



PHYSICAL DEVELOPMENT COMMITTEE City Council Committee WORK SESSION

Tuesday, January 14, 2025 | 3:00 PM
2nd Floor Training Room- City Hall
900 Church Street
Lynchburg, VA 24504

AGENDA

- I. **Welcome** *Councilmember Jacqueline Timmer,
Chair*
- II. **Information Items**
 - II.1. A Minute for Planning - Community Development
- III. **General Business**
 - III.2. Code Compliance and Property Toolkit Update
 - III.3. PDC Guidelines
- IV. **Roll Call**
- V. **Next Regular Meeting**

AGENDA ITEM SUMMARY

MEETING DATE

January 14, 2025

PRESENTED BY

William Martin, Community Development
Director

AGENDA ITEM # III.2

Code Compliance and Property Toolkit Update

RECOMMENDATION

Staff update on the City's property toolkit for addressing code compliance issues.

SUMMARY

On June 28, 2022, City Council adopted the additional code requirements for derelict buildings. These requirements, along with additional resources, have allowed the City to pilot a more proactive approach to addressing condemned/blighted properties.

Since January 2024, there have been twelve (12) city funded demolitions, fourteen (14) privately funded demolitions, and two (2) private/city demolitions of blighted properties. The City's goal is rehabilitation of blighted properties and there have been eleven (11) renovations with an additional thirteen (20) renovations in progress. For the worst structures, the City uses the funds for demolition to remove structures that are a hindrance to public safety and quality of life. For any funds spent, staff collaborate with the Billings and Collections Department in the collection process to bill owners for the City's expense to demolish and dispose of debris.

At a recent Work Session, city staff identified two (2) structures that needed to be demolished for which funding is currently unavailable: 1106 Jackson Street and 808 Florida Avenue. Since that time, two additional structures have been identified that are in need of demolition: 2021 Campbell Avenue and 1013 Hemlock Street. The following is a brief description of each property with an estimated cost of demolition and land fill fees:

- The structure at 1106 Jackson Street has been declared an Emergency. The stability of the structure is compromised. All paperwork and public notices were completed as of September 3, 2024. The owner does not have insurance to cover costs and no permit has been obtained to date. The quote for demolition is \$25,910, not including landfill fees (estimated at \$4,000).
- The structure at 808 Florida Avenue is a fire case (January 2024). The original owner had fire insurance, and then sold the property in April 2024. The current owner received a Notice of Violation to demolish and appealed the decision. A demolition permit was applied for on October 9, 2024, but has not been approved. Staff are awaiting an asbestos report, contractor information, and payment for the permit. This property is considered eligible for

demolition as of October 25, 2024, unless there is action by the owner. The quote for demolition of the property is \$17,630, not including landfill fees (estimated at \$3,000).

- The structure at 2021 Campbell Avenue was damaged by a recent fire. The owner does not have insurance and the structure/yard is in complete disarray. This property is not a case for the Derelict program since it has not been vacant for a period of one year. Awaiting a quote for demolition, estimated to be \$20,000 for demolition, not including landfill fees (estimated at \$5,000, including cleaning up the yard).
- The property at 1013 Hemlock Street is in the Derelict Program. The owner is currently being billed \$500 a month. A previous demolition order was on this property when the current owner purchased it in October 2023. The owner is out-of-state. No permits have been obtained, and no progress has been made to date. Awaiting a quote for demolition, estimated to be \$25,000, not including landfill fees (estimated at \$5,000).

The amount for demolition of the four priority cases is estimated around \$105,540 to include the demolition and landfill fees. The amount remaining in the Community Development FY 2025 budget for demolition is \$20,480.37, with an additional estimated \$85,059 is needed to safely demolish these structures and dispose of debris.

