

March 9, 2021

Physical Development Committee – CANCELED

A G E N D A

City Council Meeting of March 9, 2021
Council Chamber | City Hall, 900 Church Street, Lynchburg, VA 24504

4:00 P.M.

WORK SESSION

#1. BUDGET - Interim City Manager will introduce the FY 2022 Proposed Budget and will begin the budget review.

#2. Roll Call

7:30 P.M.

City Council Agenda Items

COUNCILMEMBER WILDER WILL GIVE THE INVOCATION

GENERAL POLICY REGARDING PUBLIC PARTICIPATION AT CITY COUNCIL MEETINGS

Each speaker shall clearly state his or her name and locality of residence.

The City Council agenda is divided into four sections.

CONSENT AGENDA: This section includes routine items. All items may be approved by one vote.

PUBLIC HEARINGS: This section includes all public hearings as required by law or as Council may direct.

Procedure:

- Staff will make a presentation.
- For zoning petitions, the applicant or his or her representative shall have ten (10) minutes to make a presentation.
- Comments will then be solicited from those in favor.
- Comments will then be solicited from those in opposition.

During the public hearing, there shall be a time limit of three (3) minutes for each individual speaker. If the speaker represents a group, there shall be a time limit of five (5) minutes. A speaker representing a group shall identify that group at the beginning of his or her remarks. A group may have only one spokesperson. After public comments have been received, for zoning petitions, the applicant or the representative of the applicant, at his or her discretion, may respond with a rebuttal. There shall be a five (5)-minute time limit for rebuttal. Upon the conclusion of public comments or the applicant's rebuttal, the public hearing will be closed and the matter referred to Council for deliberation.

PUBLIC COMMENT: Public comment shall be for the purpose of allowing members of the public to present any matter, which, in their opinion, deserves the attention of the Council. They shall not serve as a forum for debate with the Council. Individuals may speak up to three (3) minutes; or group spokesperson up to five (5) minutes. Once Council has heard a presentation from a citizen or organization on a particular subject, the citizen or organization may not make another presentation on the same subject within three (3) months of the first presentation, except by a majority vote of the members of Council present and voting.

GENERAL BUSINESS: This section includes items of a general nature to be considered by Council.

City Council may make exceptions to these rules at its discretion. Prior to a meeting, any questions which citizens may have regarding any item on the agenda may be addressed to City Council or the City Administration. The following numbers are provided for the convenience of the citizens:

CITY COUNCIL 455-3995

MAYOR 455-3995

CITY MANAGER 455-3990

A reasonable charge may be made for copying and other activities related to responding to long and involved inquiries.

CITIZENS OFTEN EXPRESS CONFLICTING AND DIVERSE POSITIONS REGARDING SPECIFIC ISSUES UNDER CONSIDERATION. TO ENCOURAGE CITIZEN PARTICIPATION AND TO AVOID INTIMIDATION TO PERSONS WHO MAY EXPRESS SOMETIMES UNPOPULAR OPINIONS, APPLAUSE, CHEERS, OR JEERS FROM THE AUDIENCE ARE NOT PERMITTED. WHEN APPEARING BEFORE CITY COUNCIL, CITIZENS MAY NOT ENGAGE IN BEHAVIOR THAT INTIMIDATES OR INSULTS OTHERS, ENGAGE IN DISRUPTIVE BEHAVIOR, USE PROFANITY OR VULGAR LANGUAGE, PROMOTE PRIVATE BUSINESS VENTURES OR CAMPAIGN FOR PUBLIC OFFICE.

* **PREVIOUSLY DISCUSSED AND/OR CONSIDERED BY CITY COUNCIL**

RECOGNITION

- ❖ Recognize Interim City Manager Dr. Reid Wodicka for becoming recredentialed through the International City/County Management Association (ICMA) Credentialing Program.

CONSENT AGENDA

- #3. Consideration of adopting minutes from the February 23, 2021 Meeting.
- #4. Consideration of adopting Resolution #R-21-015 amending the FY 2021 City/Federal/State Aid Fund Budget and appropriating \$64,840 for the Lynchburg Adult Drug Court with resources from the Supreme Court of Virginia Drug Treatment Court Docket Grant.

PUBLIC HEARING

- #5. Consideration of approving an ordinance rezoning approximately thirty-nine hundredths (.39) acres to allow for the redevelopment of the property at 400, 404 & 406 12th Street for commercial and residential purposes.
#O-21-___
- #6. Consideration of approving an ordinance for a CUP to allow for the expansion of the “Reusens Substation” at 200 Old Trents Ferry Road.
#O-21-___

PUBLIC COMMENT

- #7. Hear from a citizen regarding a concern (Letitia Lowery).
- #8. Hear from a citizen regarding a concern (Andrew Glover).

GENERAL BUSINESS

- #9. Consideration of adopting a resolution affirming the Central Virginia Planning District Commission (CVPDC) Hazard Mitigation Plan.
#R-21-___
- #10. Consideration of approving an ordinance amending Section § 28-40 of the City Code to revise the usage fees schedule structure and amounts for the football and baseball stadiums.
#O-21-___
- #11. Review the Fire Department’s Annual Report for calendar year 2020.
- #12. Hear a presentation regarding the CARES Business Recovery Program.

// A regular meeting of the Council of the City of Lynchburg was held on the 23rd day of February, 2021, at 4:00 P.M. in the Council Chamber, City Hall, MaryJane Dolan, President, presiding. The following Members were present:

Present: MaryJane Dolan, Beau Wright, Jeff Helgeson, J. Randy Nelson, Treney Tweedy,
Sterling A. Wilder, Chris Faraldi 7

Absent: 0

// In the matter of Water Resources, Agenda Item #1, Mr. Tim Mitchell, Director of Water Resources, presented the Rate Study and Annual Report. He provided highlights from the department in FY 2020 including accomplishments, challenges, and recommendations for the future. Mr. Mitchell elaborated on six different focus areas; customer satisfaction, employee engagement and development, infrastructure management, environmental stewardship, fiscal responsibility, and resiliency.

Mr. Mitchell also provided a high-level review of the Water, Sewer, and Stormwater Fund Financial Projections including an introduction to the department's FY 2022 budget and rate recommendations. In the matter of the Water Fund, staff is not proposing a rate increase but are proposing the addition of two positions from these funds to aid in backlog. In the Sewer Fund, no rate increase is being proposed either, but the addition of two positions is being proposed. In the Stormwater Fund, staff is proposing a \$0.25 rate increase (per month, per Single Family Unit (SFU)), and for businesses and developed properties as well. This would allow for the addition of 2 positions in Stormwater Fund, and to bring the Stormwater Fund Balance up to the minimum 15% of the Fund Balance, which has dropped slightly to 14%. Staff wanted to present a budget that followed the City's normal fiscal policies. If Council is willing to allow the department to potentially drop below the Fund Balance slightly to 14%, then the department could go without the rate increase in the Stormwater Fund. However, the two positions in the Stormwater Fund would not be feasible without the rate increase.

To summarize, staff recommendations are to fund 6 total positions in field operations: 2 positions in the Water Fund; 2 positions in the Sewer Fund; and 2 position in Stormwater Fund. However, if the Stormwater rate is not increased, staff recommends adding a total of 4 positions in field operation: 2

positions in the Water Fund; 2 positions in the Sewer Fund. The rates would not increase and these positions would help the department in addressing some of the immediate needs. Staff could defer the 2 positions in the Stormwater Fund if Council is okay with dropping below the 15% for the Fund Balance. That would allow staff to make some progress and would come back later in the summer to update Council with the needs going forward.

Vice Mayor Wright asked for clarification on how this would financially affect businesses. Mr. Mitchell explained that the rate is calculated by square footage and is about roughly \$4 for every 2,700 square feet per impervious area, which equates to about a 6.25% increase. Vice Mayor Wright wanted to know how much revenue an increase to Stormwater Fund would generate? Mr. Mitchell responded that this would generate \$350,000 in revenue. Vice Mayor Wright continued, stating that there are several concerning items in the report, quoting a line from the report, "without immediate dramatic action, the health, safety and long-term vitality of the City could be at risk." He commented that it is important not to lose sight of addressing the important infrastructure needs.

Councilmember Faraldi asked to go deeper into how this impacts businesses; does the 6.25% dramatically impact big manufacturers in the city? Without knowing the exact square footage, he could not speak to how it would impact businesses financially. Councilmember Faraldi stated that he wanted to be extra mindful of any fees, taxes, or revenues we're trying to take from our business community.

Councilmember Nelson stated that constituents could be facing an increase in Real Estate Taxes and could now also be facing an increase in their Stormwater bill. He agreed that Council needs to be protecting the city's infrastructure, and that water, sewer, and stormwater are a part of those important key functions of local government. However, he is reluctant in having multiple revenue increases in one year, especially while during a pandemic. He asked what the impact to debt service would be if the \$0.25 rate increase was decreased to a 3% increase equating to \$0.12/month/SFU? Mr. Mitchell stated that a 3% increase would increase the Fund Balance to about 16% or 17%. The positions could not be added, but fiscal policy requirements would be met.

Councilmember Tweedy said that she wants citizens to be aware that, yes, we may consider a rate increase but not doing so will affect how soon breaks in lines can be fixed. Citizens need to understand what this means for our city.

Councilmember Helgeson suggested that staff internally budget the 2 positions in Stormwater since they are critical, although he does realize that the rate increase will make those positions more stable in the long-term.

Councilmember Tweedy wanted to know where the employees are going to contribute to the turnover rate. Mr. Mitchell explained that it is mainly the utility line workers who are finding other jobs with either the gas company or contractors in the area and are leaving to earn higher pay.

// In the matter of the Police Department, Agenda Item #2, Council heard a presentation from Police Chief Ryan Zuidema regarding the Police Department's response to the events of 2020 and related internal assessment. Chief Zuidema provided some background explaining that following the tragic death of George Floyd in May 2020 in Minneapolis, the Lynchburg Police Department (LPD) took an introspective look at its policies, procedures, and practices. They prioritized listening and engaging the community by conducting several Listening Sessions. The LPD then identified five areas of growth:

1. Understanding how their actions are perceived by the public.
2. More thoroughly explaining what they are doing.
3. Providing additional education to the public on why the department does what they do.
4. Having officers form stronger and more personal relationships with the public.
5. Ensure everyone they come into contact with is treated with dignity and respect.

Chief Zuidema briefed Council on the departments plans moving forward and what they plan on accomplishing:

- Focusing on transparency
- Being intentional about Diversity, Equity, and Inclusion
- Continuing the partnership with CPAG and furthering developing this group's role
- Evaluating training to ensure it is achieving desired culture

- Increasing number of officers receiving annual mental health assessments
- Holding quarterly town halls
- Establishing a Use of Force Team
- Providing Public Critical Incident Briefings
- Researching additional technology
- Reviewing December 2020 report from the President's Commission on Law Enforcement

Vice Mayor Wright asked if every use of force incident is reviewed by the City Attorney's Office. Chief Zuidema explained that every use of force case goes through three separate reviews; an internal departmental review, through Community Policing Advisory Group (CPAG), and as of recently through the City Attorney's Office. This last review process helps by having another set of eyes who are trained in the law to help look for patterns and for potential liability issues. If the City Attorney's Office see actions that LPD are routinely taking or omissions that LPD are routinely making, then staff will address whether policies need to be altered. Vice Mayor Wright asked for more background on CPAG. Chief Zuidema explained that CPAG is made up of 21 members who review cases brought forth by LPD, but also have the option of bringing items from the community to the department independently. Vice Mayor Wright asked if there should be an amendment or conversation shifting the appointments of CPAG members to Council and not from the department.

Councilmember Wilder asked how members of CPAG are normally appointed. Chief Zuidema explained that the police department, with feedback from community stakeholders, identify and recruit volunteer members. Councilmember Wilder asked how citizens could submit their interest. Chief Zuidema stated that they could contact either himself or Deputy Police Chief Mark Jamison.

Councilmember Tweedy wanted to know when national incidents occur, is there discussion with officers? Also, she wanted to know what the greatest threat is to the community that Council would need to work on? Chief Zuidema explained when national incidents occur, there is a debriefing with officers and a review of the reports from the incident. Staff also incorporates the scenarios in training. Chief Zuidema stated that the biggest threat is mental health and since pandemic, issues have only gotten worse. LPD is currently collecting data and working on a report that supports this theory.

// In the matter of Community Development – Planning, Agenda Item #3, Council heard a presentation from City Planner Mr. Tom Martin and City Attorney Mr. Walter Erwin on the process to rename City streets. This is based on inquiries Councilmembers have received about the possibility of renaming 5th Street and/or portions of Memorial Avenue to “Martin Luther King, Jr. Boulevard.” City Code Section § 35-109 through Section § 35-114 provides for the naming or renaming of streets within the City. The City Council or any person or persons may request a street renaming. City Council may rename a street within the city limits by resolution. While a public hearing is not required, Section § 35-110 provides for all property owners on the affected street to be notified of the proposed name. City Council may wish to consider the following options:

- Leave the current designation as Martin Luther King, Jr. Boulevard.
- Direct staff to initiate proceedings to rename Fifth Street as “Martin Luther King, Jr. Boulevard.
- Direct staff to initiate proceedings to rename Fifth Street and Memorial Avenue as “Martin Luther King Jr. Boulevard”.

If City Council wishes to rename the street(s), the City will need to receive permission from the King Center – The Center for Nonviolent Social Change. The fiscal impact would be determined based on scope. City costs would include changing street and gateway signs, as well as property owner notifications for the renaming process.

Prior actions include City Council denying a request to rename Fifth Street to “Martin Luther King Avenue” on September 12, 1989. On March 8, 2005, Fifth Street was given the honorary designation of “Martin Luther King, Jr. Boulevard” by City Council. Gateway Signs at Fifth and Church Streets and at Fifth & Fillmore Streets bear the designation, along with street signs along the Corridor.

Vice Mayor Wright stated that this item was placed on the agenda because he had asked that it be brought for Council’s discussion. In 2020, City Council received a number of requests, including one from the Community Access Network (CAN) on Fifth Street, to formally rename the street to Martin Luther King, Jr. Boulevard. Their patients specifically requested CAN to make this request because it would be affirming to have this street honor one of the nation’s greatest civil rights leaders. This is being brought

forward as taking the request from the community seriously. As of 2005, Fifth Street became one with two names; one working name and one symbolic name.

Councilmember Nelson stated that previous City Councils had discussed this and talked to businesses along the Fifth Street corridor. Businesses largely disliked eliminating the Fifth Street name since that would impose a financial burden to change signage, letterhead, advertisements, and some even their name. The African American community also opposed this change who claimed a rich and proud cultural and commercial connection to the name Fifth Street. This neighborhood is also designated as the Fifth Street Historic District and not the Martin Luther King, Jr. Historic District. A dual designation was approved as well as naming the bridge. Since these are already designated, the only question for Council is whether or not to eliminate the name "Fifth Street". Since Dr. Martin Luther King, Jr. is already honored in that area, Councilmember Nelson suggested honoring local African Americans who courageously advocated for Civil Rights and equality for all. He continued by stating that like any name change, Council needs to learn of the preferences of those who live and work in the area and who may be directly impacted.

Councilmember Helgeson stated that he feels Council should focus time and resources on more pressing items. There is already the street name overlay and there is no benefit in making changes now.

Councilmember Wilder stated that he would be in preference to hearing what the public has to say.

Councilmember Tweedy stated that she also would be willing to listen to all citizens to learn of their opinions too. She clarified to Council that there are so many other ideas that Council can propose that would give children, families, and others who visit the city a more comprehensive picture of the Civil Rights contribution from local African Americans to the City.

Councilmember Faraldi stated that he agrees with the intent and thinks that Council should honor local community members, however, he feels that by stripping Fifth Street of its official name, the City would be removing the name of one of the most important corridors in history for the African American community in Lynchburg. He further explained that such an act would subtract from Lynchburg's history,

not expand it. He reiterated that he would support exploring options of honoring Lynchburg's own history, but he is not in favor of renaming Fifth Street.

Vice Mayor Wright asked if there was a consensus to hold a public hearing on this matter. Councilmember Helgeson stated that he is not in favor of holding a public hearing because people who oppose the matter might not show up for fear of being labeled as participating in "Cancel Culture". He reiterated that he does not think it is prudent right now.

Councilmember Faraldi clarified that the consensus from Council is that other options should be explored.

Councilmember Tweedy made a motion to hold a public hearing to listen to the citizens on whether they want to change the name or whether or not they want to honor local civic and social rights activists in the Fifth Street corridor. Councilmember Faraldi seconded the motion. Councilmember Helgeson said that he would consent to this type of public hearing. Councilmember Tweedy said if there is a consensus she will pull the formal motion from the floor.

Mr. Martin clarified that at this point in time, Council is not directing staff to make changes to the name but rather hold a public hearing to hear the public's input on this matter.

// In the matter of Roll Call, Councilmember Faraldi commended first responders for two separate but equally risky rescues to hikers on the Appalachian Trail over the weekend. Councilmember Wilder expressed condolences for the families of Gracie Melvin (the mother of Leland Melvin) and Dr. Stuart Harris (physician in the community) who passed away recently. Councilmembers Tweedy, Nelson, Helgeson, and Vice Mayor Wright had no items. Mayor Dolan made the following statement regarding vaccinations:

The Commonwealth of Virginia has just launched a statewide vaccine pre-registration system at vaccinate.virginia.gov, to provide a unified and comprehensive process for people in Virginia to pre-register for the COVID-19 vaccine.

All individuals who have previously filled out a survey or form or signed up for a waitlist to be vaccinated through their local health district have been automatically imported into the new

statewide system and do not need to pre-register again. They will maintain their current status in the queue, and should have received an email to let them know they are in the new system and do not need to take any action at this time.

However, if you have not yet registered, you are strongly encouraged to do so by going online to vaccinate.virginia.gov. Please do so today!

A new phone number, 877-VAX-IN-VA (877-829-4682), now provides easy access to hundreds of knowledgeable Vaccinate Virginia representatives seven days a week, from 8 a.m. to 8 p.m. Service is available immediately in English and Spanish.

We know that there is a lot of frustration and misinformation surrounding the availability of the vaccine and information has not always been easy to find. Our Department of Communications and Public Engagement has created easy to find information on the City's website that is updated on a regular basis at lynchburgva.gov.

We continue to encourage everyone to please have patience, to continue to follow the guidelines of social distancing, wearing masks, and avoiding crowds. Please get the vaccine when it becomes available and together we will conquer this pandemic. We are Lynchburg Strong!

// The meeting was recessed at 6:52 p.m.

// City Council reconvened the meeting at 7:30 p.m. The following members were present:

Present: MaryJane Dolan, Beau Wright, Jeff S. Helgeson, J. Randy Nelson, Treney Tweedy,
Sterling A. Wilder, Chris Faraldi 7

Absent: 0

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

// In the matter of Recognitions, Mayor Dolan congratulated the Lynchburg Fire Department for their International Accreditation designation. Fire Chief Greg Wormser was in attendance and gave remarks, thanking his staff for their continued hard work to earn international accreditation.

Mayor Dolan also recognized Lynchburg Parks & Recreation for the following Virginia Recreation and Park Society Awards: Best New Renovation/Addition Award (Brick and Mortar) for Diamond Hill Neighborhood Center Facility Renewal Project; Best New Program Award 2019 for the Lynchburg Parks & Recreation program Sibshops; and Outstanding New Professional Award 2019 for Lynchburg Parks & Recreation Community Recreation Programmer Rachel Smith. Director of Parks & Recreation, Ms. Jenny Jones, was also in attendance.

// In the matter of the Consent Agenda Item #5, copies of the minutes of the January 26, 2021 meeting have been previously furnished to Council, and on motion of Councilmember Faraldi, seconded by Councilmember Wilder, Council by the following recorded vote approved the minutes as presented:

Ayes: Dolan, Wright, Helgeson, Nelson, Tweedy, Wilder, Faraldi	7
Noes:	0

// In the matter of the Consent Agenda Item #6, copies of the minutes of the February 9, 2021 meeting have been previously furnished to Council. Vice Mayor Wright abstained from voting on these minutes since he was absent from the February 9, 2021 City Council Meeting. On motion of Councilmember Helgeson, seconded by Councilmember Faraldi, Council by the following recorded vote approved the minutes as presented:

Ayes: Dolan, Helgeson, Nelson, Tweedy, Wilder, Faraldi	6
Noes:	0
Abstain: Wright	1

// In the matter of the Consent Agenda Item #7, Council conducted a second reading and adopted Resolution #R-21-013 amending the FY 2021 City/Federal/State Aid Fund budget and appropriate \$24,794 with resources for a grant from the Library of Virginia to preserve several land books and marriage bonds at the Lynchburg Circuit Court Clerk's Office. On motion of Councilmember Faraldi, seconded by Councilmember Wilder, Council by the following recorded vote approved the motion:

Ayes: Dolan, Wright, Helgeson, Nelson, Tweedy, Wilder, Faraldi 7

Noes: 0

// In the matter of the Consent Agenda Item #8, Council conducted a second reading and adopted Resolution #R-21-014 to amend the FY 2021 City/Federal/State Aid Fund budget and appropriate \$121,389 provided by the Department of Criminal Justice Services for the expansion of local probation and pretrial services to include Amherst County. On motion of Councilmember Faraldi, seconded by Councilmember Wilder, Council by the following recorded vote approved the motion:

Ayes: Dolan, Wright, Helgeson, Nelson, Tweedy, Wilder, Faraldi 7

Noes: 0

// In the matter of Circuit Court, Agenda Item #9, Council received the first reading of Resolution #R-21-015 amending the FY 2021 City/Federal/State Aid Fund Budget and appropriating \$64,840 for the Lynchburg Adult Drug Court with resources from the Supreme Court of Virginia Drug Treatment Court Docket Grant. Mr. Todd Swisher, Circuit Court Clerk, provided Council with a brief summary of the request. Horizon Behavioral Health submitted a grant application in July of 2020 to the Supreme Court of Virginia with the objective of furthering the City's effort to administer a Local Drug Court program. The Award letter was received from the Supreme Court of Virginia on August 18, 2020, which indicated the Lynchburg Circuit Court was awarded \$64,840 for the period July 1, 2020 – June 30, 2021. These funds will be used to support the Drug Court Coordinator position in the Circuit Court. The match for the City is based on a formula, and will be used for supplies and other expenses associated with the Drug Court Coordinator position. This match was appropriated in the First Quarter Adjustments for FY 2020, as part of the original grant award for this program. Treatment-based drug court is an alternative to incarceration for defendants who enter the judicial system because of addiction. Through a non-adversarial team approach combined with an intensive, judicially monitored treatment program, drug court offers defendants the opportunity to restore themselves as productive, non-criminal members of society. The Lynchburg Drug Court has the following key components:

1. Integrate alcohol and other drug treatment services with justice system case processing.

2. Using a non-adversarial approach, prosecution and defense counsel will promote public safety while protecting participants' due process rights.
3. Eligible participants are identified early and promptly placed in the drug court program.
4. The Court will ensure access to a continuum of alcohol, drug and other related treatment and rehabilitation services.
5. Abstinence is monitored by frequent alcohol and other drug testing.
6. A coordinated strategy to participant's compliance.
7. Ongoing judicial interaction with each drug court participant.
8. Monitoring and evaluation measures will be in place to ensure the achievement of program goals and gauge effectiveness.

This item went to the Finance Committee on February 23, 2021 who recommended approval. As Chair of that committee, Councilmember Helgeson brought the committee's recommendation forward as a motion. No second was required, and Council, by the following recorded vote approved the motion:

Ayes: Dolan, Wright, Helgeson, Nelson, Tweedy, Wilder, Faraldi 7

Noes: 0

// In the matter of Annual Reports, Agenda Item #10, Ms. Ashley Kershner, Executive Director of the Downtown Lynchburg Association (DLA) provided Council with an overview of the annual report. The DLA mission is to create a strong, vibrant, and welcoming downtown with a unique and historic character. In early 2020, the DLA adopted their three-year strategic plan which focused on the following key concepts: foster a thriving and diverse storefront economy; cultivate a lively and engaging Downtown atmosphere; create a truly welcoming environment; increase DLA's organizational effectiveness and ability to deliver on its mission. In March of 2020 and due to the pandemic, the DLA had to slightly shift efforts to concentrate resources on creating and maintain the Downtown Recovery Initiative with events like the Downtown-a-thon which raised over \$50,000 for Downtown businesses. Another piece of the Downtown

Recovery Initiative was to serve as a conduit for communicating state and federal mandates around ever-changing safety protocols and states of emergencies. When opportunities like the Paycheck Protection Plan (PPP) loan and Economic Injury Disaster Loan (EIDL) were created and then recreated, the DLA worked to ensure that every business was given the information they needed.

// In the matter of Engineering, Agenda Item #11, Council considered adopting Resolution #R-21-016 requesting VDOT to increase the official City Street lane mileage for reimbursement of highway maintenance funds for FY 2022. City Engineer Mr. Lee Newland presented Council with a brief summary of the request. When required, usually each year, the City submits a list of new or improved streets to VDOT for acceptance into the street maintenance system for payments. For FY 2022 staff has identified 1.94 lane miles of street segments that need to be added. This action is required by Virginia Department of Transportation (VDOT) to add these segments for addition to the system. The fiscal impact equates to an increase of \$40,797 annually in highway maintenance funds for the 1.94 additional lane miles of local and arterial streets.

Councilmember Helgeson made the motion to approve the resolution, seconded by Councilmember Nelson. With no discussion from Council, the following recorded vote approved the motion:

Ayes: Dolan, Wright, Helgeson, Nelson, Tweedy, Wilder, Faraldi 7

Noes: 0

// In the matter of City Code, Agenda Item #12, Council considered adopting an ordinance amending § 28-40 of City Code, which details the rental fees for City Stadium, to revise the usage fees schedule structure and amounts. The code section was last updated in 1988. Since that time both the football and baseball facilities have undergone significant renovations and expenses for supporting their usage have increased with inflation. The current code is fairly rigid, with a “one-size-fits-all” fee schedule that doesn’t allow for much flexibility for different levels and types of users. The proposed amendments include updated fee amounts and a fee schedule that is flexible for specific uses, from simple private hourly

rentals that require little support from City staff, to larger events such as athletic events and concerts that are more complex require significant staff support and more stadium amenities.

Councilmember Nelson stated that he agrees that the fees in the proposal are appropriate and reasonable, but wanted to know if the upper box rentals are still controlled by the sponsors of the boxes, or would they also be subject to this type of schedule. Mr. Ramsey replied that they are not subject to this fee schedule.

Councilmember Tweedy asked if there is any type of consideration in reduction for nonprofit groups. Mr. Ramsey replied that it is not written in this code revision, but more loosely defined in partnership agreements when there is a mutually beneficial tradeoff.

Councilmember Faraldi asked if the language authorizing a City staff member to work through the negotiations with the nonprofits should be formally included in the city code. Mr. Ramsey said that it should be; staff will make the necessary revisions to the ordinance and will present it to Council at a later date.

// In the matter of City Code, Agenda Item #13, Council considered adopting Ordinance #O-21-017 amending Section § 2-89 of the City Code to reflect changes associated with the authority to obtain criminal history record information. Deputy Fire Chief Jonathan Wright presented Council with a summary of the request. City Code Section § 2-89, among other things, provides specific authority to obtain Criminal History Record Information for applicants for employment with the City of Lynchburg pursuant to the Code of Virginia. The Fire Department seeks the modifications outlined in the proposed ordinance to acquire criminal history of applicants more efficiently than its current practice. Once adopted, a copy of this ordinance will be submitted to the Virginia State Police and the Federal Bureau of Investigation for review and approval in order to begin engaging in the more efficient practice desired. If this ordinance is adopted and approved as stated, the Fire Department will require new equipment that will cost less than \$5,000.

Councilmember Helgeson asked for clarification on the fiscal impact as it pertains to the purchase of new equipment. Deputy Chief Wright said that this equipment would allow users to scan the

fingerprints instead of using dated ink-to-paper methods. The new equipment would result in expediting the onboarding process. The danger in not doing so has resulted in the loss of recruits to other localities. Councilmember Helgeson wondered if the equipment needed to be purchased or if the fire department could use other methods. Deputy Chief Wright explained that for auditing purposes, the fire department has to conduct its own background checks. Interim City Manager Dr. Reid Wodicka stated that since recruits have been lost already to other agencies who are utilizing expeditious fingerprint scanning methods, staff feel the investment is worth the money.

Councilmember Tweedy made the motion to approve the resolution stating that this will help support public safety, seconded by Councilmember Wilder. With no discussion from Council, the following recorded vote approved the motion:

Ayes: Dolan, Wright, Helgeson, Nelson, Tweedy, Wilder, Faraldi 7

Noes: 0

// In the matter of the City Assessor's Office, Agenda Item #14, City Assessor Mr. Jeff Bandy gave Council a presentation regarding the 2021 Proposed Real Estate taxes. The City Assessor's Mission Statement is to assess the City of Lynchburg's real estate according to State Code and provide citizens with accurate records and fair valuations. The Code of Virginia § 58.1-3201 states that, "all real estate, except that exempted by law, shall be subject to such annual taxation as may be prescribed by law." Also, stated in the Code of Virginia is that all general reassessments shall be made at 100% of fair market value, and the City reassesses on a Biennial cycle.

The March 1, 2021 Proposed Reassessment Summary is as follows:

- total taxable real estate values are proposed to increase from \$5.71 billion to \$6.14 billion, a 7.50% increase.
- Residential values are proposed to increase from \$3.285 billion to \$3.592 billion, a 9.33% increase.
- Multi-Family values are proposed to increase from \$501.98 million to \$563.3 million, a 12.22% increase.
- Commercial values are proposed to increase from \$1.562 billion to \$1.596 billion, a 2.19% increase.

- Industrial values are proposed to increase from \$362 million to \$387.9 million, a 7.20% increase.
- Exempt values are proposed to increase from \$1.905 billion to \$2.02 billion, a 6.04% increase.
- Based on current tax rate of \$1.11 per \$100 of assessed value provides a total taxable base of \$68,142,432 for FY 2022 versus \$63,390,118 for FY 2021.

The residential Assessment Changes by Ward are as follows (this is a percentage of how many parcels have changed in each Ward, not percent changed in each Ward):

- Ward 1 – 25.34%
- Ward 2- 25.11%
- Ward 3 – 20.05%
- Ward 4 – 29.49%

Vice Mayor Wright asked for clarification on the Value Change Map slide which depicts Residential Real Estate and Downtown. He specifically wanted to know if this was a projected increase in assessments by neighborhood, or by number of properties? Mr. Bandy explained that it is an average of the neighborhoods. For example, there are some properties in the 5th Street corridor that have seen a market increase but doesn't necessarily mean that homes off of Tinbridge Hill are seeing a 23% increase.

Councilmember Helgeson wanted to know what the tax equalization rate is based on the new numbers? Mr. Bandy stated that the equalization rate is \$1.033.

As the Ward IV representative, Councilmember Faraldi stated there will be 29.49% of parcels in his Ward alone that will be affected if Council does not equalize the rate. Throughout the City, there will be about 77% of parcels who will be affected.

// On motion of Councilmember Wilder, seconded by Vice Mayor Wright, Council, by the following recorded vote, elected to hold a closed meeting for discussion and consideration of the City Attorney's performance; and to discuss the appointment of a member to the Economic Development Authority pursuant to Section 2.2-3711(A.)(1) of the Code of Virginia, as amended.

With no discussion from Council, the following vote was recorded:

Ayes: Dolan, Wright, Helgeson, Nelson, Tweedy, Wilder, Faraldi 7

Noes: 0

// The meeting was reopened to the public.

// Councilmember Helgeson made the following motion:

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

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

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

The motion was seconded by Councilmember Nelson, and Council, by the following recorded vote, adopted the motion:

Ayes: Dolan, Wright, Helgeson, Nelson, Tweedy, Wilder, Faraldi 7

Noes: 0

// On motion of Councilmember Nelson, seconded by Councilmember Wilder, Council by the following recorded vote appointed the following members to the respective boards and commissions:

Economic Development Authority: Mr. Richard Tugman – unexpired term ending June 30, 2021

Ayes: Dolan, Wright, Helgeson, Nelson, Tweedy, Wilder, Faraldi 7

Noes: 0

February 23, 2021

AGENDA ITEM #: 3

// The meeting adjourned at 9:35 p.m.

Clerk of Council

RESOLUTION:

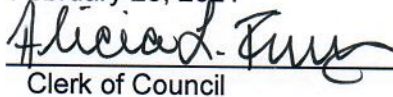
#R-21-015

BE IT RESOLVED THAT the FY 2021 City/Federal/State Aid Fund budget is amended and \$64,840 is appropriated for the Lynchburg Adult Drug Court with resources from the Supreme Court of Virginia through the Supreme Court of Virginia Drug Treatment Court Docket Grant.

Introduced: February 23, 2021

Adopted: March 9, 2021

Certified:


Clerk of Council

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **March 9, 2021**

AGENDA ITEM #: **5**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: Rezoning – B-5, General Business District to B-4, Urban Commercial District – 400, 404 & 406 12th Street

KEY ELEMENTS:

☐ Economic Development ☐ Excellent Government ☒ Natural and Built Environment ☐ Safe Community ☒ Vibrant Community

RECOMMENDATION: Approval of the rezoning petition from B-5, General Business District to B-4, Urban Commercial District.

SUMMARY: AC Capital, LLC (Will Andrews) is petitioning to rezone approximately thirty-nine hundredths (.39) acres at 400, 404 & 406 12th Street from B-5, General Business District to B-4, Urban Commercial District to allow the redevelopment of the property for commercial and residential purposes. If approved the first floor of the building would be renovated for commercial uses, the basement would be renovated for a residential use and future plans would include adding one to three floors above the existing building for residential space. Twelve (12) parking spaces are available on the property with additional parking spaces available for lease on an adjacent property.

PRIOR ACTION(S):

January 27, 2021: The Planning Division recommended approval of the rezoning petition.
The Planning Commission recommended approval (7-0)

FISCAL IMPACT: None.

CONTACT(S):

Tom Martin, AICP, City Planner – 455-3900
Kent White, Community Development Director – 455-3900

ATTACHMENT(S):

- Ordinance
- Planning Commission Minutes –January 27, 2021
- Planning Commission Packet – January 27, 2021
 - Planning Commission Report
 - Zoning Map with Adjoining Owners
 - Future Land Use Map
 - Watershed Map
 - Planimetric and Topographic Map
 - Concept Plan
 - Narrative
 - Property Photograph
 - Speaker Signup Sheet

REVIEWED BY: klw

029A

UNCODIFIED ORDINANCE:

AN ORDINANCE CHANGING A CERTAIN AREA LOCATED AT 400, 404 & 406 12TH STREET FROM B-5 GENERAL DISTRICT TO B-4, URBAN COMMERCIAL DISTRICT.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF LYNCHBURG that in order to promote the public necessity, convenience, welfare and good zoning practice that Chapter 35.2 of the Code of the City of Lynchburg, 1981, as amended, be and the same is hereby further amended by adding thereto Section 35.2-54. __ which shall read as follows:

Section 35.2-54. __. Change of a certain area located at 400, 404 & 406 12th Street from B-5, General Business District to B-4, Urban Commercial District.

The area embraced within the following boundaries:

Legal Description – 400 12th Street

BEGINNING AT A PK NAIL FOUND AT THE INTERSECTION OF THE RIGHT-OF-WAY OF COURT STREET AND THE RIGHT-OF-WAY OF 12TH STREET, THE NORTHEASTERN CORNER OF PARCEL "A"; THENCE S 35°04'16" E A DISTANCE OF 105.42' TO A POINT; THENCE N 55°22'44" E A DISTANCE OF 0.57' TO A POINT; THENCE S 35°01'34" E A DISTANCE OF 79.41' TO A POINT; THENCE S 55°00'39" W A DISTANCE OF 90.85' TO A POINT; THENCE N 35°04'16" W A DISTANCE OF 35.19' TO A POINT; THENCE N 55°22'44" E A DISTANCE OF 26.17' TO A POINT; THENCE N 35°04'16" W A DISTANCE OF 150.16' TO A POINT; THENCE N 55°19'44" E A DISTANCE OF 64.17' TO A POINT; WHICH IS THE POINT OF BEGINNING, HAVING AN AREA OF 0.295 ACRES, MORE OR LESS.

Legal Description - 404 & 406 12th Street

BEGINNING AT A PK NAIL FOUND ALONG THE SOUTHERN RIGHT-OF-WAY OF 12TH STREET, 64.17' SOUTHWEST OF THE INTERSECTION OF THE RIGHT-OF-WAY OF 12TH STREET AND THE RIGHT-OF-WAY OF COURT STREET; THENCE S 35°04'16" E A DISTANCE OF 150.16' TO A POINT; THENCE S 55°22'14" W A DISTANCE OF 26.17' TO A POINT; THENCE N 35°04'16" W A DISTANCE OF 150.14' TO A POINT; THENCE N 55°19'44" E A DISTANCE OF 26.17' TO A POINT; WHICH IS THE POINT OF BEGINNING, HAVING AN AREA OF 0.090 ACRES, MORE OR LESS.

...is hereby changed from B-5, General Business District) to B-4, Urban Commercial District.

