



PHYSICAL DEVELOPMENT COMMITTEE
City Council Committee

Wednesday, November 12, 2025 | 3:00 PM
2nd Floor Training Room- City Hall
900 Church Street
Lynchburg, VA 24504

AGENDA

- I. Welcome** *Councilmember Jacqueline Timmer, Chair*
 - I.1. A Minute for Planning - Community Development
- II. Information Items**
 - II.2. Group Home Overview
 - II.3. Update on White Rock School renovation project
 - II.4. Update on 1201 and 1305 Kemper Street
- III. General Business**
 - III.5. Sale of 1505 and 1517 Jackson Street
 - III.6. Deed of Lease Agreement for Airport Hangar
- IV. Roll Call**
- V. Next Regular Meeting**



AGENDA ITEM SUMMARY

MEETING DATE

November 12, 2025

PRESENTED BY

Kevin Henry, Zoning Administrator

AGENDA ITEM # II.2

Group Home Overview

RECOMMENDATION

N/A

SUMMARY

Council and staff have received a number of questions about the operation of group homes and recovery homes in Lynchburg. At the request of Chair Timmer, staff will provide an overview of the requirements surrounding these uses in Lynchburg.

PRIOR ACTION(S)

N/A

FISCAL IMPACT

N/A

CONTACT(S)

Kevin Henry, Zoning Administrator
William Martin, Community Development Director

ATTACHMENT(S)

1. Presentation

REVIEWED BY

Kent White, Assistant City Manager

Date: November 05, 2025

GROUP HOMES

November 12, 2025



TERMINOLOGY

Group Home:

A residence for persons requiring care or supervision. (*Webster's Dictionary*)

Recovery Home:

A shared living environment that is, or purports to be, free from alcohol and illicit drug use and centered on peer support and connection to services that promote sustained recovery from substance use disorders. (*US Code*)

Disability:

Individuals with mental or physical impairments that substantially limit one or more major life activities. (*Fair Housing Act*)

Blindness * Hearing Impairment * Mobility impairment * HIV Infection * Mental Retardation *
Alcoholism * Drug Addiction * Chronic Fatigue * Learning Disability * Head Injury * Mental Illness

TYPES OF GROUP HOMES

- Mental disability
 - Physical disability
 - Elderly/Infirm
 - Foster care
-
- Alcohol & Substance abuse recovery (*not classified as a group home by VA definition*)

APPLICABLE CODE

Zoning Ordinance Section 35.2-113.142 Group Home Definition:

A residential facility wherein (a) the operator is not legally related to the individuals supervised and may be licensed by the state, and wherein (b) **four (4) or more individuals** are provided with room, board, specialized and distinctive care, and daily supervision. For the purpose of the Zoning Ordinance, a facility providing care to less than four (4) persons shall not be considered a group home. The term "Group Home" would include but not be limited to such groups as: foster family homes, homes for adults, abused women, **individuals with mental illness, intellectual disability, or developmental disabilities, or physically handicapped. This definition does not include pre-release or post-release individuals who have been incarcerated**

1. A residential facility in which **no more than eight (8) individuals with mental illness, intellectual disability, or developmental disabilities reside, with one (1) or more resident counselors or other staff persons, shall be considered for all purposes residential occupancy by a single-household. For the purposes of this section, mental illness and developmental disability shall not include current illegal use of or addiction to a controlled substance as defined in Section 54.1-3401 of the code of Virginia. No conditions more restrictive than those imposed on residences occupied by persons related by blood, marriage, or adoption shall be imposed on such facility. This type of residential facility shall be deemed to be any group home or other residential facility for which the department of behavioral health and developmental services is the licensing authority pursuant to this code.**

2. A residential facility, in which **no more than four (4) aged, infirm or physically disabled persons reside, with one (1) or more resident counselors or other staff persons, shall be considered for all purposes residential occupancy by a single-household. No conditions, more restrictive than those imposed on residences occupied by persons related by blood, marriage or adoption shall be imposed on such a facility. For purposes of the Zoning Ordinance, "residential facility" means any group home or residential facility in which aged, infirm or disabled persons reside with one (1) or more resident counselors or other staff persons and for which the Virginia Department of Social Services is the licensing authority pursuant to the Code of Virginia.**

See also VA § 15.2-2291

CONDITIONAL USE PERMIT (CUP) REQUIREMENT

- More than 8 residents with mental disability
- More than 4 residents that are elderly or physically disabled
- More than 3 residents with alcohol/substance abuse disability

******If the total disabled residents in any of these categories is equal to or less than the total listed; it is considered a single family use, permitted by right******

GROUP HOMES IN LYNCHBURG



HOW CAN I INQUIRE ABOUT A GROUP HOME?