PRIOR ACTION(S)

September 24, 2024: City Council Work Session

FISCAL IMPACT

\$85,059 request from Assigned Fund Balance

CONTACT(S)

William Martin, Community Development Director

ATTACHMENT(S)

1. CC WS Property Toolkit Jan 2025

REVIEWED BY



William Martin, Community Development Director

Date: January 08, 2025



Date: January 08, 2025

Kent White, Assistant City Manager

Alicia L. Finney

Alicia Finney, Clerk of Council

Date: January 08, 2025

PROPERTY TOOLKIT

Physical Development Committee

January 14, 2025



ELEMENTS OF THE PROPERTY TOOLKIT

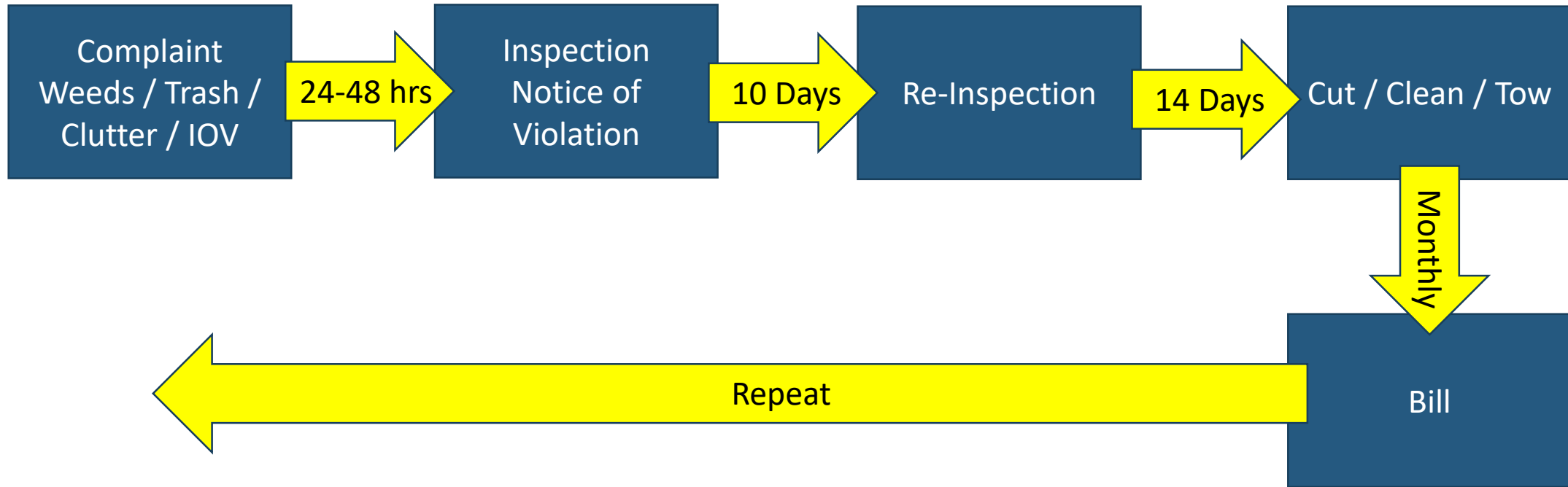
1. Programs

- Property Maintenance
- Rental Inspections
- Vacant Housing
- Derelict Housing
- Demolition
- Weeds
- Trash
- Clutter
- Abandoned Vehicles