And the City Planner shall forthwith cause the "Official Zoning Map of the City of Lynchburg, Virginia" referred to in Section 35.2-32 of this chapter to be amended in accordance therewith.

Adopted:

Certified: _____
Clerk of Council

MINUTES OF THE JANUARY 27, 2021 PLANNING COMMISSION MEETING (MINUTES HAVE BEEN APPROVED):

Petition of AC Capital, LLC (Will Andrews) to rezone approximately three hundred eighty-five thousandths (0.385) of an acre located at 400, 404 and 406 12th Street from B-5, General Business District to B-4 Urban Commercial District to allow the development and redevelopment of the property for commercial and residential uses.

Mr. Tom Martin, City Planner provided the following summary to the Commission. The property is currently zoned B-5, General Business District and the petition proposes to rezone thirty-nine hundredths (.39) of an acre to B-4, Urban Commercial. If approved, the former A&P Grocery Store would be developed into commercial and residential uses. Longer term plans would add one (1) to three (3) stories of residential use on top of the existing structure. While the B-4, Urban Commercial District does not require off-street parking, twelve (12) off street spaces are available behind the building and additional parking is available for lease in an adjacent parking lot located at 1300 Court Street. The area is recommended for Downtown Uses on the City's Comprehensive Plan's Future Land Use Map (FLUM) and is an important part of the 12th Street Area in the Downtown Master Plan 2040 which indicates 12th Street as a gateway into Downtown and part of an important walking loop. The property is in a Combined Sewer Overflow (CSO) area, which exempts the property from stormwater management requirements. E&S plans will be required if any land disturbance exceeds one thousand (1000) square feet. The Planning Division recommends approval of the rezoning petition.

Chair Rogers asked who was present to speak on behalf of the petition.

Mr. Will Andrews and Mr. William Cook, co-owners of the building, addressed the Commission. They would like to rezone the property from B-5 to B-4. The building was built as a grocery store but was more recently used as a warehouse. It is currently vacant and has been for some time. A B-4 zoning will allow for growth of the building and Downtown. They purchased approximately twelve (12) parking spaces with the building and there is also on street parking. The current owner of the adjacent surface lots is amenable to renting additional parking if it is needed. The general reason for the petition is to have by-right residential use and more flexibility for commercial uses.

Chair Rogers asked if there was anyone present who wished to speak in favor of the petition. When no one stepped forward he asked if there was anyone present who wished to speak in opposition of the petition.

The current Postmaster for the Lynchburg post office addressed the Commission. He was not in favor or opposition of the petition but wanted to make sure that it would not disrupt or effect the operation of the Downtown post office.

Chair Rogers closed the public hearing.

Chair Rogers asked what implications the petition will have for the neighboring properties.

Mr. Cook responded that they do not plan to extend the footprint of the structure by much and any extension will not go close to the property lines. There is an electrical line that currently goes over top of the building that will eventually go underground and they have spoken with AEP about this. They still need to check with the City regarding water and sewer hookups but they know both are in the area due to the capacity being provided to neighboring properties. Overall, this petition will allow for a nicer structure, the cleanup of a vacant lot, the improvement of foot traffic, and an increase in both consumers and residents in the area. This will be a nice infill project for the City.

Mr. Andrews added that parking and traffic should not be an issue. The surface lot has been largely underutilized and there is ample parking availability. The Downtown YMCA is nearby meaning that it is already a well-used corridor and this petition should not cause a meaningful increase in volume.

Commissioner Perault asked for clarification that the Postmaster's concern was in regards to disruption to operations during construction.

The Postmaster responded that he is concerned with disruptions like loss of operation, loss of power, and loss of internet. All of their RSS systems run strictly on the web so that addresses can be put in correctly.

Commissioner Perault reiterated that it is an active, in construction concern.

Mr. Cook responded that the line they would like to relocate is located at the corner of Court Street and 12th Street. It runs over the building to a pole that is right behind their property. From there the power serves a few other buildings via underground and overhead. They just want to replace the overhang line with an underground line. AEP would have to speak with the Postmaster regarding the possibility of a power outage.

The Postmaster stated that he would be concerned that AEP would require a hard shutdown.

Commissioner Perault suggested, as a courtesy, that Mr. Andrews and Mr. Cook let the neighbors know if something is coming up that might impact them.

Mr. Cook and Mr. Andrews shared agreement.

Mr. Martin stated that the concern being discussed regards construction management and sequencing. The outages would be done by AEP, Verizon, Comcast, or whoever the providers are. These companies are very apt in working Downtown and in notifying customers of outages and working around their schedules. It is wise to be thinking about that ahead of time but it is something those companies do all the time. AEP will most likely be able to work with the post office to ensure there are no outages.

Mr. Cook added that as the developers, they would make sure that AEP and any other service providers coordinate and there are no unapproved shutdowns.

The Postmaster stated that if the system gets shut down there are a number of reports they must complete.

Mr. Andrew responded that they will make sure to communicate early and often and will try to avoid any shutdowns if possible.

Commissioner Bowden asked the Postmaster if the post office has had any trouble with the current construction going on Downtown.

The Postmaster replied that the post office has not had any trouble with the construction but they have faced issues with their internet providers and services that are located in different areas.

Mr. Cook stated that currently their building has no internet service so there could be potential for Comcast to see this as an opportunity to improve the area.

Chair Rogers stated this is a neat opportunity to improve a building that has been vacant for a while.

Commissioner Johnson asked for clarification that this rezoning also includes 1300 Court Street.

Mr. Andrews responded that 1300 Court Street isn't included and that the GIS has not been updated

Mr. Martin added that when the map was made 400 12th Street had not yet been subdivided from 1300 Court Street.

Commissioner Johnson restated that the rezoning just includes 400, 404, 406 12th Street.

Commissioner Light stated that he is interested to see what will be done with the building since it has just been sitting there for a while. It is nice to see some commercial activity and vitality coming back to 12th Street. He thinks this proposal is a great thing.

Discussion about the location of parking ensued.

Ms. Eve Mergenthaler, Planning Technician, stated that a public comment had been received.

Chair Rogers asked to hear the comment.

The emailed comment from Mr. David Cook stated: "Dear Planning Commission, I am currently watching the rezoning request for the 12th Street property and am very excited for the potential of this structure. I would like to comment that permanent bicycle parking should be included in this development. I believe this is also a zoning requirement on downtown business uses. This could alleviate some of the parking issues as well as there has been an uptick in folks biking around downtown to reach businesses (myself included). Thank you!"

Commissioner Lowe asked for clarification that the plan is to expand the building vertically and that there will be apartments below grade.

Mr. Andrews responded that they plan to expand vertically and that they are considering utilizing the basement space on the backside of the building as residential. The access to the unit would be external through the courtyard.

Commissioner Lowe noted that he had visited the site and was wondering, for safety purposes, how residents would exit the space in an emergency.

Mr. Andrews responded that in addition to residential space that opens up to the exterior, they will need space for mechanical systems and storage.

Commissioner Lowe asked if windows will be added to the basement.

Mr. Andrews responded that there will be windows added for the residential unit and noted that the basement does not run the length of the building.

Mr. Cook added that the basement runs only about the back twenty-five (25) percent of the building. There is a stair on the inside that connects the basement to the rest of the building and a substantial, full exterior foundation wall where there is no basement.

Mr. Andrews noted that the basement residential would open out onto 406 12th Street.

Commissioner Lowe reiterated that he wanted to make sure the residential area would not be sealed off, would meet egress standards, and would be safe for future residents. He is excited to see something happening in this part of Lynchburg since empty buildings don't do anything for the City. This building

has great potential. He is unsure though that twelve (12) parking spaces will be enough if the building is expanded vertically.

Mr. Andrews responded that depending on the number of units they end up with they will have at least one (1) available space per unit. Those spaces will probably be a lease from Babcocks, LLC.

Chair Rogers stated that Babcocks, LLC owns the parking deck.

Mr. Andrews responded that Babcocks, LLC owns the entire surface lot with the exception of the spaces that he and Mr. Cook own.

Commissioner Perault asked for clarification that they have a parking agreement with Babcocks, LLC.

Mr. Andrews shared agreement but noted that the agreement has not officially been drawn up because they are unsure of how many spaces they will need to lease. There are a total of one hundred eighty-five (185) spaces, including theirs, available on that parcel.

Commissioner Marion asked for clarification that the apartments will be in the front part of the building.

Mr. Andrews responded that the lower level apartment will be on the back side of the building.

Commissioner Marion asked if it will be underground since there is dirt surrounding that area.

Mr. Andrews responded that they will excavate an entrance down.

Chair Rogers stated that he agrees with Mr. Cook's idea to have bikes. Things like bikes, scooters, and other modes of transportation are getting used more frequently. This area has a bus stop on that block so it fits in well with people who don't want to drive everywhere. Parking may not be as big of a deal here.

Mr. Andrews shared agreement that bike storage is a great idea.

Commissioner Light made the following motion, seconded by Commissioner Marion, and approved by the following vote:

"Based on the preceding Findings of Fact, the Planning Commission recommends to City Council approval of the petition AC Capital, LLC to rezone 400, 404 & 406 12th Street from B-5, General Business District to B-4, Urban Commercial District."

AYES:	Bowden, Johnson, Light, Lowe, Marion, Perault, and Rogers	7
NOES:		0
ABSTENTIONS:		0
ABSENT:		0

The Department of Community Development

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

To: Planning Commission
From: Planning Division
Date: January 27, 2021
Re: **Rezoning: 400, 404 & 406 12th Street – B-5 General Business District to B-4, Urban Commercial District**

I. PETITIONER

AC Capital, LLC (Will Andrews), 1401 Greenway Court, Lynchburg, Virginia 24503

Representative: Will Andrews, AC Capital, LLC, 1401 Greenway Court, Lynchburg, Virginia 24503

Property Owner: AC Capital, LLC, 1401 Greenway Court, Lynchburg, Virginia 24503

II. LOCATION

The area is approximately thirty-nine hundredths (.39) acres located at 400, 404 & 406 12th Street.

III. PURPOSE

The purpose of the rezoning is to allow the development and redevelopment of the property for commercial and residential purposes.

IV. SUMMARY

- The City's *Comprehensive Plan 2013-2030, Future Land Use Map (FLUM)* recommends a "Downtown Use" for the area.
- The property is located adjacent to the "12th Street Hill Climb" which is part of an important walking loop as indicated in the *Downtown 2040 Master Plan*.
- If approved the first floor of the building would be renovated for commercial space. Future plans would add one to three floors of residential space on top of the existing building.
- Twelve (12) parking spaces would be available on site to serve the proposed uses. Additional parking spaces would be leased on an as needed basis in a parking area located at 1300 Court Street.

The Planning Division recommends approval of the Rezoning petition.

V. FINDINGS OF FACT

1. **Comprehensive Plan.** The *Future Land Use Map (FLUM)* recommends a "Downtown Use" for the area. Downtown is the central commercial core of the City and appropriately contains a mix of retail, entertainment, restaurant, office, employment, residential, public, park, and institutional uses. The area should retain its urban character. Demolition of historic buildings and erection of suburban style, low-density/intensity development is inappropriate. (**p.76**)

The property is also located within the boundaries of the *Downtown 2040 Master Plan*. 12th Street is an important part of Downtown's continued redevelopment. 12th Street is an important

gateway into Downtown and is listed as part of an important walking loop (12th Street Hill Climb).

2. **Zoning.** The subject property was annexed into the City in 1852 and 1870. The existing B-5, General Business District Zoning was established in 1978.
3. **Board of Zoning Appeals (BZA).** The Zoning Administrator has determined that no variances are needed for the development of the property as proposed.
4. **Surrounding Area.** There have been several items requiring City Council approval in the immediate area:
 - On August 12, 1994, City Council amended the zoning of properties indicated on the Riverfront / Downtown Revitalization Program Map from B-5, General Business District to what is now the B-4, Urban Commercial District.
 - On January 12, 2010, City Council approved the conditional use permit petition of Adma Faroh, LLC to allow two (2) apartments and an office use at 802 Court Street.
 - On May 12, 2015, City Council approved the petition of 320 12th Street LLC to rezone 314 and 320 12th Street from B-5, General Business District to B-4, Urban Commercial District to allow the development of twenty-three (23) apartment units.
 - On November 13, 2018, City Council adopted the *Downtown 2040 Master Plan*.
 - On April 9, 2019, City Council approved the petition of Anna Chytia to rezone 1000 Court Street and 210 10th Street from B-1, Limited Business District to B-4C, Urban Commercial District (Conditional) to allow seven (7) apartment units.
5. **Site Description.** The property currently consists of approximately thirty-nine hundredths (.39) acres located at 400, 404 & 406 12th Street. The property contains a one-story building with basement. The building was constructed in 1946 as an A&P Grocery Store and contains nine thousand, nine hundred square feet. Approximately twelve (12) parking spaces are available on site.
6. **Proposed Use of Property.** If rezoning is approved, the first floor of the building would be renovated for commercial uses. An existing basement area would be converted into residential and storage space. Longer term plans would be to add one to three stories of residential uses above the existing building.
7. **Traffic, Parking and Public Transit.** The B-4, Urban Commercial District does not require off-street parking spaces. The petitioner has indicated that approximately twelve (12) off-street spaces are available on this property and additional parking is available at 1300 Court Street via a shared parking agreement.

The property is served by Greater Lynchburg Transit Company (GLTC) Route 3A with three (3) stops located within two hundred feet of the development.
8. **Stormwater Management.** An erosion & sediment control plan will be required if disturbed areas exceed one thousand (1000) square feet. The parcels are located in a combined sewer overflow (CSO) area which exempts the development from stormwater management requirements.

9. **Emergency Services:** The City Fire Marshal and Police Department had no comments of concern regarding the rezoning petition.
10. **Impact.** The requested rezoning to B-4, Urban Commercial will allow the redevelopment of the property into commercial and residential uses that should fit well into the downtown area. Parking is available on site and through a shared parking agreement on 1300 Court Street.
11. **Technical Review Committee.** The Technical Review Committee (TRC) reviewed the petition on January 5, 2021. Comments have or will be addressed prior to final site plan approval.

VI. PLANNING DIVISION RECOMMENDATION

Based on the preceding Findings of Fact, the Planning Commission recommends to City Council approval of the petition AC Capital, LLC to rezone 400, 404 & 406 12th Street from B-5, General Business District to B-4, Urban Commercial District.

This matter is respectfully offered for your consideration.



William T. Martin, AICP
City Planner

pc: Dr. Reid Wodicka, Interim City Manager
Mr. Kent L. White, Interim Deputy City Manager
Mr. Walter C. Erwin, City Attorney
Mr. J. Lee Newland, City Engineer
Ms. Cynthia Kozierow, Lynchburg Police Department
Battalion Chief Thomas Goode, Fire Marshal
Mr. Doug Saunders, Building Official
Mr. Kevin Henry, Zoning Administrator
Mr. Will Andrews

VII. ATTACHMENTS

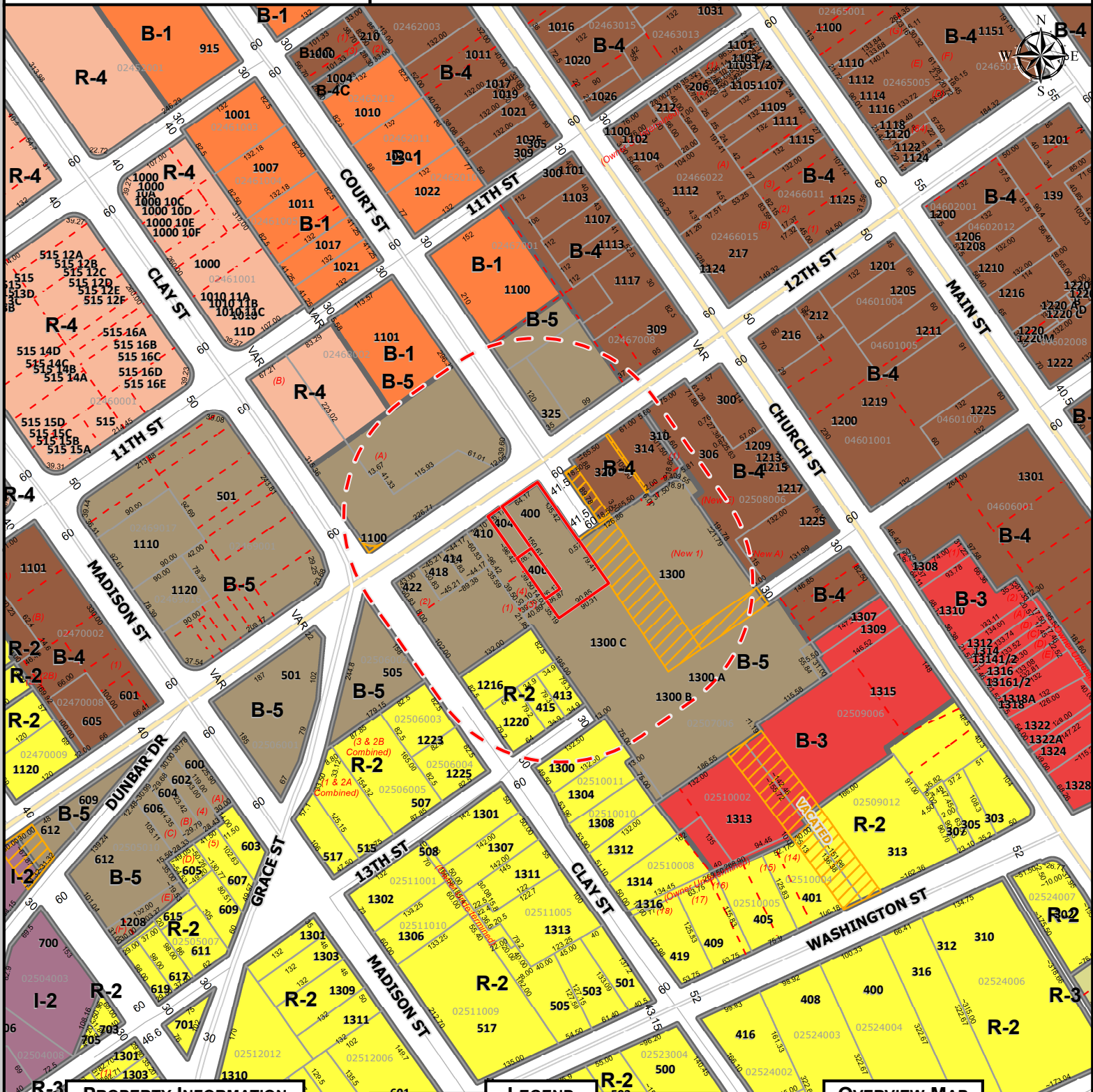
1. **Zoning Map with Adjoining Property Owners**
2. **Future Land Use Map**
3. **Watershed Map**
4. **Planimetric and Topographic Map**
5. **Concept Plan**
6. **Narrative**
7. **Property Photographs**

Zoning-TRC Map

400, 404, 406 12TH STREET

TRC

AC Capital, LLC



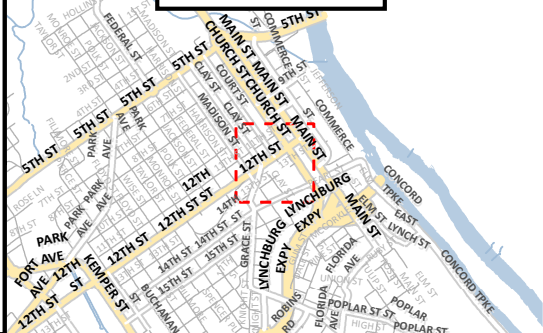
PROPERTY INFORMATION

PARCEL ID	ADDRESS
02507012	400 12TH ST
02507004	404 12TH ST
02507005	406 12TH ST

LEGEND

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

OVERVIEW MAP



MAP SCALE: 1" to 200' DATE PRINTED: 2/2/2021

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.

400, 404, & 406 12th Street

Parcel ID	Address	Owner
02507006	1300 COURT ST	BABCOCKS LLC
02507007	413 13TH ST	COMMONWEALTH OF VIRGINIA
04606017	1310 CHURCH ST	FARRR FOUNDATION
02506002	505 GRACE ST	MUSTAFA, AYAZ & MALIK, FARAH
02468001	1100 CLAY ST	UNITED STATES POSTAL SERVICE
02511006	501 WASHINGTON ST	SHAVER, JOSHUA D
04606021	1314 CHURCH ST	FAIRCHILD PROPERTIES INC
02468002	1101 COURT ST	UNITED STATES POSTAL SERVICE
02510011	1304 CLAY ST	BROWN, HELEN JOY TRS
02467008	309 12TH ST	COMMONWEALTH OF VIRGINIA
02507003	410 12TH ST	WADE, DANIEL D
04601007	1225 MAIN ST	CITY MARKET LOFTS LLC
02507004	404 12TH ST	BABCOCKS LLC
04606022	1312 CHURCH ST	YOUNG MEN'S CHRISTIAN ASSOCIATION
02510008	1314 CLAY ST	HOVDA, VINCENT R & ELIZABETH D
02508010	310 12TH ST	320 12TH STREET LLC
02507008	1220 CLAY ST	BRENNAN, THOMAS E
04601001	1219 MAIN ST	CITY OF LYNCHBURG
04606019	1316 CHURCH ST	YOUNG MEN'S CHRISTIAN ASSOCIATION
04606018	1308 CHURCH ST	CASTLE, WILLIAM H JR
02510010	1308 CLAY ST	BROWN, HELEN JOY TRS
02507011	414 12TH ST	WADE, DANIEL D
02508006	1217 CHURCH ST	RISE UP PROPERTIES LLC
02510005	405 WASHINGTON ST	BLANKS, D NORRIS
04601009	216 12TH ST	CITY OF LYNCHBURG
02507010	415 13TH ST	RISE UP PROPERTIES LLC
02509004	1307 CHURCH ST	YOUNG MEN'S CHRISTIAN ASSOCIATION
02511004	1311 CLAY ST	NEWTON, DENNIS G TRS &
04606020	1314 1/2 CHURCH ST	FAIRCHILD, RICHARD A
02510002	1313 COURT ST	YOUNG MEN'S CHRISTIAN ASSOCIATION
02509012	313 WASHINGTON ST	ACEVEDO, ANDREW W
02508001	320 12TH ST	320 12TH STREET LLC
02507002	418 12TH ST	CALHOUN, AMONDO F
02510006	409 WASHINGTON ST	SMALLSHAW, STEVEN E &
02506003	1223 CLAY ST	HANNON, THEODORE B & JEAN L
02508004	300 12TH ST	LYNCHBURG COMMUNITY ACTION GROUP INC
02511005	1313 CLAY ST	FESMIRE, THOMAS W & KARLA K
02507005	406 12TH ST	BABCOCKS LLC
02511002	1301 CLAY ST	WRIGHT, FRANK B
02507001	422 12TH ST	OLD STEAM BAKERY COMPANY
02510001	1300 CLAY ST	VANTASSELL, JODY L & HESSON, ALMA A
04606001	1301 MAIN ST	CITY MARKET LOFTS LLC
02510007	419 WASHINGTON ST	WOODS, RANDY E & REBECCA S
02511003	1307 CLAY ST	BECKER, KATHRYN L
02509005	1309 CHURCH ST	YOUNG MEN'S CHRISTIAN ASSOCIATION

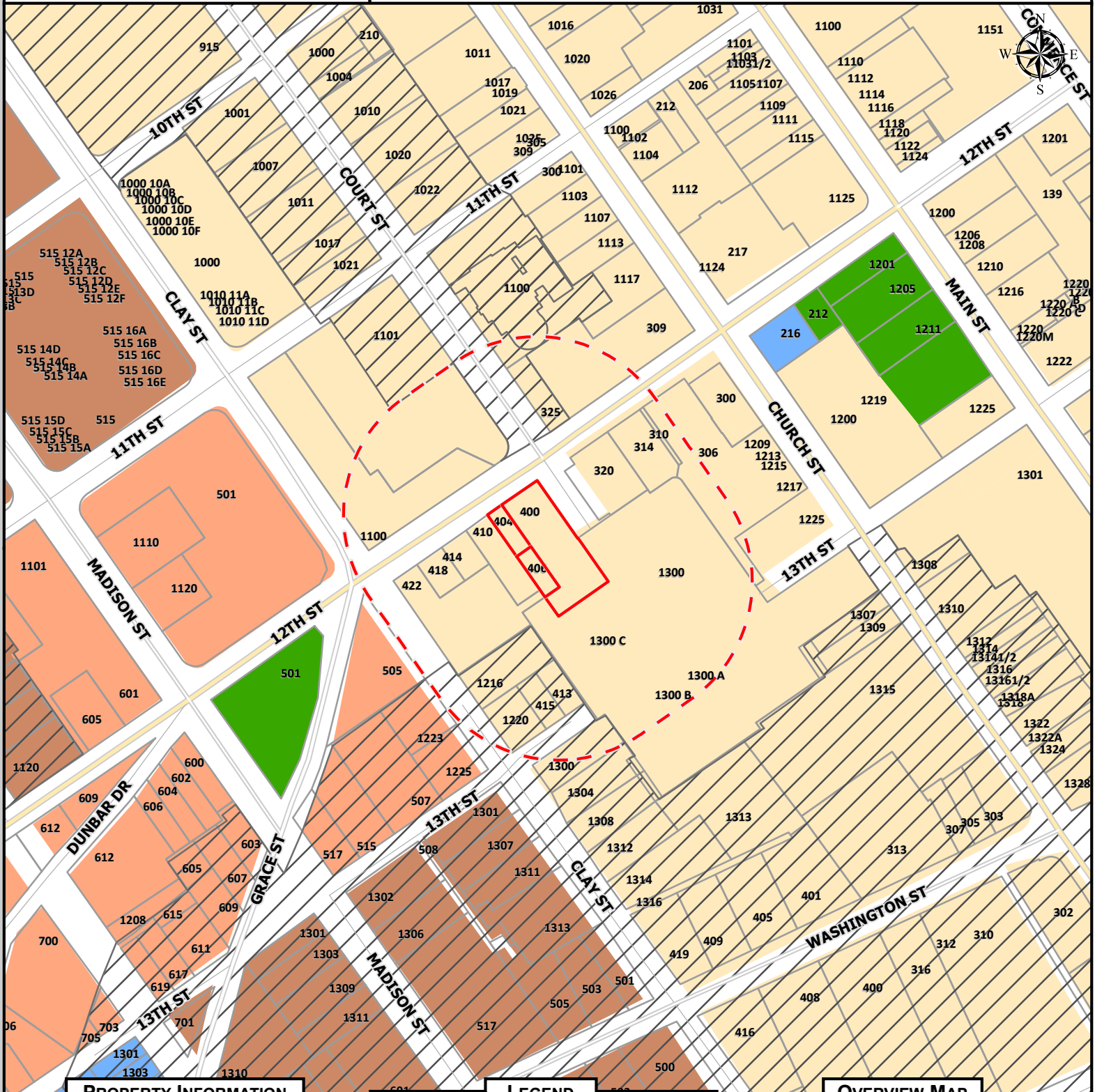
02467011	325 12TH ST	LYNCHBURG HISTORICAL FOUNDATION INC
04606016	1316 1/2 CHURCH ST	YOUNG MEN'S CHRISTIAN ASSOCIATION
02508007	1225 CHURCH ST	1225 CHURCH LLC
02509006	1315 CHURCH ST	YOUNG MEN'S CHRISTIAN ASSOCIATION
02506004	1225 CLAY ST	DAVIS, JOHN W & MARY D
02467001	1100 COURT ST	FIRST BAPTIST CHURCH OF VA TRS
02510004	401 WASHINGTON ST	POTTER, JEFFREY M & MARLA C
02510009	1312 CLAY ST	HOVDA, VINCENT R & ELIZABETH D
02508002	314 12TH ST	320 12TH STREET LLC
02507009	1216 CLAY ST	BRENNAN, ROBERT O & TERESA L

FLUM Map

400, 404, 406 12TH STREET

TRC

AC Capital, LLC



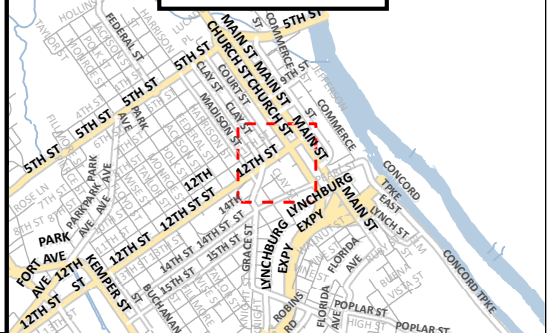
PROPERTY INFORMATION

PARCEL ID	ADDRESS
02507012	400 12TH ST
02507004	404 12TH ST
02507005	406 12TH ST

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

OVERVIEW MAP



MAP SCALE: 1" to 200' DATE PRINTED: 2/2/2021

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.

Watershed Map

400, 404, 406 12TH STREET

TRC

AC Capital, LLC



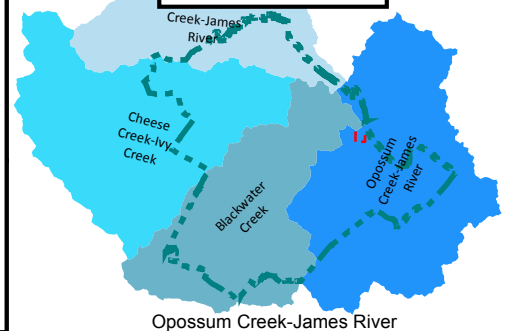
PROPERTY INFORMATION

PARCEL ID	ADDRESS
02507012	400 12TH ST
02507004	404 12TH ST
02507005	406 12TH ST

LEGEND

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

OVERVIEW MAP

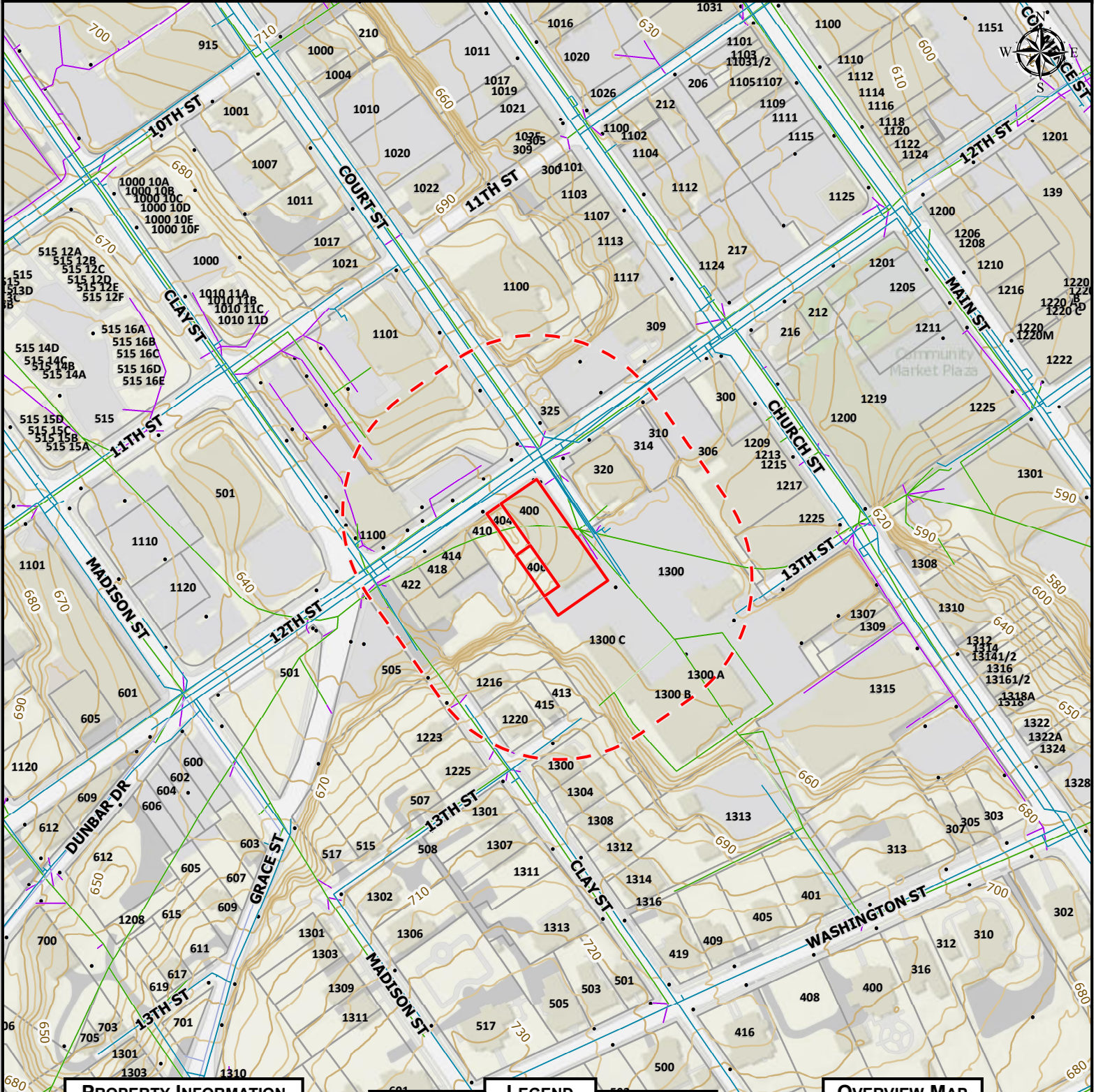


MAP SCALE: 1" to 200' DATE PRINTED: 2/2/2021

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.