City of Lynchburg Community Development- Zoning & Natural Resources Division

434-455-3915

kevin.henry@lynchburgva.gov



WHITE ROCK COMMUNITY HUB PROJECT UPDATE

Physical Development Committee

November 12, 2025



PROJECT OVERVIEW



- In January 2024 City Council appropriated \$3.5M from FY 2023 excess fund balance to Renovate of the Former White Rock Elementary School
- Key Features of School and Project:
 - Historic Landmark Built in 1912
 - Approximately 14,340 square Feet
 - Three stories across two structures
 - New interior elevator for ADA compliance
 - Improved and ADA compliant restrooms
 - Flexible community and workspaces
 - Will seek historic tax credits for additional project funding

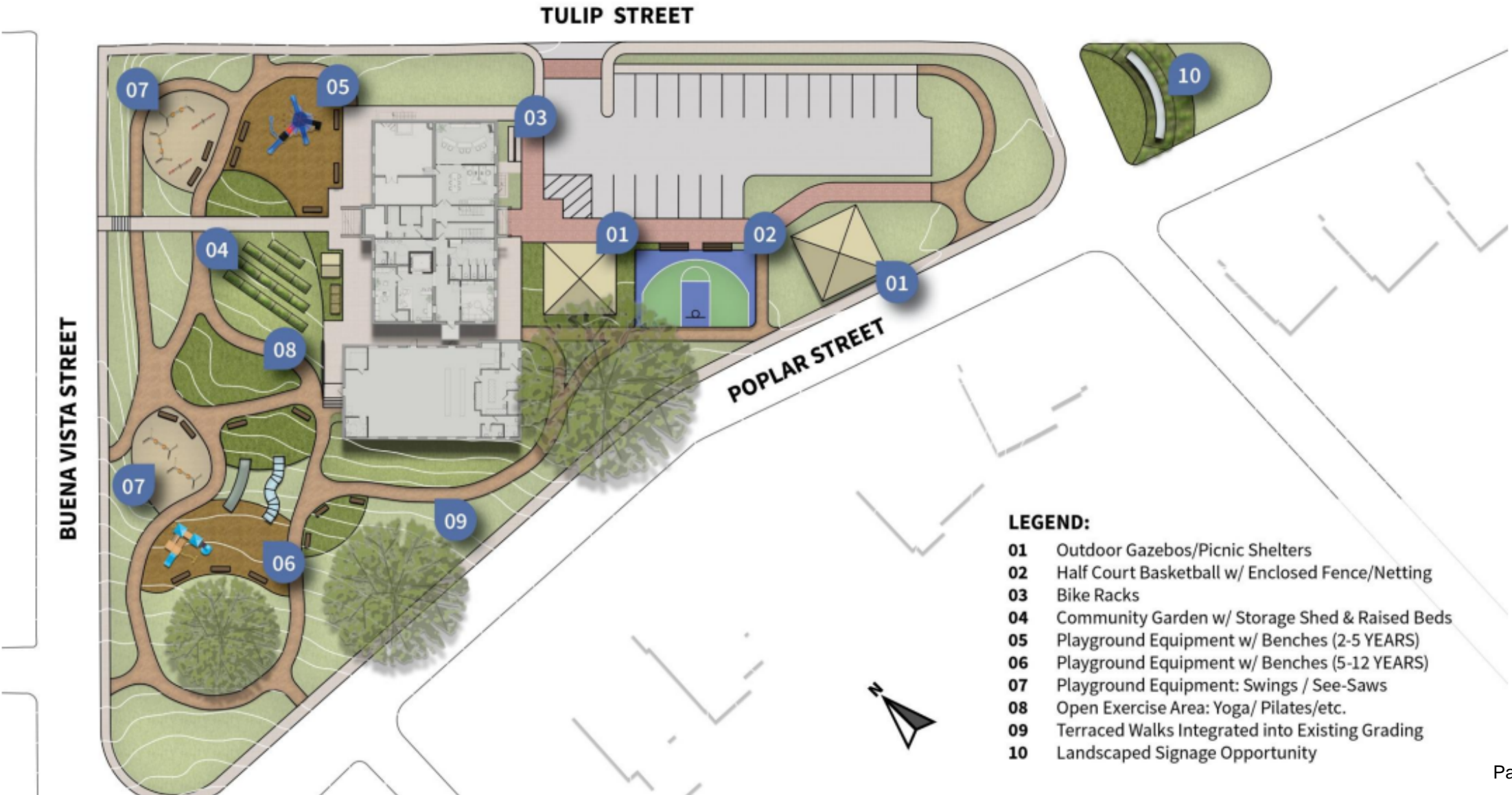
COMMUNITY PARTICIPATION EVENTS

- Community Hub Kickoff (September 28, 2024)
- Community Pitch Day (November 16th, 2024)
- Community Building Tour (May 30th, 2025)