2. Tax Delinquent Sale



PROPERTY TOOL KIT – NUISANCE COMPLAINTS



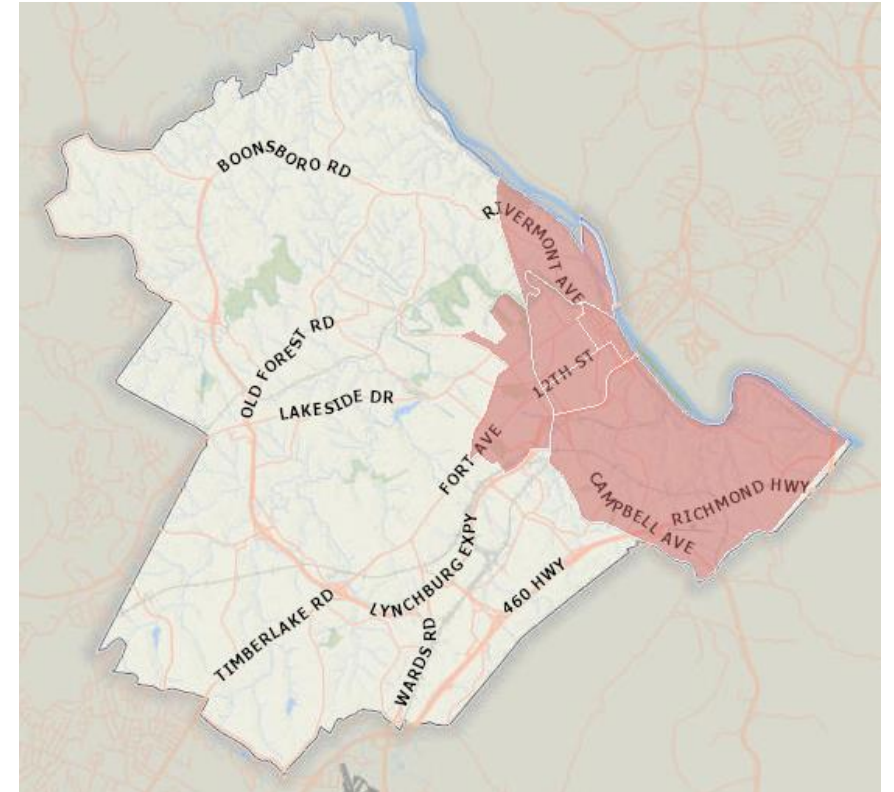
WEEDS, CLUTTER & INOPERABLE VEHICLES

Category	FY24
Abated by City	156
Private Abatement	511
In Progress	17
Total	684

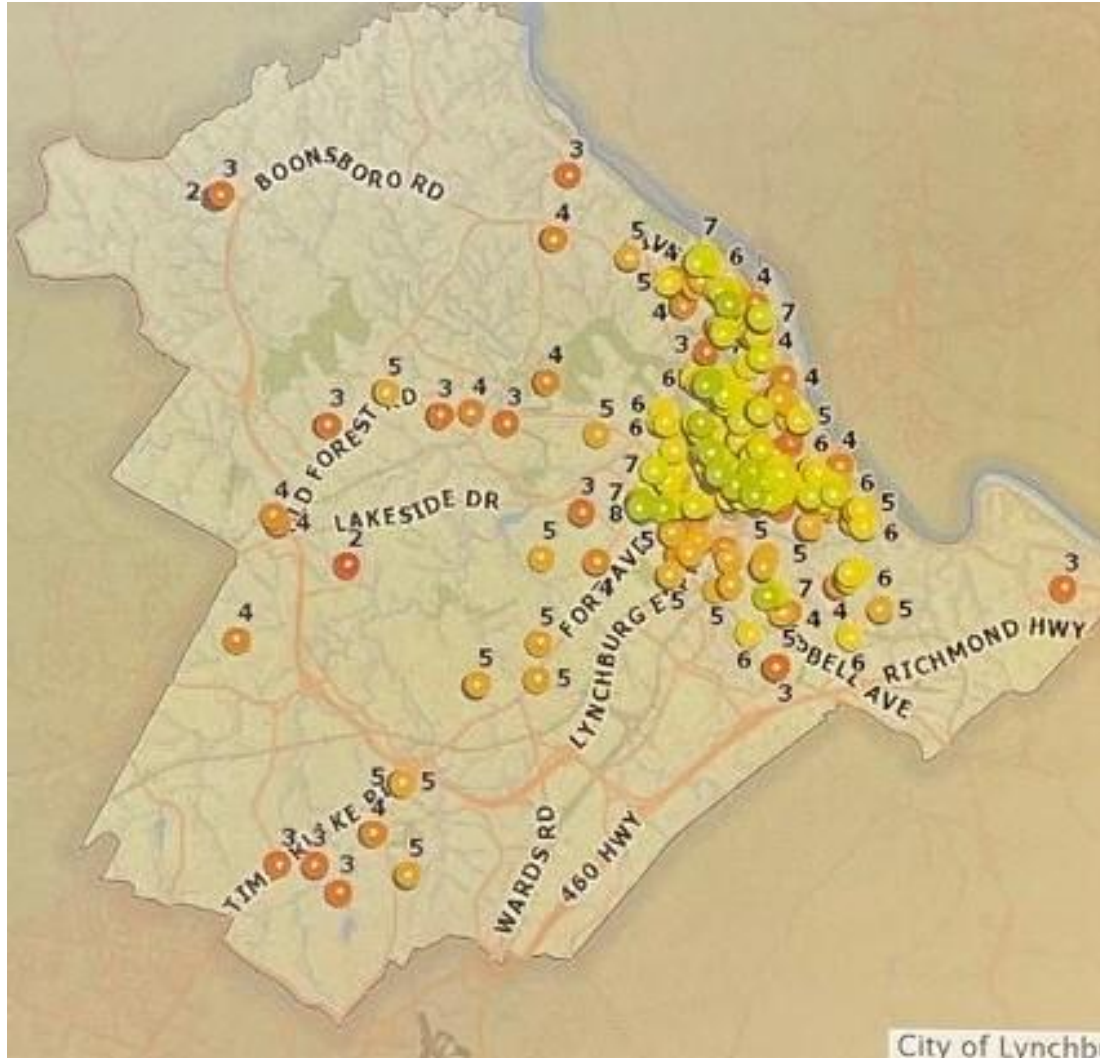


RENTAL INSPECTION PROGRAM

- Provides protection for citizens and neighborhoods by reducing sub-standard living conditions.
- Inspections based on Building Maintenance and Residential Rental Standards adopted in 1993.
- Approximately 4000 units.
- Inspecting – Approximately 340 Annually