TRC

AC Capital, LLC



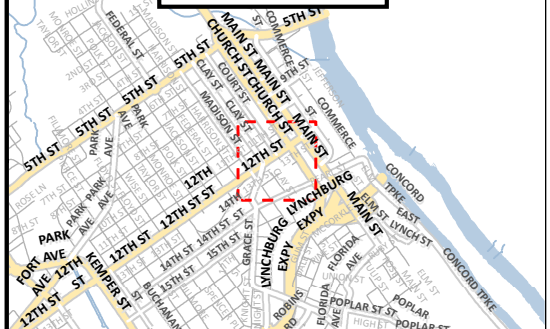
PROPERTY INFORMATION

PARCEL ID	ADDRESS
02507012	400 12TH ST
02507004	404 12TH ST
02507005	406 12TH ST

LEGEND

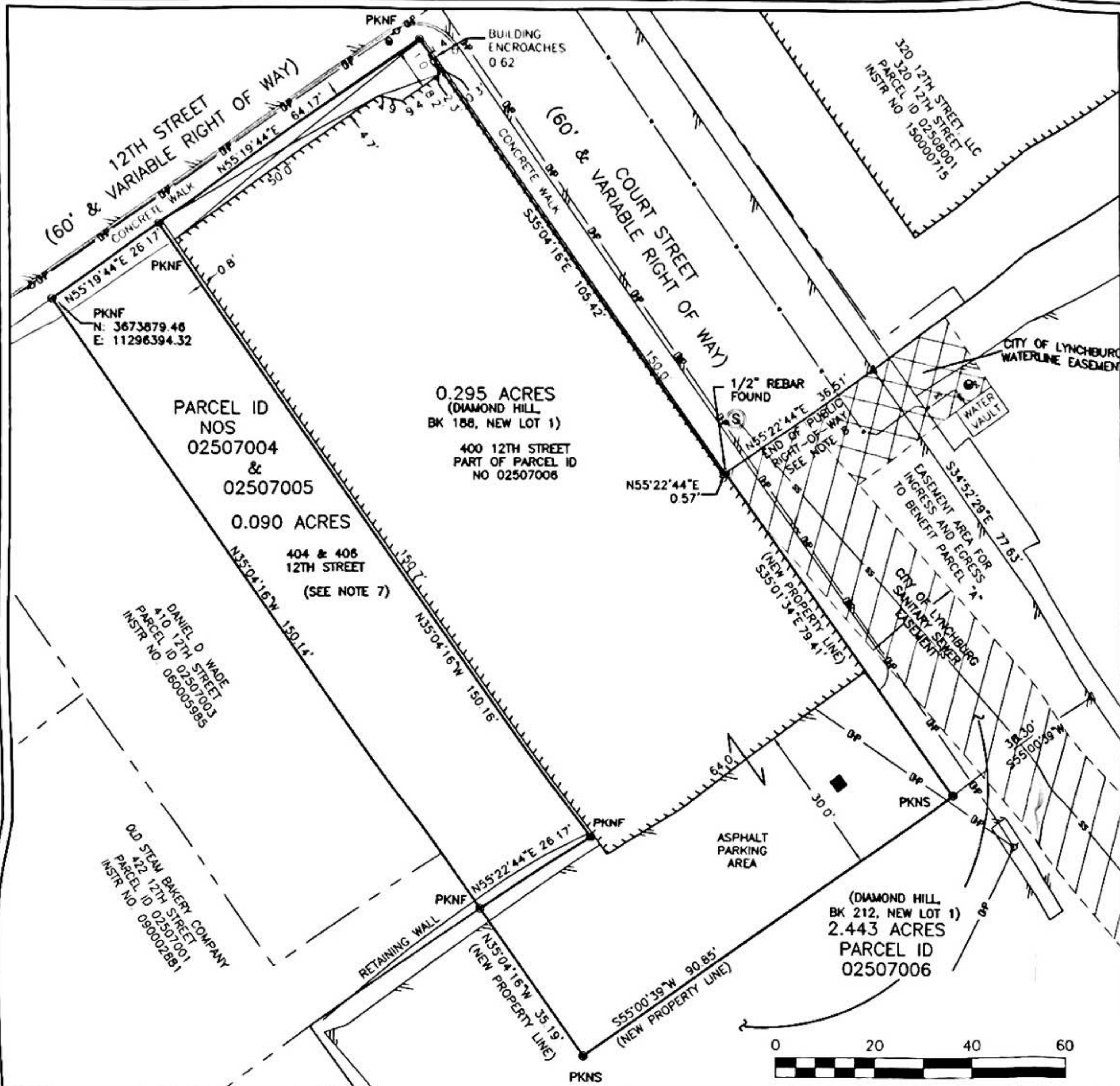
	Active	Proposed	Abandoned
Utilities	Water (Blue line)	Sanitary (Green line)	Storm (Purple line)
Structure	Structure (Brown line)		
Roadway	Roadway (Grey line)		
Parking	Parking (Grey line)		
Sidewalk	Sidewalk (Grey line)		
Driveway	Driveway (Grey line)		
Towers & Trans. Lines	Elec. Trans (Yellow line)	Trans. Tower (Black line)	Comm. Tower (Red line)
	Other (Black line)		
			Pole Cemetery (Black line)

OVERVIEW MAP



MAP SCALE: 1" to 200' DATE PRINTED: 2/2/2021

200009081



SOURCE OF TITLE
PARCEL IDS 02507004, 02507005, 02507006
CURRENT OWNER BABCOCKS LLC
INSTRUMENT NO 200003358 RECORDED IN THE CLERK'S OFFICE OF THE CIRCUIT COURT OF THE CITY OF LYNCHBURG, VIRGINIA

NOTES
1 THIS PLAT WAS PREPARED AT THE REQUEST OF WILLIAM COOK
2 THIS SURVEYOR HAS MADE NO INVESTIGATION OR INDEPENDENT SEARCH FOR EASEMENTS OF RECORD, ENCUMBRANCES, RESTRICTIVE COVENANTS, OWNERSHIP TITLE EVIDENCE, OR ANY OTHER FACTS THAT AN ACCURATE AND CURRENT TITLE SEARCH MAY DISCLOSE THIS PLAT WAS PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT AND DOES NOT THEREFORE NECESSARILY INDICATE ALL ENCUMBRANCES OR IMPROVEMENTS ON THIS PROPERTY ALL ADJOINING OWNERS ARE NOW OR FORMER OWNERS
3 BY GRAPHIC SCALING THIS PROPERTY AS PLATTED FALLS WITHIN THE FLOOD ZONE "X" AS DETERMINED BY F.E.M.A. AND SHOWN ON THEIR MAP 51009300420 EFFECTIVE JUNE 3, 2008
4 THIS PLAT WAS PREPARED FROM AN ACTUAL AND CURRENT FIELD SURVEY MADE UNDER MY SUPERVISION AND COMPLIES WITH THE MINIMUM STANDARDS AND PROCEDURES ESTABLISHED BY THE VIRGINIA STATE BOARD OF ARCHITECTS, PROFESSIONAL ENGINEERS, LAND SURVEYORS, CERTIFIED INTERIOR DESIGNERS AND LANDSCAPE ARCHITECTS TO THE BEST OF MY KNOWLEDGE AND BELIEF
5 THE SUBJECT PROPERTY IS ZONED B-5
6 400 12TH STREET IS CURRENTLY SERVED BY CITY OF LYNCHBURG WATER AND SEWER 404 AND 406 12TH STREET WILL BE SERVED BY CITY OF LYNCHBURG WATER AND SEWER
7 THIS SURVEYOR DID NOT UNDERTAKE TO SURVEY INTERIOR PROPERTY LINES COMMON TO PARCEL ID NO 02507004, 404 12TH STREET AND PARCEL ID NO 02507005, 406 12TH STREET THIS INSTRUMENT SERVES TO RESURVEY THE EXTERIOR PROPERTY LINES ONLY
8 SEE DEED BOOK 238 PAGE 593 FOR THE CONVEYANCE OF THE VACATED PORTIONS OF COURT STREET AND 13TH STREET BY THE CITY OF LYNCHBURG THE AFOREMENTIONED VACATED STREETS ARE CURRENTLY OPEN TO THRU TRAFFIC HOWEVER THEY ARE NOT MAINTAINED BY THE CITY OF LYNCHBURG

PROPERTY LINE
ADJACENT PROPERTY LINE
EDGE OF BUILDING
EDGE OF PAVEMENT
OVERHEAD POWER LINE
GATE VALVE
FIRE HYDRANT
WATER METER
UTILITY POLE
GRATE INLET
CORNER MONUMENT
INGRESS/EGRESS EASEMENT AREA

VICINITY MAP NOT TO SCALE

SUBDIVISION PLAT SHOWING A
PORTION OF PARCEL ID NO. 02507006 &
RESURVEY OF PARCEL ID NOS. 02507004 & 02507005
PROPERTY OF BABCOCKS LLC
CITY OF LYNCHBURG, VIRGINIA

2.738 ACRES - EXISTING PID 02507006 (RECORD)
0.295 ACRES - PARCEL "A" PART OF PID 02507006 (SURVEY)
2.443 ACRES - RESIDUE PID 02507006 (RECORD)

CITY PLANNER: *Will 77M* 11/9/2020
CITY ENGINEER: *J. Lee V. White* 11/9/2020

THE PLATTING OR DEDICATION OF THE FOLLOWING DESCRIBED LAND IS WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRE OF THE UNDERSIGNED OWNERS, PROPRIETORS AND TRUSTEES, IF ANY, THE STATEMENT SHALL BE SIGNED BY SUCH PERSONS AND DULY ACKNOWLEDGED BEFORE AN OFFICER AUTHORIZED TO TAKE ACKNOWLEDGEMENT OF DEEDS

Robert Babcock
AGENT, BABCOCKS LLC

STATE OF VIRGINIA, CITY/COUNTY OF LYNCHBURG
THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS 11/6/20 BY ROBERT BABCOCK 7730795
NOTARY PUBLIC REGISTRATION NO. 7730795
MY COMMISSION EXPIRES 7/31/21

STEPHEN MICHAEL SMITH
NOTARY PUBLIC
REGISTRATION # 7730793
COMMONWEALTH OF VIRGINIA
MY COMMISSION EXPIRES JULY 31, 2021

1 320 12TH STREET, LLC
320 12TH STREET
PARCEL ID 02508001
INSTR NO 150000715

2 320 12TH STREET, LLC
314 12TH STREET
PARCEL ID 02508002
INSTR NO 150000715

3 RISE UP PROPERTIES, LLC
1217 CHURCH STREET
PARCEL ID 02508006
INSTR NO 130008381

4 YOUNG MEN'S CHRISTIAN ASSOCIATION OF CENTRAL VIRGINIA
1307 CHURCH STREET
PARCEL ID 02509004
DEED BOOK 961 PAGE 643

5 YOUNG MEN'S CHRISTIAN ASSOCIATION OF CENTRAL VIRGINIA
1309 CHURCH STREET
PARCEL ID 02509005
DEED BOOK 961 PAGE 643

6 YOUNG MEN'S CHRISTIAN ASSOCIATION OF CENTRAL VIRGINIA
1315 CHURCH STREET
PARCEL ID 02509006
DEED BOOK 270 PAGE 558

7 YOUNG MEN'S CHRISTIAN ASSOCIATION OF CENTRAL VIRGINIA
1313 COURT STREET
PARCEL ID 02510002
DEED BOOK 606 PAGE 828

8 HELEN JOY BROWN, TRUSTEE OF THE HELEN JOY BROWN REVOCABLE TRUST, DATED OCTOBER 15, 2015
1308 CLAY STREET
PARCEL ID 02510010
INSTR NO. 200000314

9 HELEN JOY BROWN, TRUSTEE OF THE HELEN JOY BROWN REVOCABLE TRUST, DATED OCTOBER 15, 2015
1304 CLAY STREET
PARCEL ID 02510011
INSTR NO. 200000314

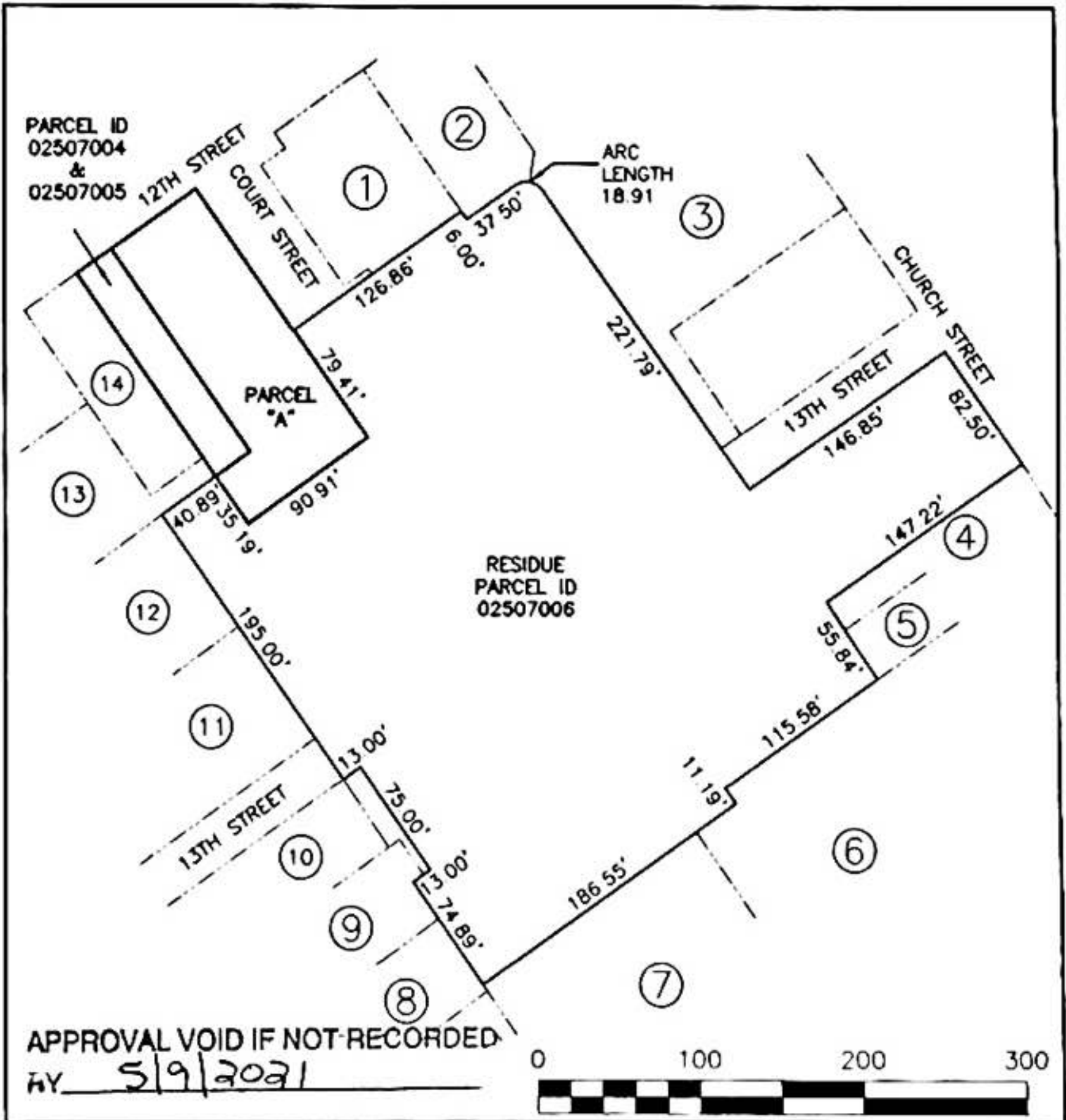
10 JODY L. VANTASSELL & ALMA A. HESSON
1300 CLAY STREET
PARCEL ID 02510001
INSTR NO 070001064

11 COMMONWEALTH OF VIRGINIA
413 13TH STREET
PARCEL ID 02507007
DEED BOOK 944 PAGE 52

12 ROBERT O BRENNAN & TERESA L BRENNAN
1216 CLAY ST
PARCEL ID 02507009
INSTR NO 200003059

13 OLD STEAM BAKERY COMPANY
422 12TH STREET
PARCEL ID 02507001
INSTR NO 090002881

14 DANIEL D. WADE
410 12TH STREET
PARCEL ID 02507003
INSTR NO. 060005985



COMMONWEALTH OF VIRGINIA
FRED EDWARD WILLIAMS
Lic No 2746
11/06/2020
LAND SURVEYOR

ACCUPOINT
SURVEYING & DESIGN
SURVEYORS • ENGINEERS • SOIL EVALUATORS
6200 FORT AVENUE LYNCHBURG, VA 24502
PH 434-610-4334 WWW.ACCUPOINTSURVEYING.COM

SCALE: 1" = 20', 1" = 100'
ASD JOB #: 2020-392
FILE #: 2020-392.DWG
PARCEL ID: 02507004 02507005 02507006
DATE: OCTOBER 29, 2020
REV: NOVEMBER 6, 2020
SHEET: 1 OF 1

Preliminary Site Plan
400, 404 and 406 12th Street, Lynchburg VA 24504
AC Capital LLC
12/18/2020

Background

On December 4, 2020 AC Capital LLC purchased the 9,900 square foot building and two adjacent lots located on the corner of 12th Street and Court Street in downtown Lynchburg. Additionally, the purchase included approximately 2,550 square feet of parking area behind the building. The building was built in 1946 as an A&P Grocery store and was most recently used as a restaurant equipment warehouse. However, for the last few years the building has been vacant. The parcels were subdivided from the Babcock's LLC parcel currently occupied by 3rd Street Brewery, other commercial structures and surface parking lots.

The parcels are currently zoned B-5. We plan to redevelop the building and adjacent parcels into mixed-use, comprised of residential and commercial space. As such, we are requesting to rezone 400, 404 and 406 12th Street to B-4. This zoning that best facilitates our intended use of the parcels.

Preliminary Plan

We currently plan to utilize the existing 9,900 square feet of building space as street-level commercial space. The size and layout of the building offer a great deal of flexibility in uses. The roof is clear span, with no internal columns currently in place. This footprint allows for a variety of potential uses, including retail, office and fitness space.

As we explore potential tenants, we will undertake interior and exterior improvements, including a renovation of the former storefront on 12th Street. The building could be occupied by a single user or divided into smaller spaces to accommodate various commercial tenants. The ultimate tenant mix and use(s) will be determined by demand and market condition

We currently plan to add 9,000 – 25,000 square feet of residential condo and/or apartment space by building 1-3 floors on top of the existing building. The current structure is made entirely of poured concrete and is in excellent condition. This structural integrity affords an excellent podium upon which to build. Depending on the number of stories we add, and unit layouts we choose, we will build between 8 and 26 residential units above the existing structure. All units would have private porches or decks.

We plan to offer a variety of 1, 2 and 3-bedroom units. Additionally, we plan to divide the units to allow for sales as condos; however, we do expect to retain a portion of the units for rent. The unit mix and amount of additional residential space will be determined by market conditions and construction costs.

The structure contains a 1,600 square foot basement, which we plan to convert to a large residential unit, as well as storage space for the building occupants. The basement residential unit will be accessed from a terraced entrance opening on the 404 12th Street parcel.

The remaining space on the 404 and 406 12th vacant lots will be converted to greenspace for the use of the building occupants. These lots are currently overgrown and unsightly. We plan to clear, grade and replant the lots to beautify the space and provide an outdoor amenity for the building occupants and their pets.

Parking

As mentioned above, our parcel contains 2,550 square feet of parking area behind the building. The space will accommodate approximately 12 parking spaces. We plan to provide at least one space for each residential unit. As such, we plan to lease additional surface lot spaces from the owner of the Babcock's LLC parcel to accommodate the ultimate parking needs of the building occupants. Parking needs for the commercial space(s) will depend on the future tenant mix. Based on our conversations with Mr. Babcock, we are confident that we can provide ample parking for any of the considered redevelopment plans.

Conclusion

Thank you in advance for your review of this Preliminary Plan, and the accompanying documentation. We are both Lynchburg natives, and are excited to play a part in the ongoing revitalizing of Downtown. We look forward to further discussions as this process moves forward.

Sincerely,

William S. Andrews, Member
William A. Cook, Member
AC Capital LLC



01/25/2017

© All Pictometry

12th Street Rezoning
404, 406 12th Street and a portion of 1300 Court Street
January 27, 2021

PLEASE PRINT CLEARLY

[illegible]

AN ORDINANCE CHANGING A CERTAIN AREA LOCATED AT 400, 404 & 406 12TH STREET FROM B-5 GENERAL DISTRICT TO B-4, URBAN COMMERCIAL DISTRICT.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF LYNCHBURG that in order to promote the public necessity, convenience, welfare and good zoning practice that Chapter 35.2 of the Code of the City of Lynchburg, 1981, as amended, be and the same is hereby further amended by adding thereto Section 35.2-54. which shall read as follows:

Section 35.2-54. Change of a certain area located at 400, 404 & 406 12th Street from B-5, General Business District to B-4, Urban Commercial District.

The area embraced within the following boundaries:

Legal Description – 400 12th Street

BEGINNING AT A PK NAIL FOUND AT THE INTERSECTION OF THE RIGHT-OF-WAY OF COURT STREET AND THE RIGHT-OF-WAY OF 12TH STREET, THE NORTHEASTERN CORNER OF PARCEL "A"; THENCE S 35°04'16" E A DISTANCE OF 105.42' TO A POINT; THENCE N 55°22'44" E A DISTANCE OF 0.57' TO A POINT; THENCE S 35°01'34" E A DISTANCE OF 79.41' TO A POINT; THENCE S 55°00'39" W A DISTANCE OF 90.85' TO A POINT; THENCE N 35°04'16" W A DISTANCE OF 35.19' TO A POINT; THENCE N 55°22'44" E A DISTANCE OF 26.17' TO A POINT; THENCE N 35°04'16" W A DISTANCE OF 150.16' TO A POINT; THENCE N 55°19'44" E A DISTANCE OF 64.17' TO A POINT; WHICH IS THE POINT OF BEGINNING, HAVING AN AREA OF 0.295 ACRES, MORE OR LESS.

Legal Description - 404 & 406 12th Street

BEGINNING AT A PK NAIL FOUND ALONG THE SOUTHERN RIGHT-OF-WAY OF 12TH STREET, 64.17' SOUTHWEST OF THE INTERSECTION OF THE RIGHT-OF-WAY OF 12TH STREET AND THE RIGHT-OF-WAY OF COURT STREET; THENCE S 35°04'16" E A DISTANCE OF 150.16' TO A POINT; THENCE S 55°22'14" W A DISTANCE OF 26.17' TO A POINT; THENCE N 35°04'16" W A DISTANCE OF 150.14' TO A POINT; THENCE N 55°19'44" E A DISTANCE OF 26.17' TO A POINT; WHICH IS THE POINT OF BEGINNING, HAVING AN AREA OF 0.090 ACRES, MORE OR LESS.

...is hereby changed from B-5, General Business District) to B-4, Urban Commercial District.

And the City Planner shall forthwith cause the "Official Zoning Map of the City of Lynchburg, Virginia" referred to in Section 35.2-32 of this chapter to be amended in accordance therewith.

Adopted: March 9, 2021

Certified:


Clerk of Council

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **March 9, 2021**

AGENDA ITEM #: **6**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: Conditional Use Permit (CUP) – Appalachian Power Company – 200 Old Trents Ferry Road

KEY ELEMENTS:

☐ Economic Development ☐ Excellent Government ☒ Natural and Built Environment ☒ Safe Community ☒ Vibrant Community

RECOMMENDATION: Approval of the CUP petition to allow the expansion of the “Reusens Substation” at 200 Old Trents Ferry Road.

SUMMARY: Appalachian Power Company is petitioning for a CUP to allow the expansion of an electric substation in an R-1, Low Density Residential District and a R-3, Medium Density Residential District. The expansion would involve forty-eight hundredths (.48) of an acre and include a one hundred fifty (150) foot x fifty (50) foot gravel pad with stormwater facilities. A substation has existed on the property since the 1940’s.

PRIOR ACTION(S):

February 10, 2021: The Planning Division recommended approval of the CUP petition.
The Planning Commission recommended approval (7-0) 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 – February 10, 2021
- Planning Commission Packet – February 10, 2021
 - Planning Commission Report
 - Zoning Map with Adjoining Owners
 - Future Land Use Map
 - Watershed Map
 - Planimetric and Topographic Map
 - Concept Plan
 - Narrative
 - Property Photograph
 - Speaker Signup Sheet

REVIEWED BY: klw

030A

RESOLUTION

A RESOLUTION GRANTING A CONDITIONAL USE PERMIT TO APPALCHIAN POWER COMPANY AT 200 OLD TRENTS FERRY ROAD TO ALLOW THE EXPANSION OF THE 'RESUENS SUBSTATION' IN AN R-1, LOW DENSITY RESIDENTIAL DISTRICT AND AN R-3, MEDIUM DENSITY RESIDENTIAL DISTRICT.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF LYNCHBURG, that the petition of Appalachian Power Company to allow the expansion of the "Reusens Substation" at 200 Old Trents Ferry Road is hereby approved subject to the following condition:

1. The site shall be developed in substantial compliance with the site plan "Reusens Substation Expansion" dated January 21, 2021.

Adopted:

Certified: _____
Clerk of Council

MINUTES OF THE FEBRUARY 10, 2021 PLANNING COMMISSION MEETING (MINUTES HAVE BEEN APPROVED):

Petition of Appalachian Power Company for a Conditional Use Permit in an R-1, Low Density Residential District and R-3, Medium Density Residential District to allow the expansion of the existing electrical substation at 200 Old Trents Ferry Road.

Mr. Tom Martin, City Planner provided the following summary to the Commission. The petition proposes a small, less than a half-acre of land disturbance, expansion of the existing Appalachian Power Company substation located at 200 Trents Ferry Road. City aerial photography indicates that the facility has existed since at least the 1940s. The property is zoned R-1, low density residential and R-3, medium density residential and recommended for low density residential and conservation uses on the City's Future Land Use Map (FLUM). The Zoning Ordinance permits these types of facilities in these areas upon approval of a Conditional Use Permit (CUP). The small expansion should have little to no impact on the area. The Planning Division recommends approval of the Conditional Use Permit (CUP).

Chair Rogers asked who was present to speak on behalf of the petition.

Mr. Jim Lovell, a consultant for Appalachian Power Company, addressed the Commission. This proposes a small expansion of fifty (50) by one hundred fifty (150) feet with a stormwater pond to meet Department of Environmental Quality (DEQ) requirements. The reason for the expansion is to improve the service and reliability of the area. A transformer, three (3) voltage regulators, and two (2) circuits will be added. Construction, if approved, will begin in the summer and be completed as soon as possible.

Chair Rogers asked if there was anyone present or online who wished to speak in favor of the petition. When no one stepped forward he asked if there was anyone present or online who wished to speak in opposition of the petition. When no one stepped forward Chair Rogers closed the public hearing.

Chair Rogers asked if the expansion had to do with upgrades to the grid. He has heard talk regarding improvements to infrastructure in the City.

Mr. Lovell responded that a small, inside the station, expansion was just finished and they have been working on some of the distribution and transmission lines in certain areas. This is part of a study that was done to rate the reliability and overall service in the area. It is just one of the projects and there will be others that will be designed and developed in the future.

Commissioner Marion asked if the expansion was happening on the side of the station that is away from the river.

Mr. Lovell responded that was correct, it will be located on the backside of the substation.

Commissioner Marion asked if this expansion will double the used space of the substation.

Mr. Lovell responded that is not correct. It is a fairly small expansion. He demonstrated, using the concept plan, which area represents the proposed expansion and which area represents the stormwater pond. He reiterated that the stormwater pond is being installed to meet DEQ requirements.

Chair Rogers asked if components that can spill from the substation, like oil, will enter the stormwater pond.

Mr. Lovell responded that the stormwater pond is just for DEQ and stormwater regulations. The expansion adds gravel, which is considered an impervious area. Impervious area has to be accounted for in stormwater quality and quantity. This pond will be considered a dry pond so water will come in and be

released at an allowable rate until it empties. In Virginia, you also have to purchase nutrient credits or treat the stormwater. They will purchase nutrient credits if they are available.

Commissioner Marion stated that normally she would be hesitant to issue a Conditional Use Permit for an area that is designated for low density residential and resource conservation but the substation is already there and needs to be functional.

Mr. Lovell stated that they tried to minimize the expansion footprint and it is fairly minimal.

Commissioner Marion added that the substation has been there before any zoning.

Mr. Lovell shared agreement.

Commissioner Bowden asked if this expansion will change how much power comes out of the substation. There has been a lot of development since the 1940s.

Mr. Lovell responded that this expansion is to increase the ability to send power out in more reliable area to the distribution. This is a transmission station so it already has feeds into it. It will help get feeds from Reusens to other stations at a lower voltage.

Commissioner Light stated that he lives in that area. Except when there's a weather event, he has not experienced reliability problems with his service. From a consumer viewpoint, the power company has done a nice job of cleaning the right-of-way and keeping trees away from the power lines. There are not any inherent issues. He applauds Appalachian Power Company for getting ahead of any problems with this expansion.

Commissioner Bowden made the following motion, seconded by Commissioner Light, and approved by the following vote:

"Based on the preceding Findings of Fact, the Planning Commission recommends to City Council approval of the petition of Appalachian Power Company to allow an expansion to the existing substation subject to the following condition:

- 1. The property shall be developed in substantial compliance with the site plan "Reusens Substation Expansion" dated January 21, 2021."**

AYES:	Bowden, Johnson, Light, Lowe, Marion, Perault, and Rogers	7
NOES:		0
ABSTENTIONS:		0
ABSENT:		0

The Department of Community Development

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

To: Planning Commission
From: Planning Division
Date: February 10, 2021
Re: **Conditional Use Permit (CUP) – 200 Old Trents Ferry Road**

I. PETITIONER

Appalachian Power Company, 400 Franklin Road, SW, Roanoke, Virginia 24022

Representative: Teresa Rogers, Appalachian Power Company, 111 Franklin Road SE, Roanoke, Virginia, 24011

Property Owner: Appalachian Power Company, 400 Franklin Road, SW, Roanoke, Virginia 24022

II. LOCATION

The subject property is a tract of approximately twelve and eight tenths (12.8) acres located at 200 Old Trents Ferry Road.

III. PURPOSE

The purpose of the CUP is to allow an expansion of the “Reusens Substation”.

IV. SUMMARY

- The City’s *Comprehensive Plan 2013-2030, Future Land Use Map (FLUM)* recommends a Low Density Residential and a Resource Conservation use for the property.
- An electrical substation has existed on the property since the 1940’s.
- The Zoning Ordinance considers the substation a “Major Public Utilities Service”. These uses are permitted in residential districts upon approval of a CUP.

The Planning Division recommends approval of the CUP petition.

V. FINDINGS OF FACT

1. Comprehensive Plan. The *Future Land Use Map (FLUM)* recommends a Low-Density Residential Use and a Conservation use for the property.

Low Density Residential areas are dominated by single family detached housing at densities of up to four dwelling units per acre. These areas are colored light yellow on the Future Land Use Map. In addition to residential uses, they may include public and institutional uses compatible in scale with single family residential homes. Private recreation uses, including country clubs and swim and racquet clubs, and private open space are also appropriate for Low Density Residential areas. (*p.72*)

Resource Conservation Areas encompass lands with special natural characteristics that limit land uses and development to protect the City’s environmental health. The mapped Resource Conservation Areas include the steep slopes of Candler’s Mountain as well as the City’s stream valleys. The stream valleys, as defined in this Comprehensive Plan, include streams and rivers, their 100-year floodplains, connected wetlands and adjacent steep slopes. Steep slopes are defined as

slopes of 25% or greater. The actual boundaries of the Resource Conservation Area should be determined on a site-by-site basis using the best available environmental data.

Resource Conservation Areas are planned to remain in vegetated open space with development limited to: 1) trails and other passive recreational facilities that involve minimal removal of vegetation, and 2) public facilities that must be located in stream valleys. These include sewer mains, wastewater treatment plants, water intakes and outfalls, road crossings, and public boat ramps. The goal is to keep Resource Conservation Areas as natural as possible to stabilize slopes, prevent soil erosion, provide natural absorption areas for urban runoff, moderate climate, and provide wooded areas for wildlife and for the respite of City dwellers. Many of the stream valley Resource Conservation Areas are recommended to become greenways in the Parks and Recreation element, and thus may have public access trails. Other Resource Conservation Areas, not designated as greenways on the Parks & Recreation Map, are to remain in natural vegetation for purely environmental protection reasons.

On privately owned land within conservation areas, the intent of this Plan is to allow appropriate land uses and infrastructure as long as the environmental value of the areas is conserved or enhanced and public safety is protected through buffers and other best management practices. The zoning ordinance should enable clustering, transfers of development rights and density bonuses to encourage resource protection. (p.77)

2. **Zoning.** Portions of the property were annexed into the City in 1926 with the remainder in 1958. The existing R-1, Low Density Residential District and R-3, Medium Density Residential District were established in 1978.
3. **Board of Zoning Appeals (BZA).** The Zoning Administrator has determined that no variances are needed for the development of the property as proposed.
4. **Surrounding Area.** There have been several items requiring City Council approval in the immediate area:
 - On April 10, 1990, City Council approved the CUP petition of Virginia Episcopal School to allow the construction of a maintenance building and driveway improvements at 400 VES Road.
 - On February 9, 2010, City Council rezoned 4005 – 4225 Hydro Street from I-3, Heavy Industrial District to R-2, Low-Medium Residential District
5. **Site Description.** The property consists of twelve and eight tenths (12.8) acres located at 200 Old Trents Ferry Road. The property contains an AEP electrical substation and towers.
6. **Proposed Use of Property.** If the CUP is approved a forty-eight hundredths (.48) acre expansion of the substation would be constructed.
7. **Traffic, Parking and Public Transit.** With the exception of construction there should be no additional traffic impact from the proposed expansion.
8. **Stormwater Management.** A stormwater management and erosion and sediment control plan will be required prior to final site plan approval. The concept plan indicates the construction of a detention facility on the western portion of an expansion with discharge to a level spreader. Stormwater would then proceed to a tributary of Sugar Tree Branch.

9. **Emergency Services:** The City Fire Marshal had no comments of concern regarding the proposed expansion. The City's Police Department requested that the entire perimeter of the facility be posted with no trespassing signs.
10. **Impact.** The substation has existed in the area since the 1940's. The small expansion should have little to no impact on the area.
11. **Technical Review Committee.** The Technical Review Committee (TRC) reviewed the petition on January 20, 2021. Comments have or will be addressed prior to final site plan approval.

VI. PLANNING DIVISION RECOMMENDATION

Based on the preceding Findings of Fact, the Planning Commission recommends to City Council approval of the petition of Appalachian Power Company to allow an expansion to the existing substation subject to the following condition:

1. **The property shall be developed in substantial compliance with the site plan "Reusens Substation Expansion" dated January 21, 2021.**

This matter is respectfully offered for your consideration.



William T. Martin, AICP
City Planner

pc: Dr. Reid Wodicka, Interim City Manager
Mr. Kent L. White, Interim Deputy City Manager
Mr. Walter C. Erwin, City Attorney
Mr. J. Lee Newland, City Engineer
Ms. Cynthia Kozerow, Lynchburg Police Department
Battalion Chief Thomas Goode, Fire Marshal
Mr. Doug Saunders, Building Official
Mr. Kevin Henry, Zoning Administrator
Ms. Teresa Rogers, Appalachian Power Company

VII. ATTACHMENTS

1. **Zoning Map with Adjoining Property Owners**
2. **Future Land Use Map**
3. **Watershed Map**
4. **Planimetric and Topographic Map**
5. **Concept Plan**
6. **Property Photographs**

Zoning-TRC Map

200 OLD TRENTS FERRY ROAD

TRC

Appalachian Power

R-1

R-3

R-3

R-1

R-3

R-3

R-C

R-3

PROPERTY INFORMATION

PARCEL ID

ADDRESS

13701005 200 OLD TRENTS FERRY RD

LEGEND

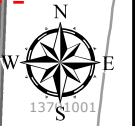
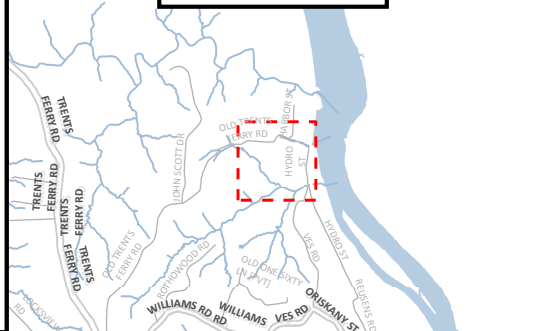
Subject Property

215' Buffer

- | | | |
|-----|------|-----|
| B-1 | I-1 | R-1 |
| B-3 | I-2 | R-2 |
| B-4 | I-3 | R-3 |
| B-5 | IN-1 | R-4 |
| R-C | IN-2 | |

MAP SCALE: 1" to 200' DATE PRINTED: 1/5/2021

OVERVIEW MAP



AEP TRANSMISSION LINE

AEP TRANSMISSION LINE

VACATED

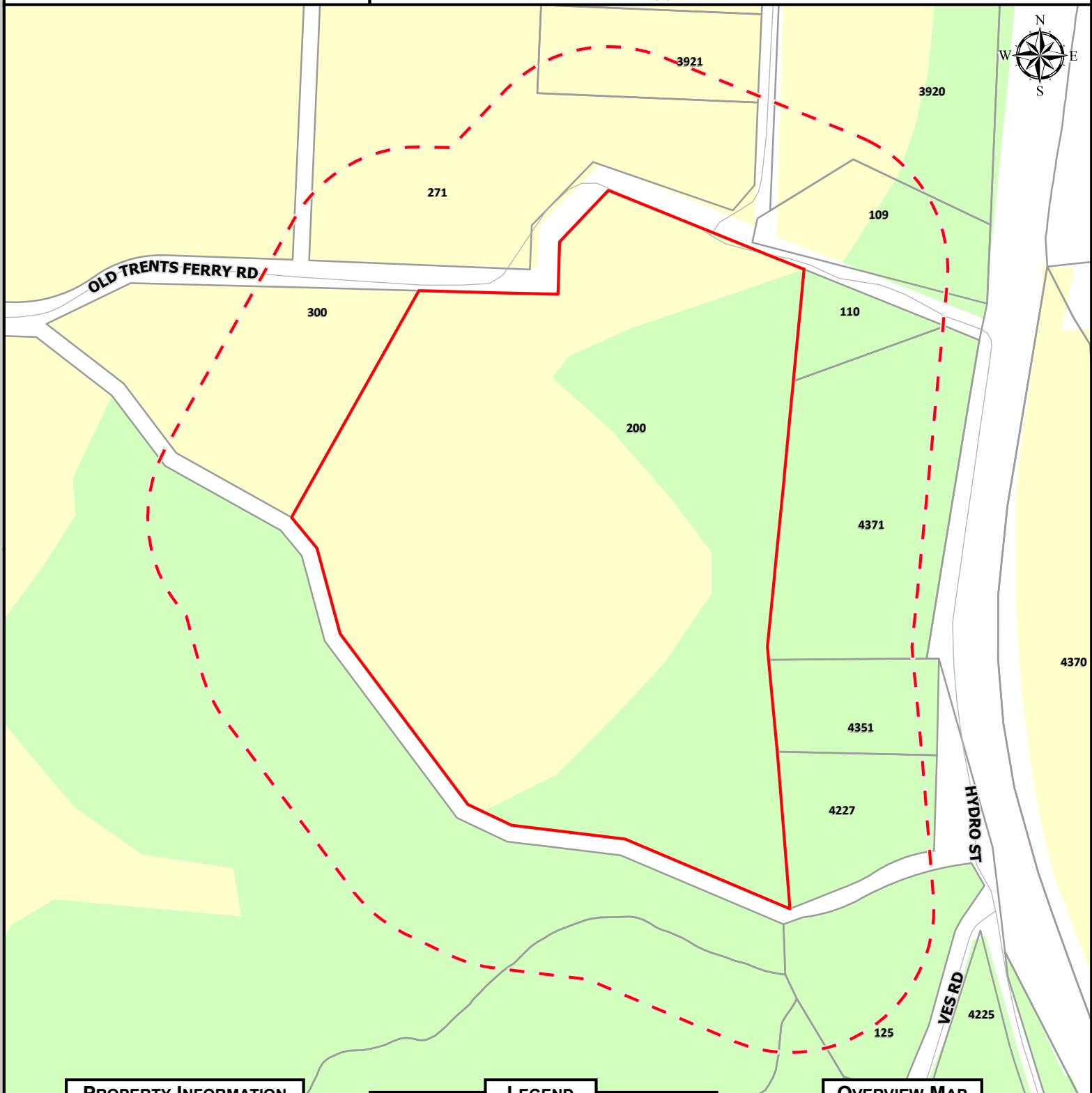
HYDRO ST

VES RD

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.