- Final Plan Presentation / Community Celebration (May 31st, 2025)

COMMUNITY THEMES

- Child Care (education, programming)
- Food and Nutrition
- Recreation / Wellness / Library Services
- Non-Profit / Services Community Hub
- Startup Hub / Entrepreneurship
- Public Safety / Police Substation

Site Plan



- LEGEND:**
- 01 Outdoor Gazebos/Picnic Shelters
 - 02 Half Court Basketball w/ Enclosed Fence/Netting
 - 03 Bike Racks
 - 04 Community Garden w/ Storage Shed & Raised Beds
 - 05 Playground Equipment w/ Benches (2-5 YEARS)
 - 06 Playground Equipment w/ Benches (5-12 YEARS)
 - 07 Playground Equipment: Swings / See-Saws
 - 08 Open Exercise Area: Yoga/ Pilates/etc.
 - 09 Terraced Walks Integrated into Existing Grading
 - 10 Landscaped Signage Opportunity

First Floor Plan



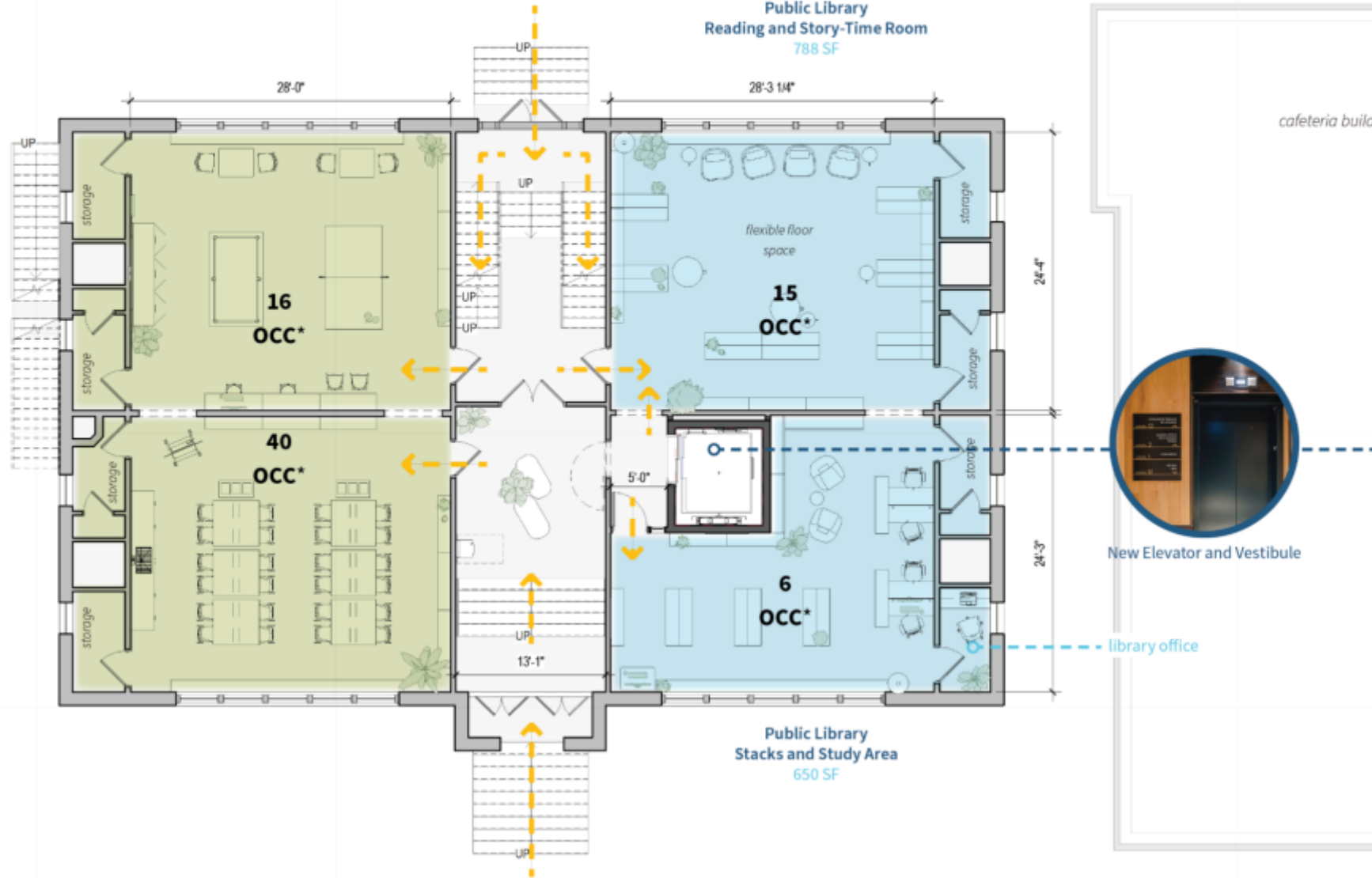
**Parks and Recreation
Game & Computer Lounge**
788 SF