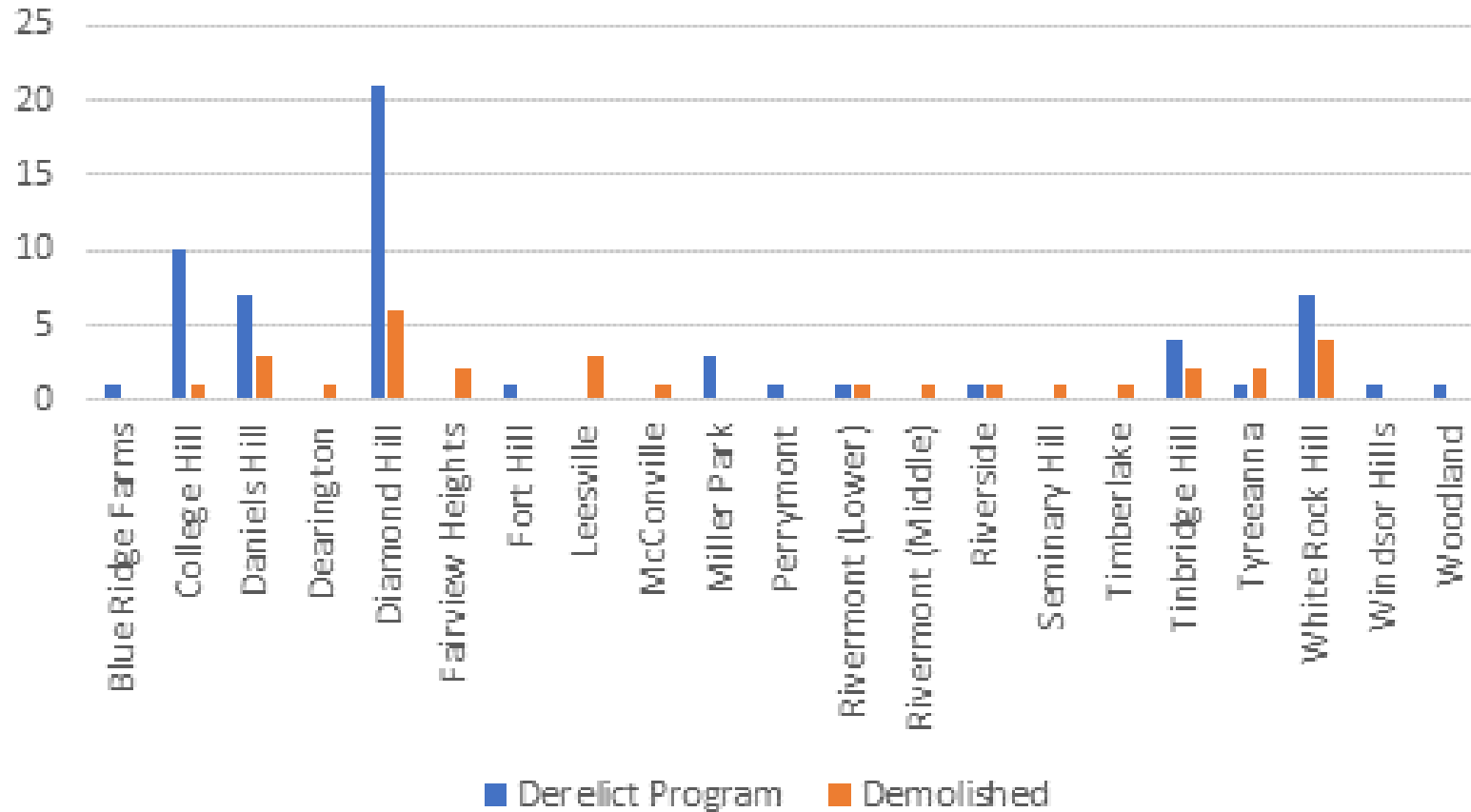


CONCENTRATION OF CONDEMNED BUILDINGS



PROGRAM FIGURES

Demo & Derelict Totals by Neighborhood



DEMOLITION BY CITY



1020 Pansy Street



DEMOLITION BY CITY



1111 16th Street



DEMOLITION BY CITY



2027 Poplar Street



GOAL IS REHABILITATION



1710 Locust Street



1620 Taylor Street



GOAL IS REHABILITATION



1322 Wise Street



1323 Fillmore Street

GOAL IS REHABILITATION – RECENT START



85 Jackson Street



814 3rd Street

GOAL IS REHABILITATION – RECENT START



812 Main Street

COURT CASES

- 1606 Main Street – Myers & Rhodes – Remediated by Owner
- 501 Church Street – Remediated by Owner
- 305, 311 & 315 Pulaski Street
 - 305 Pulaski Street – Court – March 2025
 - 311 & 315 Pulaski Street – Sold to Housing Authority