200 Old Trents Ferry Road

Parcel ID	Address	Owner
13701013	309 OLD TRENTS FERRY RD	RICHARDS, ROBERT D JR & KATHRYN S
13701006	3920 HARBOR ST	HARPER, GARLAND R & PEGGY A
13701016	508 OLD TRENTS FERRY RD	CLATTERBUCK, PAUL S & MARTHA H
13701002	4371 HYDRO ST	APPALACHIAN ELECTRIC POWER
10001035	125 VES RD	ELEVATION LLC
10001034	201 VES RD	CARTER, BERTHA
13701011	271 OLD TRENTS FERRY RD	APPALACHIAN ELECTRIC POWER
13701025	109 OLD TRENTS FERRY RD	HARPER, GARLAND R
13701018	300 OLD TRENTS FERRY RD	JENCAL LLC
13701004	4351 HYDRO ST	SNEAD, HARRY G
13701010	3921 HARBOR ST	BUCKLEY, NEIL H
13701026	110 OLD TRENTS FERRY RD	NEWMAN, EARLE A IV
13701005	200 OLD TRENTS FERRY RD	APPALACHIAN ELECTRIC POWER
13701027	4227 HYDRO ST	LEWIS, JOE
10001036	190 OLD ONE SIXTY LN	VIRGINIA EPISCOPAL SCHOOL



PROPERTY INFORMATION

PARCEL ID

ADDRESS

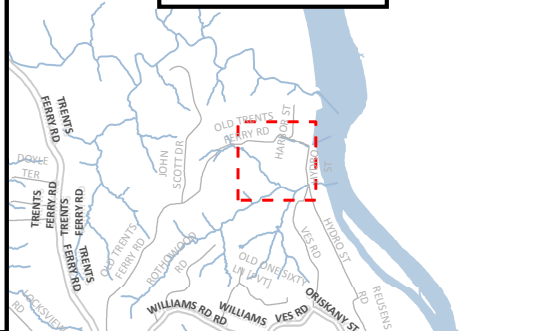
13701005 200 OLD TRENTS FERRY RD

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: 1/5/2021

OVERVIEW MAP





PROPERTY INFORMATION

PARCEL ID

ADDRESS

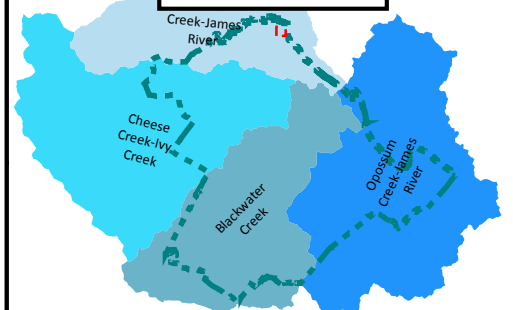
13701005

200 OLD TRENTS FERRY RD

LEGEND

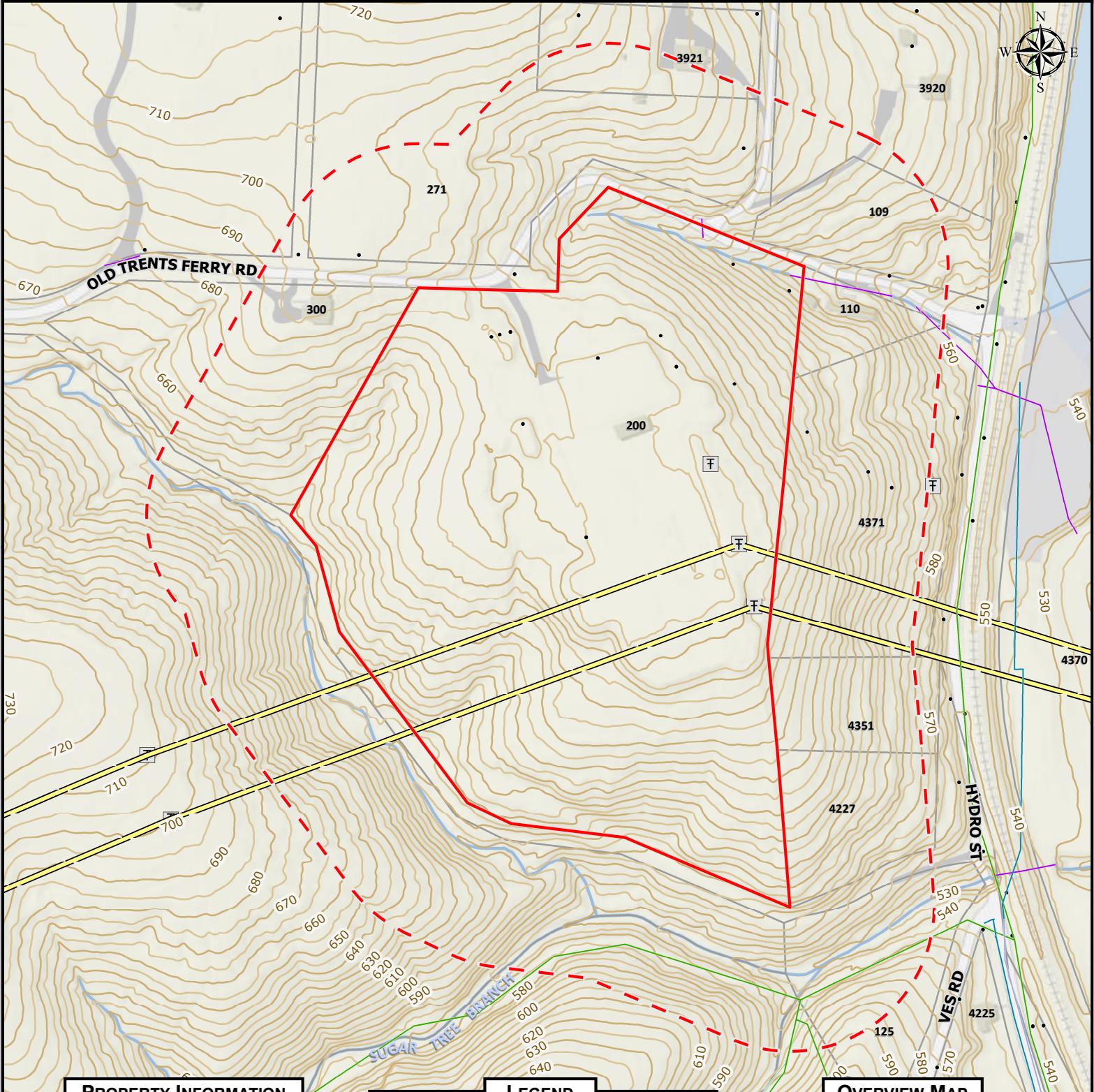
- Subject Property
- Base Flood Elevation
- Floodway
- Floodzone
- River / Lake / Stream

OVERVIEW MAP



MAP SCALE: 1" to 200' DATE PRINTED: 1/5/2021

Judith Creek-James River



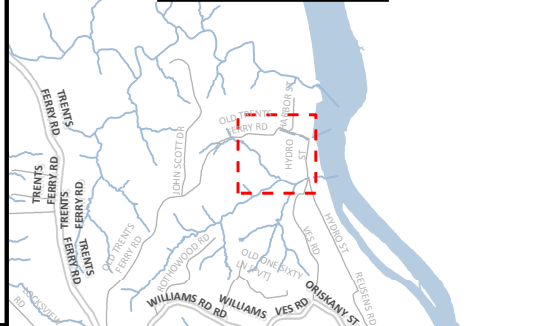
PROPERTY INFORMATION

PARCEL ID	ADDRESS
13701005	200 OLD TRENTS FERRY RD

LEGEND

	Active	Proposed	Abandoned
Utilities	Water (Blue solid line)	Sanitary (Green dashed line)	Storm (Purple dashed line)
Structure	Roadway (Brown solid line)	Parking (Grey solid line)	Sidewalk (Light Grey solid line)
Planimetrics	Driveway (Dark Grey solid line)	Contours (Brown dashed line)	100' (Brown solid line)
Towers & Trans. Lines	Elec. Trans (Yellow solid line)	Trans. Tower (Black square with cross)	Comm. Tower (Black circle with cross)
		Other (Black dot)	Pole Cemetery (Black dot with cross)
			1' (Brown solid line)

OVERVIEW MAP



MAP SCALE: 1" to 200' DATE PRINTED: 1/5/2021

NOTES:

1. 37.4631°N, -79.1899°W
2. EXISTING GROUND TOPO PROVIDED BY HURT & PROFFITT
3. PROPOSED CONTOURS - 1' AND 5' INTERVAL
4. EARTHWORK QUANTITIES:
OUT: 82 CY
FILL: 1594 CY
5. APPROXIMATE LIMITS OF DISTURBANCE: 0.54 ACRE(S)
6. PROJECT WILL REQUIRE SUBMISSION FOR A CUP WITH CITY OF LYNCHBURG.

PID #13701018
JENCAL, LLC
INST. #19004786

PID #13701005
APPALACHIAN ELECTRIC
POWER COMPANY
DB 223 PG 376

PID #13701002
APPALACHIAN POWER
COMPANY
DB 409 PG 444

PID #13701004
N/F HARRY G. SNEAD

OLD DWG : _____		STD DWG : _____	
"THIS DRAWING IS THE PROPERTY OF AMERICAN ELECTRIC POWER AND IS LOANED UNDER CONDITION THAT IT IS NOT TO BE COPIED OR REPRODUCED, IN WHOLE OR IN PART, OR USED FOR FURNISHING INFORMATION TO ANY PERSON WITHOUT THE WRITTEN CONSENT OF AMERICAN ELECTRIC POWER, OR FOR ANY PURPOSE OTHER THAN THAT TO THEIR INTEREST, AND IS TO BE RETURNED UPON REQUEST."			
APCO			
REUSENS SUBSTATION EXPANSION			
LYNCHBURG		VIRGINIA	
138kV			
CONCEPT A			
SCALE: 1" = 30'		DR: WLR	ENG: BKS
 AMERICAN[®] ELECTRIC POWER	WO#: 60168819	APPD: JAW	DATE: 01/21/21
	1 RIVERSIDE PLAZA COLUMBUS, OH 43215		
		DWG. NO.	RE EV

Name and address of petitioner:

Appalachian Power Company
P.O. Box 2021
Roanoke, VA 24022

Name and address of person(s) preparing the plan:

Earth Environmental & Civil, Inc.
235 Claiborne Ave. Suite 100
Rocky Mount, VA 24151
Mr. James N. Lovell, Jr.

Detailed description of the request (e.g., plan map amendment including existing and proposed future land use category or rezoning, including existing and proposed zoning).

Appalachian Power Company (APCO), a subsidiary of American Electric Power, has identified several projects in the Greater Lynchburg Area to increase capacity and reliability of service. One of these projects involves improvements to the existing Reusens Station. The improvements include the addition of a 20 MVA Distribution transformer, (3) voltage regulators, and two 12kV Distribution circuits to serve the local area. The new circuits will tie to other nearby substations in the Peakland and Boonsboro areas of Lynchburg to provide loading relief and will also provide the primary source for Virginia Baptist Hospital. The existing Peakland Station site is inadequate for significant expansion because of size and terrain limitations.

The above noted improvements will require an expansion of the existing fence (Approximately 50' x 150') along the existing western fence line and the installation of a detention basin as a stormwater reduction measure. Based on our understanding of the City of Lynchburg Zoning Ordinance an improvement or expansion outside AEP's existing fence does not require rezoning of the property however, a Conditional Use Permit (CUP) is required.

Detailed description of the request (e.g., plan map amendment including existing and proposed future land use category or rezoning, including existing and proposed zoning).

APCO is requesting a conditional use permit and not a rezoning or rezoning with proffers. The attached "Exhibit 1 – Conditional Use Permit Site Plan" provides the property line location as taken from the City of Lynchburg GIS. APCO will utilize existing property to expand the existing Reusens station.

Purpose of proposed change, including intentions of petitioner for use of the property

Appalachian Power Company (APCO), a subsidiary of American Electric Power, has identified several projects in the Greater Lynchburg Area to increase capacity and reliability of service. One of these projects involves improvements to the existing Reusens Station. The existing substation is currently zoned R-1 and R-3. The expansion will be located on property zoned R1-R3. Properties surrounding the substation are a mixture of R-1 and R-3. Section 35.2-42.2 and Section 35.2-43.2 – Authorized uses of the City of Lynchburg Zoning Ordinance requires a CUP for the construction of electrical substations.

Project Requirements:

- **Conditional Use Permit:** Approval of a Conditional Use Permit by the City of Lynchburg.

- **Stormwater Pollution Prevention Plan (SWPPP):** The project will require the development and approval of a SWPPP. The SWPPP shall include but is not limited to Erosion and Sediment Control, Stormwater Management and proposed location and materials for disposal of refuse and other solid wastes. APCO is a self-approving authority and follows Annual Standards approved by the VDEQ to review, approve, inspect Stormwater Pollution Prevention Plans. The proposed dry stormwater basin is intended to address stormwater quantity and AEP intends to purchase nutrient credits to address stormwater quality.
- **Highway Entrance Approval:** Improvements to the existing substation access road are not needed as part of this project.
- **Wetland/Stream/Cultural/Historic Resources Investigation:** As part of project development, APCO will complete waters of the US and cultural studies for the proposed project and consult with state and federal agencies as necessary.

Documentation demonstrating the amendment's consistency with the vision, goals, and policies of the Comprehensive Plan

This CUP request would allow the expansion of the existing fence (Approximately 50' x 150') along the existing western fence line and the installation of a detention basin as a stormwater reduction measure and is considered consistent with the current Comprehensive plan.

Concept plan meeting the requirements of Exhibit II-16 (plans for planned unit, cluster commercial, traditional neighborhood, or corporate campus development shall demonstrate substantial compliance with the applicable objectives)

"Exhibit 1 – Conditional Use Permit Site Plan" depicts the existing Reusens Substation with proposed grading for the expansion shown. The station is to expand 50' to the west and 150' to the North.

Plan showing phases and planned street layout if less than the entire contiguous holdings of the applicant are shown, or the project is to be developed in phases.

"Exhibit 1 – Conditional Use Permit Site Plan" depicts the existing Reusens Substation with proposed grading for the expansion shown. The station is to expand 50' to the west and 150' to the North.

Metes and bounds description of the property subject to the application

Based on our understanding of Item #4 of the application a metes and bound description is only required for rezoning or rezoning with proffers. APCO is requesting a Conditional Use Permit. The enclosed attachments provide "Exhibit 1 - Conditional Use Permit Site Plan". The purchase of property is not required for this project.

Proffers volunteered by the owner of the property

Proffers not included as part of the CUP request.

Existing zoning and use of adjacent properties

The existing zoning for this property is R-1 and R-3. There is no required use of adjacent properties, all work will be done on APCO property. Adjacent properties are residential use varying between R-1 and R-3. Due east of the station across Hydro Street is an industrial site which is adjacent to the James River.



Reusens Substation Expansion CUP
200 Old Trents Ferry Road
February 10, 2021

PLEASE PRINT CLEARLY

[illegible]

RESOLUTION:

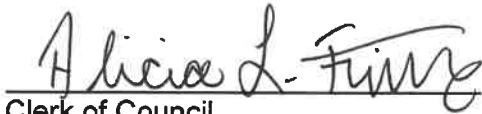
#R-21-019

A RESOLUTION GRANTING A CONDITIONAL USE PERMIT TO APPALCHIAN POWER COMPANY AT 200 OLD TRENTS FERRY ROAD TO ALLOW THE EXPANSION OF THE 'RESUENS SUBSTATION' IN AN R-1, LOW DESNITY RESIDENTIAL DISTRICT AND A R-3, MEDIUM DENSITY RESIDENTIAL DISTRICT.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF LYNCHBURG, that the petition of Appalachian Power Company to allow the expansion of the "Reusens Substation" at 200 Old Trents Ferry Road is hereby approved subject to the following condition:

1. The site shall be developed in substantial compliance with the site plan "Reusens Substation Expansion" dated January 21, 2021 with the exception of Stormwater Management Facilities.

Adopted: March 9, 2021

Certified: 
Clerk of Council

Finney, Alicia

From: Letitia Lowery <lowerylm@lcsedu.net>
Sent: Friday, February 26, 2021 3:34 PM
To: Finney, Alicia
Subject: Re: Speak Before City Council

CAUTION: External Sender

The topic I would like to speak about are our city taxes being raised.

Thank you,
 Letitia Lowery

On Fri, Feb 26, 2021 at 12:00 PM Finney, Alicia <Alicia.Finney@lynchburgva.gov> wrote:

Hi Ms. Lowery,

I'd be happy to schedule you on the agenda for our next City Council meeting held on March 9th at 7:30 p.m. Individual speakers will have 3 minutes to speak and representatives of a group will have 5 minutes. Public Comment requests for that meeting are due to me in writing by noon next Wednesday, March 3rd. An email summarizing the topic you'd like to speak about will fulfill that requirement as long as it is sent before noon next Wednesday.

Please let me know if you need anything else. Thank you!

ALICIA L. FINNEY – Clerk of Council

City of Lynchburg

900 Church Street

Lynchburg, VA 24504

P: (434) 455-3990 **F:** (434) 847-1536

*Formerly alicia.campbell@lynchburgva.gov

From: Letitia Lowery <lowerylm@lcsedu.net>
Sent: Friday, February 26, 2021 8:56 AM

To: Finney, Alicia <Alicia.Finney@lynchburgva.gov>

Subject: Speak Before City Council

CAUTION: External Sender

Hello Ms. Finney,

I would like to speak before the city council on March 9th. What form do I need to submit?

Sincerely,

--

Letitia Lowery

First Grade Teacher

Paul Munro Elementary

This e-mail, along with any attachments, is considered confidential and may well be legally privileged. If you have received it in error, you are on notice of its status. Please notify us immediately by reply e-mail and then delete this message from your system. Please do not copy it or use it for any purposes, or disclose its contents to any other person. Thank you for your cooperation.

--

Letitia Lowery

First Grade Teacher

Paul Munro Elementary

This e-mail, along with any attachments, is considered confidential and may well be legally privileged. If you have received it in error, you are on notice of its status. Please notify us immediately by reply e-mail and then delete this message from your system. Please do not copy it or use it for any purposes, or disclose its contents to any other person. Thank you for your cooperation.

033A

Finney, Alicia

From: Andrew Glover <andrew@glover.us>
Sent: Wednesday, March 3, 2021 12:01 PM
To: Finney, Alicia
Subject: Public Comment for March 9th

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: External Sender

Good afternoon Alicia,

I'd like to be placed on the agenda for the City Council's March 9th meeting. I will be speaking as an individual with a concern regarding the events leading up to last week's decision to hold a public hearing on the re-naming of 5th street.

Thanks,

Andrew Glover
1504 Lockwood Dr. Lynchburg VA 24052
Ward IV
andrew@glover.us
(802) 451-9162

034A

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **March 9, 2021**

AGENDA ITEM #: **9**

CONSENT:
ACTION: X

REGULAR: X
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: Central Virginia Planning District Commission (CVPDC) Hazard Mitigation Plan

KEY ELEMENTS:

___Economic Development ___Excellent Government ___Natural and Built Environment XSafe Community ___Vibrant Community

RECOMMENDATION: Adopt the Central Virginia Planning District Commission (CVPDC) Hazard Mitigation Plan

SUMMARY: The Disaster Mitigation Act of 2000 requires local governments, as a condition for eligibility to receive federal mitigation funds, establish a plan to identify hazards, risks, vulnerabilities, and strategies to address disaster events. The CVPDC, in partnership with its member localities, state and local agencies, and public stakeholders, has completed a planning process to develop a regional pre-disaster plan or Hazard Mitigation Plan. The regional mitigation plan was developed through grant funding and under the guidance of Virginia Department of Emergency Management (VDEM) and the Federal Emergency Management Agency (FEMA).

The regional pre-disaster plan identifies hazards, including flooding, severe weather and wildfires, area vulnerabilities, establishes goals and objectives, and presents regional and locality-specific mitigation strategies. The CVPDC Hazard Mitigation Plan website, www.cvhmp.org, is a comprehensive and interactive website that in addition to Plan access, provides vulnerability, risk, and historic data, interactive maps, and a review of the regional and locality identified mitigation strategies.

Locality adoption of the regional mitigation plan allows the local government to apply for funding through FEMA's Hazard Mitigation Grant Program (HMGP), Building Resilient Infrastructure Communities (BRIC), Flood Mitigation Assistance (FMA), and Rehabilitation of High Hazard Potential Dam (HHPD) grant programs.

PRIOR ACTION(S): The original Multi-Jurisdiction Hazard Mitigation Plan was adopted by Lynchburg City Council on May 23, 2006, and a subsequent update was adopted in 2013.

FISCAL IMPACT: N/A

CONTACT(S): Melissa Foster, Director, Department of Emergency Services, 455-4285
Kelly Hitchcock, Planning & Development Director, Central Virginia Planning District Commission, 845-5678

ATTACHMENT(S): Resolution; CVPDC Hazard Mitigation Plan Information Sheet (the full plan is not attached due to file size but can be accessed through the link on the information sheet).

REVIEWED BY: klw

036A

RESOLUTION:

WHEREAS, the City of Lynchburg and the entire Central Virginia Planning District region have exposure to natural hazards that can affect the safety to life, property, businesses, and local economy; and

WHEREAS, pro-active mitigation, or actions, before a disaster can lessen or eliminate long-term risk and impacts of hazards to life and property; and

WHEREAS, The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-228, as amended), Title 44 of the Code of Federal Regulations (CFR), as amended by the Disaster Mitigation Act of 2000 (Public Law 106-390), requires development of pre-disaster mitigation plan as a requirement for eligibility for federal pre- and post-disaster hazard mitigation funding; and

WHEREAS, the Central Virginia Planning District Hazard Mitigation Technical Advisory Committee, comprised of a coalition of local, regional, state, business, and citizen stakeholders, that included dedicated Lynchburg City representation and participation from each of the ten (10) Central Virginia Planning District localities, led a pre-disaster planning process according to FEMA regulations; and

WHEREAS, the planning team completed a planning process that engaged the public, assessed the risk and vulnerability to the impacts of natural hazards, developed mitigation strategies consistent with a set of uniform goals and objectives, and includes an evaluation, maintenance, and revision process; and

WHEREAS, the Federal Emergency Management Agency (FEMA) has reviewed, and on January 22, 2021 Approved Pending Adoption (APA) was granted to the Central Virginia Planning District Commission Hazard Mitigation Plan – 2020 Update;

NOW, THEREFORE, BE IT RESOLVED by the City of Lynchburg City Council that the Central Virginia Planning District Commission Hazard Mitigation Plan – 2020 Update is hereby approved and adopted for Lynchburg City.

Adopted:

Certified:

Clerk of Council

Central Virginia Planning District Commission Hazard Mitigation Plan – 2020 Update Plan Adoption Consideration

The Disaster Mitigation Act of 2000 requires local governments, as a condition for eligibility to receive federal mitigation funds, establish a plan to identify hazard risk, vulnerabilities, and strategies. The Central Virginia Planning District Commission (CVPDC), in partnership with its member localities, state and local agencies, and public stakeholders, has completed the regional pre-disaster plan or Hazard Mitigation Plan (HMP).

The ***Central Virginia Planning District Commission Hazard Mitigation Plan – 2020 Update*** (CVPDC HMP 2020) identifies hazards, such as flooding, severe weather and wildfires, area vulnerabilities, establishes goals and objectives, and presents regional and locality-specific strategies, or potential actions, to lessen the overall impact from natural disasters to households, businesses and property. The CVPDC HMP 2020 was developed through a comprehensive public outreach process and through the leadership and guidance by the HMP Technical Advisory Committee (TAC), comprised of local, state, and regional governmental staff, business, non-profit, and local citizen stakeholders.

Lynchburg City was represented throughout Plan development on the TAC by Melissa Foster, Director Emergency Services, Erin Hawkins, Water Quality Manager, Water Resources, Jeff Martin, Assistant Director, Water Resources and Piper VanDePerre, Emergency Program Specialist, Emergency Services. Additional city staff, including representatives from planning, public safety, public works, water resources, extension and the school system contributed to the development of the pre-disaster plan and Lynchburg City Mitigation Strategies.

The ***CVPDC HMP 2020*** can be accessed on the CVPDC Hazard Mitigation Plan website, www.cvhmp.org. In addition to providing access to the full Plan, the interactive website provides access to vulnerability, risk, and historic data interactive maps, and to the regional and individual CVPDC-locality identified mitigation strategies.

Reviewing the Document

The CVPDC HMP 2020 is a comprehensive regional document. As such, contains considerable information and is quite large. The pre-hazard mitigation plan website provides the ability to review Chapters and sections individually. The following is provided to assist reviewing the document:

- CVPDC HMP 2020 Plan website: www.cvhmp.org:
- Full plan and individual chapters: <http://www.cvhmp.org/cvpdc/resources/documents/#plan>
- Executive Summary: <http://www.cvhmp.org/static/files/0-summary-cvpdc-hmp-2020.pdf>
- Mitigation Strategies: <http://www.cvhmp.org/cvpdc/mitigation/>
Use the Jurisdiction-Specific Mitigation Actions section of this page to see Lynchburg's, the CVPDC regional, or other individual locality mitigation strategies.

Lynchburg City Council Adoption Consideration

The ***Central Virginia Planning District Commission Hazard Mitigation Plan – 2020 Update*** was submitted to FEMA in October 2020. Provisional FEMA adoption was provided December 21, 2020 and final Approval Pending Adoption (APA) status was awarded by FEMA January 22, 2021. The CVPDC HMP 2020 Update is being presented to Council for adoption consideration.

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **March 9, 2021**

AGENDA ITEM #: **10**

CONSENT:
ACTION: X

REGULAR: X
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: City Code Amendment – Section 28-40, City stadium fees

KEY ELEMENTS:

☒ Economic Development ☒ Excellent Government ☐ Natural and Built Environment ☐ Safe Community ☐ Vibrant Community

RECOMMENDATION: Approval of amending Section 28-40 of City Code to revise the usage fees schedule structure and amounts for the football and baseball stadiums.

SUMMARY: City Code Section 28-40 details the rental fees for City Stadium. The code section was last updated in 1988. Since that time both the football and baseball facilities have undergone significant renovations and expenses for supporting their usage have increased with inflation. The current code is fairly rigid, with a “one-size-fits-all” fee schedule that doesn’t allow for much flexibility for different levels and types of users.

The proposed amendments include updated fee amounts and a fees schedule that is flexible for specific uses, from simple private hourly rentals that require little support from City staff, to larger events such as athletic events and concerts that are more complex require significant staff support and more stadium amenities.

Per Council’s request, a provision for reduced rates for non-profit organizations is being submitted for consideration.

PRIOR ACTION(S): February 23, 2021 – City Council considered revisions to City Code Section 28-40 and requested additional amendments.

FISCAL IMPACT: Based on the booked events at the stadium in fiscal years 2018 and 2019 the new rates would result in additional revenue of approximately \$7,500-\$11,000 per year.

CONTACT(S): John Ramsey, Support Services Manager, Parks & Recreation, 455-5869
Jennifer Jones, Director, Parks & Recreation, 455-5868

ATTACHMENT(S): Ordinance
February 23, 2021 City Council Agenda Summary

REVIEWED BY: raw

031A

AN ORDINANCE TO AMEND AND REENACT SECTION 28-40 OF THE CODE OF THE CITY OF LYNCHBURG, 1981, THE AMENDED SECTION RELATING TO THE FEES THAT ARE CHARGED FOR THE USE OF THE STADIUM FACILITIES.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF LYNCHBURG:

1. That Section 28-40 of the Code of the City of Lynchburg, 1981, be and the same is hereby amended and reenacted as follows:

Sec. 28-40. - City stadium fees.

(a) ~~For the use of the football field, ten percent of the gross gate receipts, with a minimum fee of \$160.00, plus the following fees:~~

~~(1) Preparation of field, including marking and mowing, \$180.00.~~

~~(2) Preparation of equipment:~~

~~Scoreboard \$ 25.00~~

~~Field phones 5.00~~

~~Public address system 40.00~~

~~(3) Game service — two city employees will be furnished without cost. For each additional employee, a fee of \$50.00.~~

~~(4) For cleaning the premises:~~

~~Locker rooms \$ 50.00~~

~~Grounds and stands 260.00~~

~~There will be no additional fee for cleaning restrooms.~~

~~(5) For preparation of lights and furnishing of electricity, \$45.00.~~

(a) For the use of the football stadium, fees shall be assessed per the following guidelines:

(1) Simple-use – Athletic field, non-ticketed activities, not intended for spectators, with only limited support services. Examples include practices and team tryout sessions.

Includes use of the athletic field with minimal preparation to a safe and usable state for general athletic activities. No additional field marking or setup is included. One set of restrooms will be provided and one gate will be opened and closed by City staff.

For these activities an hourly fee of \$50 per hour will be assessed.

(2) Simple use – Entrance-plaza-event venue; non-ticketed private rental events that require limited support from City staff during the event. Examples include weddings, receptions, and private parties.

Includes access to the following areas and amenities:

1. Plaza area on the south end of the facility between the main entrance gates and the viewing stands
2. The south-end “D” zone on the athletic field
3. One set of restrooms
4. The concession stand at the south end of the facility

For these activities the following fees will be assessed:

a. 4-hours (minimum)	\$250
b. 8-hours	\$400
c. Additional hours	\$75/hour
d. Field lighting (optional)	\$45/hour

- (3) Expanded or event-level use – ticketed or free-admission events, athletic or otherwise, that are open to the public, intended to be presented to an audience, and require use of the full stadium and its amenities and considerable support services from City staff.

a. The base fee for these uses is \$1,500 for up to eight hours. This fee includes access to and usage of the following amenities:

1. Athletic field in game condition lined for football and soccer
2. All common-area restrooms
3. Ticket booths (2) at the east (main) and west entrances
4. Press boxes (2)
5. Public address system
6. Scoreboard (event coordinator must provide game operator at their own expense)
7. Viewing stands for audience
8. Two (2) City employees will be on-site for expanded-level usages for a maximum of eight hours for no additional charge.
9. All facilities will be cleaned and in working condition (unless otherwise noted) prior to the event's start date and time.

b. The following amenities will be available to event-level users for the listed additional fees:

1. Additional facility-usage hours (>8) \$75/hour
2. Additional City employees \$50/employee/hour
3. Additional employee hours (>8) \$50/employee/hour
4. Additional field preparation \$262 (materials) + \$25/employee hour for application and removal
5. Locker room access \$100/room
6. Use of two concession stands \$100
7. Athletic field lighting \$45/hour

- (4) Partner groups – groups or organizations with current partnership agreements with Lynchburg Parks and Recreation will be allowed to use the stadium facility, per guidelines set forth within the partnership agreement, free of rental or usage fees.

Other fees may be assessed as needed in order to recover city costs for the provision of support services for events at the stadium.

- (5) When the City Manager or designee determines that it is in the City's best interest to do so, it may reduce or waive the rates and fees set forth above for nonprofit and community service organizations.
- (6) Damages to stadium facilities or equipment that occur as a result of the lessee's usage will be billed to the renter at 100% of the repair cost.

(b) ~~For the use of the baseball field, ten percent of the gross gate receipts, with a minimum fee of \$160.00, plus the following fees:~~

(1) ~~For preparation of equipment:~~

Scoreboard \$ 10.00

Public address system 10.00

~~(2) Game service one city employee will be furnished at no additional cost. For each additional employee, \$10.00.~~

~~(3) For cleaning the premises:~~

~~Locker rooms \$ 50.00~~

~~Grounds and stands 100.00~~

~~There will be no additional fee for cleaning restrooms.~~

~~(4) Preparation of lights and furnishing equipment, \$25.00.~~

~~(c) The fees charged the public schools will be 50 percent of the above required fees.~~

(b) For the use of the baseball stadium, fees shall be assessed per the following guidelines:

(1) For use of the concourse or picnic areas for parties and other private activities the following fees will be assessed:

1. 4-hours (minimum)	\$250
2. 8-hours	\$400
3. Additional hours	\$75/hour

(2) For use of the entire stadium the base fee is \$1,500, and includes use of the facility for up to eight hours.

a. This fee includes access to and usage of the following amenities:

1. Athletic field in game condition (baseball)
2. All common-space restrooms
3. Picnic and concourse areas
4. Ticket booth
5. Press box
6. Public address system
7. Scoreboard (event coordinator must provide game operator at their own expense)
8. Viewing stands for audience
9. Two (2) City employees will be on-site for a maximum of eight hours
10. All facilities cleaned and in working condition (unless otherwise noted)

b. The following items will be available to expanded/special-event-level users for the listed additional fees:

1. Additional City employees	\$50/employee/hour
2. Additional employee hours (>8 hrs.)	\$50/employee/hour
3. Locker room access	\$100/room
4. Athletic field lighting	\$75/hour

(3) Partner groups – groups or organizations with current partnership agreements with Lynchburg Parks and Recreation will be allowed to use the stadium facility, per guidelines set forth within the partnership agreement, free of rental or usage fees.

Other fees may be assessed as needed in order to recover city costs for the provision of support services at the stadium.

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organizations.

- (5) Damages to stadium facilities or equipment that occur as a result of the lessee's usage will be billed to the renter at 100% of the repair cost.

2. That this ordinance shall become effective upon its adoption.

Adopted:

Certified: _____
Clerk of Council

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **February 23, 2021**

AGENDA ITEM #:

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: City Code Amendment – Section 28-40, City stadium fees

KEY ELEMENTS:

☒ Economic Development ☒ Excellent Government ☐ Natural and Built Environment ☐ Safe Community ☐ Vibrant Community

RECOMMENDATION: Approval of amending Section 28-40 of City Code to revise the usage fees schedule structure and amounts for the football and baseball stadiums.

SUMMARY: City Code Section 28-40 details the rental fees for City Stadium. The code section was last updated in 1988. Since that time both the football and baseball facilities have undergone significant renovations and expenses for supporting their usage have increased with inflation. The current code is fairly rigid, with a “one-size-fits-all” fee schedule that doesn’t allow for much flexibility for different levels and types of users.

The proposed amendments include updated fee amounts and a fee schedule that is flexible for specific uses, from simple private hourly rentals that require little support from City staff, to larger events such as athletic events and concerts that are more complex, require significant staff support, and more stadium amenities.

PRIOR ACTION(S): None

FISCAL IMPACT: Based on the booked events at the stadium in Fiscal Years 2018 and 2019 the new rates would result in additional revenue of approximately \$7,500-\$11,000 per year.

CONTACT(S): John Ramsey, Support Services Manager, Parks & Recreation, 455-5869
Jennifer Jones, Director, Parks & Recreation, 455-5868

ATTACHMENT(S): Ordinance
City Code Section 28-40 Summary
Presentation – February 23, 2021

REVIEWED BY: klw

AN ORDINANCE TO AMEND AND REENACT SECTION 28-40 OF THE CODE OF THE CITY OF LYNCHBURG, 1981, THE AMENDED SECTION RELATING TO THE FEES THAT ARE CHARGED FOR THE USE OF THE STADIUM FACILITIES.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF LYNCHBURG:

1. That Section 28-40 of the Code of the City of Lynchburg, 1981, be and the same is hereby amended and reenacted as follows:

Sec. 28-40. - City stadium fees.

(a) ~~For the use of the football field, ten percent of the gross gate receipts, with a minimum fee of \$160.00, plus the following fees:~~

~~(1) Preparation of field, including marking and mowing, \$180.00.~~

~~(2) Preparation of equipment:~~

~~Scoreboard \$ 25.00~~

~~Field phones 5.00~~

~~Public address system 40.00~~

~~(3) Game service — two city employees will be furnished without cost. For each additional employee, a fee of \$50.00.~~

~~(4) For cleaning the premises:~~

~~Locker rooms \$ 50.00~~

~~Grounds and stands 260.00~~

~~There will be no additional fee for cleaning restrooms.~~

~~(5) For preparation of lights and furnishing of electricity, \$45.00.~~

(a) For the use of the football stadium, fees shall be assessed per the following guidelines:

(1) Simple-use – Athletic field, non-ticketed activities, not intended for spectators, with only limited support services. Examples include practices and team tryout sessions.

Includes use of the athletic field with minimal preparation to a safe and usable state for general athletic activities. No additional field marking or setup is included. One set of restrooms will be provided and one gate will be opened and closed by City staff.

For these activities an hourly fee of \$50 per hour will be assessed.

(2) Simple use – Entrance-plaza-event venue; non-ticketed private rental events that require limited support from City staff during the event. Examples include weddings, receptions, and private parties.