**Parks and Recreation
Group Classroom**
780 SF



**Public Library
Reading and Story-Time Room**
788 SF



New Elevator and Vestibule

library office



Second Floor Plan



Phone Booth Niches



Shared Coffee and Water Station



Flexible Desking Arrangements



New Elevator and Vestibule

***Note: Space could be included as part of Phase 1 Renovation, separate from non-profit tenant spaces*

SUBSEQUENT ACTIONS

- August 2025 – Issued RFP for formal design and historic tax credits
 - Design contractor will hire and subcontract with historic preservation firm
 - Will pursue both federal and state tax credits
- September 2025 – Contract signed with design consultant
 - Dominion Seven Architects will complete full design
 - Dominion Seven hired Commonwealth Preservation Group as historic tax credit partner

NEXT STEPS

- Design complete: winter 2026 – 2027 (estimate)
 - Design consultant will complete full construction documents with estimated construction costs
 - Current funding will likely not be sufficient to complete full renovation
 - Design will allow for construction firms to bid in multiple phases to maximize the use of funds
- RFP for construction issued: Spring 2027 (estimate)
- Historic tax credit process continues



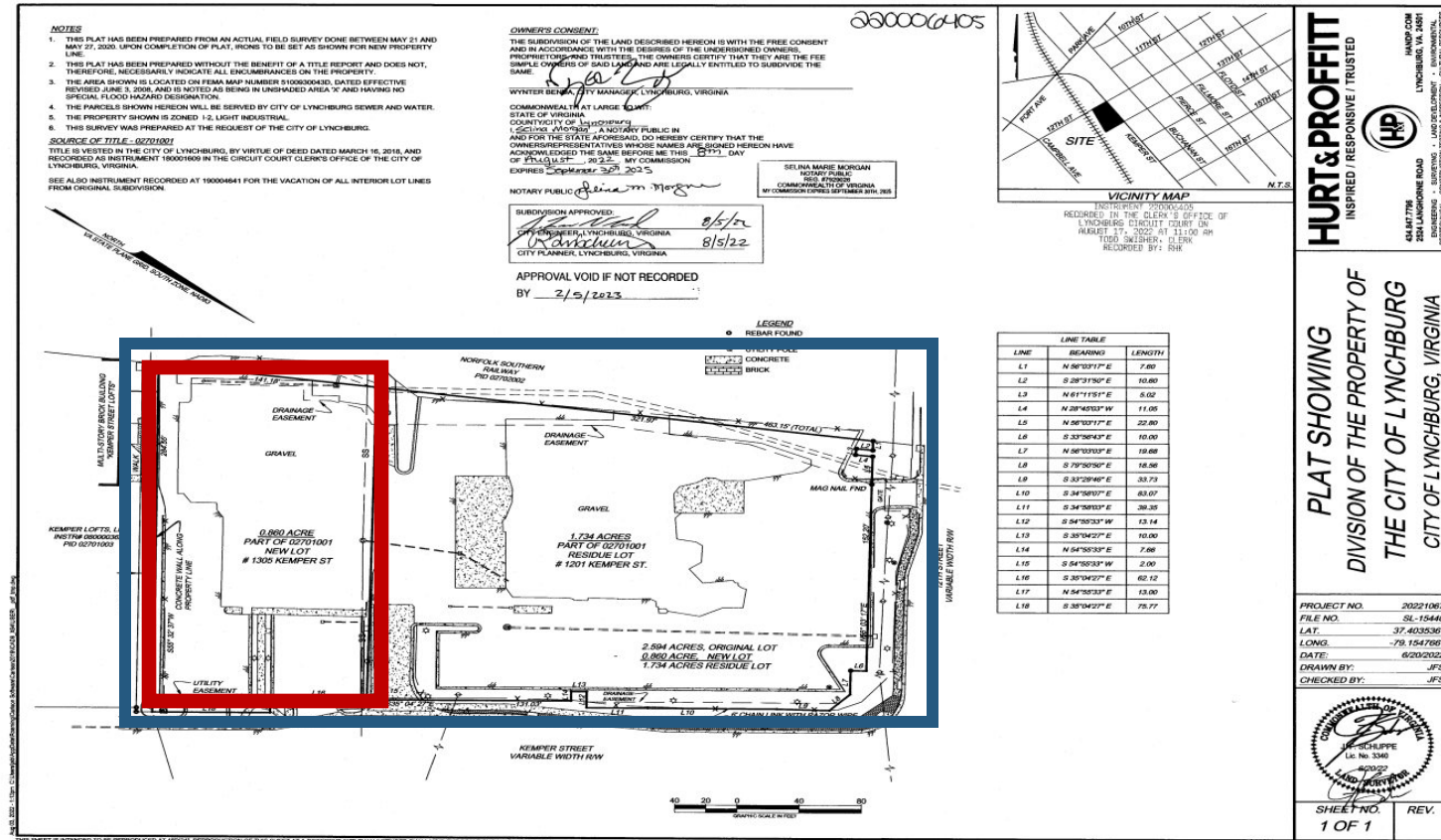
1201 & 1305 KEMPER STREET



KEMPER STREET

- Parcel Review:
 - 1201
 - 1.734 Acres
 - 1305
 - .86 Acres
 - Federal Transportation Administration (FTA)

- BLUF:
 - Continued meetings with FTA to obtain full and final release
 - Continue with grant partnership to pursue funding and planning opportunities for development
 - Use the property for city needs while funding opportunities and development plans are in progress



KEMPER STREET

- City of Lynchburg, the Central Virginia Planning District Commission, and GLTC awarded Thriving Communities grant for the 12th Street Corridor
 - 3 year scope
 - Intersection is the first priority
- Plans call for a mixed-use residential, transient oriented development
- Based on the prior use of the Kemper Street properties (GLTC transfer station and garage/and neighboring properties), there are significant environmental mitigation strategies that will be required for its development.





KEMPER STREET

- Thriving Communities/TOD Grant underway:
 - Nelson\Nygaard and EPR
 - Community walk/site visit was conducted on June 14th and 15th
 - Plan underway to give Lynchburg a clearer picture of actionable project opportunities and funding sources the City can pursue to continue progress along the 12th Street corridor (including the Kemper Street Property)
- In the meantime....
 - Kemper Street properties will be used as the temporary fueling site for the City while the main fueling site on Memorial Ave. is reconstructed.
 - One year
 - Beginning in the Fall of 2025



