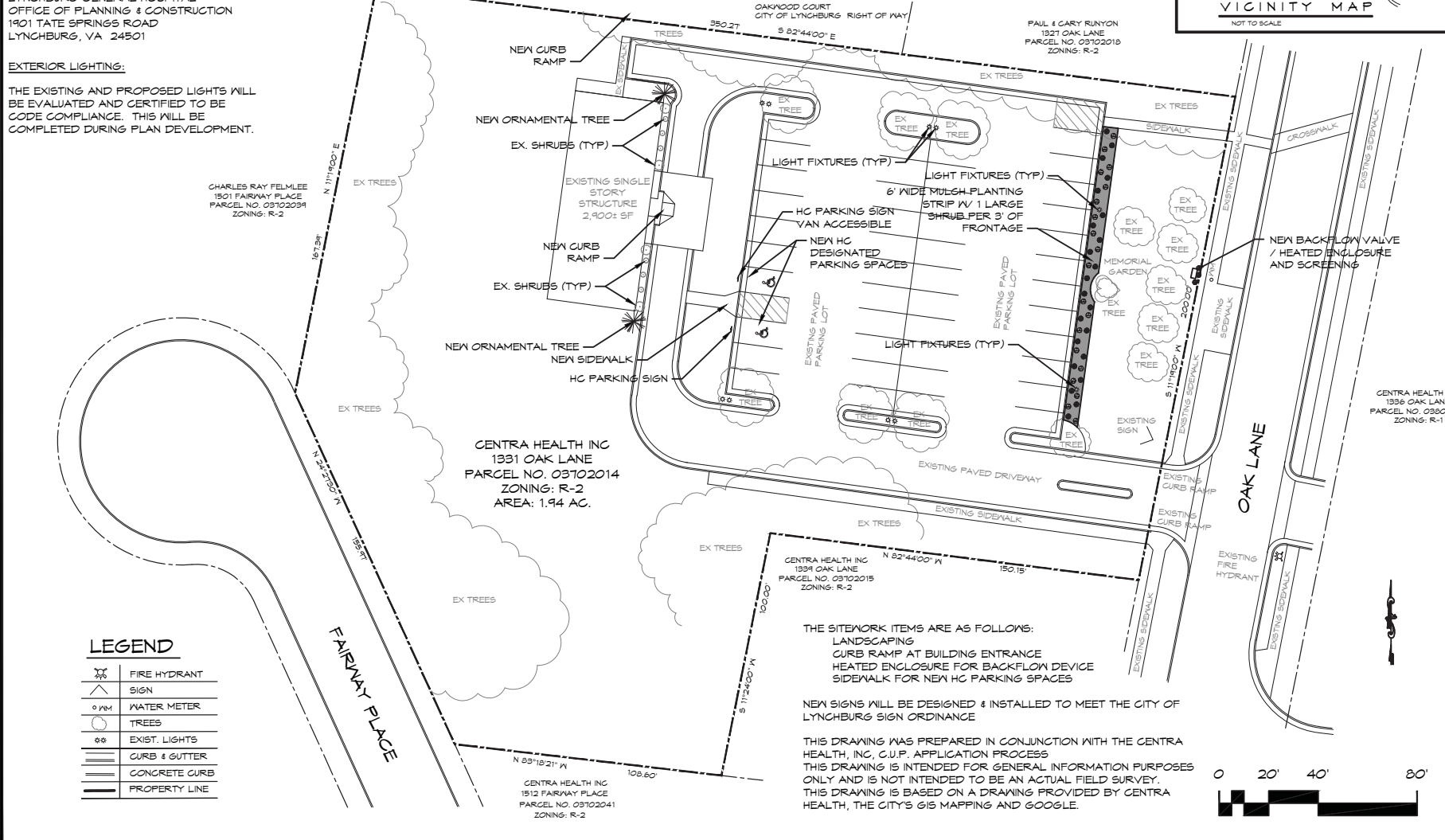
HUGHES ASSOCIATES
ARCHITECTS & ENGINEERS
1100 N. GLENN ST. SUITE 300
LYNCHBURG, VA 24501
540.342.8002
WWW.HUGHES-VA.COM

SITE PLAN FOR
CENTRA VBH CLOSED DOOR
ACUTE CARE PHARMACY
1331 Oak Lane Lynchburg, Virginia 24503

DRAWN BY: *ma*
CHECKED BY: *ad*

SITE PLAN

COMMISSION No.
16061
SHEET
1



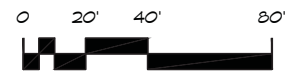
LEGEND

	FIRE HYDRANT
	SIGN
	WATER METER
	TREES
	EXIST. LIGHTS
	CURB & GUTTER
	CONCRETE CURB
	PROPERTY LINE

THE SITEMARK ITEMS ARE AS FOLLOWS:
LANDSCAPING
CURB RAMP AT BUILDING ENTRANCE
HEATED ENCLOSURE FOR BACKFLOW DEVICE
SIDEWALK FOR NEW HC PARKING SPACES

NEW SIGNS WILL BE DESIGNED & INSTALLED TO MEET THE CITY OF
LYNCHBURG SIGN ORDINANCE

THIS DRAWING WAS PREPARED IN CONJUNCTION WITH THE CENTRA
HEALTH, INC. C.U.P. APPLICATION PROCESS
THIS DRAWING IS INTENDED FOR GENERAL INFORMATION PURPOSES
ONLY AND IS NOT INTENDED TO BE AN ACTUAL FIELD SURVEY.
THIS DRAWING IS BASED ON A DRAWING PROVIDED BY CENTRA
HEALTH, THE CITY'S GIS MAPPING AND GOOGLE.





Pharmacy – 1331 Oak Lane

Current Parking: Parking for up to 44 Centra staff, and for Centra Valet Parking Service.

Proposed Pharmacy Parking: 12 staff vehicles. Delivery and pick up zone at front of building for one standing vehicle 10 to 12 times per day. The remainder continue to be available for Centra staff and Centra Valet Parking use.

Pharmacy Hours:

Monday through Friday - 8am-6pm

Saturday – 8am-4:30pm

Outside construction: Addition of curb ramp in driveway per ADA guidelines

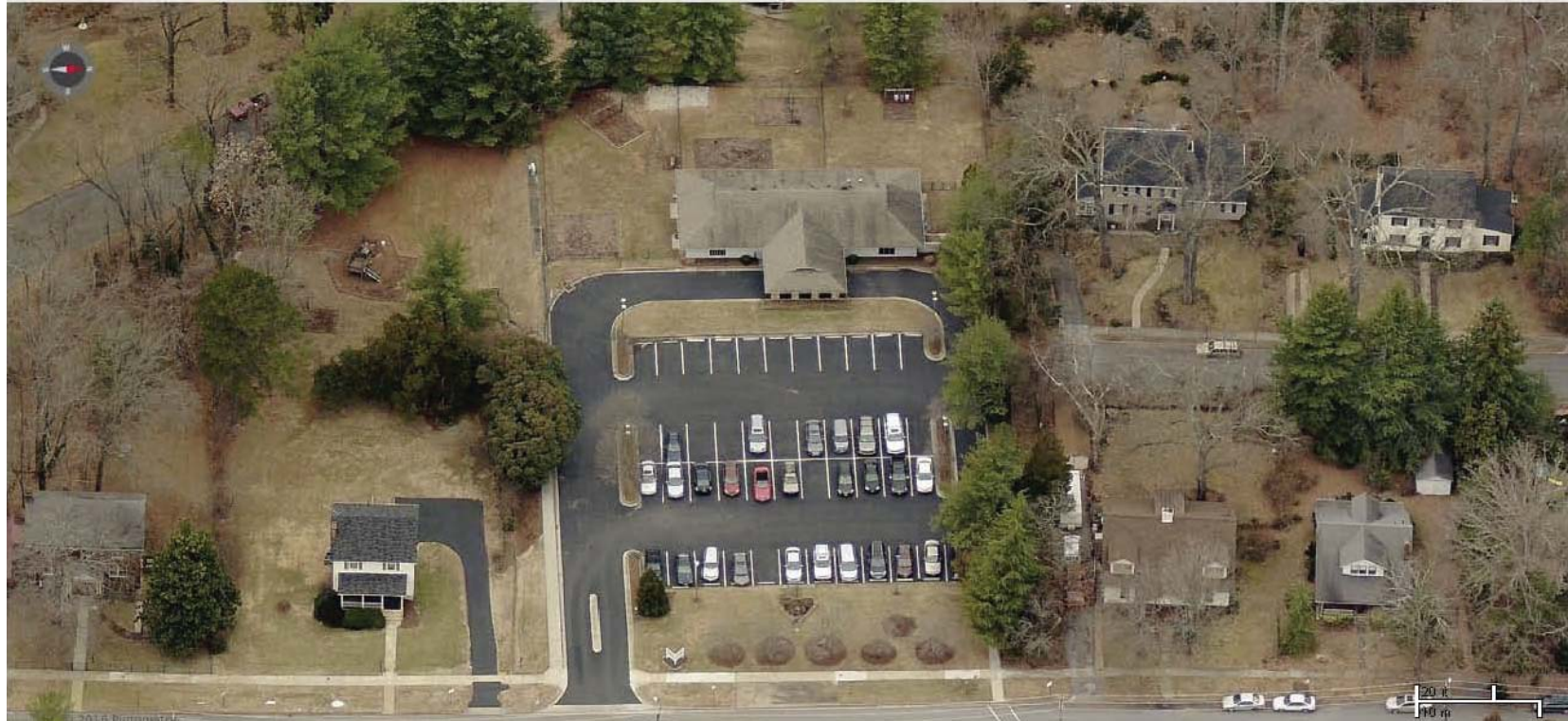
Outside amenity changes:

- Fresh coat of paint
- Removal of toys and debris in fenced area
- Cut grass, plant flowers around sign and front flower bed

Function of Facility:

- Part of Centra Health Pharmacy Services
- Provide medications to Centra Pace Lynchburg, Centra PACE Gretna, Centra Hospice, Summit, Summit Assisted Living, Guggenheimer and Fairmont exclusively
- Two deliveries daily to PACE Lynchburg, one delivery daily to PACE Gretna and two consolidated deliveries daily to Summit, Summit Assisted Living, Guggenheimer and Fairmont
- Delivery vehicle for PACE is a PACE bus and delivery vehicle for Summit, Summit Assisted Living, Guggenheimer, and Fairmont is a CDX delivery van
- Centra Hospice is picked up by patients, family members, Centra Hospice employees and volunteers averaging 10 per day
- No retail sales, drive-up, or sign indicating it is a pharmacy.

Staff: Pharmacists and Pharmacy Technicians. Number of staff: 12



December 14, 2016

PLEASE PRINT

[illegible]

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **January 10, 2017**

AGENDA ITEM #: **13**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: Community Development Block Grant (CDBG) and HOME Programs – Public Hearing and Adoption of a Resolution Regarding Housing and Non-Housing Goals for the 2017-2018 Annual Action Plan

Strategic Pillar(s) Impacted:

☐ Arts & Culture	☐ Citizen Engagement & Social Capital	☐ Economic Development	☐ Healthy & Active Living
☐ Infrastructure	☐ Land Use	☐ Lifelong Learning	☐ Natural Resources
☒ Neighborhoods	☒ Safe Community	☒ Social Equity	☐ Transportation
			☐ Administrative

RECOMMENDATION: Conduct a public hearing to receive public comments regarding the goals for the development of the 2017-2018 Annual Action Plan and adopt a resolution approving the goals.

SUMMARY: The U. S. Department of Housing and Urban Development (HUD) requires state and local governments, which receive federal community development funds, to prepare a Consolidated Plan. The Consolidated Plan for Lynchburg was approved in July 2015 and covers the period from July 1, 2015 through June 30, 2020. This plan outlines the City's needs, goals, and objectives for community development (both housing and non-housing areas). HUD requires Community Development Block Grant (CDBG) and HOME Program entitlement communities to review these goals on an annual basis. City Council is seeking the input of citizens and other interested parties regarding the approved goals. A 15-day public comment period to receive citizen input regarding these goals was initiated on December 26, 2016 through a legal notice published in *The News and Advance*.

Specifically at this public hearing, the public is invited to comment on the approved goals regarding the City's housing and non-housing community development needs common to low- and moderate-income households and neighborhoods in Lynchburg. The Consolidated Plan goals for 2017-2018 are attached to this report.

PRIOR ACTION(S): January 12, 2016: City Council review and approval of the 2015-2020 Consolidated Plan Goals for the 2016-2017 Annual Action Plan
February 24, 2015: City Council Adoption of 2015-2020 Consolidated Plan Goals

FISCAL IMPACT: None

CONTACT(S): Melva Walker, Grants Manager – 455-3916
Bonnie Svrcek, City Manager - 455-3987

ATTACHMENT(S): Proposed Consolidated Plan Goals for the 2017-2018 Annual Action Plan
Resolution

REVIEWED BY: bms

2017-2018 ANNUAL ACTION PLAN CONSOLIDATED PLAN PROPOSED GOALS

The goals listed below are intended to provide broad guidance in the allocation of Community Development Block Grant (CDBG) and HOME Program funds granted to the City by the United States Department of Housing and Urban Development (HUD) for the five years that began on July 1, 2015 and ends on June 30, 2020. HUD requires CDBG and HOME Program entitlement communities to review these goals on an annual basis.

The primary objective of the CDBG and HOME Program is to continue to develop viable urban communities through decent housing, suitable living environments and expanded economic opportunities for low- and moderate-income persons; the City of Lynchburg supports assisting individuals with disabilities, substance abuse or addiction, persons with AIDS, persons that are homeless, and elderly persons.

Housing Goals

- Increase the number of owner-occupied units.
- Rehabilitate substandard housing units. Emphasis is to be placed on programs that require an investment of funds and/or labor on the part of the owner commensurate with the owner's resources.
- Support initiatives to increase permanent affordable rental and housing ownership opportunities.
- Promote programs that assist eligible individuals in retaining their homes.

Non-Housing Goals

- Support efforts for the removal and redevelopment of dilapidated and condemned structures to eliminate neighborhood deterioration, blight and blighting influences.
- Support neighborhood partnerships that facilitate self-sufficiency and enable families and individuals to maintain their housing, remain in their neighborhoods, and age in place.
- Support economic development initiatives that improve the economic base, job skills, and health of the community.
- Promote public service activities which support the healthy development of the City's at-risk youth, adults, and families.
- Support efforts to develop, sustain, and coordinate a comprehensive, seamless system of services for homeless citizens in order to move the homeless population toward obtaining permanent housing.
- Support efforts to remove barriers to escape poverty and strengthen low-income households and families.

Prepared by the Community Development Advisory Committee, February 3, 2015

Adopted by City Council, February 24, 2015

Reviewed and adopted by City Council, January 10, 2016

RESOLUTION

BE IT RESOLVED that City Council approves the Community Development Block Grant (CDBG) and HOME Program goals for the 2017-2018 Annual Action Plan.

Adopted:

Certified:

Clerk of Council

004K

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **January 10, 2017**

AGENDA ITEM #: **14**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: Wards Ferry Road Improvement Project – Property Condemnation

Strategic Pillar(s) Impacted:

☐ Arts & Culture	☐ Citizen Engagement & Social Capital	☐ Economic Development	☒ Healthy & Active Living
☒ Infrastructure	☐ Land Use	☐ Lifelong Learning	☐ Natural Resources
☒ Neighborhoods	☒ Safe Community	☐ Social Equity	☒ Transportation
			☐ Administrative

RECOMMENDATION: Hold a public hearing to initiate condemnation proceedings and adopt a resolution authorizing the condemnation of Right-of-Way and temporary slope and construction easement, located at 3150 Wards Ferry Road, Lynchburg City Tax Map No. 2470240, for the Wards Ferry Road Improvement project.

SUMMARY: As part of the Wards Ferry Road improvement project it is necessary for the City to acquire additional right-of-way and temporary slope and construction easements to widen Wards Ferry Road from Timberlake Road to Water Gate Drive. The proposed project includes adding turn lanes for traffic turning onto Timberlake and traffic accessing the newly renovated Heritage High School. The project will improve safety in the corridor and help to ease congestion in the area. The City has come to an agreement with all but one of the 6 properties along the 0.3 mile project corridor. The City has not been able to purchase the right-of-way and temporary slope and construction easement located at 3150 Wards Ferry Road, Lynchburg City Tax Map No. 2470240. The right-of-way and temporary easement in question was appraised by KDR Real Estate Services, in August of 2016, having a value of \$24,257.00. KDR has made multiple attempts to come to a resolution on the sale with the owners; however, an agreement has not been reached. The City Attorney and Director of Public Works have also contacted the owners to try to come to a resolution, and have been unsuccessful. In order to construct the Wards Ferry Road widening project starting in Spring of 2017, the City needs to proceed with condemnation to acquire the right-of-way and temporary easement at 3150 Wards Ferry Road.