Includes access to the following areas and amenities:

1. Plaza area on the south end of the facility between the main entrance gates and the viewing stands
2. The south-end “D” zone on the athletic field
3. One set of restrooms
4. The concession stand at the south end of the facility

For these activities the following fees will be assessed:

a. 4-hours (minimum)	\$250
b. 8-hours	\$400
c. Additional hours	\$75/hour
d. Field lighting (optional)	\$45/hour

- (3) Expanded or event-level use – ticketed or free-admission events, athletic or otherwise, that are open to the public, intended to be presented to an audience, and require use of the full stadium and its amenities and considerable support services from City staff.

a. The base fee for these uses is \$1,500 for up to eight hours. This fee includes access to and usage of the following amenities:

1. Athletic field in game condition lined for football and soccer
2. All common-area restrooms
3. Ticket booths (2) at the east (main) and west entrances
4. Press boxes (2)
5. Public address system
6. Scoreboard (event coordinator must provide game operator at their own expense)
7. Viewing stands for audience
8. Two (2) City employees will be on-site for expanded-level usages for a maximum of eight hours for no additional charge.
9. All facilities will be cleaned and in working condition (unless otherwise noted) prior to the event's start date and time.

b. The following amenities will be available to event-level users for the listed additional fees:

1. Additional facility-usage hours (>8)	\$75/hour
2. Additional City employees	\$50/employee/hour
3. Additional employee hours (>8)	\$50/employee/hour
4. Additional field preparation	\$262 (materials) + \$25/employee hour for application and removal
5. Locker room access	\$100/room
6. Use of two concession stands	\$100
7. Athletic field lighting	\$45/hour

- (4) Partner groups – groups or organizations with current partnership agreements with Lynchburg Parks and Recreation will be allowed to use the stadium facility, per guidelines set forth within the partnership agreement, free of rental or usage fees.

Other fees may be assessed as needed in order to recover city costs for the provision of support services for events at the stadium.

- (5) Damages to stadium facilities or equipment that occur as a result of the lessee's usage will be billed to the renter at 100% of the repair cost.

- (b) ~~For the use of the baseball field, ten percent of the gross gate receipts, with a minimum fee of \$160.00, plus the following fees:~~

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~~Locker rooms \$ 50.00~~

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~~There will be no additional fee for cleaning restrooms.~~

~~(4) Preparation of lights and furnishing equipment, \$25.00.~~

~~(c) The fees charged the public schools will be 50 percent of the above required fees.~~

(b) For the use of the baseball stadium, fees shall be assessed per the following guidelines:

(1) For use of the concourse or picnic areas for parties and other private activities the following fees will be assessed:

1. 4-hours (minimum)	\$250
2. 8-hours	\$400
3. Additional hours	\$75/hour

(2) For use of the entire stadium the base fee is \$1,500, and includes use of the facility for up to eight hours.

a. This fee includes access to and usage of the following amenities:

1. Athletic field in game condition (baseball)
2. All common-space restrooms
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1. Additional City employees	\$50/employee/hour
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2. That this ordinance shall become effective upon its adoption.

Adopted:

Certified: _____
Interim Clerk of Council

City Code Section 28-40 Update Summary

Goals for the proposed code amendment:

1. Update the fees charged for using the stadium.
 - a. The last code update was done in 1988 for both stadiums
 - b. Both facilities have undergone significant renovations over the last 15 years; the football stadium was completed 4-5 years ago.
 - c. Some of the listed charges in the current fees schedule are for services that no longer exist.
 - d. Proposed fees include some “value-added” component for using the facility (beyond just covering our direct costs of supporting a rental).
 - e. Parks & Recreation doesn’t charge partner groups for using the stadium. The current code has no provision for this.
2. Align the code better with how renters actually use the stadium and its amenities.
 - a. The current code has a fairly-rigid fees schedule that is basically a one-size-fits-all. This isn’t practical in many situations.
 - b. The proposed amendments include different levels of fees for different levels of users.
 - c. Amenities will be packaged (within reason) to reflect normal and expected use for expanded/full-facility-use rentals.
 - i. Allows for better (and easier) marketing.
 - ii. Makes billing cleaner and easier to understand.
 - d. Amenities that aren’t typical to most rentals will be offered as options (for additional cost).

The proposed code lists \$50/hour/employee for most services; which is about double what the typical overtime rate is for Public Works or Parks & Recreation field employees. There were several reasons for this:

1. Rentals generally require more employee-support hours than the actual number of hours for which the user rents the facility. A higher employee rate will cover these needs while still charging the user for only the number hours they requested.
2. This will generate revenue from rentals above those needed for basic cost recovery.
3. The proposed rates provide a buffer for future cost increases so the code won’t have to be amended as frequently for rate increases.



Proposed Updates to City Code Section 28-40 – Stadium Fees

John Ramsey

Lynchburg Parks & Recreation

February 23, 2021



Why?

Overall pricing is out of date

Both facilities have undergone significant renovations

Actual usage and billing of the facility has gotten “misaligned” with the current code



Proposed Code: Simple Use

Athletic-field simple use:

- Hourly cost

- Basic rental, no frills usage of the facility

Plaza-area simple use:

- Designed more like other P&R facility rentals

- Minimum hours (4), higher price than the athletic-field simple usage

- Comes with more features

- Offers a limited number of add-on options (additional cost)



Proposed Code: Expanded Use

Designed for large-scale events that will draw an audience and involve use of the full facility

Much more inclusive package of features (for a higher price)

More options available for additional cost



Proposed Code: Other

Parks & Recreation partner groups use either facility for no cost, with restrictions

Damage-repairs will be billed to the responsible user; with cost-recovery only as goal



Proposed Code: Baseball Stadium

Similar to football stadium – two user types, simple and expanded

Simple usage covers only concourse and picnic areas; similar pricing to the stadium's Plaza area

No simple usage for field

Expanded use similar to football stadium



Pricing Comments

Pricing vs Market – limited benchmarking opportunities:

Salem – football and baseball

Danville – baseball

Local college fields are either a lot bigger or a lot smaller

Local high-school fields are a lot smaller



Questions?

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2. That this ordinance shall become effective upon its adoption.

Adopted: March 9, 2021

Certified: Alicia L. Fune
Clerk of Council

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **March 9, 2021**

AGENDA ITEM #: **11**

CONSENT: REGULAR: **X**
ACTION: INFORMATION: **X**

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: 2020 Fire Department Annual Report

KEY ELEMENTS:

___ Economic Development ___ Excellent Government ___ Natural and Built Environment **X** Safe Community ___ Vibrant Community

RECOMMENDATION: Review the Fire Department's Annual Report for calendar year 2020.

SUMMARY: A part of the Fire Department's continued commitment to our community and in alignment with the Department's Strategic Plan, the Fire Department has created an Annual Report for calendar 2020. This report will be summarized during a brief presentation.

PRIOR ACTION(S): None

FISCAL IMPACT: N/A

CONTACT(S): Fire Chief Greg Wormser, 455-6340
Deputy Chief Robert Lipscomb, 455-6353

ATTACHMENT(S): Presentation Slides – March 9, 2021
Fire Department Annual Report 2020
Strategic Plan 2018

REVIEWED BY: klw

032A



Fire Department Annual Report and Strategic Plan

Fire Chief Greg Wormser
March 9, 2021



Outline

- Review Annual Report
 - Calls for Service
 - Community Engagement
 - Training
 - COVID Response
- Review Strategic Plan
 - Overview
 - Main Components
 - Next Steps





Annual Report Calls for Service

- More than 16,160 calls for service
 - 15,727 total responses
 - 13,583 medical calls
 - 1,692 fire calls
 - Some calls not requiring a response
 - Fire alarm announcements
 - Water distribution challenges
 - Calls transferred to other jurisdictions
 - Cancelled calls





Annual Report

Community Engagement

- Continue to inspect code required structures
- Permits have decreased
 - Nominal Fees
 - Primarily COVID related
- In-person programming and visits are down
- Virtual Programming has increased
 - Virtual Station Tours
 - Read-a-longs
 - Video creation for all elementary school children

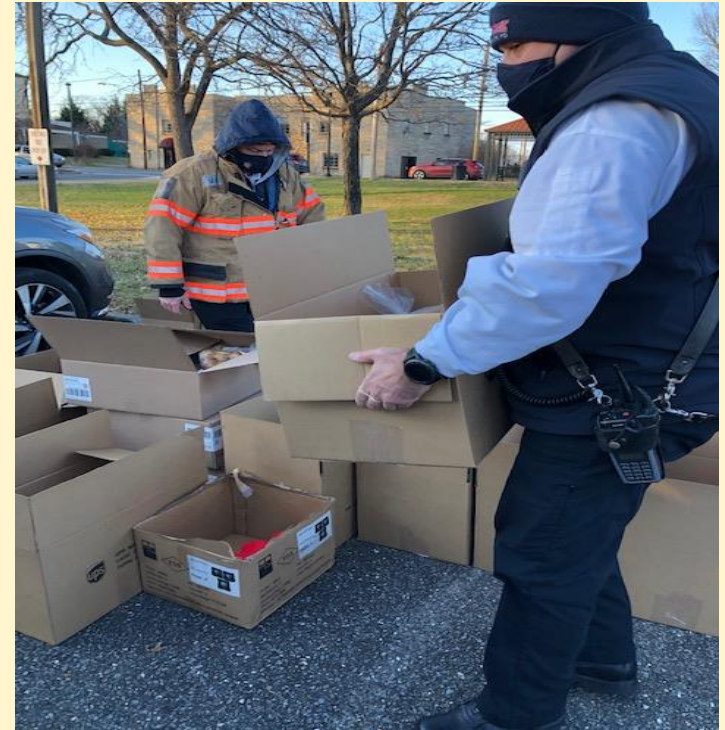




Annual Report

Community Engagement

- Community Partners
 - One Community One Voice
 - Lynchburg City Schools
 - Lowes
 - Lynchburg Daily Bread
- Grant Funding
 - More than \$750,000 requested
 - More than \$559,500 received





Annual Report Training

- Recruit Academy 19 completed
- Recruit Academy 20 just began
- Officer Development Program
- Career Development for all employees
- Task book for every riding position



Annual Report COVID

- Videos
- Policies and SOG's
 - Some of the policies, SOG's and Videos were shared with partners across the state
- 1/3 of the department workforce tested positive for COVID since March 2020
- Approximately 1/3 of department personnel have been vaccinated



Strategic Plan

- Roadmap for accountability last revised in 2019 ahead of Accreditation
- Three Focus Areas
 - People
 - Service Delivery
 - Resources
- Goals
 - Each focus area is divided into goals
- Objectives
 - Each goal will have several objectives





Strategic Plan

- Recently Completed Tasks
 - Facilities Plan
 - Fleet Management Plan
 - Accreditation
 - Community CPR Program
 - Post Incident Action Program





Strategic Plan

- Strengths
 - Organized
 - Accountability
 - Measurable Outcomes
 - Living Road Map
 - Weaknesses
 - Lack of community input
 - Aging infrastructure





Strategic Plan

The Future

- Revisions should include both citizen and rank and file stakeholders
- Plan to integrate and align with the Lynchburg Plan
- Seek opportunities for improvements related to mental fitness
- Update in 2022



QUESTIONS?

City of Lynchburg

Fire Department



2020 ANNUAL REPORT

A Year In Review...

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A Message from our Fire Chief...



Greetings,

On behalf of the men and women of the Lynchburg Fire Department (LFD), I am proud to present you the 2020 Annual Report. As an organization we remain committed to providing our community the best possible response with the resources afforded to us. As you review this report, it is my hope that you learn about what we do as an organization while creating a better understanding of how we collaborate with our partners. Most importantly, we want to engage with you in ways that will be mutually beneficial for the health and well-being of everyone in our community.

This past year was challenging for many in our community and organization as the COVID-19 pandemic impacted us physically and mentally. Many of our firefighters were impacted both at work and at home as they and their families navigated the challenges. The reality is that many, if not all, of us struggled to find comfort and peace as we were encouraged to socially distance and remain at home. As a result of the pandemic, the fire department reimaged how we connected with our community including, fire station tours through video and firefighter visits through virtual platforms. We continued emergency response, added compensation for Paramedics, secured funding for additional personnel to staff a new ambulance, and we were recommended for International Accreditation by the Commission on Public Safety Excellence (CPSE). Our team continues to provide around the clock services to ensure that all of our citizens and visitors receive skilled and professional emergency response.

Hopefully, 2021 will usher in opportunities for all that are less about the pandemic and more about how we can continue to make Lynchburg a thriving community. We remain committed to ensuring exceptional service through innovative initiatives and consistent analysis of outcomes. Like many in the field of public service, we are predicated on service above self, while recognizing that the physical and mental health of our colleagues is a top priority for our organization.

Our efforts as a department would not be as successful without the support of the City Manager and his staff, other city department leaders, City Council, and the support we receive from the community. Thank you!

Fire Chief Greg Wormser

A handwritten signature in black ink, reading "Greg Wormser".



WHO WE ARE

LYNCHBURG FIRE DEPARTMENT

Established in April 1883, the Lynchburg Fire Department provides fire suppression, fire prevention and education, emergency medical services, advanced life support, along with hazardous materials and technical rescue responses for approximately 80,995 Lynchburg residents, as well as for thousands who enter the area daily to work and shop.

Our department is comprised of more than 180 personnel, eight fire stations, administrative offices, a specialized vehicle repair shop and a Regional Fire and Emergency Medical Services Training Facility.



OUR VISION

To be a leading public safety agency in the Commonwealth, providing superior services that promote life safety and minimize property damage.

OUR MISSION

First in Safety.
First in Service.
First in Community.

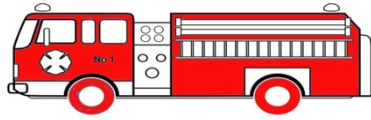
OUR VALUES

Honesty
Integrity
Trust
Compassion





OPERATIONS



2020 Structure Fire Losses and Injuries — \$874,150

with more than \$21,300,000 in property saved.

There was one fire related civilian death in 2020

2020 Return of Circulation (ROSC) — 52%

In the event someone in the city experiences a cardiac arrest, the likelihood of survival is twice the national average.



Over 16,160 Calls for Service

WHILE SERVING A POPULATION OF APPROXIMATELY

80,000 Night-time Residents & 110,000 Day-time Citizens

OCCUPYING APPROXIMATELY

50 SQ. MILES



EMERGENCY RESPONSE VEHICLES

- 8 Engines
- 1 EMS Supervisor
- 1 Heavy Rescue
- 1 Haz-mat Tractor Trailer
- 1 Rescue Tractor Trailer
- 1 Mobile Command Unit
- 2 Ladder Trucks
- 5 Medic Units
- 2 Chief Cars
- 4 Boats
- 1 Light duty rescue



PERSONNEL

THE LFD CURRENTLY EMPLOYS:

- 1 Chief Officer
- 2 Deputy Chiefs
- 6 Field Battalion Chiefs
- 2 Division Battalion Chiefs
- 166 Firefighters/MFF/Captains
- 10 Civilians



15,727

TOTAL RESPONSES



1,692

TOTAL FIRE CALLS

TOP 5 Fire Call Response Types

Fire Alarms	414
Structure Fires	172
Natural Gas Leaks	133
Illegal Burning	93
Electrical Short	17



13,583

TOTAL MEDICAL CALLS

TOP 5 Medical Call Response Types

Sick Person	2,144
Breathing Problems	1,645
Falls	1,452
Unconscious/Fainting	1,299
Chest Pain	868



452

TOTAL TECHNICAL RESCUE STANDBYS

The Lynchburg Fire Department is an all-hazards department that responds to all fire and EMS emergency calls for service in the City of Lynchburg. In addition to fire and EMS calls, the Lynchburg Fire Department also responds to Technical Rescue, Hazardous Materials, and Wildland Fire emergencies. As an emergency services partner in Region 2000, the Lynchburg Fire Department also provides mutual aid as requested to neighboring jurisdictions. Call volume is slightly lower than in 2019 as we saw a marked decrease in calls for service during the height of the pandemic.

You will notice that our number of responses is lower than our number of calls for service. The reason for this is that there are many calls that come in to the 9-1-1 center that do not require a response from the fire department. Some examples of this include but are not limited to; street closures, fire alarm issues, transferred calls to other jurisdictions, and cancelled calls.

The medical calls you see listed represents the response, in other words the reason 9-1-1 is initiated. Because of our skilled providers and their assessment of patients on scene, often times, the nature of the call or diagnosis of the patient changes. Calls for Emergency Medical Service (EMS) are triaged using Emergency Medical Dispatching (EMD) where the 9-1-1 Operator can provide medical direction over the phone prior to the arrival of EMS. Some examples of this medical direction include instructions on; medication administration, child birth, controlling bleeding, CPR, and stroke assessment.

Finally, in an effort to assist some local businesses with Occupational Safety and Health Administration (OSHA) requirements, the department provides specialized rescue services. These requirements can be costly to the business which is why the department provides support through our Technical Rescue standbys.

SPECIAL TEAMS



TECHNICAL RESCUE TEAM (TRT)

The Technical Rescue Team is comprised of more than 30 individuals who are specially trained in rope rescue, confined space rescue, human and large animal extrication, collapse rescue, swift and open water rescue, and search. This team has additional duties as part of the Statewide Rescue Team that is capable of deployment throughout the Mid-Atlantic Region.



HAZARDOUS MATERIALS TEAM (HAZ-MAT)

The Hazardous Materials Team (Haz-Mat) is comprised of more than 20 individuals who are specially trained in spill and leak containment, chemistry, and hazardous gases. This team has capability of deployment to our neighboring jurisdictions as needed and they work very closely with the Virginia Department of Emergency Management.



WILDLAND TEAM

The Wildland Team is comprised of more than 20 individuals who are specially trained in the mitigation of fires involving areas of our community that are undeveloped. These responses necessitate specialized equipment and certifications that enhance our department's response capabilities to undeveloped areas.



BICYCLE EMERGENCY RESPONSE TEAM (BERT)

This team of specially trained responders provides Emergency Medical Services at events throughout our community where attendance is high and access via vehicles is challenging. These events include: commencements, running and road race events, and events hosted at Riverfront Park.



ADMINISTRATIVE SERVICES

Fire Marshal's Office

Community Engagement & Risk Reduction

Grants/Finance

Training Division

Staffing

Health & Safety



FIRE MARSHAL'S OFFICE

The Fire Marshal's Office (FMO) is involved in several program areas to ensure the safety of our community through engagement with Technical Review Committee, fire inspections and investigations.

TECHNICAL REVIEW COMMITTEE

The purpose of the Technical Review Committee (TRC) is to review site plans and subdivision plats for compliance with the City Zoning Ordinance and City Code. The TRC provides its comments in writing to the developer in order to ensure compliance with the Virginia Statewide Fire Prevention Code. The TRC is comprised of several partner stakeholders including city departments; Community Planning and Development, City Engineering, Public Works, Water Resources, and local utility companies. The TRC meets with developers once a month at a minimum. In 2020, 155 projects were reviewed which translates to approximately 3,100 work hours including: site plans, subdivision plats, rezoning, street vacations, pre-technical reviews, projects, conditional use, government projects and road/water/sewage plans.

INSPECTIONS & PERMITTING

Fire and Life Safety Inspections are coordinated by the Assistant Fire Marshal Community Risk Reduction Officer. In 2020 the Fire Marshals completed all of the required annual inspections in accordance with the Virginia Statewide Fire Prevention Code. Sixty percent of the completed inspections required a re-inspection as a result of violations that were discovered. To provide an organized approach to inspections, the FMO utilizes both the permit model and the hazard classification model. The permit model organizes inspections based on permit issued. Where applicable, when a permit is issued, an inspection is initiated. The hazard classification model prioritizes inspections based on several factors including but limited to; occupancy, construction type, hazard type, and economic impact. The table below illustrates the schedule for inspections when combining these two models.

Month(s) Inspected	Occupancy Type Inspected
January – March	Hotels, Colleges, and Universities
April – May	Child Care Facilities
June – July	Adult Care Facilities
August – September	All Schools (Public and Private)
October – November	Restaurants and Fire Stations
December	All others (Planning & Review and All Others)

Permit Type	Permits Issued	Permit Type	Permits Issued
Assembly	0	Open Burn	1
Blasting	1	Open Flame	2
Bonfire	0	Tank Fill-in	7
Fireworks	7	Tank Removal	11
Flame Effect	1	Tent	4

INVESTIGATIONS

Throughout the Field Operations Division there are trained Origin and Cause Investigators. These individuals are not assigned to the FMO; they are assigned to our stations and provide our community with an immediate investigative role. In the event these field investigators cannot determine origin and cause or the fire is suspected as arson, a Fire Marshal (who is on-call 24/7) is notified to respond to the scene. The following table illustrates the outcomes of investigations performed by the FMO (not field investigators).

Accidental	Natural	Incendiary	Undetermined
16	1	5	1

PUBLIC EDUCATION

Public education is provided by many of our uniformed operations staff coordinated by our Administrative Assistant for the Fire Marshal's Office who is also our part-time Public Educator. The locations of the public education events include: primary and secondary schools, higher education, institutions, businesses and other locations at the requested site. This year, engaging with the public in person was challenging; however, we were able to connect virtually in a number of ways.

<i>Fire Station Tours</i>		<i>Fire Truck Visit at Your Site</i>		Parade/Trunk or Treat		<i>Fire Extinguisher Classes</i>		<i>Safety Presentations</i>	
Children	Adults	Children	Adults	Children	Adults	Children	Adults	Children	Adults
49	23	214	0	undetermined	undetermined	0	60	16	68
72		214		undetermined		60		84	

Two videos were created (one to all elementary Lynchburg City Schools and one for social media).





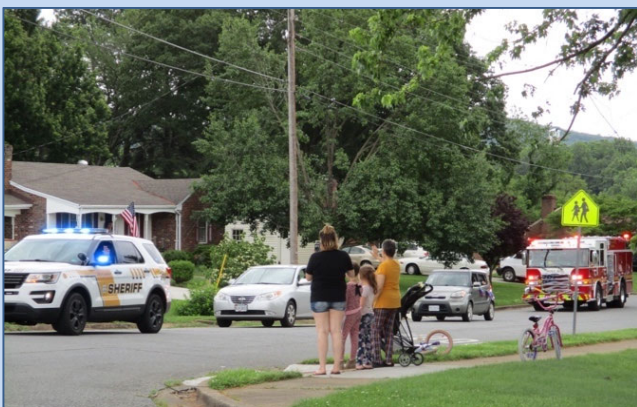
COMMUNITY ENGAGEMENT & RISK REDUCTION

The LFD recognizes the need to be more proactive in its approach to public safety and the health and well-being of our community. There are a number of ways that the department actively participates in and gives back to our community. The uniformed and civilian members of our department are encouraged to participate in neighborhood events and other programs throughout the city to engage with our citizens. Some of the many programs we are involved in are listed here, including a photo of our partnership with Community Planning and Development and the Dearington Neighborhood.



SHEFFIELD PARADE

On May 27, 2020, Sheffield Elementary School hosted a parade through numerous City of Lynchburg neighborhoods for the children. Three different parade routes were designed to visit as many of their students as possible. The Lynchburg Fire Department enjoyed sharing the important day with the children and their families and Lynchburg City schools. Representing the Lynchburg Fire Department were Engine 3, Engine 7, and Engine 8.



COMMUNITY WALK THROUGH

As part of our continued commitment to Targeted Community Risk Reduction, the Fire Marshal's Office developed a community walk through program. When there is a fire in a neighborhood, the neighborhood fire station and fire prevention staff walk door to door in the affected neighborhood to answer questions and hand out prevention resources.



WET DOWN CEREMONY

In the 1800s since horses could not back up to put the steamer apparatus in the fire station, firefighters would unhook the steamer apparatus, put the horses to rest, then clean the steamer and push it back into the station. Over the years, this has translated into the "wet down ceremony" in order to welcome a fire truck to its new home. On March 10, 2020, the department held a wet down ceremony at Station 3 to retire a 2004 fire engine and welcome a new 2019 Pierce Fire Engine. The new Engine 3 will serve the Fort Hill Community.



LYNCHBURG DAILY BREAD

In October, as a result of volunteer shortages at the Lynchburg Daily Bread, the Chief Officers and Administrative Staff of the fire department began volunteering weekly. This rewarding experience has continued into 2021 and has also developed into an opportunity to share COVID-19 hygiene and resource kits, along with other helpful health and safety resources to underserved individuals in our community. Additionally, the fire department partnered with the Lynchburg Daily Bread to conduct COVID-19 testing at Fire Station #1 for the underserved population that rely on the services of the Daily Bread.





ONE COMMUNITY ONE VOICE (OCOV)



This organization has several partners including the LFD, Lynchburg Police Department, Lynchburg Sheriff's Office, and the Commonwealth Attorney's Office. The program provides several initiatives throughout our community, promoting healthy and safe lifestyles in a meaningful proactive way.

- **The BIKE (Believing in Kids Excelling)** is a program where we raise money to provide at-risk youth in the city school system with a bike based on school attendance, grades, and good behavior.
- **Hanging with Heroes** is an event where our faith-based community selects families in our community to shop with firefighters during the holiday season in an effort to provide gifts to those that may not have resources. Additionally, many of our fire stations partner with their neighborhood public school to provide gifts to families in need.
- **Feeding 100 Program** - Our department participated in the Feeding 100 Program where we provided a free holiday meal to 100 deserving families in our community.
- **Trick-or-Treat** – Members of the department participated in safe trick-or-treating at Miller Park.



CHRISTMAS PARADE

The Lynchburg Christmas Parade was held at Lynchburg City Stadium. The parade was a backwards parade meaning that the floats and participants were static while the public drove by. This department provided spectators with safety information to remind citizens of safety practices in their home that has the potential to save lives and property.



FEEDING CITY SCHOOLS

The department partnered with Lynchburg City Schools to assist with their remote food service during the holiday season.



FALLEN FIREFIGHTER MEMORIAL SERVICE

Due to COVID-19, the Annual Fallen Firefighter memorial service was held virtually this year at the firefighter memorial located in Miller Park.





NEIGHBORHOOD WATCH AND NATIONAL NIGHT OUT

These are events that our department regularly attends to better understand the needs of the community we serve. We continue to work with the Dearington Neighborhood along with City of Lynchburg Community Planning and Development and other stakeholders to promote renovations to the neighborhood recreation center and other features important to improving the quality of life in Dearington.



CPR TRAINING



We created a recent partnership with City Parks and Recreation to provide free CPR training to our community at the neighborhood centers. Additionally, Centra Health and the Department of Emergency Services (DES) has joined us in this partnership. Centra provides Stop the Bleed training and DES provides Emergency Preparedness training.

REAL MEN WEAR PINK

Each year, the American Cancer Society conducts a Real Men Wear Pink campaign. Their goal is to raise money and awareness for the mission of the American Cancer Society.

In 2020, Fire Chief Greg Wormser and Captain Earl Copes participated in this campaign. Funds raised help save lives from breast cancer through early detection and prevention, innovative breast cancer research, and patient support.



CHAPLAIN SERVICES

The department chaplain services are coordinated by the Health and Safety Officer. Two area chaplains volunteer their services to our employees and their families and are valued members of our team. They are available around the clock and are often connect over the phone and in person offering guidance and support to those in need.

RESTORATION SERVICES

Restoration Officers respond to fires and other incidents where a family dwelling has become unlivable. They assist victims with emotional support and explain the process of recovery after the fire is extinguished, often partnering with the American Red Cross for additional resources. The department currently has two volunteer Restoration Officers.

FIRE STATIONS

STATIONS

FIRE ADMINISTRATION

800 Madison Street
Lynchburg, VA 24504

Station # 1

801 Clay Street
Lynchburg, VA 24504

Station # 2

2006 Grace Street
Lynchburg, VA 24504

Station # 3

4701 Fort Avenue
Lynchburg, VA 24502

Station # 4

410 Birch Street
Lynchburg, VA 24503

Station # 5

4800 Boonsboro Rd.
Lynchburg, VA 24503

Station # 6

2084 Fort Avenue
Lynchburg, VA 24501

Station # 7

2624 Lakeside Drive
Lynchburg, VA 24501

Station # 8

213 Old Graves Mill Rd.
Lynchburg, VA 24502

Maintenance Shop

2624 Lakeside Drive
Lynchburg, VA 24501





GRANTS/FINANCE

The Lynchburg Fire Department budget is divided into two main categories; operations and personnel. Funding is provided through tax revenues including but not limited to; real estate tax, lodging tax, and sales/meals tax. As part of the department's commitment to be fiscally responsible, we actively seek grant opportunities to defray some of the operating costs within the department. A few of the more notable grants we received in 2020 are listed in the table below.

<i>Commonwealth of Virginia Department of Fire Programs</i>	<i>\$174,396</i>
• Turnout gear (personal protective equipment worn by our employees) • Firefighter gloves and boots • Ballistic vests • Miscellaneous equipment and supplies used to support and expand the support of fire services operations as well as to support the health and safety initiatives for fire service personnel. Equipment includes, but is not limited to, thermal imaging cameras, SENSIT gold monitors, gas monitors and detectors, fitness equipment, and miscellaneous minor tools and equipment. • Continuing education for fire service personnel • Public Education supplies • Vehicle repairs	
<i>Virginia Department of Health EMS Four for Life</i>	<i>\$47,642</i>
• Continuing education and textbooks for EMS providers • EMS supplies and equipment	
<i>Virginia Department of Health Rescue Squads Assistance Funds (RSAF); 50/50 match</i>	<i>\$81,770</i>
• (3) LifePak 15 cardiac monitors • (4) Lucas 3 Chest Compression Devices	
<i>Department of Homeland Security Grant administered through the Virginia Department of Emergency Management State Homeland Security Grant (SHSP)</i>	<i>\$91,750</i>
The Lynchburg Fire Department Technical Rescue Team (TRT) was awarded funds to purchase heavy animal rescue equipment to assist rescuing large animals in emergency situations. The grant also funded large animal rescue training and a Wilderness Advanced Life Support (WALS) class	
<i>Department of Homeland Security Grant administered through the Virginia Department of Emergency Management State Homeland Security Grant (SHSP)</i>	<i>\$76,000</i>
The Lynchburg Fire Department Technical Rescue Team (TRT) was awarded funds to purchase equipment to support swiftwater/flood rescue. Equipment included jet and prop outboard motors, dry suits, and water rescue helmets. The grant also provided swiftwater rescue training (to be held in 2021).	
<i>US Department of Homeland Security FEMA Assistance to Firefighters Grant; 90/10 match</i>	<i>\$88,000</i>
Grant funds will be used to outfit each fire station with cardio-physical fitness equipment.	



STAFFING

RECRUIT ACADEMY

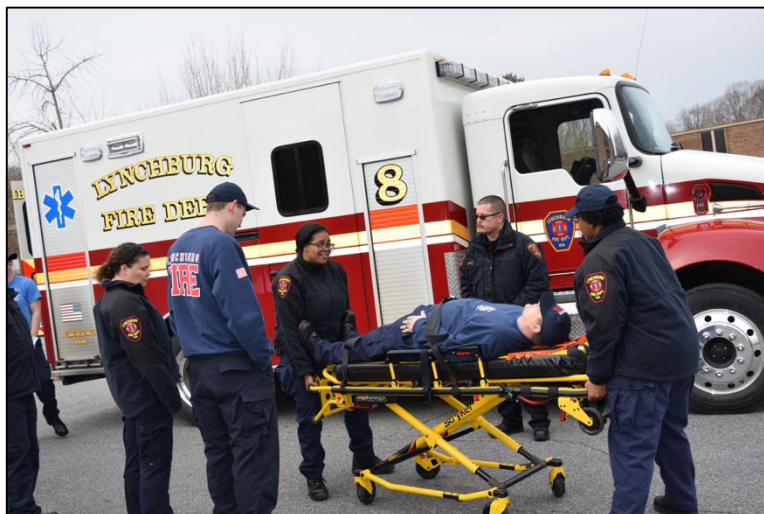
At the Lynchburg Fire Department, we “hire for attitude and train for skill.” This means that although we may seek individuals with needed training, it is more important that we seek the right individuals that fit our organization and community. In 2020, the LFD conducted one recruit academy.

Our traditional recruit academy typically begins in January and lasts 19-21 weeks. During this academy our instructors provide the necessary training in fire and EMS certifications for the individual to graduate.

Our non-traditional recruit school is comprised of individuals with some or all of the requisite training to work in our department. The length of this school is dependent on the level of training and experience of the individuals.

- **2020 NEW RECRUITS**

Firefighter Brandon Bradley
Firefighter Justin David
Firefighter Melanie Daye
Firefighter Sha’Quita Ford
Firefighter L. W. Gilliam
Firefighter Joshua Gryder
Firefighter Virginia Hamlett
Firefighter Peyton Maddox
Firefighter Akylia Walker
Firefighter Ben Williams



2020 PROMOTIONS



Captain



Zach Foster



Master Firefighters



Matt O'Daniel



Tucker Driskill



Steven Evans

2020 RETIREMENTS

2020 RETIREMENTS

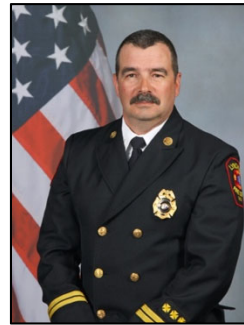


Captain Russell Ayscue, Jr.

Retired October 1, 2020
31 years, 7 months of service

Dates of Service:

February 15, 1989 – October 1, 2020



Captain John Norman

Retired October 1, 2020
23 years, 11 months of service

Dates of Service:

October 7, 1996 – October 1, 2020

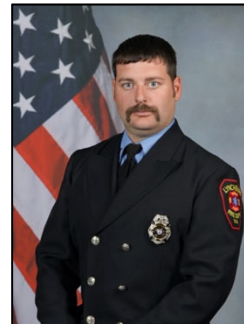


Firefighter Cary Word

Retired September 1, 2020
20 years of service

Dates of Service:

August 2, 2000 – September 1, 2020



Master Firefighter Brandon Barney

Retired April 21, 2020
16 years, 9 months of service

Dates of Service:

July 7, 2003 – April 21, 2020

The fire service is comprised of a group of individuals sharing a passion for public service. After years of working long hours together and sharing life's joys and disappointments, naturally this brings us closer together and forms a family atmosphere. Many of the retirees of the LFD meet regularly to share stories and stay connected. This includes a monthly breakfast for a time of fellowship and keeping up with each other's activities.

Each year, the Fire Department hosts an Annual Retirees' Social where recent retirees are recognized and former retirees are able to engage with current employees, sharing their experiences. This event is also an opportunity for former retirees to stay updated on the latest methods and technology being used by the department. Even though they are no longer actively employed by the department, most retirees reflect on their experiences in the fire service as a source of pride.



TRAINING

TRAINING DIVISION

It is with great pride that the Lynchburg Fire Department's Training Division presents the training report for the year 2020 to the organization's leadership and department staff. This detailed report proves how the department continues striving to be a leading agency within the Commonwealth while facing adversities such as the COVID-19 pandemic.

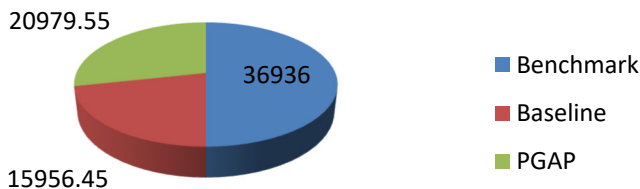
It is no secret that the LFD has grounded its training program in practicing skills needed to proficiently and effectively respond to the City's ever-changing environment and community needs. The success of the department's training program is due to the dedication and service provided by the Fire and EMS Training Captains, the instructors who serve on the Facility and EMTAG Instructor Groups, as well as assistance from the field Battalion Chiefs with scheduling apparatus and members to attend training sessions.



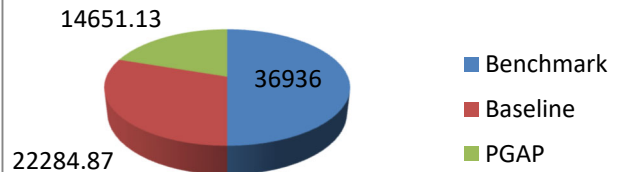
TRAINING COMPLIANCE

As the LFD continues to strive in meeting the training requirements for an ISO 1 rating, the Training Division would like to share the progression of its members in doing so. In 2020, the Performance Gap (PGAP) was at just under 21,000 hours needed to reach our benchmark. The progressive training staff and Operational Officers have narrowed this by participating in more training and improving training documentation. As can be seen, the PGAP is now at 14651.13 which demonstrates remarkable improvement; however, also indicates an opportunity for continued improvement.

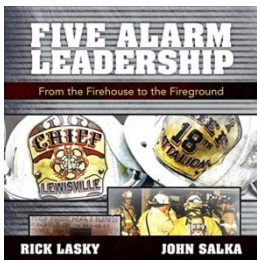
LFD FY 2020 Training Compliance Report



LFD FY 2020 Training Compliance Report



OFFICER DEVELOPMENT



Officer Development training was delivered differently in 2020 for many reasons. First, Officer Development training is usually delivered in March; however, restrictions from the COVID-19 pandemic prevented this from occurring. With this, Officer training was made available to the incumbent officers through virtual learning opportunities by way of the Fire Engineering Library. This Library provides thousands of videos in many categories, including officer training. Next, Deputy Chief Wright worked with Chief Wormser to provide Officer Preparation training to those currently on the Master Firefighter and Captain's promotional lists. This led the Training Division in working with Chief Lasky and Chief Salka to develop a training program that surrounds the *"Five Alarm Leadership"* book they co-authored. In addition, it provided an opportunity for the organization to share information they felt was pertinent in being an officer within the department; such as teamwork, *"The Five Dysfunctions of a Team,"* Setting Yourself Up For Success, Administrative Paperwork, Pier Program, Honor and Pride, and Riding the Right Seat. This program is designed to provide the upcoming leaders with clear and consistent expectations to ensure we meet the mission of being first in safety, first in community, and first in service. The Training Division will continue to work off this program to develop a "true" officer development program where individuals will be able to begin setting themselves up for success early in their careers.