AGENDA ITEM SUMMARY

MEETING DATE

November 12, 2025

PRESENTED BY

Marjette Upshur, Director of Economic
Development & Tourism

AGENDA ITEM # III.5

Sale of 1505 and 1517 Jackson Street

RECOMMENDATION

Approval of the proposal to purchase 1505 and 1507 Jackson Street

SUMMARY

The City of Lynchburg owns two parcels at 1505 and 1517 Jackson Street in the Diamond Hill/White Rock neighborhood. The main structure, built in 1853, served as the former "Opportunity House" - the City's former Youth Group Home, and has been largely vacant since 2016. The adjacent one-third acre lot is also City-owned. Together both properties are assessed at \$460,000 and appraised at \$428,000.

In May 2025, the City issued a Request for Proposals (RFP), advertised for seven weeks, with two public open houses held in June. The City received one proposal from Lynchburg Services, LLC to purchase the properties for \$200,000 and redevelop it as an early learning childcare center to help serve the neighborhood and City. The purchaser is expected to invest over \$800,000 in redeveloping the property.

The 2024 White Rock/Diamond Hill Neighborhood Plan identifies expanded childcare services and neighborhood stabilization as priority needs, along with the adaptive reuse of vacant structures to strengthen community vitality. Child care continues to be a need in our community and is consistently listed as significant barrier to employment.

PRIOR ACTION(S)

N/A

FISCAL IMPACT

\$200,000 to the Economic Development Authority's Revolving Land Fund

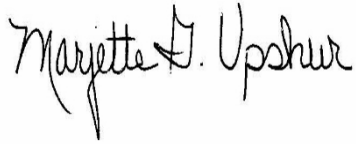
CONTACT(S)

Marjette Upshur, Director of Economic Development & Tourism

ATTACHMENT(S)

1. Presentation
2. Proposal
3. Jackson Street Property Sale Request For Proposals

REVIEWED BY



Date: November 04, 2025

Marjette Upshur, Director of Economic Development & Tourism

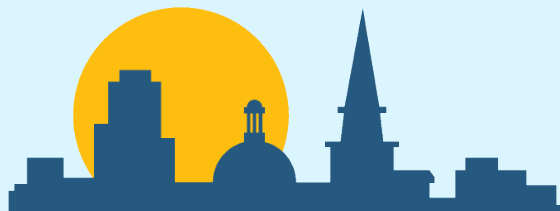


Date: November 05, 2025

Kent White, Assistant City Manager

SALE OF CITY OWNED PROPERTY 1505 & 1517 JACKSON STREET

Wednesday, November 12, 2025



PURPOSE & ACTION

Purpose:

Sale of 1505 & 1517 Jackson Street

Recommendation:

After a public hearing to be held on December 9, 2025, authorize the City Manager to execute a contract for the sale of 1505 and 1507 Jackson Street.