PRIOR ACTION(S):

Physical Development Committee, 12/13/16, recommended approval of proceeding with the condemnation.

FISCAL IMPACT:

The fair market value of the right-of-way and temporary slope and construction easement has been appraised at \$24,257.00.

CONTACT(S):

Maggie Cossman, Transportation Engineer, 455-3935
Lee Newland, City Engineer, 455-3947
Gaynelle Hart, Director of Public Works, 455-4469

ATTACHMENT(S): Condemnation Resolution

Copy of Correspondence with Property Owners, Right-of-Way Sheets

REVIEWED BY: bms

RESOLUTION

A RESOLUTION AUTHORIZING A CONDEMNATION PROCEEDING BY THE CITY OF LYNCHBURG TO ACQUIRE FEE SIMPLE TITLE TO RIGHT-OF-WAY AND A TEMPORARY SLOPE AND CONSTRUCTION EASEMENT ON A PARCEL OF LAND IN THE CITY OF LYNCHBURG, LOCATED AT 3150 WARDS FERRY ROAD, TAX MAP NO. 24702040, FOR THE WIDENING OF WARDS FERRY ROAD.

WHEREAS, in the opinion of the Council of the City of Lynchburg, it is necessary and appropriate to institute and prosecute a condemnation proceeding in accordance with the provisions of Section 38-B (2) of the Charter of the City of Lynchburg (Acts of Assembly, 1968, Chapter 22, page 49), to acquire right-of-way and a temporary slope and construction easement on the parcel of land owned by Mr. Clarence S. Early and Ms. Naomi E. Cecil, located at 3150 Wards Ferry Road, Lynchburg City Tax Map No. 24702040, as shown on a Right-of-Way plans prepared by AECOM, pages 3RW and 4RW, and dated May 24, 2016.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF LYNCHBURG:

1. That the City Attorney be, and is hereby, authorized and directed to institute and prosecute a condemnation proceeding in accordance with the provisions of 38-B (2) of the Charter of the City of Lynchburg to acquire right-of-way and a temporary slope and construction easement on the property owned by Mr. Clarence S. Early and Ms. Naomi E. Cecil, located at 3150 Wards Ferry Road, Lynchburg City Tax Map No. 24702040, which right-of-way and temporary slope and construction easement are described as follows:

Right-of-Way

The area shown on the attached right-of-way sheets as "Proposed Right-of-Way: 7,018 sq. ft."

Temporary Slope and Construction Easement

The area shown on the attached plat as "Proposed Temporary Easement for Slopes, and Proposed Temporary Easement for Construction: 6,228 sq. ft."

2. That in the opinion of the City Council, a public necessity exists for the acquisition of right-of-way and a temporary slope and construction easement being needed for a public use, as defined in Section 1-219.1 of the Code of Virginia, 1950, as amended, specifically, for the widening of Wards Ferry Road.
3. That in order to provide the total estimated necessary funds to compensate the owner of the property for the acquisition of the right-of-way and a temporary slope and construction easement, the sum of which is determined to be \$24,257.00 which has been heretofore appropriated, and the Director of Finance be, and is hereby, authorized and directed when so requested by the City Attorney to present a check for deposit with the Clerk's Office of the Circuit Court for the City of Lynchburg, Virginia, for such condemnation proceedings.

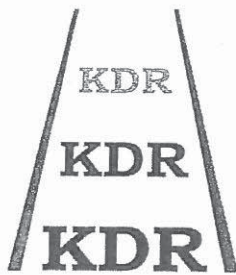
That the City Attorney is fully authorized and directed to act for and on behalf of the City of Lynchburg in agreeing or disagreeing with the owner of said property upon the compensation to be paid therefore within the limits of the funds provided for that purpose and the Mayor, Vice Mayor, or City Manager is authorized to sign, in the name of the City, any proper petitions, pleadings, or necessary documents to be filed or presented at any stage of the proceedings.

Adopted:

Certified:

Clerk of Council

005K



KDR Real Estate Services

"When you need it done the right way"

HAND DELIVERY

Date: 8/22/16

Ms. Naomi E. Cecil 3210 Cobberland Road Winston-Salem, NC 27105	Mr. Clarence S. Early 238 York Street Lynchburg, VA 24501
---	---

Re: Wards Ferry Road Improvement Project
Property Owner: Naomi E. Cecil and Clarence S. Early
Property Address: 3150 Wards Ferry Road, Lynchburg, VA 24502
Tax Map No.: 24702040
Parcel No.: 002

Dear Ms. Cecil and Mr. Early:

As you are aware, the City of Lynchburg has approved a widening improvement project from 0.058 miles north of the intersection with Copley Place to 0.249 miles east of the intersection with Copley Place. AECOM, the City of Lynchburg's prime consultant, who is under contract to design and build the improvements, engaged KDR Real Estate Services (KDR) to acquire the property rights needed for the completion of the project. KDR is a full service real property acquisition company that specializes in the acquisition of rights of way and easements. Pursuant to § 25.1-204(B) of the Code of Virginia, the City has certified that the acquisition of your property has been reviewed by the City for purposes of complying with § 1-219.1 of the Code of Virginia.

Since your property is being impacted, an appraisal of your property was performed to determine the market value of the area needed and the impact of the proposed construction on your property. Based on the estimated market value the City is offering \$24,257.00 as compensation for the property rights being acquired and damages to your property, if any.

A breakdown of the compensation is as follows:

TYPE OF ACQUISITION	AREA SQUARE FEET	OFFER AMOUNT	
Land – Fee Simple	7,018	\$21,054	
Temporary Construction Easement	6,228	\$ 2,803	
TOTAL ESTIMATED VALUE OF LAND AND EASEMENT ACQUIRED			\$23,857
Damages (Cost to Cure): Property Pins (2)		\$ 400	
TOTAL ESTIMATED VALUE OF DAMAGES			\$ 400
TOTAL ESTIMATED VALUE OF LAND AND EASEMENT ACQUIRED AND TOTAL ESTIMATED VALUE OF DAMAGES			\$24,257
TOTAL OFFER AMOUNT			\$24,257

Please find enclosed for your review:

- Deed , with plan sheet attached setting forth the rights to be acquired
- Compensation Agreement
- Appraisal
- Plan sheet(s) 3, 3RW, 4, and 4RW
- Profile sheet(s) 3A, 4A
- ID Verification Form
- No Lien Affidavit
- Owner/Seller Affidavit
- IRS W-9 form
- Title report
- VDOT's Brochure: "A Guide for Property Owners and Tenants"

The documents to be returned and requirements stated above are necessary for closing and payment of compensation. Additional title requirements may be requested before settlement.

Plan Sheets 3, 3RW, 4, and 4RW are enclosed showing specific features highlighted in the following colors: RED the land conveyed in fee simple and ORANGE the temporary construction easement.

Today, in addition to presenting the City of Lynchburg's offer to purchase the needed property and/or property rights, my objective is to explain the appraisal, the title report and the plans (including cuts, fills, elevations and grades, as applicable.) As applicable, I want you to have an understanding of all proposed changes in profile, elevation and grade of the highway and entrances, including the elevations of proposed pavement and shoulders, both center and edges, with relation to the present pavement, and approximate grade of entrances to your property. I also want to give you the opportunity to ask whatever questions you may have about all of this information.

If you feel it is necessary, I would be happy to meet with you again to further discuss this project and answer any additional questions you may have that were not addressed in today's meeting. You may contact me by postal mail, email or telephone. I can be reached at **434.944.1523** or by email at **rlively@3bcs.com**. A business card with my contact information is enclosed for your ready reference.

Naomi E. Cecil and Clarence S. Early

Date: 8/22/11

Page 3 of 3

You may be entitled to a reimbursement or reduction of your real estate taxes, depending on the circumstances at the time the transfer is concluded; however, should you have any questions pertaining to this, please contact your local treasurer for further details.

Sincerely,

A handwritten signature in cursive script that reads "Harry R. Lively".