- 1112 Main Street – City Auditorium – Court – February 2025



PROPERTY TOOL KIT

Public Safety / Quality of Life / Economic Development = Strong Neighborhoods

Lynchburg

- 9 Programs
- Current Staff – 5 Full Time – 3 Part Time
- Funding - \$100k – Demolition, \$30k for Weeds, Clutter & Trash

Roanoke

- Current Staff – 17 Full Time

Danville

- Current Staff – 14 Full Time
- Funding - \$350k - Demolition



PROGRAM FIGURES

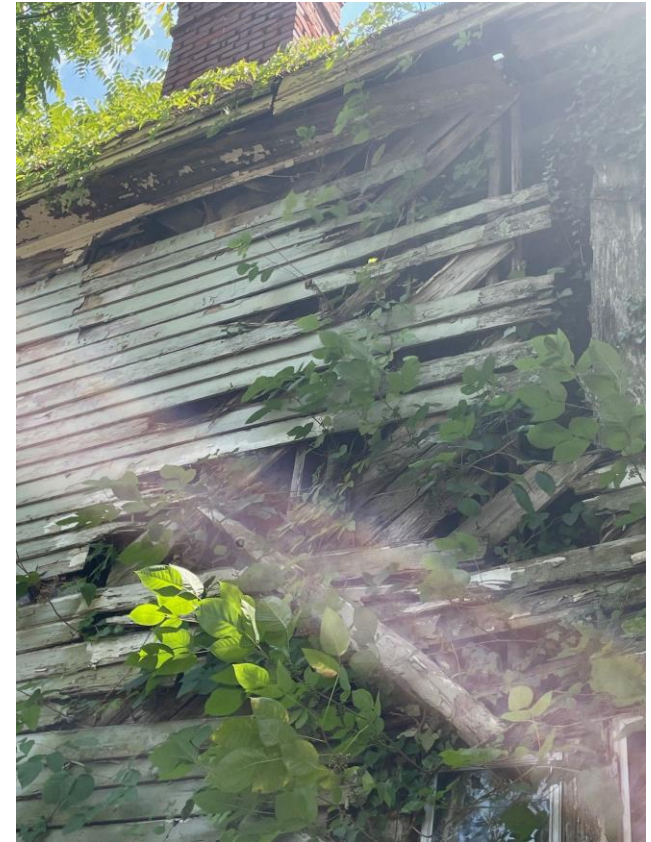
Category	January 2024	May 2024	July 2024	December 2024	Total
City funded demo	6	3	0	3	12
Private funded demo	5	4	5	0	14
Private/Partial Demo	1	1	0	0	2
Renovations	5	3	0 (13 in Progress)	3 (10 in Progress)	11 (20 in Progress)
Derelict Program	17	14	10	11	52 (14 in Progress)