RECRUIT ACADEMY

Recruit Class #19 successfully completed all components of the academy training. During this 21-week academy, the recruits were provided a foundational skill set to prepare them for a successful career with the Lynchburg Fire Department. Each member participated in training that encompassed Emergency Medical Technician, Firefighter I and II, Hazardous Materials Operations, Mayday Firefighter Down, HTR Vehicle Rescue I, HTR Module II, and much more. Numerous instructors from the department provided over 800 training hours that produced a 100% pass rate; proving the value and success of the instructors that participated in the development and growth of these recruits.



FACILITY DRILLS

Facility drills focus on allowing members to practice Firefighter I and II skills in a training atmosphere. At the beginning of each year, the Fire Training Officer and facility group instructors develop a training schedule outlining the objectives necessary to keep the delivery of training consistent on all three shifts. The facility group still managed to deliver close to the required hours of facility training during the pandemic. The topics that were delivered included search and rescue, RIT Pack overview, Vent-Enter-Search, and water rescue/PFD overview. While we did not meet the minimum of 18 hours, we are proud to have provided all of the training that still occurred during our state of emergency. Without the instructors, members of the organization, and its leadership, this wouldn't have been possible.



EMTAG DRILLS

The Emergency Medical Training Advisory Group (EMTAG) drills are designed to assist each individual in meeting the time and topic refresher requirements for their re-certification as an Emergency Medical Technician and Paramedic for the State of Virginia.

In 2020, EMTAG training consisted of cold-weather emergencies, 12-lead EKG's, Airway Training, and the HandTevy Pediatric roll-out. Additionally, the department provided members with their CPR recertification and Image Trend documentation training. Along with EMTAG drills, the department continues to utilize Target Solutions to deliver additional training to its members. This process allows all members to receive their needed recertification hours to maintain their current status as well as provide an opportunity to prepare for the EMTAG drills that follow.

ACTIVE SHOOTER

The department continues to strive in certifying all members with an Active Attack Integrated Response certificate. This training is designed to improve integration between our department members and the Lynchburg Police Department, Lynchburg Department of Emergency Services, and other neighboring law enforcement and EMS agencies in active attack/shooter events. These courses are designed to improve the safety and survivability of victims of active attack situations by teaching how to operate within a rescue task force and providing tactical emergency casualty care. The department delivered one AAIR class this year while anticipating the opportunity to deliver more as the COVID-19 pandemic lessens.

TRUCK COMPANY OPERATIONS

The Lynchburg Fire Department also brought VENT-ENTER-SEARCH LLC to our area to provide a truck company operations class. This class was designed to allow the department's truck company operators to work together on setting the Aerial on unlevel terrain, learning each of the ladder trucks, and to maximize the use of the aerials. The department continued to send employees to conferences and out-of-town training on a regular basis. Over 200 training requests were submitted in 2020 with 95% + being approved. Having the ability to attend these outside sessions allows our members to develop their knowledge, skills and abilities exceedingly past their minimal expectations.

Some of the conferences and out-of-town training included; International Hazardous Materials Response Team Conference, Rescue Challenge, Journeyman Fire Conference, Virginia Association of Hazardous Materials Specialist Conference, Smithfield and Walker Sisk Truck Company Schools, Perfecting the Craft, Making the Stretch, and the Irons Academy.

15 kg	20 kg	25 kg
Epi 1:1,000 IM 0.15mL Epi 1:10,000 IV 1.5mL Amiodarone 1.5mL Bicarb 8.4% 15mL D ₂₅ W 30mL Normal Saline 300mL Lorazepam 0.75mL *Diazepam IM/IN 0.6mL ETT 5.0U / King 2 / LMA 2	Epi 1:1,000 IM 0.2mL Epi 1:10,000 IV 2mL Amiodarone 2mL Bicarb 8.4% 20mL D ₂₅ W 40mL Normal Saline 400mL Lorazepam 1mL *Diazepam IM/IN 0.8mL ETT 5.5U / King 2 / LMA 2.5	Epi 1:1,000 IM 0.25mL Epi 1:10,000 IV 2.5mL Amiodarone 2.5mL Bicarb 8.4% 25mL D ₂₅ W 50mL Normal Saline 500mL Lorazepam 1.25mL *Diazepam IM/IN 1mL ETT 6.0C / King 3 / LMA 2.5
10 kg	The HandTevy TM Pediatric Code	
Epi 1:1,000 IM 0.1mL Epi 1:10,000 IV 1mL Amiodarone 1mL Bicarb 8.4% 10mL D ₂₅ W 20mL Normal Saline 200mL Lorazepam 0.5mL *Diazepam IM/IN 0.4mL ETT 4.0U / King - / LMA 2	3 _{yr}	5 _{yr}
	7 _{yr}	9 _{yr}
	1 _{yr}	
		30 kg
		Epi 1:1,000 IM 0.3mL Epi 1:10,000 IV 3mL Amiodarone 3mL Bicarb 8.4% 30mL D ₂₅ W 30mL Normal Saline 600mL Lorazepam 1.5mL *Diazepam IM/IN 1.2mL ETT 6.5C / King 3 / LMA 3



WHAT'S NEW

The Training Division continues to seek opportunities to improve the delivery of training to our members. With this, there are many projects that are occurring. First, Captain Turner continues to work with Target Solutions to seek opportunities for real time evaluations. It allows instructors to evaluate the performance of recruits in real time as well as gather data allowing for improvement of weaknesses. Captain Turner also continues to seek needed EMS training equipment to enhance the delivery of hands-on EMS training to our department. As we continue to work with advanced protocols, this equipment and training delivery is paramount in keeping our members' skill set to a standard our community expects and deserves.

Captain Copes continues to work on networking and partnering with our outside agencies in order for us to be the leading agency within the Commonwealth when it comes to training. Captain Copes has worked with VDFP in order for our agency to host state classes this coming year. Some of these include, Haz-mat Train-the-Trainer, Basic Pump Operations, Driver Operator-Pumper, STICO, ICS 300 and ICS 400.

In conclusion, the Training Division would like to offer its sincere thanks to the members who are on the facility and EMTAG instructor group. Without your dedication and commitment to training, the department would not be able to deliver the training that it does. In addition, the division would like to recognize and thank the Field Battalion Chiefs for continuing to support training and sending members while managing a very dynamic schedule. If at any time there are suggestions for improving the practices and delivery of training, please feel free to reach out to any member within the Training Division. Until next year, Stay Safe!





HEALTH & SAFETY

HEALTH & SAFETY

While we focus on the health, safety, and well-being of our community as a top priority, we are also committed to ensuring that our employees are physically fit and can provide a safe and effective service to our citizens. There are many ways that we promote healthy lifestyles and safe operations in our department and our city, some of these are listed below.

- 65 injury reports were completed in 2020. There were a large number of COVID-19 related illnesses from the work hazards that firefighters/EMTs were inherently exposed to. There were also a considerable number of back injuries from lifting and falling.
- Began the process for selecting a new self-contained breathing apparatus model for every firefighter.
- Vehicle Accidents – Received Accident Reports for 7 vehicle crashes involving fire apparatus.
- Incident Reports – Received Incident Reports for 16 incidents involving damaged city property.
- Improved the psychological assessment for new hires and began the process to include improvements in mental fitness for incumbents including; screening at annual physical and resource updates from the Employee Assistance Program (EAP).
- Received two additional turnout gear washers ensuring that every station has a washer.
- Assisted in giving approximately 500 flu shots to city employees and family members.
- Coordinated Chaplain Services for the two volunteer chaplains who serve our department employees and their families.
- Successfully awarded a grant for cardio equipment for each fire station.
- Significant amount of time was allocated to the COVID-19 response.



AWARDS & NEWS

MISSION LIFELINE (May 2020)



The department received the American Heart Association Mission Lifeline Silver Award. This award is part of a national initiative to advance the system of care for patients with acute, high-risk time sensitive life and/or quality of life-threatening disease states, such as ST Elevated Myocardial Infarction (STEMI Heart Attack), Non-ST Elevated Myocardial Infarction (NSTEMI Heart Attack) and Stroke and Out of Hospital Cardiac Arrest. The LFD is proud to partner with Centra Health and Blue Ridge EMS to provide the best cardiac care to our citizens. We provide 12 lead ECG with transmission capability and specialized pharmacological care, amongst other initiatives.

FIREFIGHTERS RECEIVE CERTIFICATE OF VALOR

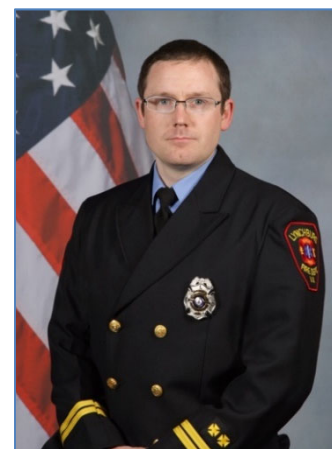
On April 13, 2020, firefighters responded to an apartment fire at James Crossing where two girls were trapped inside. On April 28, 2020, City Council presented Certificates of Valor to Lynchburg Firefighters (listed below) recognizing their selfless act of bravery that saved the lives of these two girls. Mayor Tweedy commented, "We know who you are, what you do for our community, and we appreciate it. Your courage, your bravery, it's not everyone that is going to run into a fire. It takes special people, special hearts, and special training... you exemplify the bravery and the professionalism and the commitment to serving our community."

Battalion Chief Ricky Bomar
Firefighter Toby Bouyea
Master Firefighter Wayne Casto
Firefighter Darryl DuBose
Firefighter Timothy Greenway
Battalion Chief David Jackson
Firefighter Tammy Kelly
Master Firefighter Patrick Madigan
Captain Matt Millner
Master Firefighter Holly Shackelford
Firefighter Christopher Wilmouth



COLT FREEMAN NAMED FIREFIGHTER OF THE YEAR BY THE OPTIMIST CLUB OF LYNCHBURG

Firefighter Colt Freeman was awarded the Lynchburg Optimist Club Firefighter of the Year Award. The Optimist Club of Lynchburg is comprised of Business and Civic Leaders throughout our community. Each year they seek nominations for a public safety employee who goes above and beyond to make our community better in a positive way. Several adjectives were used to describe Colt as part of the nomination, they included; team player, motivated, strong work ethic, and willingness to step up. Colt is also on the Master Firefighter Promotional list and last year was involved in several initiatives including, training our colleagues on a variety of topics, and coordinating the upgrade to our reporting software.



The PulsePoint application continues to be a great way to connect with our department and our community. This crowd sourcing application is available for all major mobile platforms and provides the citizen with the ability to be the first responder. In the event someone is in cardiac arrest in a public location within 0.10 mile of you, the app will notify you of the incident and the location of the nearest Automated External Defibrillator (AED). The app is free and whether or not you respond is your choice and is anonymous.

CAPTAIN COLLINS NAME HEALTHCARE HERO BY LYNCHBURG LIVING MAGAZINE

Captain Jennifer Collins serves as the department's Health and Safety Officer. She received the Healthcare Hero Award due in large part to her work navigating her regular job duties along with creating new policies and procedures to improve our response to COVID-19 and protecting our employees. Many of these procedures and initiatives were shared and used in other city departments and across the state of Virginia.

Congratulations to

CAPTAIN JENNIFER COLLINS

for being nominated as a Healthcare Hero by *Lynchburg Living Magazine*! Jennifer has made a tremendous impact in the delivery of emergency medical services in our community, helping make Lynchburg a great place to live, work, and play.

We are proud of all of the outstanding providers with the Lynchburg Fire Department.



**YOU, TOO, CAN BE A HEALTHCARE HERO!
DOWNLOAD THE PULSEPOINT APP TODAY. SAVE A LIFE TOMORROW.**

Sudden Cardiac Arrest is one of the leading causes of preventable deaths. The PulsePoint app alerts CPR-trained bystanders, like you, to a cardiac emergency in your immediate vicinity. You can now get to the scene and start CPR in the critical lifesaving minutes before EMS teams arrive.

PulsePoint

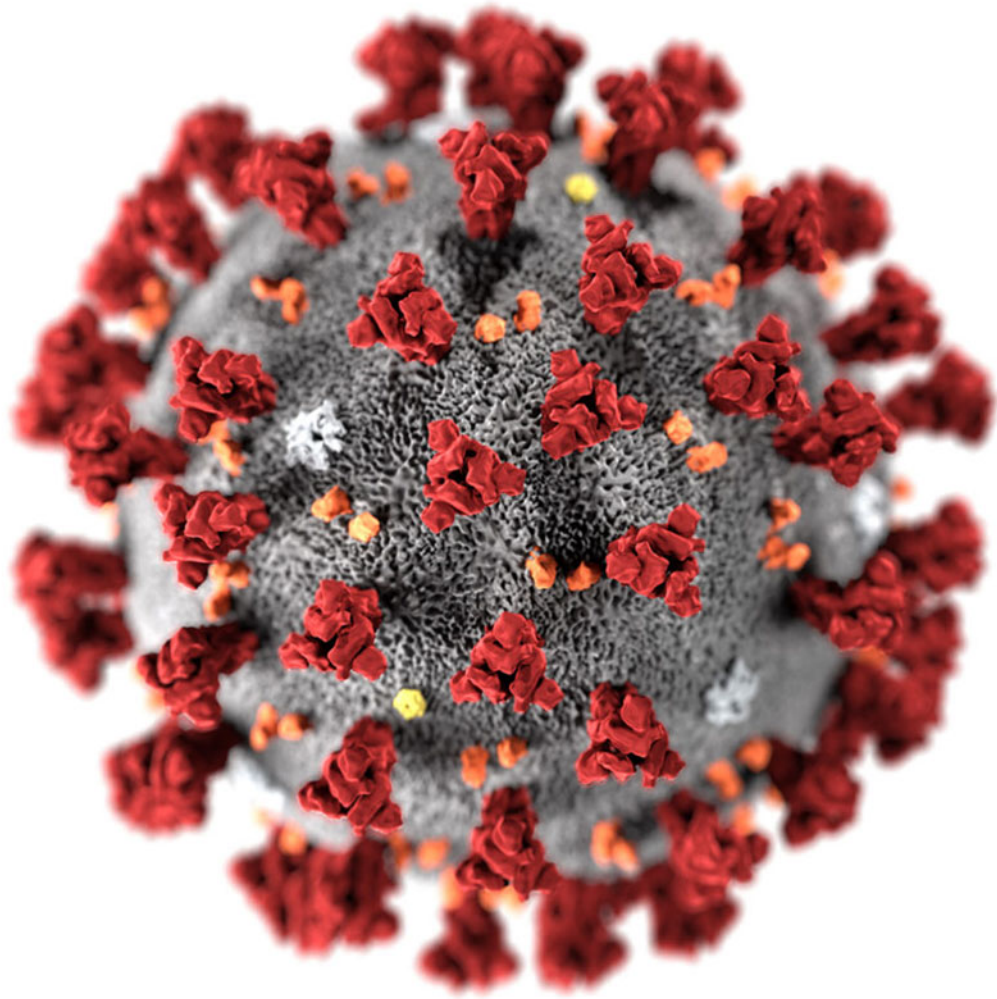
Provided by the Lynchburg Fire Department and The Fire Foundation



FIRE CHIEF APPOINTED TO VIRGINIA FIRE CHIEFS ASSOCIATION (VFCA) BOARD

Fire Chief Greg Wormser has been appointed to the Virginia Fire Chiefs Association (VFCA) Board of Directors representing Division III which includes Charlottesville, Farmville, Danville, and all counties in between.

As a member of the Board, Greg will serve as a liaison for career and volunteer departments across the region as their voice in the Commonwealth. Greg also serves on the (VFCA) Legislative Committee and has most recently been active in cancer presumption efforts for firefighters across the Commonwealth.



COVID-19

RESPONDING TO A PANDEMIC

The impact of COVID-19 to our department and our community cannot be overstated. The reality is that many of us throughout the community are and have been affected. COVID-19 challenged our response resiliency, prompted new initiatives, and changed others. A few of the new initiatives and organizational changes are outlined below:

- Designed and implemented Standard Operating Guideline (SOG)/Protocol for responding to COVID-19 related calls. These protocols were adopted by Blue Ridge Emergency Services Council (BREMS) and used throughout the Central Virginia area region. Additionally, these protocols were approved by the department to be shared with Health Departments throughout Virginia.
- Obtained and coordinated the distribution of PPE for all City of Lynchburg employees.
- Coordinated fit-testing and training for all EMS providers using N95 or comparable respiratory protection.
- Created training videos illustrating *properly don/doffing PPE* and *proper decontamination of vehicles*, including the development of SOGs. This was all shared with the entire City of Lynchburg workforce and other external agencies such as the University of Lynchburg and Appomattox Rescue.
- Researched and acquired specialty equipment and EPA-approved disinfectant for decontamination.
- Monitored all isolation/quarantine situations among fire employees. Sent authorization forms to HealthWorks for employees to be tested. 107 employees were tested for COVID-19 in 2020.
- Conducted contact tracing between transported patients to employees and employees to other employees.
 - This was done through exposure reports submitted by employees and also notifications from Centra Infection Prevention on patients that were transported and then tested positive for COVID-19.
 - Every employee who tested positive was interviewed to determine if any other employee(s) was exposed and then proper notifications were made. This was done for 62 employees who tested positive.
 - Staffing recommendations (quarantine/isolation) were made to the respective Battalion Chief for each situation.
- Developed a new Infectious Disease Preparedness Response Plan for the department.
- Assisted Procurement with tracking inventory of PPE supplies.



*University of Lynchburg partners with
City of Lynchburg to pack COVID Cares Kits*



STRATEGIC PLAN

Lynchburg Fire Department
2018



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Executive Summary



Planning is essential for the success of any public or private undertaking. Strategic planning provides organizations with a collaborative, comprehensive and consistent guide to ensure the best possible outcomes for the organization and the community it serves. This document will provide the Lynchburg Fire Department with the necessary guideposts that pave the path toward the future growth and success of the department.

The Lynchburg Fire Department has conducted a revision of its Strategic Plan, which was first adopted in 2001. A core team of department members worked collaboratively to refresh the organization's commitment to excellence and has furnished a path toward future success. The commitment of the members of the Lynchburg Fire Department to produce this document is commendable.

The process does not end with the production of this document or by simply establishing goals and objectives. The plan will require constant review to assure continued relevance and focus. Additionally, the Strategic Plan is the foundation that our organization and community will use to build its future through engagement at all levels. Each stakeholder must function in concert to effectively execute the plan while assuring relevance and focus.

The Strategic Plan has been constructed using three main focus areas: People, Services, and Resources. Each of the focus areas contain goals, for which objectives and tasks have been defined to assist in achieving the stated goals.

The Lynchburg Fire Department recognizes the tremendous support from City Council, the City Manager's Office, and the community. We are confident that our continued engagement with our community partners and stakeholders will be instrumental in achieving success ensuring the City of Lynchburg will be a great place to live, work and play.

A handwritten signature in black ink, reading "Greg Wormser".

Greg Wormser
Fire Chief



Process and Acknowledgements



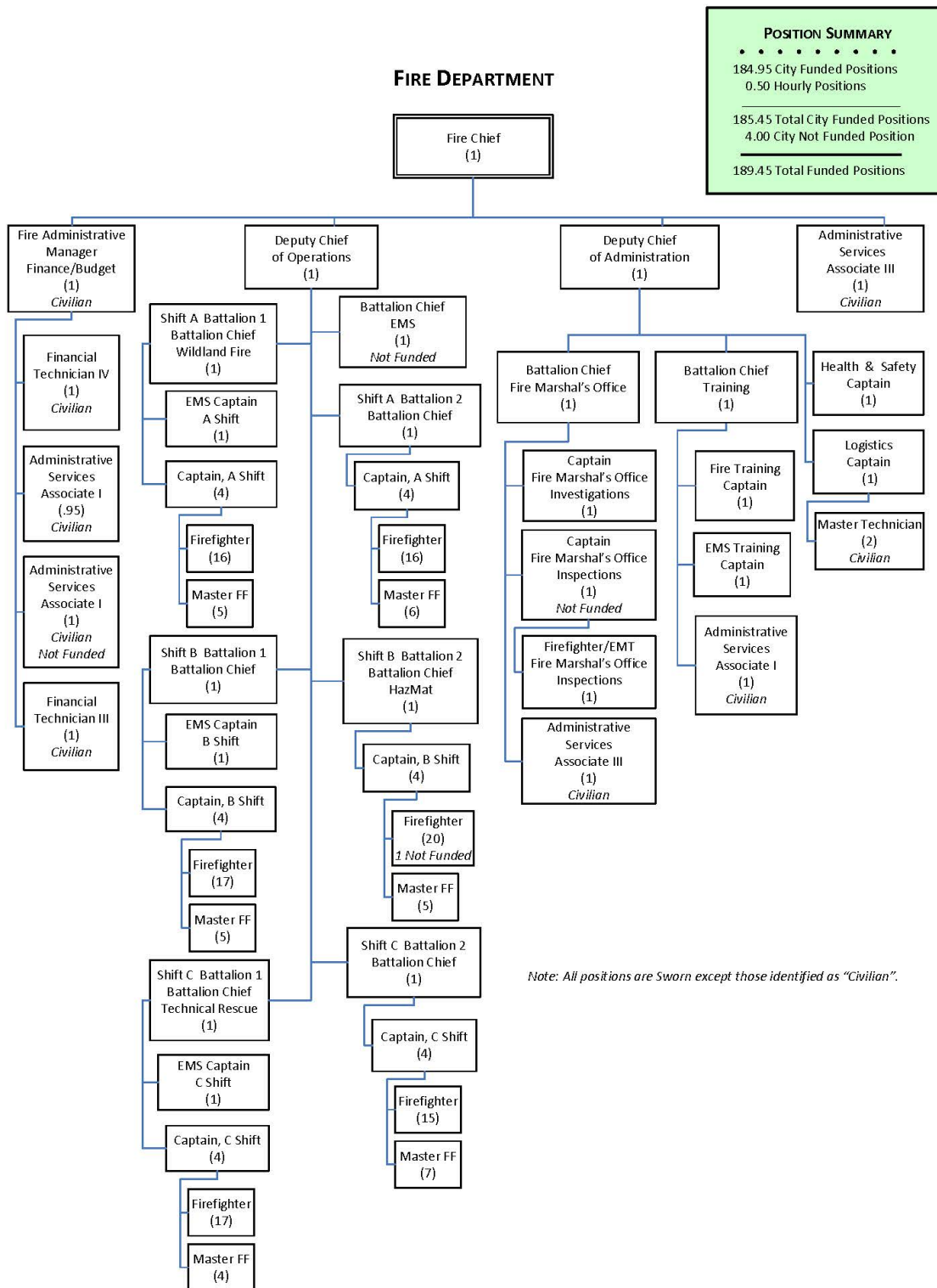
The Lynchburg Fire Department would like to acknowledge all of the members of the organization who participated in the creation of this comprehensive strategic plan revision. Additionally we recognize our engaged citizens at our various community events throughout the year that share with us their desires with regard to service delivery.

As part of a larger initiative in community engagement the Lynchburg Fire Department has been engaged with our community through several activities around the city at community centers, parks, and other public and private spaces. These opportunities afforded our members to not only share

our message of service delivery, but to also be proactive in our approach to understanding the neighborhood and community needs. The dialogue which ranged from budget to resources and from capabilities to uniforms has proved to be invaluable as we move forward together like never before. There were three top expectations that were identified; provide the most efficient state-of-the-art emergency service possible, be engaged with other city departments and resources to ensure effective fiscal management, and grow our approach to being proactive to the needs of our community.



Our Organization



Programs and Services

In an effort to maintain continuity in our program and service delivery model, the Lynchburg Fire Department has identified the following Core and Support/Ancillary programs:

Core

- Emergency Medical Services
- Fire Suppression
- Technical Rescue
- Wildland Urban Interface
- Fire Prevention
- Public Education
- Hazardous Material Mitigation
- Fire Investigation
- Domestic Preparedness Planning and Response



Support/Ancillary Services

- Training
- Health & Wellness
- Logistics
- Dispatch Services
- Automatic/Mutual Aid
- Car Seat Technicians
- Apparatus Maintenance

VISION

To be a leading public safety agency in the Commonwealth, providing superior services that promote life safety and minimize property damage.

Mission

First in Safety.
First in Service.
First in Community.

Values

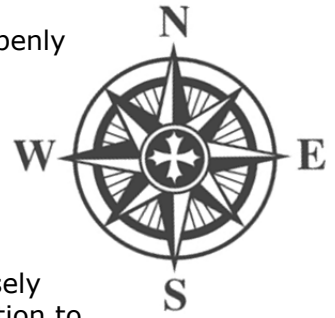
Honesty
Integrity
Trust
Compassion



Lynchburg Fire Department

Guiding Principles

- **Open communication:** All members of the department are encouraged to openly share their thoughts in a professional manner. Open communication is a catalyst for effective succession planning, objective review of operations, and consistent execution of overall job performance. Poor communication can lead to poor performance and lack of morale through all levels of the organization.
- **Recognition of Interdependence:** Officers of the department will work closely with members to accomplish the desired results in all aspects of the organization to ensure effective succession planning.
- **Problem-centered work:** Energy will be spent where the greatest results can be realized, working on the most important problems facing the department. Integrate work so that the efforts of the various groups are coordinated rather than conflicting.
- **Management by Objectives:** Performance is measured by the results achieved for planned actions. The members of the organization accept and adopt the directions and objectives that have been set for the organization. Systematic assessment and revision of the current plan is done in a collaborative manner with involvement at all levels of the organization.
- **Effective Decision Making:** Decisions are made at the appropriate level by those who have the information, knowledge, skills, and ability to achieve effective results. Decision makers must have the responsibility, accountability, and authority to act.
- **Each Person has a Responsibility to Act:** Work is organized and distributed so that each member of the department has a meaningful job that is related to the organization's vision, purpose/mission, and goals. Each is held accountable for achieving the desired results.
- **Encouragement of Individual Growth:** The department recognizes that it is essential to provide opportunities for each member of the organization to grow and develop so that both the individual's goals and the department's goals can be met.
- **Differences are Addressed Openly:** Conflict is addressed openly, fairly, constructively, and timely.
- **Striving for New Ideas:** The members of the department are encouraged to use their creativity and imagination to find new ways to solve problems, enhance services, and create excellence within the organization.
- **Appropriate Recognition:** The members of the department will be recognized for doing these things, as well as for achievement of the desired results and for creating excellence.



Conduct Standards

The following list of directives represents the conduct standards for members of the Lynchburg Fire Department. The basis for these regulations is the following policy:

Every member of the Lynchburg Fire Department is expected to operate in a highly self-disciplined manner and is responsible to regulate his/her own conduct in a positive, productive, and mature way. Failure to do so will result in disciplinary action ranging from warning to dismissal.

ALL MEMBERS SHALL:

1. Follow policies, standard operating guidelines and other written directives of both the Lynchburg Fire Department and the City of Lynchburg.
2. Use their training and capabilities to protect the public at all times.
3. Work competently in their positions to cause all department programs to operate effectively.
4. Always conduct themselves to reflect credit on the department.
5. Supervisors: Will manage in an effective, considerate manner.
6. Subordinates: Will follow instructions in a positive, cooperative manner.
7. Always conduct themselves in a manner that creates good order inside the department.
8. Keep themselves informed to do their jobs effectively.
9. Be concerned and protective of each member's safety and welfare.
10. Operate safely and use good judgment.
11. Keep themselves physically fit.
12. Observe the work hours of their position.
13. Obey the law.
14. Be careful of department equipment and property.





PEOPLE

The Lynchburg Fire Department will promote a highly skilled, accountable and resilient workforce that is united in our common vision.

GOAL 1: Create and implement a comprehensive workforce development plan.

Objectives	Tasks	Accountability & Timeframe	Measurement Tool	Funding Considerations
1. Maintain competency-based job descriptions and performance criteria for all positions in the department to clarify roles and expectations and provide for proper performance evaluation.	a. Review job descriptions annually to ensure they reflect current best practices and job specific responsibilities.	Deputy Chief of Administration Annually in February	Revision date on job descriptions	No funding requirements
2. Ensure departmental promotional policies and career path objectives align with the knowledge, skills, abilities, and competencies for each position to maintain a skilled workforce.	a. Define pathways of career development.	Deputy Chief of Administration Annually in February	IAFC Guidelines	No funding requirements
	b. Develop guiding principles for professional development.	Deputy Chief of Administration Annually in February	Professional Development Plan	No funding requirements
	c. Identify appropriate length of service, educational requirements, and knowledge, skills, and abilities/competencies needed for each level.	Deputy Chief of Administration & Training Chief Annually in February	IAFC Guidelines	No funding requirements
3. Evaluate formal educational requirements that align with the knowledge, skills, abilities, and competencies required of each position in the organization.	a. Provide opportunities for employees to obtain a formal education/degree. (Resources available through Fire Programs.)	Deputy Chief of Administration & Training Chief Ongoing	Employee Survey (annually)	Funding required for tuition and books (already included in budget consideration)
	b. Define educational programs that will be supported.	Deputy Chief of Administration & Training Chief Annually in March		
4. Conduct a firefighter recruit academy to create a highly-skilled, well-trained workforce and maintain adequate staffing.	a. Forecast vacancies created by retirements to allow for the appropriate number of recruits in the academy.	Fire Chief & Deputy Chief of Administration Annually, timing of academy is variable	Have open communication with employees eligible for retirement	Funding required to conduct the basic school
	b. Develop the recruit academy curriculum with a focus on KSA's needed to safely and effectively handle calls for service.	Deputy Chief of Administration & Training Chief Annually in January	Survey officers annually to evaluate areas of strength/weakness in recruits	No funding requirements
5. Provide leadership and management training for all employees eligible for promotion.	a. Require employees on promotional lists to complete officer development training for that position.	Deputy Chief of Administration & Training Annually in March and August	Rosters and development plan	May require funding to pay speakers
	b. Create additional opportunities for leadership and management training.	Training Chief Ongoing	Rosters from classes/training announcements	Some funding may be required to pay speakers
6. Encourage participation for all Chief Officers and other key leadership positions, in established leadership programs (Executive Fire Officer, PELS, etc.)	a. Increase the number of eligible department chief officers that participate at the National Fire Academy in the Executive Fire Officer program.	Training Chief Monthly Review at Ops Meetings	Number of employees who participate in the training	Potentially funding needed for tuition and lodging fees
	b. Encourage all officers to participate in NFA's Command and Control series and career development.	Training Chief Ongoing	Number of officers completing this training	No funding requirements
7. Maintain policies and procedures that reflect best practices, organizational priorities, and employee safety.	a. Review all department policies annually to ensure they are applicable and are consistently applied.	Fire Chief, Deputy Chiefs, and Battalion Chiefs Annually throughout the year	On-line Policy Database, Policy Committee Meeting Minutes, and Operations Meeting Minutes	No funding requirements
	b. Provide officer training of policies/procedures to ensure an understanding, the expectation of enforcement, and accountability.	Deputy Chief of Administration Annually in March	Training Division records and rosters	No funding requirements

GOAL 1: Create and implement a comprehensive workforce development plan (Continued).				
Objectives	Tasks	Accountability & Timeframe	Measurement Tool	Funding Considerations
8. Establish and promote diversity initiatives to ensure the department is representative of our community.	a. Increase the total number of minority applicants in the department to be reflective of the community.	Fire Chief & Deputy Chief of Administration/HR Annually	Number of minority applicants using Title VII definitions	Recruitment efforts may require funding
	b. Provide annual diversity training.	Deputy Chief of Administration & Training Chief Annually	Electronic Training Records	No funding requirements
9. Provide annual continuing education for officers.	c. Identify training needs for new officers.	Deputy Chief of Administration & Training Chief Annually in March	Agenda and rosters from training	Funding for outside speakers, may be offset by collaborating with partner agencies
	b. Identify areas in which established officers need refresher training.	Chief of Training Annually in March	Survey and rosters from training	
	c. Implement training to prepare current officers for future upper level leadership roles.	Training Chief Annually in February or March	Agenda and rosters from training	
10. Provide and promote competency-based training at all skill levels.	a. Identify primary skills for each level (Fire/EMS)	Training Chief Annually in May	Job descriptions	No funding considerations
	b. Establish benchmarks for evaluation of skills.	Training Chief Before semi-annual training occurs	Evaluation tool/checklist	No funding considerations
	c. Establish remediation plans to ensure proper training at all levels.	Training Chief Before semi-annual training occurs	Document listing guidelines for remediation	No funding considerations
11. Establish and maintain minimum training requirements and competencies for job specific assignments (i.e.: engine/driver/operators, aerial driver/operators, rescue personnel, aerial personnel).	a. Define minimum training requirements for specialized apparatus.	Training Chief Conducted at time new apparatus is placed in service	Document with requirements listed	No funding considerations
	b. Provide department training for specialized apparatus.	Training Chief Conducted when new apparatus is placed in service, based on identified requirements.	Training Records	No funding considerations
12. Improve the quality of written and verbal communication skills.	a. Conduct needs assessment of department members relating to communication skills.	Training Chief Annually in January	Department-wide Survey	No funding considerations
	b. Provide annual training on written and verbal communication, including NFIRS and EMS report writing.	Training Chief Annually in October	Training Records	No funding considerations
13. Increase and maintain the role of the Training Division daily training, as well as department-wide training.	a. Establish a consistent schedule of short- and long-term training objectives for the department.	Training Chief April	Document outlining short- and long-term objectives	No funding considerations
	b. Conduct an annual training needs assessment.	Training Chief April	Survey	No funding considerations

GOAL 2: Develop a comprehensive planning and analysis process in order to provide the most efficient and effective customer service.				
Objectives	Tasks	Accountability & Timeframe	Measurement Tool	Funding Considerations
1. Achieve accreditation to demonstrate organizational management of equipment and personnel to maximize customer services and commitment to the community.	a. Pursue reaccreditation in 2019.	Fire Chief & Deputy Chief of Admin. Ongoing	Submission of Annual Compliance Reports and successful re-accreditation every 5 years	Funding required for peer review team, annual fee to CFAI, travel for Accreditation Manager training
	b. Implement strategic and specific recommendations of peer assessment team.	Fire Chief & Deputy Chief of Admin. Ongoing		
2. Provide periodic review of the Strategic Plan to ensure progress and make adjustments based on a changing fiscal, political, and operational environment.	a. Annually review performance measures for appropriateness.	Senior Staff Annually in July Annually in July	Utilized annually to assist with budget planning	No funding considerations
3. Analyze department statistical data to assess service delivery.	a. Generate monthly, quarterly, and yearly reports to quantify departmental statistical data.	Information Technology Analyst Ongoing	Measured annually with ImageTrend, Fire Info, and Officers' Reports	No funding considerations

GOAL 3: Communicate among and between all members of the department and other related entities.				
Objectives	Tasks	Accountability/ Timeframe	Measurement Tool	Funding Considerations
1. Improve communications between department members.	a. Develop and maintain an effective method of communicating through all levels of the department.	Fire Chief and Deputy Chief of Administration	Annual Survey to Department Members	No funding consideration
		Annually in August		
	b. Provide multiple ways to share as much information as possible to every department member.	Fire Chief and Deputy Chief of Administration	Annual Survey to Department Members	No funding consideration
		Annually in August		
2. Improve communication with other City departments and agencies about department services.	a. Develop and maintain a continuing dialogue with other City departments and related outside agencies after identifying those that would provide benefit to departmental objectives.	Fire Chief and both Deputy Chiefs	Number of Fire Department employees involved in city-wide communication	No funding consideration
		Ongoing		
3. Improve communication of departmental services and successes with City Council.	a. Provide annual report to City Council	Fire Chief and both Deputy Chiefs	Information in the State of the City address	No funding consideration
		Annually in February		
	b. Prepare year end information for the State of the City address	Fire Chief and both Deputy Chiefs	Information in the State of the City address	No funding consideration
		Annually in February		

GOAL 4: Develop a comprehensive compensation and benefit program to attract and retain quality employees with long-term commitment in mind.				
Objectives	Tasks	Accountability/ Timeframe	Measurement Tool	Funding Considerations
1. Develop a comprehensive compensation package for all employees.	a. Partner with City of Lynchburg Human Resources to research alternative models of employee compensation.	Fire Chief & Deputy Chief of Administration	Comprehensive Study	Potentially impact operating budget
		One time		
	b. Explore options to provide monetary incentive to compensate employees staffing ambulances.	Fire Chief & Deputy Chief of Administration	N/A	Potentially impact operating budget
		One time		
2. Maintain certification pay program to compensate enhanced service delivery providers.	a. Identify enhanced services outside of primary services that warrant additional compensation.	Deputy Chief of Administration	List of certifications in program	Funding in operating budget for current program
		Annually in May		
	b. Research trends of additional compensation packages provided by similar departments.	Deputy Chief of Administration	N/A	
		Annually in May		
3. Assist employees with financial planning.	a. Emphasize retirement planning early in a member’s career.	Deputy Chief of Administration & Training Chief	Emails and training dates and times	No funding requirements
		Ongoing		
	b. Encourage employees to prepare for catastrophic injury/death and provide potential resources.	Deputy Chief of Administration & Training Chief	Provide Training	
		Ongoing		

GOAL 5: Develop a culture that promotes the health and well-being of employees.				
	Tasks	Accountability/ Timeframe	Measurement Tool	Funding Considerations
1. Develop and implement policies and procedures that promote the health and well-being of employees and to ensure that all Fire Department personnel are physically and mentally prepared to perform assigned duties.	a. Explore the development of a departmental wellness-fitness program utilizing resources such as the IAFF/IAFC Joint Labor Management Wellness-Fitness Initiative (WFI).	Deputy Chief of Administration, Training Chief & Health & Safety Officer	IAFF/IAFC guidelines	Potential impact on operating budget for grant matches
		Ongoing		
	b. Update our current annual employee physical to meet NFPA standards/recommendations.	Deputy Chief of Administration, Training Chief & Health & Safety Officer	NFPA Standard and LFD Physical procedures	Potentially impact operating budget
		Annually in December		
	c. Explore grant opportunities to fund components of a departmental wellness-fitness program.	Deputy Chief of Administration, Training Chief & Health & Safety Officer	Grant application	Potentially impact operating budget
		Continuous		
	d. Increase awareness of services provided by Fire Department Chaplain.	Deputy Chief of Administration, Training Chief & Health & Safety Officer	Emails and information	No funding requirements
		Continuous		
	e. Provide equipment and training to minimize department injury leave usage for work related injuries yearly.	Training Chief & Health & Safety Officer	Equipment purchases/training rosters	No funding requirements
		Continuous		
	f. Provide the opportunity for one hour of physical fitness training per line employee each work shift.	Fire Chief	Number of employees exercising for one hour	No funding requirements
		Continuous		
2. Expand the role of the Mental Wellness Committee.	a. Educate employees about mental wellness and risks associated with the job.	Deputy Chief of Administration, Training Chief & Health & Safety Officer	Emails and information about services, folder on G Drive	No funding requirements
		Annually in January and throughout the year		
	b. Provide employees with resources and ways to get assistance if needed.	Deputy Chief of Administration & Health & Safety Officer	Website information, folder on G Drive	No funding requirements
		Annually in January and throughout the year		

GOAL 6: Develop a hiring process which produces great employees.				
Objectives	Tasks	Accountability/ Timeframe	Measurement Tool	Funding Considerations
1. Structure the hiring process in such a way that the department hires energetic, capable, diverse employees.	a. Identify opportunities for improvement in the hiring process.	Deputy Chief of Administration	N/A	No funding requirements
		Annually before starting hiring process		
	b. Explore collaborative relationships with local institutions of higher learning to increase awareness of career opportunities with the Lynchburg Fire Department.	Deputy Chief of Administration	Number of partnerships created with local institutions of higher learning	No funding requirements
		Continuous		
	c. Continue to collaborate with the Public Safety Recruiter to reach more potential applicants.	Deputy Chief of Administration	Number of applicants recruited from events	No funding requirements
		Continuous		
	d. Create opportunities to increase the pool of potential applicants by working collaboratively with Lynchburg Police Department and Emergency Services.	Deputy Chief of Administration	Total number of applicants from recruiting events	No funding requirements
		Continuous		

GOAL 7: Develop promotional processes that produce effective leaders for the department.				
Objectives	Tasks	Accountability/ Timeframe	Measurement Tool	Funding Considerations
1. Develop and maintain promotional processes to include validation tools that align with skills needed for the position.	a. Identify opportunities for improvement in the promotional process.	Deputy Chief of Administration	N/A	No funding requirements
		Before process begins		
	b. Research industry standards for fire service-validated promotional components for the process to include testing, evaluation, and elimination.	Deputy Chief of Administration	N/A	No funding requirements
		Before process begins		
2. Define eligibility requirements for promotion.	a. Ensure appropriate prerequisites for promotion for each rank based on knowledge, skills, and ability required for the job.	Deputy Chief of Administration	N/A	No funding requirements
		Before process begins		



GOAL 8: Provide educational opportunities to enhance service delivery and develop the workforce for current and future roles.				
Objectives	Tasks	Accountability/ Timeframe	Measurement Tool	Funding Considerations
1. Provide training to all employees to enhance service delivery while emphasizing employee safety.	a. Produce at least 190 hours of company school training annually for every field employee.	Training Chief and Captains	Target Solutions Electronic Training Records	Annual maintenance fee for electronic records
		Annually in December		
	b. Support internal and external partnerships to provide training opportunities for civilian employees.	Deputy Chief of Administration & Training Chief	Target Solutions Electronic Training Records	
		Annually in December		
	c. Produce 12 hours of facilities training annually.	Training Chief & Fire Training Captain	Training Rosters and Target Solutions Reports	Overtime for Facilities Training Committee
		Annually in December		
	d. Track annual skills drills for every employee.	Deputy Chief of Administration & Training Chief	Training Rosters and Target Solutions Reports	Overtime for EMTAG & Facilities Training Committee
		Annually in December		





SERVICE DELIVERY

The Lynchburg Fire Department's service delivery model is centered on continuous improvement. All services are focused on our vision and are sustainable through a range of economic environments.