Harry R. Lively
Right of Way Specialist

HRL/jm
Enclosures



KDR Real Estate Services

"When you need it done the right way"

VIA USPS PRIORITY MAIL

September 9, 2016

Ms. Naomi E. Cecil 3210 Cobberland Road Winston-Salem, NC 27105	Mr. Clarence S. Early 238 York Street Lynchburg, VA 24501
---	---

Re: Wards Ferry Road Improvement Project
Property Owner: Naomi E. Cecil and Clarence S. Early
Property Address: 3150 Wards Ferry Road, Lynchburg, VA 24502
Tax Map No.: 24702040
Parcel No.: 002

Dear Ms. Cecil and Mr. Early:

As we have previously discussed, the City of Lynchburg ("CITY") plans to begin construction of the above project soon. In order to do so it is necessary for us to acquire a portion of your property. I have described the portion that CITY needs to acquire and the impact the construction will have on your remaining property. I have given you a copy of the title report, the highway plans and an appraisal prepared by a licensed appraiser that establishes our estimate of the value of the property and any other rights that we need to acquire from you.

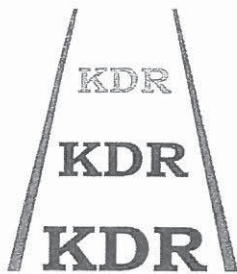
As of the date of this letter, we have not been able to reach a mutual agreement. Please contact me as soon as possible so that we can set up an appointment to discuss the project, offer, and any questions/or concerns that you may have.

I can be reached at **434.944.1523** or by email at **rlively@3bcs.com**.

Sincerely,

Harry R. Lively
Right of Way Specialist

HRL/jm



KDR COPY

KDR Real Estate Services

"When you need it done the right way"

October 19, 2016

VIA USPS PRIORITY MAIL

Ms. Naomi E. Cecil 3210 Cumberland Road Winston-Salem, NC 27105	Mr. Clarence S. Early 238 York Street Lynchburg, VA 24501
---	---

Re: Wards Ferry Road Improvement Project
Property Owner: Naomi E. Cecil and Clarence S. Early
Property Address: 3150 Wards Ferry Road, Lynchburg, VA 24502
Tax Map No.: 24702040
Parcel No.: 002

Dear Ms. Cecil and Mr. Early:

As we have previously discussed, the City of Lynchburg, Virginia ("CITY") plans to begin construction of the above project soon. In order to do so it is necessary for us to acquire a portion of your property. I have described the portion that the CITY needs to acquire and the impact the construction will have on your remaining property. I have given you a copy of the offer letter, conveyance instrument(s) with plat attached, compensation agreement, right of entry, ID Verification, no lien affidavit, owner/seller affidavit, title report and title update, the road plan sheet(s), profile sheet(s), cross section sheet(s), and an appraisal prepared by a licensed appraiser that establishes our estimate of the value of the property and any other rights that we need to acquire from you.

As of the date of this letter, we still have not been able to reach a mutual agreement on the amount of compensation you will accept in return for voluntarily conveying the land and any necessary rights to the CITY. We have talked about the fact that if we cannot reach an agreement in a timely manner, it will be necessary for the CITY to acquire the property by condemnation. I have explained the condemnation process to you.

Condemnation is not the preferred manner of acquiring property for highway projects and the CITY strives to avoid it whenever possible.

Unfortunately we are now at the point at which we need to either reach agreement or the CITY must begin the condemnation process. As a follow-up to the last contact on 9/21/2016 and in a effort to reach a mutually acceptable resolution and thereby eliminating the necessity for condemnation, I respectfully request that you reconsider the last offer we made. If you feel you cannot accept that offer, I would very much appreciate your communicating to me the minimum amount you would accept in return for voluntarily conveying the needed property and rights to the CITY. I assure you it will receive my prompt attention and consideration and you will receive a prompt reply concerning our ability to accept it.

If I have not heard from you in **two weeks (November 4, 2016)** I will assume that we are not able to reach a mutual agreement and that there is no offer that we are able to make that you would accept. In that event, we will have no other option but to turn this over to the CITY to consider condemnation in order to avoid delaying the project. You will be notified by separate letter if the CITY moves forward with condemnation proceedings.

Please understand that pursuing condemnation is not intended to prohibit any further negotiations. If at any time you feel that there is a mutually acceptable resolution, please let me know so that we can pursue a settlement.

I can be reached at **804.672.1368 ext. 305** or by email at **jdykes@kdrrealestate.com**. A business card with my contact information is enclosed for your ready reference.

Sincerely,



Jefferson L. Dykes, SR/WA
KDR Project Manager

JLD/jm



THE CITY OF LYNCHBURG, VIRGINIA

CITY HALL, 900 CHURCH STREET, LYNCHBURG, VIRGINIA 24504 • (434) 455-3980
Fax (434) 847-9049

OFFICE OF THE CITY ATTORNEY

WALTER C. ERWIN, III
CITY ATTORNEY

ELEANOR A. PUTNAM DUNN
DEPUTY CITY ATTORNEY

SUSAN L. HARTMAN
ASSISTANT CITY ATTORNEY

HOPE R. TOWNES
ASSISTANT CITY ATTORNEY

November 29, 2016

VIA CERTIFIED MAIL

Naomi E. Cecil
3210 Cumberland Road
Winston-Salem, NC 27105

Clarence S. Early
238 York Street
Lynchburg, VA 24501

Re: Acquisition of Easements for the Wards Ferry Road Project

Dear Ms. Cecil and Mr. Early:

The City of Lynchburg is in the process of acquiring the property and easements that are needed for the widening of Wards Ferry Road. The widening of Wards Ferry Road is necessary in order to better serve the citizens of Lynchburg.

As you were previously advised in letters dated August 17, 2016 and October 19, 2016 from representatives of KDR Real Estate Services, in order to widen Wards Ferry Road, the City needs to acquire a portion of the property you own at 3150 Wards Ferry Road and a temporary construction easement.

The fair market value of the property and easement that are needed by the City was determined by an appraiser who made a thorough study of real estate values in the area in which the project is located. The appraiser used the sales comparison approach to determine the market value of your property, and then used the value of your property to determine the market value of the property and easement that are needed by the City. The appraisal determined that the value of the property and easement is \$24,257.00. You were previously provided with a copy of the appraisal report by KDR.

I want to confirm the City's previous offer of \$24,257.00 to acquire the property and easement. If you are willing to convey the property and easement to the City for the Wards Ferry Road project, you can contact either Maggie Cossman, the City's Transportation Engineer, at her office telephone number (434) 455-3935 or myself, within 15 days of your receipt of this letter and advise us of your

willingness to accept the City's offer. Upon your acceptance of the City's offer, the City Attorney's Office will prepare the necessary documents for your review.

If you are not willing to accept the City's offer, the City will have to proceed with the acquisition of the property and easement through the use of eminent domain. I anticipate that City Council will be asked to approve the use of eminent domain to acquire the property and easement at its January 10, 2017 meeting. While the City prefers not to use eminent domain to acquire property and easements, it is important that the start of the project not be delayed and the City will need to use eminent domain to acquire the property and easement in order that the project can proceed in a timely manner.

Should you have any questions about my letter, please do not hesitate to contact me.

Sincerely,

Walter C. Erwin
City Attorney

cc: Maggie Cossman, Transportation Engineer

PROJECT MANAGER: Walter J. Williams, P.E. (434) 655-3851
 SURVEYED BY: DATE Topographic (434) 655-3851, Walter J. Williams, P.E.
 DESIGN BY: Walter J. Williams, P.E. (434) 655-3851, Walter J. Williams, P.E.
 SUBSURFACE UTILITY BY: DATE 10/10/10 (434) 655-3851, Walter J. Williams, P.E.

PARCEL NUMBER	FEE TAKE	PREScriptive	PERMANENT	VERTICAL	DOWNY	TEMPORARY	TEMPORARY ENTRANCES
001	SO. FT.	SO. FT.	SO. FT.	SO. FT.	SO. FT.	SO. FT.	SO. FT.
002	475 SF						
003	708 SF						

General Notes:

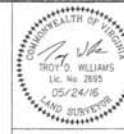
1. I HEREBY CERTIFY THAT THIS PLAN SHEET COMPLIES WITH THE MINIMUM STANDARDS AND PROCEDURES AS ESTABLISHED BY THE VIRGINIA DEPARTMENT OF TRANSPORTATION'S LOCATION AND DESIGN DIVISION.
2. THE PROPERTY LINE INFORMATION SHOWN ON THIS PLAN SHEET IS COMPILED FROM RECORD DATA AND LIMITED FIELD MEASUREMENTS. THIS COMPILED MAP OF RECORD PARCELS DOES NOT REPRESENT A BOUNDARY SURVEY.
3. THIS COMPILED PLAN SHEET WAS ASSEMBLED WITHOUT THE BENEFIT OF TITLE REPORTS AND MAY NOT SHOW ALL EASEMENTS WHICH MAY AFFECT THE PROPERTY HEREON.