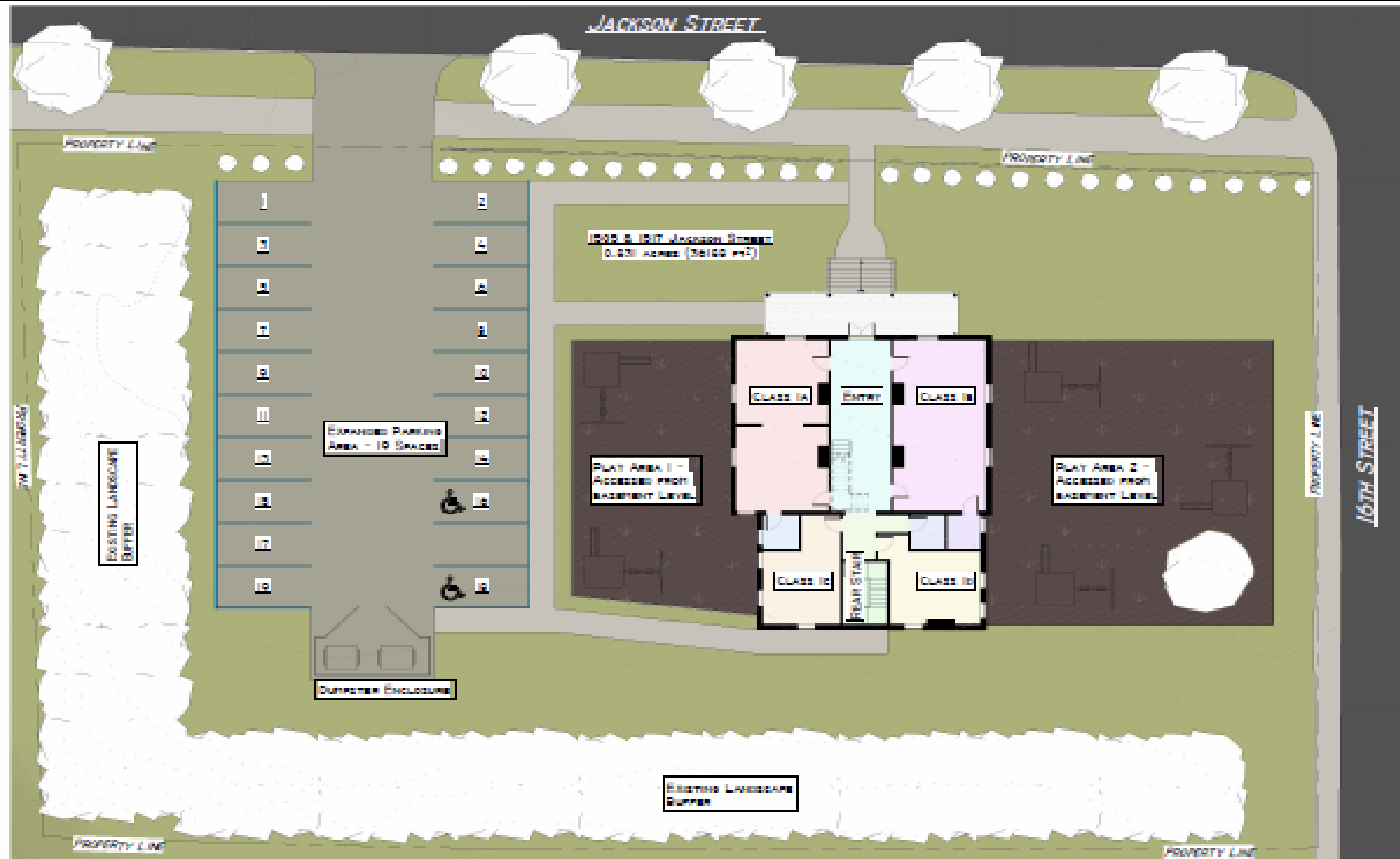
Action:

A Public Hearing will be held on December 9, 2025.

SUMMARY

- City-owned properties acquired in 1983, vacant since 2016
- Located in the Diamond Hill Neighborhood
- Identified in the 2024 Neighborhood Plan for reuse supporting childcare and community needs.
- RFP issued May 2025, open seven weeks.
- Two open houses hosted June 2 and June 4.
- One qualified proposal received.







REQUEST FOR PROPOSALS TITLE PAGE
Include This Page as the First Page in Your Proposal Response

Proposal Title: Purchase and Development of 1505 and 1517 Jackson Street

This is the City of Lynchburg's Request for Proposals (RFP) No. 2025-064 issued May 8, 2025. Direct inquiries for information should be directed to Stephanie Suter: stephanie.suter@lynchburgva.gov or 434-455-3963. All requests for clarification of or questions regarding this RFP must be made in writing and be received by 2:00 PM on June 19, 2025. All responses to this solicitation shall be in strict accordance with the requirements set forth in this RFP document and the ensuing contract documents.

The building will be made available for site visits on June 2, 2025 from 8:30 AM – 10:30 AM and June 4, 2025 from 1:00 PM – 3:00 PM. These scheduled times will be the only opportunity to tour the inside of the property.

Sealed proposals will be publicly accepted prior to 4:00 PM, June 26, 2025; however only the names of firms responding will be available for announcement. Proposals received after the stated due date and time shall not be considered and will be returned to the Offeror. Submit proposals in a sealed, opaque envelope, and put the RFP number, title, due date and time on the lower left front. Offerors are responsible for having their proposal stamped by Procurement Division staff before the deadline indicated above and acknowledge all addenda so issued in the space provided below. Any alteration or changes to this RFP will be made only by written addendum issued by the Procurement Division and all Offerors are responsible for obtaining issued addenda from the City's Procurement website: <https://www.lynchburgva.gov/Bids.aspx>.