GOAL 1: Support a post-incident program to assist citizens.				
Objectives	Tasks	Accountability & Timeframe	Measurement Tool	Funding Considerations
1. Support a post incident program that assists the Lynchburg Fire Department in the procurement of resources necessary to assist the community with ancillary needs.	a. Assist The Fire Foundation with fund raising and promotion.	Fire Chief & Foundation Board	Annual activity/financial report from the Foundation.	Community Provided
		Incident Specific		
2. Maintain a restoration program to assist customers with post-incident needs	a. Ensure restoration connectivity at incidents when there are concerns for the welfare and well-being of the citizen.	Deputy Chief of Operations	Monthly reports from Restorative Services	Absorbed in the operating budget
		Incident Specific		
	b. Provide follow-up to restorative services through personnel visits with the citizen.	Deputy Chief of Operations	Monthly reports from Restorative Services	Absorbed in the operating budget
		Incident Specific		
	c. Establish "after the fire" surveys and EMS surveys.	Deputy Chief of Operations	Monthly reports from Restorative Services	Absorbed in the operating budget
		Incident Specific		

GOAL 2: Encourage a comprehensive community wellness plan for citizens to foster improved community health practices.				
Objectives	Tasks	Accountability & Timeframe	Measurement Tool	Funding Considerations
1. Develop and maintain information about citizens with special needs to address specific customer care requirements.	a. Maintain a special needs database yearly.	Deputy Chief of Administration & Fire Marshal	Database that is readily available	Absorbed in the operating budget
		Annual		
2. Promote community health practices to reduce dependence on emergency services.	a. Educate the citizens about available community health and wellness opportunities through partnerships with internal and external stakeholders.	Operations Staff	Work collaboratively with community partners to develop tool	Absorbed in the operating budget
		Annual		
	b. Provide training to ensure personnel are aware of programs available.	Operations Staff	Work collaboratively with community partners to develop tool	Absorbed in the operating budget
		Annual		
3. Promote Public Access CPR training to include a defibrillator program to support timely intervention in heart-related incidents.	a. Encourage external stakeholder involvement in providing and maintaining an Automated External Defibrillator with CPR trained staff	Training Chief & Operations Staff	Ensure notification of device with LFD or DES	Grant money
		Ongoing	Provide education to the community using the program as guide	
	b. Identify what city-owned facilities maintain an AED and encourage the purchase of an AED when applicable.	Operations Staff	Repository of information entered into premise	Absorbed in the budget
		Ongoing		
	c. Promote the community cardiac arrest program (PulsePoint) to empower Citizens the opportunity to respond to nearby cardiac events in public places.	Training Chief	Utilization of software to improve response and follow-up	\$75,000
		Ongoing		
	d. Provide quarterly public CPR training sessions.	Ongoing	Course rosters	Absorbed in the budget and RSAF grant funding.
4. Maintain a campaign to install residential smoke detectors and carbon monoxide alarms.	a. Increase the number of working smoke detectors and/or carbon monoxide detectors in City residences each year.	Fire Marshal	Report developed and tracked through the FMO	Foundation, grants, private community donors
		Ongoing		

GOAL 3: Provide the community with efficient and appropriate emergency fire responses.				
Objectives	Tasks	Accountability & Timeframe	Measurement Tool	Funding Considerations
1. Develop and maintain operational SOP's and SOG's as a foundation for appropriate service delivery.	a. Review departmental SOP's and SOG's annually for appropriateness and applicability.	Deputy Chief of Operations Quarterly/Annually	Operations Meetings	None
2. Maintain and communicate performance measures through annual evaluation and trends of operational services and programs delivered by the department.	a. Review the Standard of Cover and compare it to our performance as an organization annually.	Deputy Chief of Operations Annually	Standard of Cover based on actual response time data	None
	b. Analyze response times and compare those against the Standard of Cover document.	Deputy Chief of Operations Annually		
	c. Review apparatus placement and type using current response model and community needs.	Deputy Chief of Operations Annually	Standard of Cover based on actual response time data	None
3. Develop a post-incident analysis program utilizing best practices, SOP's, and SOG's as the framework for identifying outcomes.	a. Create a department wide post-incident analysis plan (PIAP).	Operational BC As needed	Electronic PIAP	None
	b. Provide incident analysis report (lessons learned) department-wide with redacted information.	Operational BC As needed	Annual Report PIAP	None
4. Evaluate the need to permanently staff a third ladder truck based on community assessment and projected growth.	a. Engage internal city stakeholders to evaluate projected community growth (GIS and Community Planning Development).	Deputy Chief of Operations December of 2018	Response Data	Absorbed in the operating budget
	b. Establish a location for apparatus based on the community needs	Deputy Chief of Operations December of 2018	Response Data	Absorbed in the operating budget
	c. Ensure alignment with ISO and accreditation organizations.	Deputy Chief of Operations December of 2018	Response Data	Absorbed in the operating budget



GOAL 4: Establish relationships and partnerships to ensure effective delivery of public safety education.				
Objectives	Tasks	Accountability & Timeframe	Measurement Tool	Funding Considerations
1. Establish and maintain a relationship with area media outlets to help develop public service announcements and/or stories for broadcasts and publication.	a. Actively seek opportunities to engage the media in public safety events, stories, and public service announcements.	Fire Chief & Fire Marshal Annually	Numbers of reports through bi-annual report	None
	b. Utilize Lynchburg Television Station (LTV) for interviews to explain our services and how we deliver them.	Fire Chief & Deputy Chiefs Annually	Numbers of reports	Absorbed in the budget
2. Cultivate opportunities for enhanced partnerships within the city's public safety system (PD/Sheriff/Lyn-Comm/Emergency Management).	a. Implement and encourage intra-departmental training including classroom and live evolutions.	Fire Chief & Deputy Chiefs Training Chief Annually	Evaluation of current and potential programs and needs	None
	b. Support programming that is developed by noted partners to ensure effective delivery to the community.	Fire Marshal Annually	Annual evaluation of programs and opportunities	None
3. Support participation in education programming at public and private schools	a. Identify schools that do not have current partnerships with the fire department and encourage participation.	Fire Marshal Annually	Annual Report	None
	b. Encourage each station and shift to visit a school once a month.	Fire Marshal Annually	Annual Report	None
	c. Work with individual school administrative staff to ensure partnership is mutually beneficial.	Fire Marshal Annually	Annual Report	None
4. Continue Child Safety Seat Program	a. Provide proper training to new and current employees.	Training Chief Annually	Annual Report	Absorbed in the operating budget and grant funding
	b. Maintain an effective record management system regarding training, installation, and follow-up.	Training Chief Annually	Annual Report	Absorbed in the operating budget
	c. Evaluate ways to engage the public in the services offered and information provided.	Training Chief Annually	Community Engagement	Absorbed in the operating budget
5. Establish relationships with youth facilities including but not limited to; alternative schools, public and private city schools, detention home, community recreations centers, etc. to increase community wellness	a. Maintain relationships with established partner schools.	Deputy Chief of Administration & Fire Marshal Ongoing	Partner reports from each school	None
	b. Encourage development of new partnerships with alternative community based facilities.	Deputy Chief of Administration & Fire Marshal Ongoing	Known partner development	None
6. Promote public safety education programs in local businesses to cultivate a safe community.	a. Provide public safety education programs in local businesses yearly.	Deputy Chief of Administration & Fire Marshal	Creation of business partnerships	None
		Ongoing		

GOAL 5: Work collaboratively with our regional emergency management partners to enhance public safety				
Objectives	Tasks	Accountability & Timeframe	Measurement Tool	Funding Considerations
1. Provide mutual and or automatic aid in areas or bordering jurisdictions, to ensure effective and efficient service delivery.	a. Provide assistance in implementing operational activities upon request from neighboring jurisdictions.	Deputy Chief of Operations	Define jurisdictions and boundaries that meet the criteria	None
		Ongoing/Annually	Mutual Aid Agreements	
	b. Identify local stakeholders from our neighboring agencies.	Deputy Chief of Operations	Define jurisdictions and boundaries that meet the criteria	None
		Ongoing/Annually	Mutual Aid Agreements	
	c. Discuss response/purchasing possibilities with our neighboring agencies.	Deputy Chief of Operations	Define jurisdictions and boundaries that meet the criteria	None
		Ongoing/Annually	Mutual Aid Agreements	
	d. Promote automatic aid with neighboring jurisdictions.	Deputy Chief of Operations	Define jurisdictions and boundaries that meet the criteria	None
		Ongoing/Annually	Mutual Aid Agreements	
	e. Update/develop written mutual aid agreements with our neighboring agencies.	Deputy Chief of Operations	Define jurisdictions and boundaries that meet the criteria	None
		Ongoing/Annually	Mutual Aid Agreements	
2. Develop regional training opportunities where other agencies and jurisdictions can train and learn collaboratively.	a. Pursue the development of a regional planning team to coordinate and identify training opportunities with partner agencies.	Both Deputy Chiefs	Needs assessment	Based on needs assessment
		Ongoing		
	b. Identify and address current and future public safety organizational training needs to maximize the effective use of area training resources.	Both Deputy Chiefs	Needs assessment	Based on needs assessment
		Ongoing		
3. Partner with agencies to develop public safety operational initiatives. These agencies include but are not limited to; LPD, Lynchburg Sheriff, Lyn-Comm, Lynchburg Emergency Management, Blue Ridge Regional Jail, Higher education public safety staff.	a. Provide assistance in implementing operational activities with area and city public safety agencies.	Deputy Chief of Operations	Needs assessment	Based on needs assessment
		Ongoing		
	b. Pursue regular meetings between fire command staff and partner agencies.	Deputy Chief of Operations	Needs assessment	Based on needs assessment
		Ongoing		

GOAL 6: Provide progressive EMS service delivery.				
Objectives	Tasks	Accountability & Timeframe	Measurement Tool	Funding Considerations
1. Continue to evaluate the appropriate "scope of practice" to be delivered based on best practice and industry standards.	a. Regional and department specific protocol review and development.	Training Chief & Operations Staff	Annual review	None
		Ongoing	Continuous Quality Improvement (CQI)	
	b. Ensure effective service delivery based on historical data.	Training Chief & Operations Staff	Response Data	None
		Annually		
2. Ensure response objectives are met through appropriate deployment of resources.	a. Ensure standard of cover is being met.	Operations Staff	Response Data	None
		Bi-Annually		
	b. Review Automated Vehicle Locator (AVL) status for appropriate response.	Operations Staff	Response Data	None
		Quarterly		
	c. Continue the evaluation of Emergency Medical Dispatch (EMD).	Operations Staff	Quarterly Reporting through Lyn-Comm	None
		Quarterly		
3. Evaluate alternative EMS delivery models/methods to enhance service delivery.	a. Identify alternative delivery models for call types.	Training Chief & Operations	Best practice standards	Driven by changes that may need to be made
		Quarterly		
	b. Amend department specific SOP's and SOG'S to reflect alternative delivery models.	Operations Staff	Best practice standards	Driven by changes that may need to be made
		Annually		
4. Gather and evaluate outcome data to improve service delivery.	a. Identify which information/data is needed to improve service delivery.	Operations Staff	Data obtained	None
		Bi-Annually		
	b. Determine methods for contacting prior patients to obtain feedback.	Operations Staff	Survey patient and hospital follow-up	Cost of survey and personnel utilized during follow-up
		Quarterly		
5. Expand and improve the delivery of Advanced Practice Paramedic Program(s).	a. Encourage participation through personnel engagement.	Operations Staff/OMD	Number of trained personnel	None
		Annually		
	b. Increase training opportunities for personnel.	Training Chief & OMD	Needs Assessment	Overtime or other compensation
		Annually		
	c. Incentivize personnel who are Advanced Practice Paramedics.	Fire Chief & Operations Staff	Compensation Review Annually	Salary based and market driven
		Annually		
	d. Determine appropriate equipment and pharmacological needs of the program.	Operations Staff & OMD	Standards of Practice Review	Undetermined
		Annually		

GOAL 7: Provide effective life safety initiatives through the use of fire investigations and fire inspections to minimize fire loss and personal injury.				
Objectives	Tasks	Accountability & Timeframe	Measurement Tool	Funding Considerations
1. Ensure efficient and effective delivery of service based on known and perceived needs of the community.	a. Determine efficiency of delivery models and methods through stakeholder engagement.	Fire Marshal	Stakeholder engagement through surveys and evaluations	Cost of engagement
		Annually		
	b. Maintain service delivery based on the needs of the community.	Fire Marshal	Response Data	Operating Budget
		Annually		
2. Explore alternatives to the current delivery model of fire and life safety initiatives.	a. Consider staffing alternatives.	Fire Marshal	Response Data	None
		As needed, Every other year		
	b. Consider partnerships, both internal and external, that may enhance service delivery.	Fire Marshal	Community Engagement	Absorbed in the Operating Budget
		As needed		
3. Develop a comprehensive performance measurement tool to effectively evaluate service delivery.	a. Measure performance based on known models and service delivery methods, using best practices	Fire Marshal	Tool	None
		Annually		
	b. Develop an appropriate method for tracking information and using that information for data analysis.	Fire Marshal	Response Data	Cost of software and or program development
		Annually		

GOAL 8: Provide safe and efficient technical rescue and haz-mat response services.				
Objectives	Tasks	Accountability & Timeframe	Measurement Tool	Funding Considerations
1. Determine the scope, level, and method of specialty programs/services that should be delivered by LFD.	a. Determine the effectiveness of the current delivery method.	TRT Coordinator & Haz-Mat Coordinator	Response Data	Absorbed in the Operating Budget and or cost recovery methods
		Annually		
	b. Identify standards that are mandated based on the type of service offered.	TRT Coordinator & Haz-Mat Coordinator	Standards of Practice (NFPA, OSHA, NIOSH, DEM, DEQ)	Absorbed in the Operating Budget and or cost recovery methods
		Annually		
	c. Ensure that service delivery aligns with the standard of cover.	TRT Coordinator & Haz-Mat Coordinator	Standard of Cover	Absorbed in the Operating Budget and or cost recovery methods
		Annually		
	d. Explore and evaluate funding and revenue streams for special team programs.	TRT Coordinator & Haz-Mat Coordinator	Grant Opportunities	Grant/PIER
		Annually		
2. Explore alternatives to the current delivery model.	a. Determine effective staffing guidelines that affect service delivery.	TRT Coordinator & Haz-Mat Coordinator	Response Data and Standard of Cover	Absorbed in the Operating Budget and or cost recovery methods
		Annually		
	b. Determine partnerships that can assist and/or enhance service delivery.	TRT Coordinator & Haz-Mat Coordinator	Community Engagement	None
		Annually		



RESOURCES

The Lynchburg Fire Department will create and maintain an infrastructure that supports existing and emerging technologies, recognizing fiscal and practical limitations.

GOAL 1: Develop a program that ensures consistent replacement schedules, distribution methods, and funding strategies to support non-personnel resources.

Objectives	Tasks	Accountability & Timeframe	Measurement Tool	Funding Considerations
1. Develop a plan to enhance equipment and supply funding, acquisition, and distribution to ensure departmental personnel are allocated the proper resources necessary to accomplish duties and responsibilities.	a. Fill departmental requests for in-stock supplies while maintaining appropriate inventory in stations.	Logistics & Battalion Chiefs	Survey of station officers	Operating budget
		Ongoing		
	b. Process all orders for non-stocked supplies and materials within 72 hours. (Vendor or outside contractor.) Maintain appropriate inventory at stations.	Logistics & Battalion Chiefs	Survey of station officers	Operating budget
		Ongoing		
2. Maintain a Grant Committee to explore alternative funding, and seek funding from all available grants.	a. Continually increase department pursuit of competitive grants.	Fire Administrative Manager	Annual grant totals	N/A
		Ongoing		
3. Appropriately allocate entitlement funds (Fire Programs and Four for Life) to supplement equipment and supplies.	a. Meet annually with department employees to develop spending plan for entitlement funds.	Fire Administrative Manager	Fund Totals	N/A
		Ongoing		

GOAL 2: Develop a Facilities Plan to ensure existing and future buildings meet code requirements and have adequate space and furnishings and allow for future service delivery.

Objectives	Tasks	Accountability & Timeframe	Measurement Tool	Funding Considerations
1. Develop and maintain facilities plan and work with city staff to prioritize items to meet Facilities Plan.	a. Perform an assessment of all Fire Department facilities. Determine code issues, safety issues, building health, maintenance issues, historical issues, growth issues, and energy efficiency of buildings. Ensure the future construction/renovation of fire department facilities includes separate male and female facilities. Include station officers, facility managers, FMO, City Inspections, Engineering, Buildings and Grounds in the assessment process.	Logistics	N/A	Operating budget/ CIP Grants
		Ongoing		
	b. Explore alternative funding options.	Deputy Chief of Administration	Grant Fund obtained	N/A
		Ongoing		
	c. Submit budget requests per priorities and CIP requests.	Fire Chief	Money in CIP	CIP
		Ongoing		

GOAL 2: Develop a Facilities Plan to ensure existing and future buildings meet code requirements and have adequate space and furnishings and allow for future service delivery, (Continued).

Objectives	Tasks	Accountability & Timeframe	Measurement Tool	Funding Considerations
2. Determine where and when growth in business and residential areas will occur.	a. Analyze call volume and look for changing trends in specific areas of town (ex.: Greenview Dr., Wyndhurst, Wards Rd., and Liberty University/460 corridor).	Deputy Chief of Operations	Annual	N/A
		Ongoing		
	b. Partner with Departments of Economic Development and Community Development, Region 2000 and colleges/universities (Liberty) to predict/determine future growth in student population and facilities.	Deputy Chief of Operations	Bi-Annual	N/A
		Ongoing		
	c. Re-evaluate current Standard of Cover document to determine if it meets current and projected response needs.	Accreditation Manager	Completed every two years	N/A
		Ongoing		
	d. Analyze need to relocate station/apparatus.	Deputy Chief of Operations	Completed every two years	CIP for construction
		Ongoing		

GOAL 3: Re-evaluate our information technology management system to ensure operational efficiency.

Objectives	Tasks	Accountability & Timeframe	Measurement Tool	Funding Considerations
1. Continually evaluate the department's records management system.	a. Ensure ImageTrend software is the latest version.	Deputy Chief of Operations	Annual Calendar	Operating Budget
		Annual		
	b. Ensure CrewSense and Target Solutions software is up-to-date and staff is properly trained.	Deputy Chief of Operations & Training Chief	Annual Calendar	Operating Budget
		Annual		
	c. Ensure that all software programs work in concert.	Deputy Chief of Operations	Annual Calendar	Operating Budget
		Annual		
2. Explore alternative connectivity options and hardware platforms.	a. Continually seek to identify alternatives that promote more efficient, reliable, and cost-effective solutions for connectivity.	Fire Chief and Information Technology	Annual Calendar	Operating Budget
		Ongoing		
	b. Once identified, test, implement, and evaluate new connectivity solutions.	Fire Chief and Information Technology	Annual Calendar	Operating Budget
		Ongoing		
	c. Explore/evaluate new and faster connectivity options (Wifi, Wimax, etc.)	Fire Chief and Information Technology	Annual Calendar	Operating Budget
		Ongoing		
3. Explore records management software for staffing.	a. Identify key components of software.	Fire Chief and Information Technology	N/A	Operating Budget
		One Year		
	b. Evaluate proposals from vendors and make selection.	Fire Chief and Information Technology	N/A	Operating Budget
		One Year		

GOAL 3: Re-evaluate our information technology management system to ensure operational efficiency, (Continued).				
Objectives	Tasks	Accountability & Timeframe	Measurement Tool	Funding Considerations
4. Maintain records management software for training.	a. Identify key components of software.	Senior Staff	Training Records Completion	Operating Budget
		Annual		
	b. Evaluate software operation to ensure department needs are met including but not limited to ISO requirements.	Senior Staff and Operations Staff	Training Records Completion	Operating Budget
		Annual		
5. Explore records management software for equipment and supplies inventory contract.	a. Identify key components of software.	Deputy Chief of Administration & Logistics Captain	Completion of Project	Operating Budget
		Annually		
	b. Evaluate proposals from vendors and make selection.	Deputy Chief of Administration Logistics Captain	Completion of Project	Operating Budget
		Annually		

GOAL 4: Continue providing the highest level of emergency response from the most modern & dependable equipment.				
Objectives	Tasks	Accountability & Timeframe	Measurement Tool	Funding Considerations
1. Maintain the fleet replacement plan.	a. Monitor and evaluate vehicle replacement schedule.	Deputy Chief of Administration and Logistics	Fleet Services Procurement Schedule/Policy files	Fleet Board Funding
		Ongoing		
	b. Monitor mileage, condition, and repair history of vehicles.	Deputy Chief of Administration and Logistics	Fleet Services Procurement Schedule/Policy	Fleet Board Funding
		Ongoing		
	c. Constantly evaluate replacement criteria for relevance.	Deputy Chief of Administration and Logistics	Fleet Services Procurement Schedule/Policy	Fleet Board Funding
		Ongoing		
2. Work with city staff to prioritize items in Fleet Plan.	a. Use condition and replacement criteria to adjust items in plan.	Deputy Chief of Administration and Logistics	N/A	Fleet Board
		Ongoing		
	b. Obtain feedback from emergency vehicle technicians and field personnel to prioritize vehicle replacements.	Deputy Chief of Administration and Logistics	N/A	Fleet Board
		Ongoing		
	c. Maintain close contact with Fleet Board during plan development.	Deputy Chief of Administration and Logistics	N/A	Fleet Board
		Ongoing		
3. Determine if fleet meets demands of service delivery.	a. Ensure Apparatus Committee is representative of entire department.	Deputy Chiefs of Administration and Operations	N/A	N/A
		Ongoing		
	b. Obtain feedback and suggestions from field personnel on apparatus features that would improve safety and service delivery.	Deputy Chiefs of Administration and Operations	Department Survey	N/A
		Completed every two years		
	c. Maintain up-to-date knowledge in apparatus trends.	Deputy Chiefs of Administration and Operations	N/A	N/A
		Ongoing		

GOAL 4: Continue providing the highest level of emergency response from the most modern & dependable equipment, (Continued).

Objectives	Tasks	Accountability & Timeframe	Measurement Tool	Funding Considerations
4. Develop replacement plans/schedules for capital equipment (cardiac monitor/defibrillators, chest compression devices, stretchers, fire prevention trailer, wellness equipment, and PPE (turnout gear and SCBA)	a. Budget for replacement of three (3) monitor/defibrillators per year.	Operations Staff	N/A	Operating Budget/Grants (Equipment Fund)
		Ongoing		
	b. Budget for replacement of a chest compression device each year.	Operations Staff	N/A	Operating Budget/Grants (Equipment Fund)
		Ongoing		
	c. Establish a schedule and funding source for replacement of SCBAs and PPEs (turn-out gear).	Deputy Chief of Operations and Logistics Officer	N/A	Establish reserve fund (Equipment Fund)
		Ongoing		
	d. Order a new Powerload stretcher with each new medic unit or rechassis.	Logistics Officer/ Deputy Chief of Administration	N/A	Operations Fleet Funding
		Ongoing		
	e. Develop a strategy to replace wellness equipment (one station per year).	Logistics Officers/ Health & Safety Officer	N/A	Grant/ Operations
		Ongoing		
5. Develop and maintain procurement strategies for purchasing additional/new capital equipment.	a. Develop a schedule for purchase and replacement of PPE extractors and dryers.	Deputy Chief of Operations and Logistics Officer	N/A	Operating Budget/Grants
		Ongoing		
	b. Develop a schedule for purchase of a second set of PPE over a period of time for all uniformed staff.	Deputy Chief of Operations and Logistics Officer	N/A	Operating Budget/Grants
		Ongoing		
	c. Develop a schedule for purchase and replacement of thermal imaging cameras.	Logistics and Haz-Mat Coordinator	N/A	Operating Budget/Grants (Equipment Fund)
		Ongoing		
	d. Develop a schedule for purchase of ballistic vests.	Deputy Chief of Operations and Logistics Officer	N/A	Operating Budget/Grants (Equipment Fund)
		Ongoing		
	e. Develop a schedule for purchase and replacement of gas monitors.	Logistics and Haz-Mat Coordinator	N/A	Operating Budget/Grants (Equipment Fund)
		Ongoing		
	f. Develop a schedule for purchase and replacement of SCBA.	Deputy Chief of Operations and Logistics Officer	N/A	Grant Funding
		Ongoing		

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A group of five firefighters, three men and two women, are posing in front of a red and white fire engine. One firefighter is wearing full turnout gear and holding a yellow helmet. The others are in dark blue uniforms. The fire engine has "ENGINE 2" written on its side. In the background, there are city buildings, including one with a "PACIFIC LIFE" sign.

**First in Safety, First in Service,
First in Community!**



*800 Madison Street
Lynchburg, VA 24504
www.lynchburgva.gov/fire*

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **March 9, 2021**

AGENDA ITEM #: **12**

CONSENT: REGULAR: **X**
ACTION: INFORMATION: **X**

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: Presentation on CARES Business Recovery Program

KEY ELEMENTS:

☒ Economic Development ☒ Excellent Government ☐ Natural and Built Environment ☐ Safe Community ☒ Vibrant Community

RECOMMENDATION: Hear a presentation regarding the CARES Business Recovery Program from the Office of Economic Development & Tourism. No action is requested.

SUMMARY: The CARES Business Recovery Program was a one-time fund that offered financial assistance to businesses whose operations were either closed or restricted by the Commonwealth of Virginia in response to the novel coronavirus. City Council approved a portion of the City's allocation of the Coronavirus Relief Funds provided through the federal CARES Act. The program was administered by the Office of Economic Development & Tourism and the Economic Development Authority (EDA).

PRIOR ACTION(S): On July 23, 2020 and August,11, 2020 respectively City Council approved the use of CARES Act funding to assist with business support initiatives.

FISCAL IMPACT: No local match required. However, \$3,232,640 in awards, heaters and administration of the CARES Business Recovery and Winterization programs was provided to businesses in the City.

CONTACT(S): Marjette Upshur, Director of Economic Development & Tourism, 455-4493

ATTACHMENT(S): CARES Business Recovery Program Presentation

REVIEWED BY: klw

035A

The background of the slide is a stylized map of a city. It features a network of thin blue lines representing streets and a few thicker orange lines representing major roads or highways. A grey, winding shape on the right side of the map represents a river. The text is overlaid on this map.

CARES Business Recovery Program

Presented by the Office of Economic Development & Tourism
March 9, 2021

I. About the Program

II. Communications & Outreach

III. What We Learned

IV. Business Spotlights

In August 2020, the City of Lynchburg launched the
CARES Business Recovery Program.

- One-time fund that offered financial assistance to businesses whose operations were either closed or restricted by the Commonwealth of Virginia in response to the novel coronavirus
- Administered by the Office of Economic Development & Tourism and the Economic Development Authority (EDA)

Qualifications included that businesses must:

- Be physically located in the City of Lynchburg
- Be in business and registered with the City of Lynchburg as of March 1, 2020
- Be able to demonstrate a loss in revenue attributed to COVID-19 by completing a Financial Statement of Impact form
- Have between 0 (owner) and 100 full time equivalent employees as of March 1, 2020
- Have no more than \$5 million in annual gross revenues
- Certify that business is currently open or plans to reopen
- Be current on any and all City of Lynchburg taxes prior to grant disbursement
- Submit a copy of the Payroll Protection Program (PPP) or Economic Injury Disaster Loan Emergency Advance (EIDL) applications, if applicable

Three Rounds of Funding

Round 1

- Applied to businesses deemed “non-essential” by Executive Order 53, whose business operations were impeded or closed due to COVID-19.
- Minimum \$100,000 in gross receipts.

Round 2

- Open to both essential and non-essential businesses and nonprofits
- Minimum of \$50,000 in gross receipts.

Round 3

- Open to any business licensed in the City of Lynchburg as of March 1, 2020.

CARES Winterization Program



- Launched in December 2020
- Provided heaters (or reimbursement for winterization efforts already purchased) to local businesses with outdoor dining areas.
- 75 outdoor heaters distributed to businesses.
- \$15,565 in reimbursement amounts



Total CARES Programming

336 Total Business Recovery Grants

38 Winterization Grants + 75 Heaters

\$3,215,640 total in awards



Communications and Outreach

CARES Communication

Method of Communication	Round 1	Round 2	Round 3	Total
Calls	1,114	269	155	1,538
Emails	701	575	1355	2,631
Direct Mail	1,114	N/A	N/A	1,114
Newsletter	Reached 2500+ business contacts monthly April-December			

Media Coverage

Lynchburg business owners have more time to apply for local CARES Act grant

City council extends application deadline to October 30th



Lynchburg City offering Winterization Program for local restaurants

by Brihett Vickery | Wednesday, November 25th 2020



Mama Crockett in Lynchburg has been one of the first to apply to the Winterization Program. They are in the process of completing an outside deck. (WSET)

City of Lynchburg Launches CARES Business Recovery Program

City of Lynchburg to distribute small business grants amid pandemic

by Sara Grace Todd | Thursday, August 13th 2020



The City of Lynchburg has launched the CARES Small Business Recovery Grant Program to provide financial relief to local businesses. (Google Maps)

Latest LYH News and Announcements



City of Lynchburg Announces CARES Business Recovery Grant Program

In May 2020, the City of Lynchburg received funding from the federal CARES (Coronavirus Aid, Relief and Economic Security) Act. Funds are designated for relief and recovery efforts related to the COVID-19 global pandemic and Lynchburg City Council has elected to allocate approximately 27% of its total CARES funding to directly support small businesses in the City of Lynchburg.



Lynchburg restaurants get outdoor heaters, reimbursements via city program

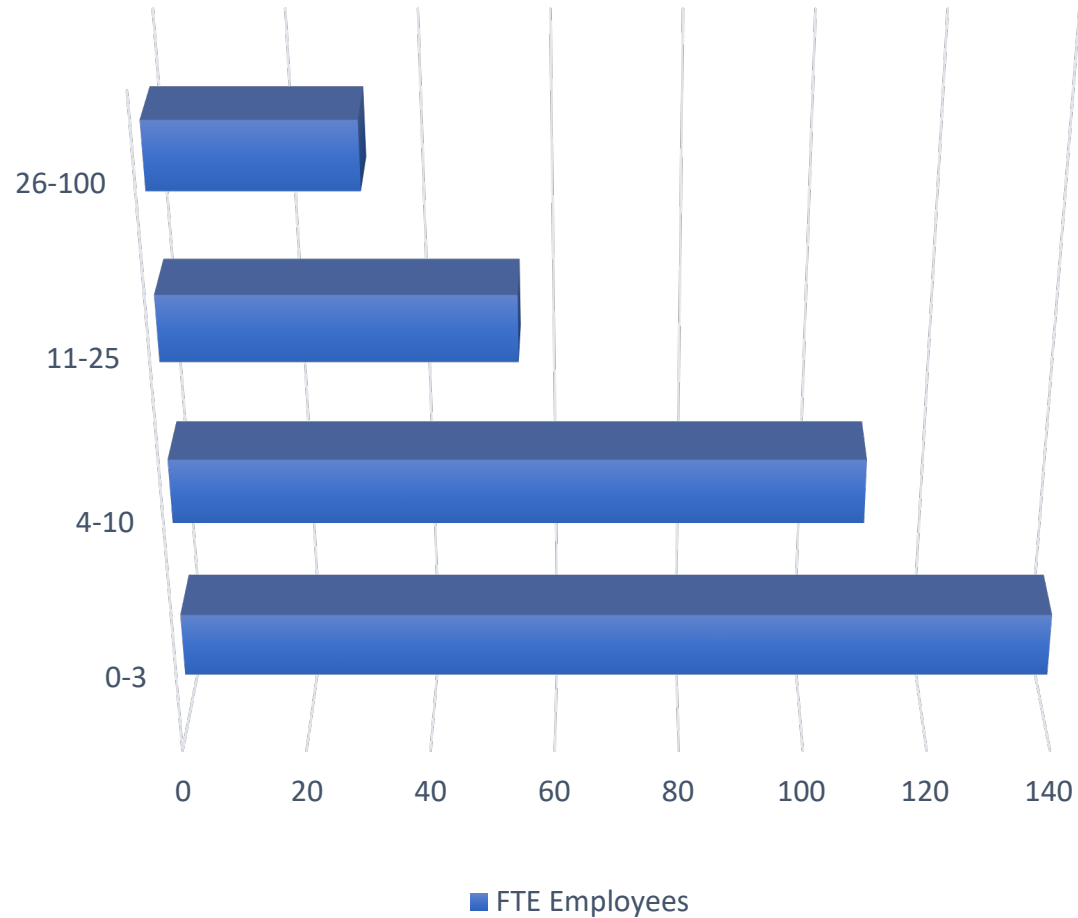
Rachael Smith

Outdoor dining in the Hill City is about to get a little more comfortable as restaurants finally start getting their hands on more than 70 coveted outdoor heaters provided by the city.