LEGEND:

- - PROPOSED RIGHT OF WAY MONUMENT (RM2)
- 0.00' - PROPOSED RIGHT OF WAY
- 0.00' - PROPOSED PERMANENT EASEMENTS
- 0.00' - PROPOSED PERMANENT UTILITY EASEMENTS
- 0.00' - PROPOSED TEMPORARY EASEMENTS
- 0.00' - PROPOSED PERMANENT JOINT USE UTILITY EASEMENTS

R.W. PLANS

THESE PLANS ARE UNFINISHED
AND ARE NOT TO BE USED FOR
ANY TYPE OF CONSTRUCTION.



Hull & Poff Inc.
Lynchburg, Virginia
LAND SURVEYOR

REVISION	STATE	ROUTE	PROJECT	SHEET NO.
	VA.		U000-118-R31, R201, C501	3RW

DESIGN FEATURES RELATING TO CONSTRUCTION OR TO REGULATION AND CONTROL OF TRAFFIC MAY BE SUBJECT TO CHANGE AS DEEMED NECESSARY BY THE DEPARTMENT.

YOUR PROJECT
U000-118-R31, R201, C501

MATCHLINE - SEE SHEET NO. 3DRW COPLEY PL. STA 2+25.00

PAUL K. MCDANIEL &
SHERRY C. MCDANIEL

TW* 24700042
DB. 533, PG. 568
DB. 533, PG. 568
PC. 11.79.44

Curve C400
PI* 1172.13
DELTA* 3° 21' 00.00" (LT)
D* 22' 55' 06"
T* 17.31'
L* 146.2'
PC* 1179.44
PT* 1179.44

CHARLIE W. HOLLOWAY &
WILLIAM A. ANDERSON

TW* 24702038
DB. 676, PG. 187
DB. 676, PG. 187
PC. 11-64.82

CLINTON SCOTT, JR., RONNIE E.
SCOTT, WILLIE L. SCOTT, HEYWOOD
S. SCOTT, LARRY GREEN, JR. AND
CHOWAN GREEN

TW* 24702041
DB. 1037, PG. 782
DB. 1037, PG. 782
PC. 102-39.22

NAOMI E. CECIL AND
CLARENCE S. EARLY

TW* 24702040
DB. 676, PG. 187
DB. 676, PG. 187
PC. 104-58.44

WARDS FERRY CONSTR. BL.

POT 100-00.00 (Ward's Ferry Rd.)
N: 365749.52
E: 11271850.5
PC 102-29.22
N: 3656238.94
E: 11271941.6

CITY OF LYNCHBURG

TW* 24827001
DB. 533, PG. 568
DB. 533, PG. 568
PC. 11.79.44

POT STA 10+06.11
POT STA 10+00.00 COPLEY PL.
D* 87' 22' 21" LT

Curve C101
PI* 103-44.70
DELTA* 17° 14' 09.24" (LT)
D* 71.19'
T* 115.49'
L* 229.23'
R* 768.00'
PC* 102-29.22
PT* 104-58.44
LI* 42'
E* 2.02'
V* 40mph

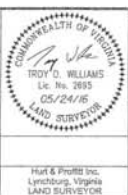
SCALE
0 25' 50'

PROJECT
U000-118-R31

SHEET NO.
3RW

PROJECT: MANAGER Maple Meadows P.E. 4341 05/13/2005
 SURVEYED BY: DATE 10/06/2005 L.S. 502-7083, 01/06/06, 01/06/06
 DESIGN BY: WATSON, A. J. 05/13/2005 L.S. 502-7083, 01/06/06, 01/06/06
 SUBSURFACE UTILITY BY: DATE 10/06/2005 L.S. 502-7083, 01/06/06, 01/06/06

PARCEL NUMBER	FEE TAXE	PRESCRIPTIVE	PERMANENT	VERTICAL	DOMINION	TEMPORARY	TEMPORARY ENTRANCES
001	SOLFT.	SOLFT.	SOLFT.	SOLFT.	SOLFT.	SOLFT.	SOLFT.
004	420.00	420.00	420.00	420.00	420.00	420.00	420.00
005	32.54	32.54	32.54	32.54	32.54	32.54	32.54

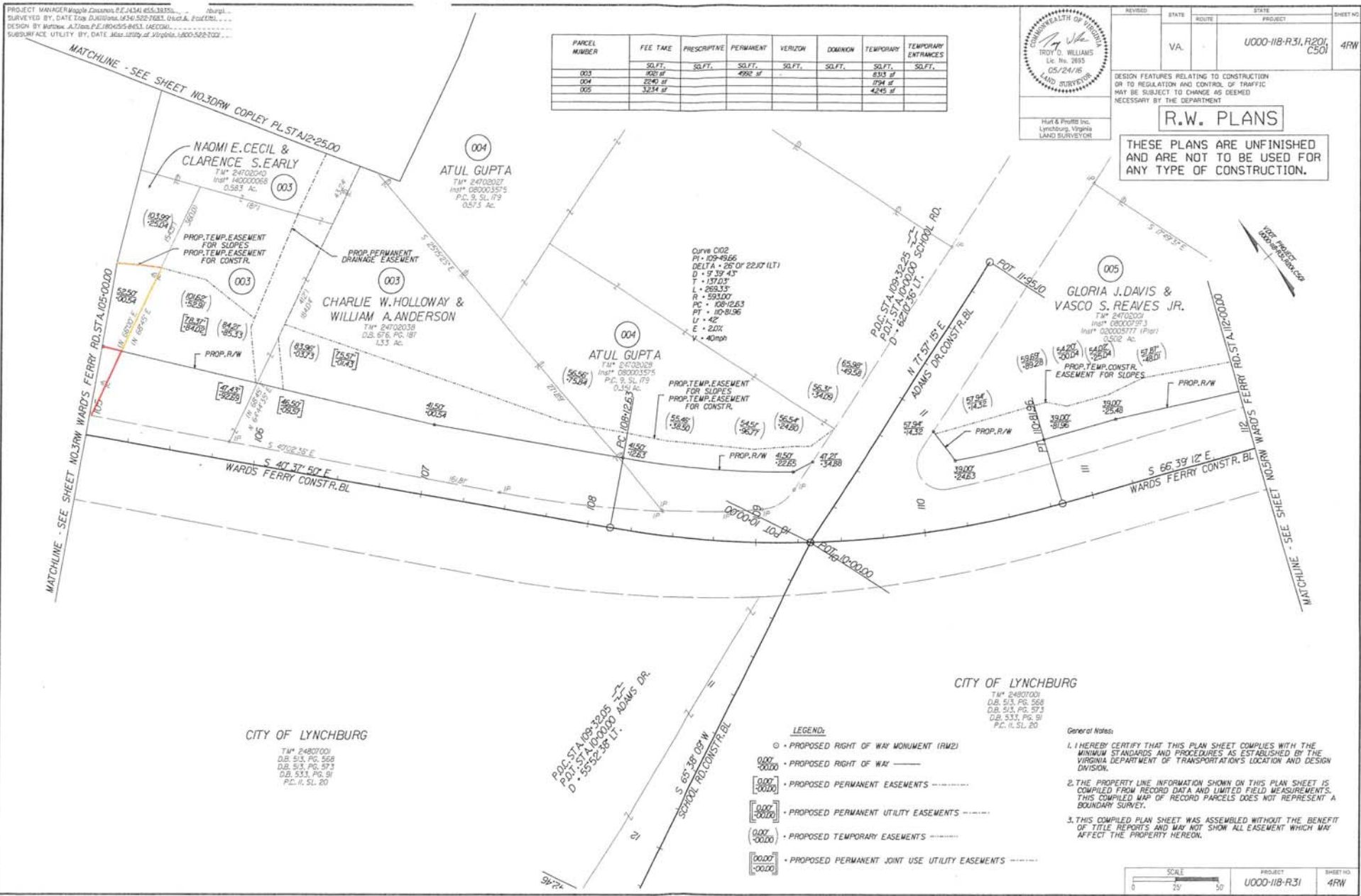


REVISED	STATE	ROUTE	PROJECT	SHEET NO.
	VA.		U000-118-R31, R201, C501	4RW

DESIGN FEATURES RELATING TO CONSTRUCTION OR TO REGULATION AND CONTROL OF TRAFFIC MAY BE SUBJECT TO CHANGE AS DEEMED NECESSARY BY THE DEPARTMENT.