NEEDED DEMOLITION



1106 Jackson Street



NEEDED DEMOLITION



808 Florida Avenue



NEEDED DEMOLITION



2021 Campbell Avenue

NEEDED DEMOLITION



1013 Hemlock Street

COST OF DEMOLITION

- 1106 Jackson Street - \$29,910
- 808 Florida Avenue - \$20,630
- 2021 Campbell Avenue - \$25,000
- 1013 Hemlock Street - \$30,000
- Total = \$105,540
- Less \$20,480 remaining FY25 Demolition Funds
- Need = \$85,059



PROPERTY TOOL KIT

Public Safety / Quality of Life / Economic Development = Strong Neighborhoods

Pending Support of Physical Development Committee

Request \$85,059 from General Fund Assigned Fund Balance

- January 28 – Finance Committee
- January 28 – Council

Future

- Increased funding for demolition / stabilization of blighted structures
- Seed fund for Housing Trust Fund
- Funding for Strategic Property Acquisition



AGENDA ITEM SUMMARY

MEETING DATE

January 14, 2025

PRESENTED BY

Lee Newland

AGENDA ITEM # III.3

PDC Guidelines

RECOMMENDATION

Review and approve PDC Guidelines

SUMMARY

Every two years when the committee is reformed, the guidelines are reviewed to determine if changes are required.

PRIOR ACTION(S)

Guidelines for 2023 were approved in February 2023.

FISCAL IMPACT

None

CONTACT(S)

Lee Newland

ATTACHMENT(S)

1. PDC Guidelines 1-14-25 Proposed

REVIEWED BY

Gaynelle Hart, Director of Public Works

Date: January 08, 2025

Gregory Patrick, Deputy City Manager

Date: January 09, 2025

Alicia L. Finney

Date: January 09, 2025

Alicia Finney, Clerk of Council

Lynchburg City Council

Physical Development Committee Guidelines

~~2023~~ 2025

General Purpose Statement

To guide the City in the execution of Council-adopted physical development policies; to review and serve as a filter in determining specific physical development actions to be considered by City Council; and, to review reports regarding physical development and capital projects to determine if any adjustments are necessary during the fiscal year. Meetings are held the 2nd Tuesday of the month at 3pm.

To better facilitate the Physical Development Committee meetings, there are three types of agenda items: General Business, Other Information and Items to be considered later by the full City Council. Following are examples of items that may be included in each of these sections:

I. Items considered as General Business include:

1. Presentations by and requests from City departments, citizens, outside agencies and private entities including those seeking relief from City Code requirements (preliminary review) and City policies, such as utility connection fees & development requirements;
2. Petitions for non-routine utility line extensions;
3. Reallocations (greater than \$100,000) of non-project specific Capital Budget appropriations that do not meet City Code and City policies, such as cross allocations of funds and citizen driven requests that are unclear in the Code or policies.

II. Items considered as Other Information include:

Items that do not require immediate Committee action, but are to advise the Committee on upcoming items or issues. Examples include: special reports regarding the status of the City's physical development including City capital projects, economic impact reports and other items relating to the City's water and wastewater systems.

III. Items to be considered later by the full City Council at a Regular City Council Meeting or Work Session include:

1. Street vacations and disposition of other real property;
2. Input into the planning and approach for the annual Capital Improvement Program;
3. Review and deliberations regarding the Proposed Capital Improvement Program;
4. Changes to the City Code relating to the physical development of the City;
5. City Council reports relating to the physical development of the City;
6. Demolition of City owned buildings;
7. Waivers of municipal property liens;
8. Leases and terms of leases (renewals will not come to PDC unless terms change);
9. License Agreements for R/W use (setting fees);
10. Grant applications for infrastructure;
11. Contracts that exceed 25% of bid amount.

IV. Committee Procedures Regarding Items from the General Public

In order to make the best use of the Committee's meeting time, requests for new items from the general public should be provided, preferably in writing, to the City Engineer three weeks prior to the Committee's scheduled meeting date. This schedule will provide City staff with adequate time to prepare background information, if necessary, and provide this information to the Committee prior its meeting. Exceptions to this procedure will be made in emergency situations. The Chair of the Committee makes the final decision about which items are on the agenda. If the Chair is not available, the decision will be made by the Public Works Director or City Engineer, who will contact the Chair as soon as he or she is available. The Chair of the Committee may require that citizens/petitioners hold their opening statements/remarks to five minutes.