A map of a city with a river and highlighted orange routes. The map shows a network of streets in light blue and a river in light grey. Several orange lines are overlaid on the map, indicating specific routes or paths. The text "What Did We Learn?" is centered over the map in a large, bold, dark blue font.

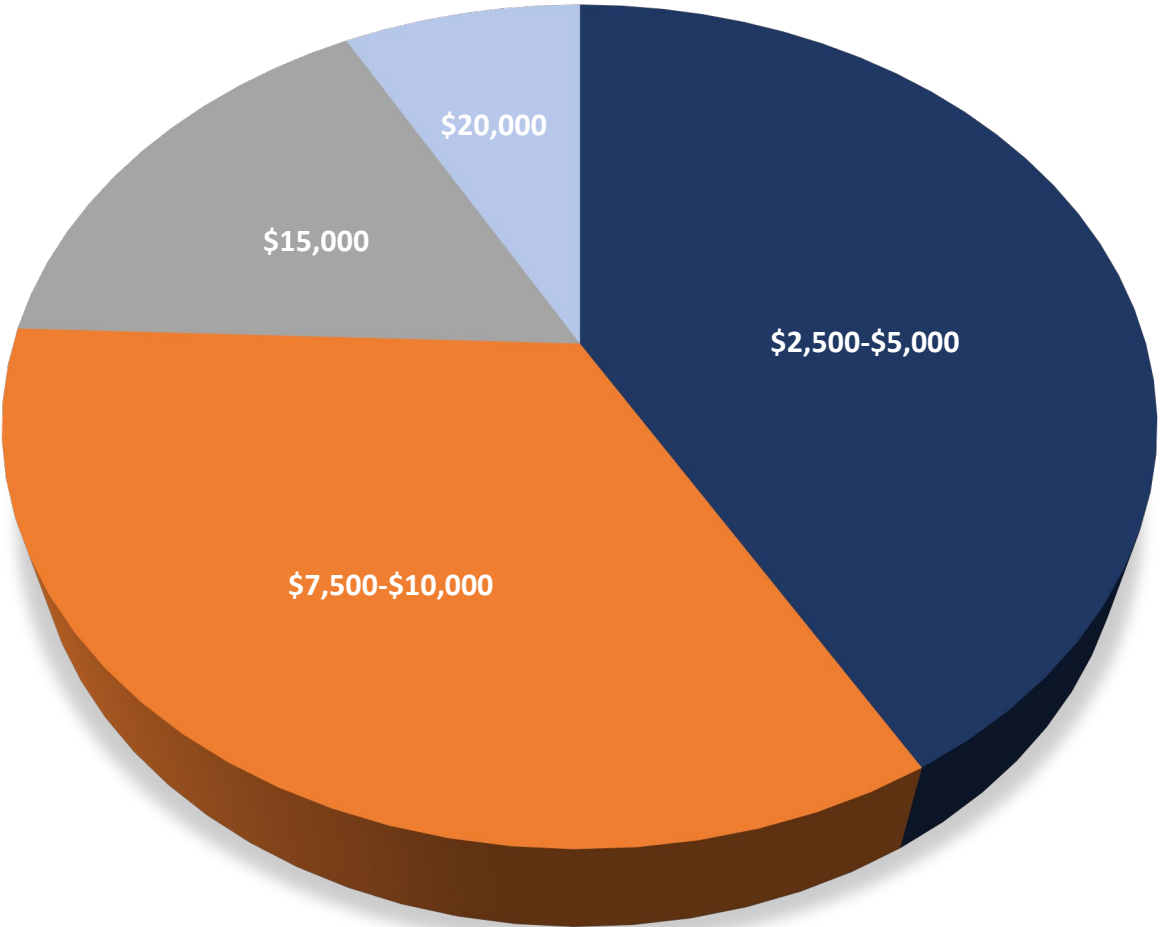
What Did We Learn?

Business Size



76% of awards were granted to small businesses of 10 FTE employees or less

Award Amounts

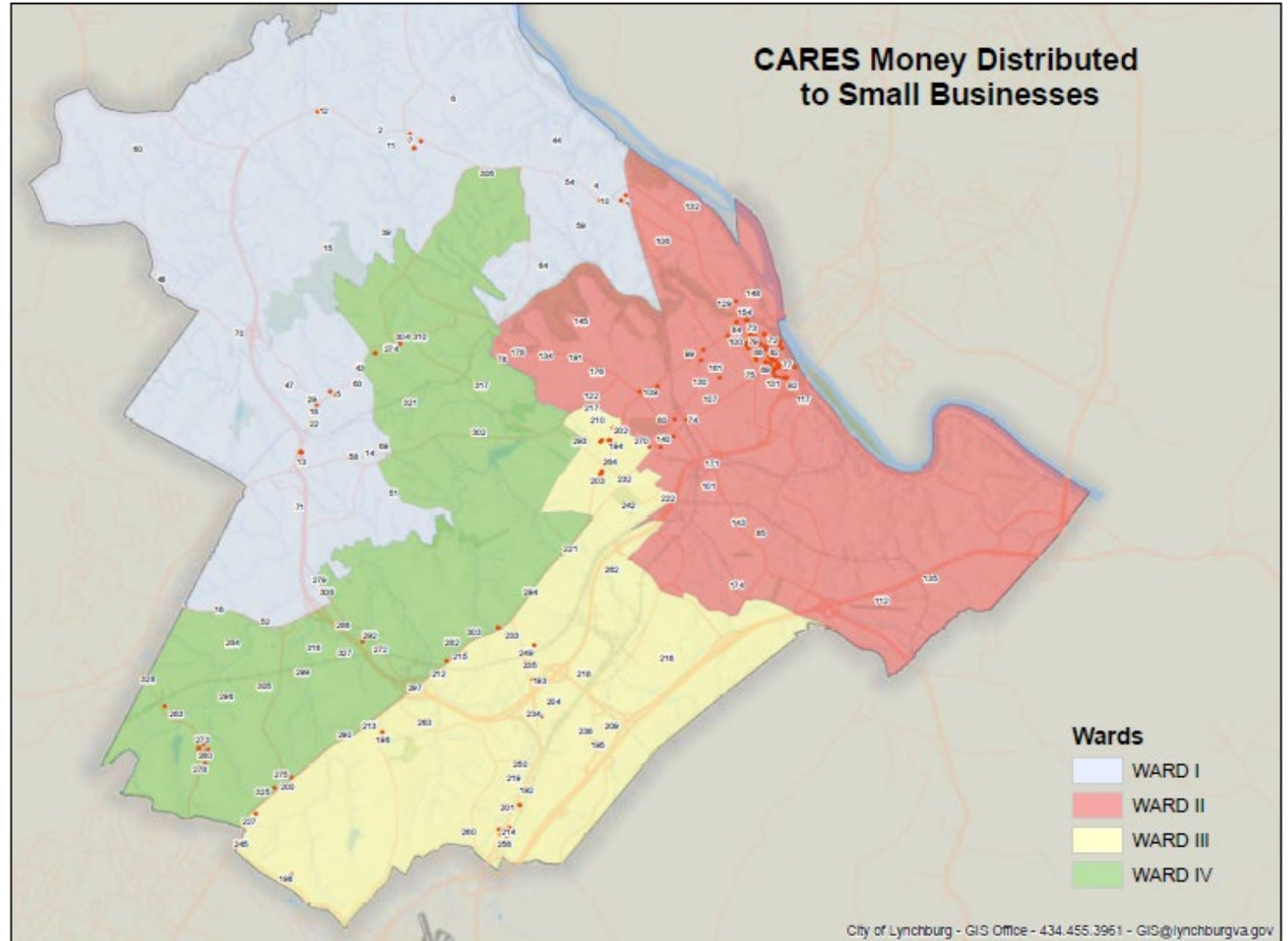
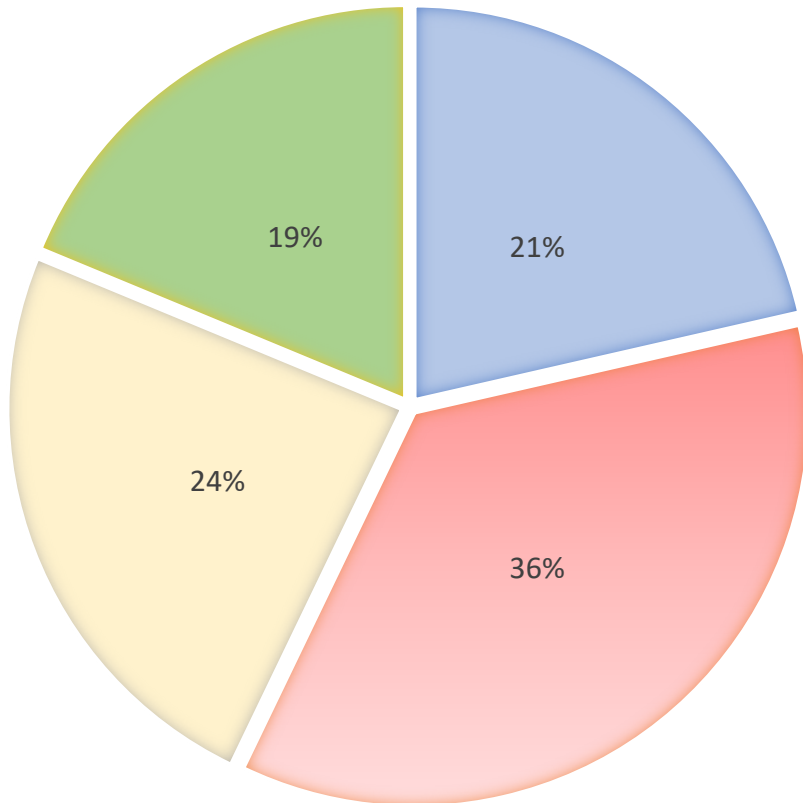


■ \$2,500-\$5,000 ■ \$7,500-\$10,000 ■ \$15,000 ■ \$20,000

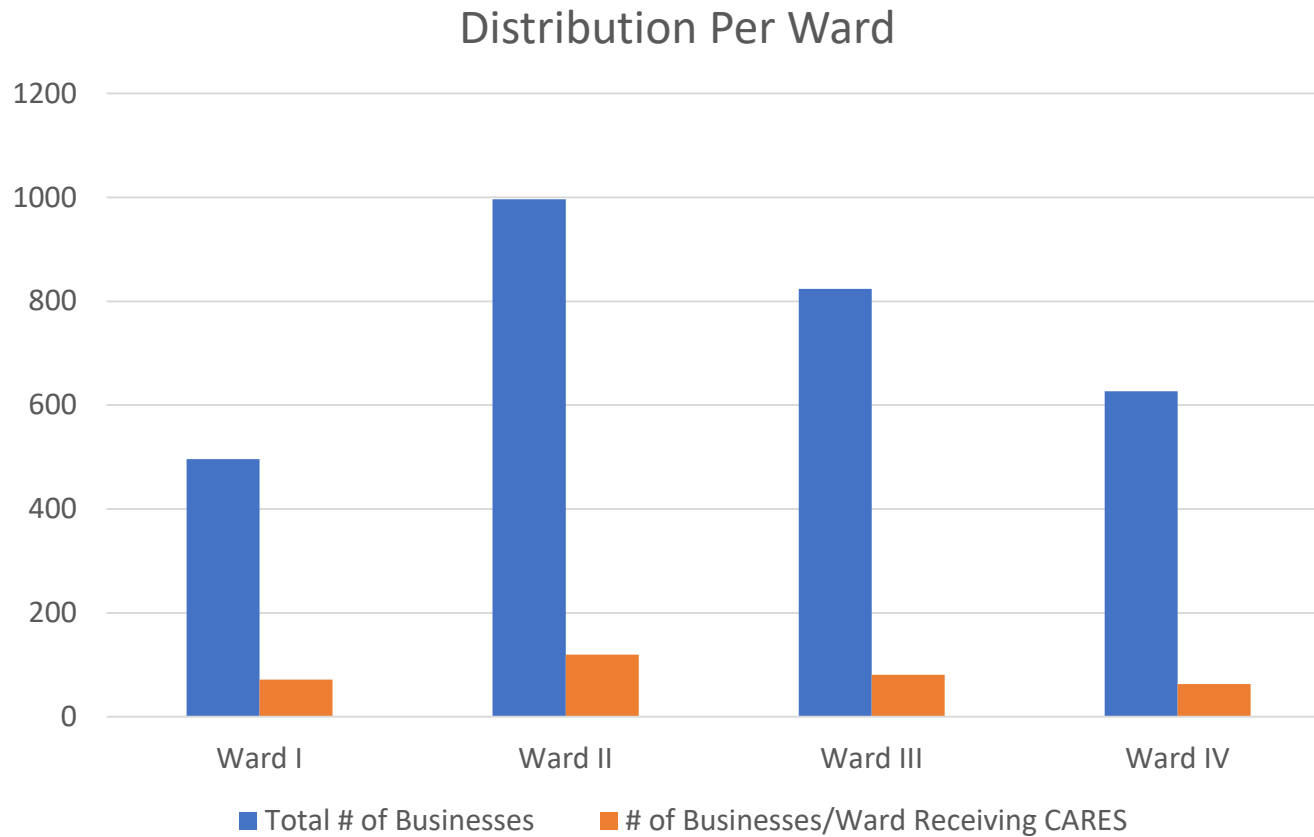
Ward Information

DISTRIBUTION OF GRANTS BY WARD

■ Ward I ■ Ward II ■ Ward III ■ Ward IV



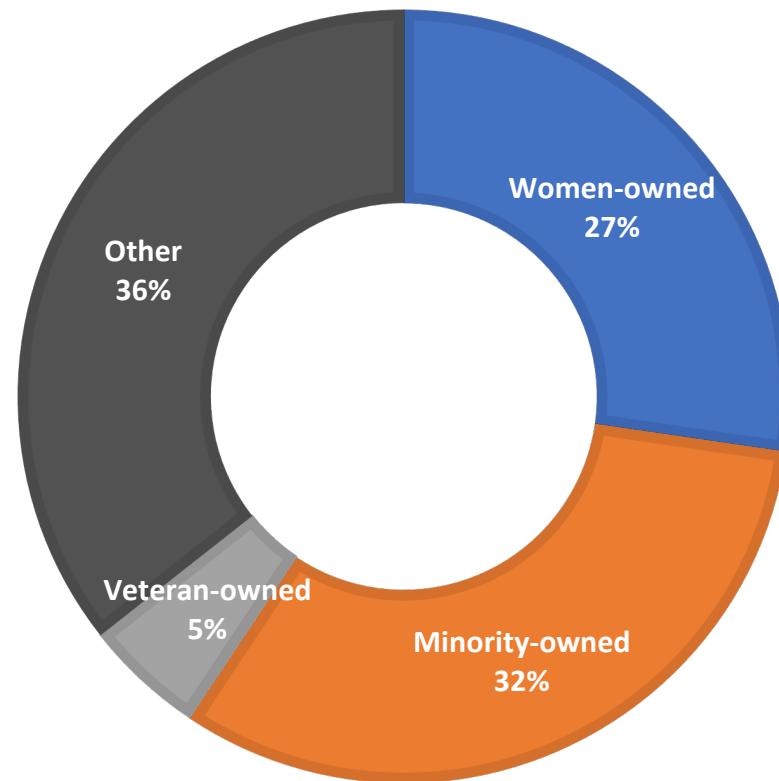
Ward Information



Between 10% - 14% of the total number of businesses in each ward applied for and received funding from the CARES Business Recovery Program.

Demographics of CARES Recipients

■ Women-owned ■ Minority-owned ■ Veteran-owned ■ Other

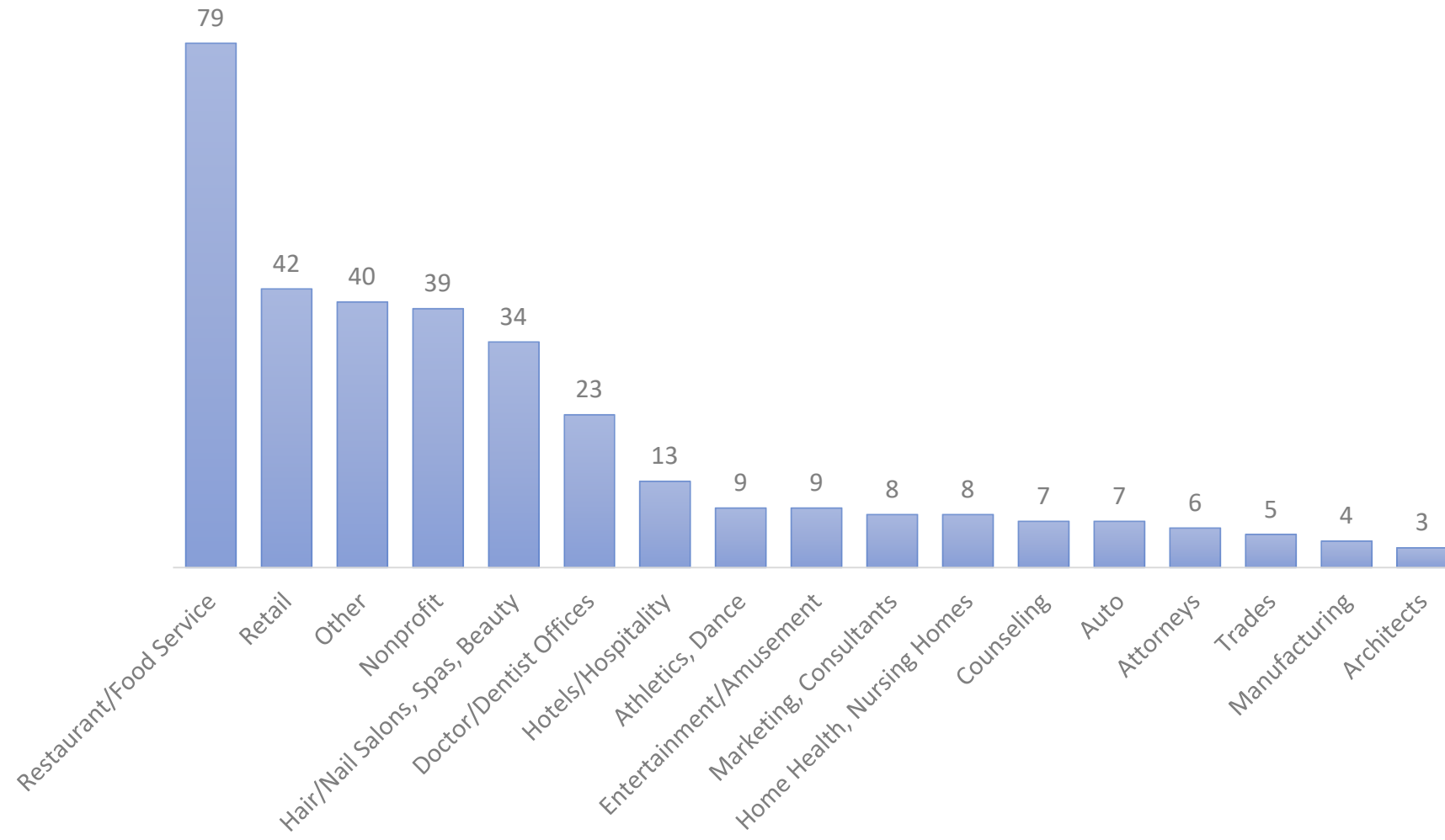


**64% of applicants
funded in CARES
were women,
minority and/or
veteran owned**

Age of Businesses

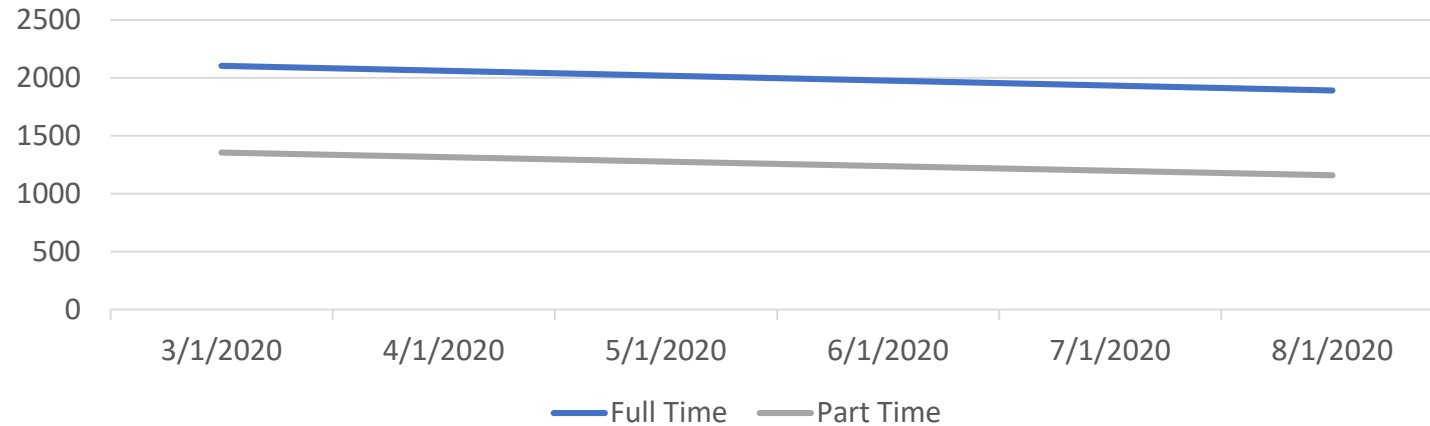


Businesses by Industry Sector



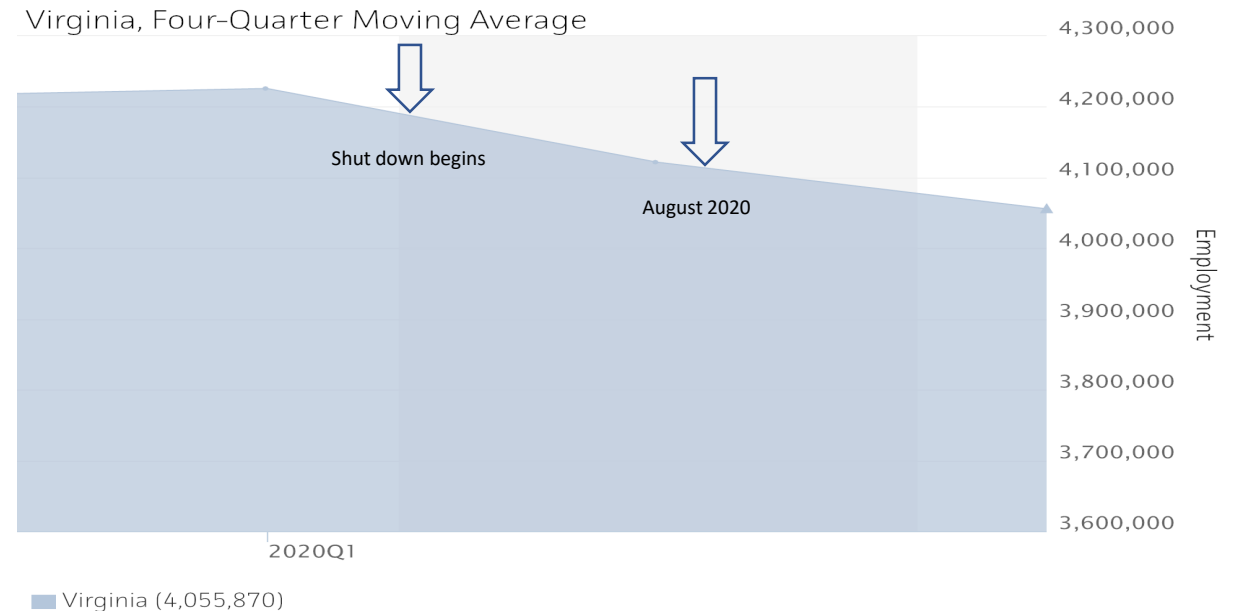
*Other includes personal services, consultants, contractors, financial services etc....

Employment Change March-August

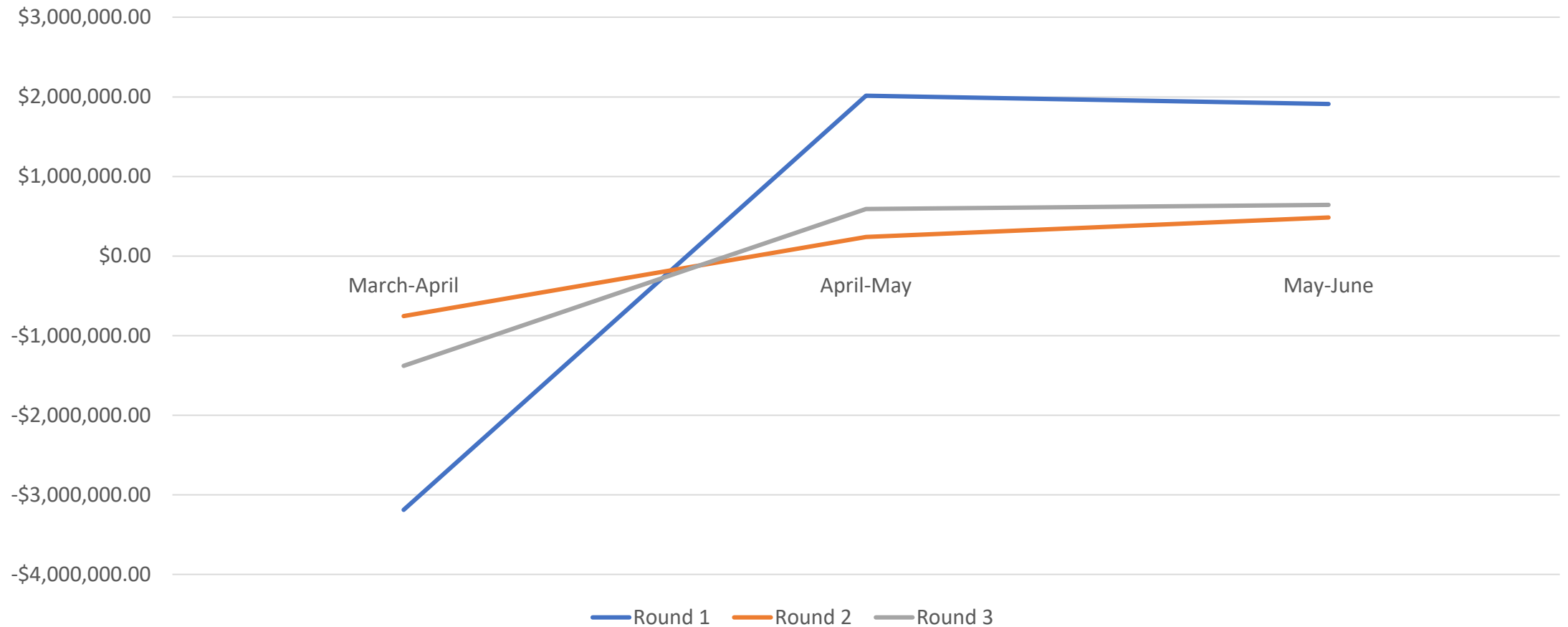


A total loss of 213 FT jobs (11%) and 195 PT jobs (15%) were reported by recipients.

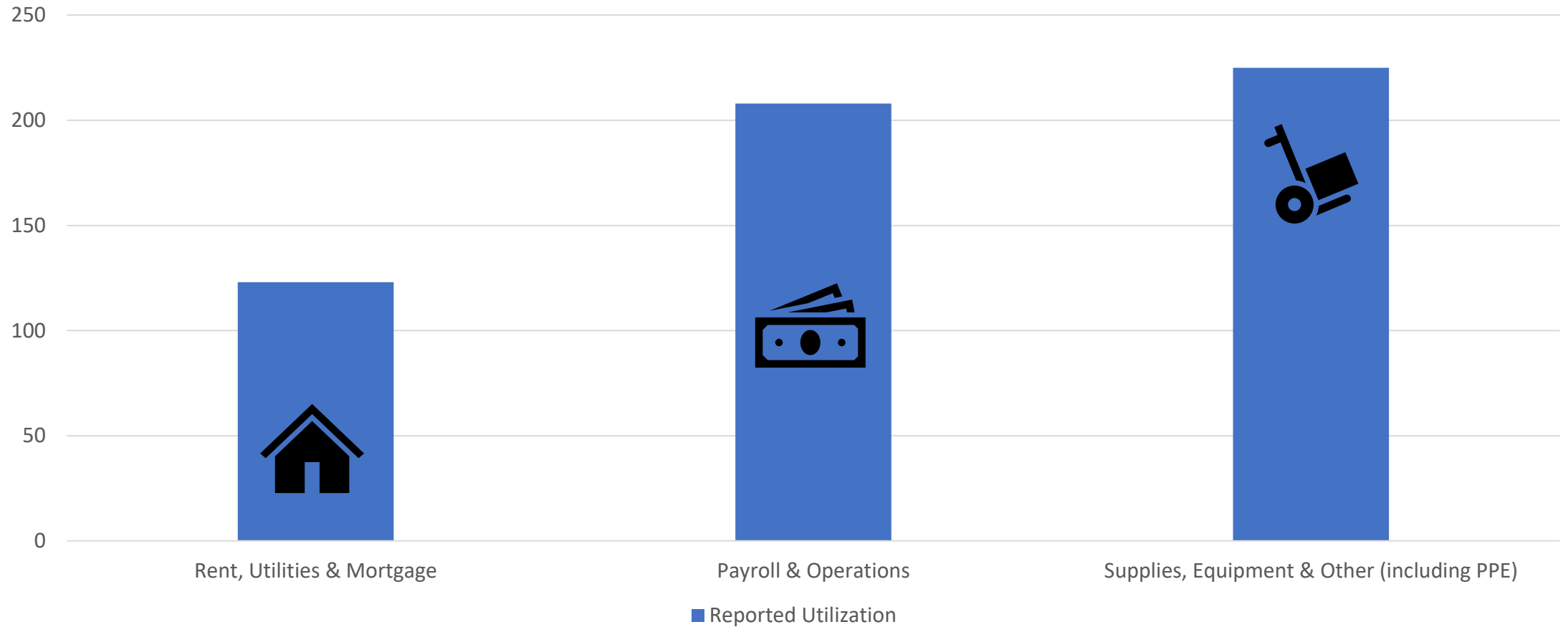
The Commonwealth reported an average of 6.5% total job loss during that same time period, according to Labor Market Information.



Reported Total Revenue Loss April-June

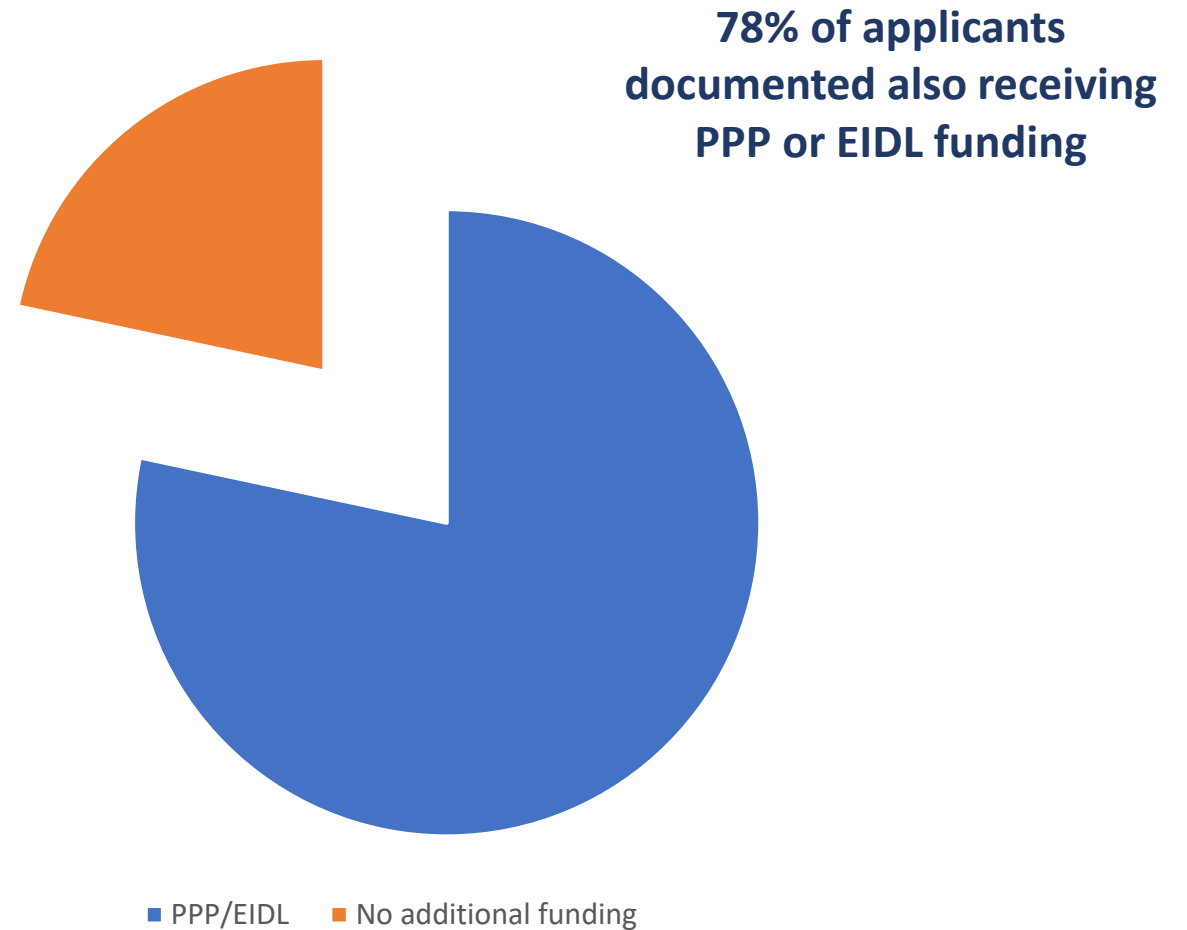


Reported Uses of Grant Funding



Other CARES Act Funding

The **Paycheck Protection Program** and the **Economic Injury Disaster Loan Program** were both loan programs authorized from the Federal Government and administered either directly or indirectly through the Small Business Administration. Federal guidelines state that funds used from these programs must not overlap with any other federal, state or local funding by ensuring they are not used for the same expenses during the same time period.



Wrap Around Services

The Office of Economic Development & Tourism partnered with the Small Business Development Center – Lynchburg Region and Centra Health/PCHP/HealthWorks to provide wrap around services and support to participating businesses, including opportunities for one-on-one business counseling, industry specific training and health and safety consultations. Businesses were able to opt-in to these services in the program application.



■ Wraparound Services ■ Grant only

39% of applicants requested and received wraparound services and supports



CARES Recipient Spotlight



Rise Up Climbing

General Manager: Stephen Baker

FTE Employees: 13

Year Established: 2008

"When the pandemic started, we had to shut our doors without knowing when we would be able to open again. After three months of closure we were able to re-open, though not at a capacity. The [CARES] program ended up being paramount not just to our survival, but being able to bounce back quickly and keep moving forward. We're incredibly thankful."

CARES Recipient Spotlight

The Quality Inn & Travel Lodge

Manager: Jason Patel

FTE Employees: 9

Year Established: 1995

“COVID has affected the hotel business tremendously. Hotels nationwide have had to issue layoffs or potentially even close due to the toll COVID has taken. Thankfully with the help of CARES funding we were able to maintain all our employee base and keep the business running. Unlike many hotels, we did not have to issue any layoffs during these hard times. As locally owned property we greatly appreciated the CARES funding.”



CARES Recipient Spotlight

B.S. Grillin' Company

Owner: A.J. Richards

FTE Employees: 1

Year Established: 2014

“We are very grateful to still have our door open and this will help us continue.”



Follow-Up Survey Information

- Almost 70% of respondents said the process was easy to navigate.
- Most respondents stated they want continued, consistent information from the City on things that impact their business and the community.
- Lynchburg small businesses were directly affected by the pandemic, and the CARES money was a critical component in ensuring they were able to remain open, retain staff and continue serving the City.



Our thanks to the team.

Lynchburg City Council
Long-Term Recovery Team
City Manager's Office
Commissioner of the Revenue's Office
City Assessor's Office
Finance
Billings & Collections
Economic Development & Tourism Office
Economic Development Authority
Bank of the James



Questions?