R.W. PLANS

THESE PLANS ARE UNFINISHED AND ARE NOT TO BE USED FOR ANY TYPE OF CONSTRUCTION.



Curve 002
 PI = 129-49.66
 DELTA = 26° OF 22.07 (LT)
 D = 9' 39' 43"
 T = 137.05'
 L = 269.35'
 R = 593.00'
 PC = 108-12.63
 PT = 10-81.96
 U = 42°
 E = 2.0X
 V = 40mph

CITY OF LYNCHBURG
 TM# 24807001
 D.B. 5/3, PG. 568
 D.B. 5/3, PG. 573
 D.B. 5/3, PG. 57
 P.C. II, SL. 20

CITY OF LYNCHBURG
 TM# 24807001
 D.B. 5/3, PG. 568
 D.B. 5/3, PG. 573
 D.B. 5/3, PG. 57
 P.C. II, SL. 20

- LEGEND:
- - PROPOSED RIGHT OF WAY MONUMENT (RW2)
 - - PROPOSED RIGHT OF WAY
 - PROPOSED PERMANENT EASEMENTS
 - PROPOSED PERMANENT UTILITY EASEMENTS
 - PROPOSED TEMPORARY EASEMENTS
 - PROPOSED PERMANENT JOINT USE UTILITY EASEMENTS

General Notes:

- I HEREBY CERTIFY THAT THIS PLAN SHEET COMPLIES WITH THE MINIMUM STANDARDS AND PROCEDURES AS ESTABLISHED BY THE VIRGINIA DEPARTMENT OF TRANSPORTATION'S LOCATION AND DESIGN DIVISION.
- THE PROPERTY LINE INFORMATION SHOWN ON THIS PLAN SHEET IS COMPILED FROM RECORD DATA AND LIMITED FIELD MEASUREMENTS. THIS COMPILED MAP OF RECORD PARCELS DOES NOT REPRESENT A BOUNDARY SURVEY.
- THIS COMPILED PLAN SHEET WAS ASSEMBLED WITHOUT THE BENEFIT OF TITLE REPORTS AND MAY NOT SHOW ALL EASEMENT WHICH MAY AFFECT THE PROPERTY HEREON.

From: [Chambers, Valeria P](#)
To: [Campbell, Ivetta V](#)
Subject: FW: Case Hearing in upcoming January 10th, 2017 City Council Meeting
Date: Friday, January 06, 2017 2:38:46 PM

Valeria P. Chambers, MMC
Clerk of Council
City Manager Office
City of Lynchburg
900 Church Street, Lynchburg, VA 24504
PHONE #: 434.455.3983
FAX #: 434.847.1536
valeria.chambers@lynchburgva.gov
www.lynchburgva.gov
A Great Place to Live, Work and Play!

From: Hashem Abedzadeh [mailto:abedzadeh58@gmail.com]
Sent: Friday, December 30, 2016 11:31 AM
To: Chambers, Valeria P
Subject: Case Hearing in upcoming January 10th, 2017 City Council Meeting

Dear Ms. Chambers:

I am a resident of the city of Lynchburg and own the property at 7140 Morton Drive. I 'd like to build on my property, but the city has set requirements unfair and unreasonable to me that would not allow me to build. I'd like the council to hear my case and hopefully grant me the rights.

Sincerely;

Hashem Abedzadeh
3636 Ridgescroft Drive
Lynchburg, VA 24503

434.401.8392

010K

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **January 10, 2017**

AGENDA ITEM #: **15**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: Private streets renaming: Liberty University

Strategic Pillar(s) Impacted:

☐ Arts & Culture	☐ Citizen Engagement & Social Capital	☐ Economic Development	☐ Healthy & Active Living
☒ Infrastructure	☐ Land Use	☐ Lifelong Learning	☐ Natural Resources
☐ Neighborhoods	☐ Safe Community	☐ Social Equity	☒ Transportation
			☒ Administrative

RECOMMENDATION: Rename the streets as proposed.

SUMMARY: Liberty University has applied to rename seven (7) private streets: Champion Circle, Demoss Drive, Evans Boulevard, Hershey-Esbensshade Drive, Mountain View Road, Regents Parkway, and Williams Stadium Drive. The purpose of the renaming requests is to reflect current usage on the campus.

Champion Circle would be partially renamed to Regents Parkway (between Regents Parkway and University Boulevard) and partially renamed to University Boulevard (between the two existing segments of University Boulevard).

Demoss Drive (between Williams Stadium Road and Regents Parkway) would be renamed to Regents Parkway.

Evans Boulevard (between University Boulevard and Mountain View Road) would be renamed to Regents Parkway.

Hershey-Esbensshade Drive (between Mountain View Road and Regents Parkway) would be renamed to Regents Parkway.

Mountain View Road would be partially renamed to Regents Parkway (between Hershey-Esbensshade Drive and Evans Boulevard).

Regents Parkway would be partially renamed to Hershey-Esbensshade Drive (between Regents Parkway and Candler's Mountain Road).

Williams Stadium Road (between Wards Road and University Boulevard) would be renamed to Liberty University Drive.

PRIOR ACTION(S):

November 1, 2016: The Technical Review Committee (TRC) reviewed the petition. The TRC comments have been incorporated into the proposed resolution.

November 9, 2016: Planning Commission reviewed the petition.

December 13, 2016: The Physical Development Committee (PDC) recommended forwarding the request to City Council.

FISCAL IMPACT: None

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

ATTACHMENT(S):

- Resolution
- Applications
- Liberty University Streets Map

REVIEWED BY: bms

RESOLUTION:

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF LYNCHBURG that the names of seven existing public streets located on the Liberty University campus be and the same are hereby changed as follows:

- The portion of Champion Circle between Regents Parkway and University Boulevard is changed to Regents Parkway and the portion of Champion Circle between the two existing segments of University Boulevard is changed to University Boulevard.
- The portion of Demoss Drive between Williams Stadium Road and Regents Parkway is changed to Regents Parkway.
- The portion of Evans Boulevard between University Boulevard and Mountain View Road is changed to Regents Parkway.
- The portion of Hershey-Esbensshade Drive between Mountain View Road and Regents Parkway is changed to Regents Parkway.
- The portion of Mountain View Road between Hershey-Esbensshade Drive and Evans Boulevard is changed to Regents Parkway.
- The portion of Regents Parkway between Regents Parkway and Candler's Mountain Road is changed to Hershey-Esbensshade Drive.
- The portion of Williams Stadium Drive between Wards Road and University Boulevard is changed to Liberty University Drive.

The names of the seven public streets are hereby changed as depicted on the Liberty University Street Map, dated April 25, 2016.

Adopted:

Certified:

Clerk of Council

002K

APPLICATION FOR THE RENAMING OF

CHAMPION CIRCLE

(Current Street Name)

LOCATED BETWEEN

REGENTS PARKWAY AND UNIVERSITY BLVD.

The undersigned applicant, LIBERTY UNIVERSITY, pursuant to the provisions of Section 24.1-6 of the City Code, 1959, as amended, respectfully makes application to the City of Lynchburg for the naming of REGENTS PARKWAY, formerly known as CHAMPION CIRCLE (PARTIAL).

The applicant further requests the Lynchburg Physical Development Committee (PDC) to review and provide comment to the City Council on the proposed street naming request in the City Manager's Conference Room, 3rd floor, 900 Church Street, Lynchburg, Virginia, on 13 SEP 2016, 9:00 A.M., or as soon thereafter as the matter may be heard.

Given under my hand this 31, day of AUGUST 2016.

Richard D. Strickley

Applicant Signature

1971 UNIVERSITY BLVD.
LYNCHBURG, VA

Address

434.592.3077

Telephone Number

APPLICATION FOR THE RENAMING OF

CHAMPION CIRCLE (PARTIAL)
(Current Street Name)

LOCATED BETWEEN

REGENTS PARKWAY AND UNIVERSITY BLVD.

The undersigned applicant, LIBERTY UNIVERSITY, pursuant to the provisions of Section 24.1-6 of the City Code, 1959, as amended, respectfully makes application to the City of Lynchburg for the naming of UNIVERSITY BLVD., formerly known as CHAMPION CIRCLE (PARTIAL).

The applicant further requests the Lynchburg Physical Development Committee (PDC) to review and provide comment to the City Council on the proposed street naming request in the City Manager's Conference Room, 3rd floor, 900 Church Street, Lynchburg, Virginia, on 13 SEP 2016, 9:00 A.M., or as soon thereafter as the matter may be heard.

Given under my hand this 31, day of AUGUST 2016.

Richard D. Strickley

Applicant Signature

1971 UNIVERSITY BLVD.
LYNCHBURG, VA

Address

434.592.3077

Telephone Number

APPLICATION FOR THE RENAMING OF

EVANS BLVD.

(Current Street Name)

LOCATED BETWEEN

UNIVERSITY BLVD AND REGENTS PARKWAY

The undersigned applicant, LIBERTY UNIVERSITY, pursuant to the provisions of Section 24.1-6 of the City Code, 1959, as amended, respectfully makes application to the City of Lynchburg for the naming of REGENTS PARKWAY, formerly known as EVANS BLVD.

The applicant further requests the Lynchburg Physical Development Committee (PDC) to review and provide comment to the City Council on the proposed street naming request in the City Manager's Conference Room, 3rd floor, 900 Church Street, Lynchburg, Virginia, on 13 SEP 2016, 9:00 A.M., or as soon thereafter as the matter may be heard.

Given under my hand this 31, day of AUGUST 2016.

Richard D. Hinkley

Applicant Signature

1971 UNIVERSITY BLVD.
LYNCHBURG, VA

Address

434.592.3077

Telephone Number

APPLICATION FOR THE RENAMING OF

HERSHEY-ESBENSHADE DRIVE
(Current Street Name)

LOCATED BETWEEN

EVANS BLVD. AND REGENTS PARKWAY

The undersigned applicant, LIBERTY UNIVERSITY, pursuant to the provisions of Section 24.1-6 of the City Code, 1959, as amended, respectfully makes application to the City of Lynchburg for the naming of REGENTS PARKWAY, formerly known as HERSHEY-ESBENSHADE DR.

The applicant further requests the Lynchburg Physical Development Committee (PDC) to review and provide comment to the City Council on the proposed street naming request in the City Manager's Conference Room, 3rd floor, 900 Church Street, Lynchburg, Virginia, on 13 SEP 2016, 9:00 A.M., or as soon thereafter as the matter may be heard.

Given under my hand this 31, day of AUGUST 2016.

Richard D. Hinkley

Applicant Signature

1971 UNIVERSITY BLVD.
LYNCHBURG, VA

Address

434.592.3077

Telephone Number

APPLICATION FOR THE RENAMING OF

MOUNTAIN VIEW ROAD (PART)
(Current Street Name)

LOCATED BETWEEN

HERSHEY-ESBENSHADE DR : EVANS BLVD.

The undersigned applicant, LIBERTY UNIVERSITY, pursuant to the provisions of
Section 24.1-6 of the City Code, 1959, as amended, respectfully makes application to the City of
Lynchburg for the naming of REGENTS PARKWAY, formerly known as
MOUNTAIN VIEW RD.

The applicant further requests the Lynchburg Physical Development Committee (PDC) to review and provide comment
to the City Council on the proposed street naming request in the City Manager's Conference Room, 3rd floor, 900 Church
Street, Lynchburg, Virginia, on 13 SEP 2016, 9:00 A.M., or as soon thereafter as the
matter may be heard.

Given under my hand this 31, day of AUGUST 20 16.

Richard D. Hinkley

Applicant Signature

1971 UNIVERSITY BLVD
LYNCHBURG, VA

Address

434.592.3077

Telephone Number

APPLICATION FOR THE RENAMING OF

REGENTS PARKWAY (PARTIAL)

(Current Street Name)

LOCATED BETWEEN

REGENTS PARKWAY AND CANDLERS MTN. RD.

The undersigned applicant, LIBERTY UNIVERSITY, pursuant to the provisions of Section 24.1-6 of the City Code, 1959, as amended, respectfully makes application to the City of Lynchburg for the naming of HERSHEY-EBENSHADE DR., formerly known as REGENTS PARKWAY.

The applicant further requests the Lynchburg Physical Development Committee (PDC) to review and provide comment to the City Council on the proposed street naming request in the City Manager's Conference Room, 3rd floor, 900 Church Street, Lynchburg, Virginia, on 13 SEP 2016, 9:00 A.M., or as soon thereafter as the matter may be heard.

Given under my hand this 31, day of AUGUST 2016.

Richard D. Stickley

Applicant Signature

1971 UNIVERSITY BLVD
LYNCHBURG, VA

Address

434.592.3077

Telephone Number

APPLICATION FOR THE RENAMING OF

WILLIAMS STADIUM RD.

(Current Street Name)

LOCATED BETWEEN

WARDS ROAD AND UNIVERSITY BLVD.

The undersigned applicant, LIBERTY UNIVERSITY, pursuant to the provisions of Section 24.1-6 of the City Code, 1959, as amended, respectfully makes application to the City of Lynchburg for the naming of LIBERTY UNIVERSITY DRIVE, formerly known as WILLIAMS STADIUM RD.

The applicant further requests the Lynchburg Physical Development Committee (PDC) to review and provide comment to the City Council on the proposed street naming request in the City Manager's Conference Room, 3rd floor, 900 Church Street, Lynchburg, Virginia, on 13 SEP 2016, 9:00 A.M., or as soon thereafter as the matter may be heard.

Given under my hand this 31, day of AUGUST 20 16.

Richard D. Hinkley

Applicant Signature

1971 UNIVERSITY BLVD.
LYNCHBURG, VA

Address

434.592.3077

Telephone Number



LIBERTY UNIVERSITY STREETS



LEGEND

- Existing Addresses
- Proposed Addresses
- Addressing Requiring Attention
- Existing Roads
- New Roads w/Approved Names
- Existing Roads w/Name Change
- Discontinued Roads
- Parcel Area
- Corporate Limit



DISCLAIMER: THIS MAP IS INTENDED TO PROVIDE GENERAL INFORMATION ONLY. IT IS NOT A GUARANTEE OF THE ACCURACY OF THE INFORMATION. THE CITY OF LYNCHBURG AND LIBERTY UNIVERSITY ASSUME NO LIABILITY FOR ANY ERRORS OR OMISSIONS. THE CITY OF LYNCHBURG AND LIBERTY UNIVERSITY ASSUME NO LIABILITY FOR ANY ERRORS OR OMISSIONS.

AERIAL PHOTOGRAPHY:
MAR 2015

CREATED: 4/25/2016



City Assessor's Office
800 Church Street
Lynchburg, Virginia 24504
(434) 455-2835
(434) 455-1234
E-Mail: assessor@lynchburgva.gov
Web: www.lynchburgva.gov/assessor

420 210 0 420 840 1,260 1,680
Feet
1 inch = 272 feet

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **January 10, 2017**

AGENDA ITEM #: **16**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: 2016 State Homeland Security Program (SHSP) grant: \$27,700 for the Fire Department Hazardous Materials Team

Strategic Pillar(s) Impacted:

☐ Arts & Culture	☐ Citizen Engagement & Social Capital	☐ Economic Development	☐ Healthy & Active Living
☐ Infrastructure	☐ Land Use	☐ Lifelong Learning	☐ Natural Resources
☐ Neighborhoods	☒ Safe Community	☐ Social Equity	☐ Transportation
			☐ Administrative

RECOMMENDATION: Adopt a resolution to amend the FY 2017 City/Federal/State Aid Fund budget and appropriate \$27,700 with resources from the 2016 State Homeland Security Program (SHSP) grant from U.S. Department of Homeland Security (DHS) to fund equipment for the Fire Department Hazardous Materials (Haz-Mat) Team.

SUMMARY: The Virginia Department of Emergency Management is administering this grant from the Department of Homeland Security (DHS) through the State Homeland Security Program (SHSP). The grant program provides funding to improve the nation's readiness in preventing, protecting against, responding to, recovering from and mitigating terrorist attacks, major disasters and other emergencies. The grant reflects DHS's focus on implementation of an all-of-nation, whole-community approach to the building, sustainment, and delivery of those core capabilities essential to achieving a secure and resilient nation.

The Fire Department was awarded \$27,700 to be utilized by the Haz-Mat Team. The funds will be used for Personal Protective Equipment (PPE) and communication devices for team members.

This grant is 100% reimbursable; no local match is required.

PRIOR ACTION(S):

Finance Committee, December 13, 2016

FISCAL IMPACT: None – No local match is required. Future funds may be needed for periodic maintenance of the equipment purchased.

CONTACT(S):

Fire Chief Steven B. Ferguson, 455-6340

Deputy Chief Greg Wormser, 455-6340

Ellen Davidson-Martin, Fire Administrative Manager, 455-6368

ATTACHMENT(S):

Resolution

Grant Agreement

REVIEWED BY: bms

RESOLUTION:

BE IT RESOLVED that the FY 2017 City/Federal/State Aid Fund budget is amended and \$27,700 is appropriated with resources from the 2016 State Homeland Security Program (SHSP) grant from U.S. Department of Homeland Security (DHS) to fund equipment for the Fire Department Hazardous Materials (Haz-Mat) Team.

Introduced:

Adopted:

Certified:

Clerk of Council

006K



Virginia Department of Emergency
Management

10501 Trade Court
North Chesterfield, VA 23236

GRANT AGREEMENT

Page 1 of 3

1. SUBRECIPIENT NAME AND ADDRESS:

Lynchburg City
900 Church Street, 3rd Floor
Lynchburg, VA 24504

4. SUBAWARD DATE: November 15, 2016

5. PROJECT PERIOD: FROM 09/01/2016 TO 03/31/2018
BUDGET PERIOD: FROM 09/01/2016 TO 03/31/2018

6. TOTAL AMOUNT OF THIS SUBAWARD \$27,700.00

2. SUBRECIPIENT DUNS Number:

01-0038073

SUBRECIPIENT EIN:

54-6001405

7. FEDERAL AMOUNT OF THIS SUBAWARD \$27,700.00

8. SUBRECIPIENT NON-FEDERAL COST SHARE
REQUIREMENT \$ 0.00

9. INDIRECT COST RATE (If applicable): N/A

3. PASS-THROUGH ENTITY: Virginia Department of Emergency Management
SUBAWARD NAME: **FY 2016 State Homeland Security Program (SHSP)**
CFDA: 97.067 – Homeland Security Grant Program (HSGP)
U.S. Department of Homeland Security (DHS)
Federal Emergency Management Agency (FEMA)

10. STANDARD TERMS AND CONDITIONS & SPECIAL CONDITIONS

The above subaward is approved subject to the FY 2016 Department of Homeland Security (DHS) Standard Terms and Conditions and VDEM Special Conditions as set forth on the attached pages.

11. APPROPRIATION AUTHORITY FOR GRANT

The project is supported under the *Department of Homeland Security Appropriations Act, 2016 (Public Law No. 114-113)*.

12. METHOD OF PAYMENT

Commonwealth of Virginia Cardinal Accounting System

AGENCY APPROVAL

SUBRECIPIENT ACCEPTANCE

13. TYPED NAME AND TITLE OF APPROVING VDEM OFFICIAL

Jeffrey D. Stern Ph.D.
State Coordinator

14. TYPED NAME AND TITLE OF AUTHORIZED SUBRECIPIENT OFFICIAL

Bonnie Svrcek
City Manager

15. SIGNATURE OF APPROVING VDEM OFFICIAL

16. SIGNATURE OF AUTHORIZED SUBRECIPIENT OFFICIAL

DATE

11/16/16

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **January 10, 2017**

AGENDA ITEM #: **17**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: 2016 State Homeland Security Program (SHSP) grant: \$50,000 for the Fire Department Technical Rescue Team

Strategic Pillar(s) Impacted:

☐ Arts & Culture	☐ Citizen Engagement & Social Capital	☐ Economic Development	☐ Healthy & Active Living
☐ Infrastructure	☐ Land Use	☐ Lifelong Learning	☐ Natural Resources
☐ Neighborhoods	☒ Safe Community	☐ Social Equity	☐ Transportation
			☐ Administrative

RECOMMENDATION: Adopt a resolution to amend the FY 2017 City/Federal/State Aid Fund budget and appropriate \$50,000 with resources from the 2016 State Homeland Security Program (SHSP) grant from U.S. Department of Homeland Security (DHS) to fund equipment and training for the Fire Department Technical Rescue Team.

SUMMARY: The Virginia Department of Emergency Management is administering this grant from the Department of Homeland Security (DHS) through the State Homeland Security Program (SHSP). The grant program provides funding to improve the nation's readiness in preventing, protecting against, responding to, recovering from and mitigating terrorist attacks, major disasters and other emergencies. The grant reflects DHS's focus on implementation of an all-of-nation, whole-community approach to the building, sustainment, and delivery of those core capabilities essential to achieving a secure and resilient nation.

The Fire Department was awarded \$50,000 to be utilized by the Technical Rescue Team. The funds will be used for Swiftwater Rescue training and equipment such as water rescue Personal Protective Equipment (PPE), cameras, rescue operations hardware, and a rescue sled.

This grant is 100% reimbursable; no local match is required.

PRIOR ACTION(S):

Finance Committee, December 13, 2016

FISCAL IMPACT: None – No local match is required. Future funds may be needed for periodic maintenance of the equipment purchased.

CONTACT(S):

Fire Chief Steven B. Ferguson, 455-6340

Deputy Chief Greg Wormser, 455-6340

Ellen Davidson-Martin, Fire Administrative Manager, 455-6368

ATTACHMENT(S):

Resolution

Grant Agreement

REVIEWED BY: bms

RESOLUTION:

BE IT RESOLVED that the FY 2017 City/Federal/State Aid Fund budget is amended and \$50,000 is appropriated with resources from the 2016 State Homeland Security Program (SHSP) grant from U.S. Department of Homeland Security (DHS) to fund equipment and training for the Fire Department Technical Rescue Team.

Introduced:

Adopted:

Certified:

Clerk of Council

007K



Virginia Department of Emergency
Management

10501 Trade Court
North Chesterfield, VA 23236

GRANT AGREEMENT

Page 1 of 3

1. SUBRECIPIENT NAME AND ADDRESS:

Lynchburg City
900 Church Street, 3rd Floor
Lynchburg, VA 24504

4. SUBAWARD DATE: November 15, 2016

5. PROJECT PERIOD: FROM 09/01/2016 TO 03/31/2018
BUDGET PERIOD: FROM 09/01/2016 TO 03/31/2018

6. TOTAL AMOUNT OF THIS SUBAWARD \$50,000.00

2. SUBRECIPIENT DUNS Number:

01-0038073

SUBRECIPIENT EIN:

54-6001405

7. FEDERAL AMOUNT OF THIS SUBAWARD \$50,000.00

8. SUBRECIPIENT NON-FEDERAL COST SHARE
REQUIREMENT \$ 0.00

9. INDIRECT COST RATE (If applicable): N/A

3. PASS-THROUGH ENTITY: Virginia Department of Emergency Management
SUBAWARD NAME: **FY 2016 State Homeland Security Program (SHSP)**
CFDA: 97.067 – Homeland Security Grant Program (HSGP)
U.S. Department of Homeland Security (DHS)
Federal Emergency Management Agency (FEMA)

10. STANDARD TERMS AND CONDITIONS & SPECIAL CONDITIONS

The above subaward is approved subject to the FY 2016 Department of Homeland Security (DHS) Standard Terms and Conditions and VDEM Special Conditions as set forth on the attached pages.

11. APPROPRIATION AUTHORITY FOR GRANT

The project is supported under the *Department of Homeland Security Appropriations Act, 2016 (Public Law No. 114-113)*.

12. METHOD OF PAYMENT

Commonwealth of Virginia Cardinal Accounting System

AGENCY APPROVAL

SUBRECIPIENT ACCEPTANCE

13. TYPED NAME AND TITLE OF APPROVING VDEM OFFICIAL

Jeffrey D. Stern Ph.D.
State Coordinator

14. TYPED NAME AND TITLE OF AUTHORIZED SUBRECIPIENT
OFFICIAL

Bonnie Svrcek
City Manager

15. SIGNATURE OF APPROVING VDEM OFFICIAL

16. SIGNATURE OF AUTHORIZED SUBRECIPIENT OFFICIAL

DATE 11/16/16.