Acknowledge receipt of addenda here: No. ___ Date: ___ No. ___ Date: ___ No. ___ Date: ___

Submit Proposals: BY MAIL, GROUND DELIVERY, OR HAND DELIVER TO:

Procurement Division
Third Floor City Hall
900 Church Street
Lynchburg, Virginia 24504

Information the Offeror deems Proprietary is included in the proposal response in section(s): _____
See Paragraph B. on page 2 for guidelines on submitting proprietary information.


In compliance with this RFP and all the conditions imposed therein, the undersigned offers and agrees to furnish the services in accordance with the attached proposal or as mutually agreed by subsequent negotiations. By my signature below, I certify that I am authorized to bind the Offeror in any and all negotiations and/or contractual matters relating to this Request for Proposals. Sign in ink and type or print requested information.

Full Legal Name of Offeror: Lynchburg Services, LLC (Tony West , owner)

Fed ID OR SOC. SEC. NO.: 45-0895942 Date: June 25, 2025

Address: 2600 Memorial Ave., Ste. LL1 Phone: 434) 401-4962

Lynchburg, VA 24501 E-mail address: westwardmb@gmail.com

Signature:  Tony West, Owner

Typed or Printed Name, Title



City Procurement Manager's Signature

DIAMOND HILL NEIGHBORHOOD REINVESTMENT PROPOSAL (1505 & 1517 JACKSON ST.)

2025



Prepared by
R. Mark Bogia

2600 Memorial Ave.
Suite LL1
Lynchburg, VA
24501

DEVELOPMENT CONCEPT



PROPOSED USE

We envision a neighborhood Early Learning Childcare Center campus that is stimulating, educational, and a safe, inclusive space for the children of Diamond Hill aged 3 months through 13 years. This will be achieved by revitalizing the properties at 1505 and 1517 Jackson Street and creating an environment that fosters connection, education, and growth for the children residing in this vibrant and historic neighborhood. We believe in this particular property and its prominence to serve as an anchor for this community and its residents.

COMMUNITY BENEFITS

AFFORDABLE & NEEDED SERVICES

- With a lack of Early Learning/Childcare in Diamond Hill and the 24504 area, this project will bring affordable, much-needed services for the families who live here.
- The Jackson Street location, its size, and layout will allow for an enrollment of 120-150 children aged 3 months to 13 years with programs and learning specifically tailored for each age group.
- A prominent location allows for accessibility and convenience for parents and family members of Diamond Hill, making this location a perfect place for these childcare needs.

JOB CREATION & TRAINING

- This center and campus will create 25-30 full-time and part-time team jobs within the Diamond Hill community, with training provided by the Commonwealth as well as our very own experienced childcare staff.
- Evidence shows that childcare training leads to positive outcomes for those who participate, leading to career advancement, hope, and a higher quality of life. (ChildcareVA.gov)

PRESERVATION & SUSTAINABILITY

By working to get the existing Diamond Hill Historic District extended to include this structure and then pursuing Historic Tax credits, our team's goal is to preserve this existing historic structure in a way that allows for its historic fabric to remain largely intact while providing a vibrant amenity to the neighborhood. And while the newest and greenest sustainability efforts may not be financially feasible for this project, as noted by architect and author of "Going for Zero", Carl Elefante: "The greenest building is one that is already built, so by preserving and working within the existing structure's envelope and improving its performance where possible, our team believes we are managing to provide a level of sustainability to this project."

**INTEGRATION
SITE PLAN & RENDERING**

SITE PLAN KEYNOTES

- A - EXISTING STRUCTURE TO BE REHABILITATED AS EARLY CHILDHOOD DEVELOPMENT CENTER
- B - EXISTING PARKING AREA TO REMAIN AND BE REPAIRED AS NECESSARY FOR CONTINUED USE AS PARKING
- C - NEW FENCED-IN OUTDOOR PLAY AREA FOR INFANTS AND TODDLERS
- D - NEW FENCED-IN OUTDOOR PLAY AREA FOR PRESCHOOL AGE CHILDREN AND OLDER



604 Yorktown Dr. Charlottesville, VA 22903 (434)845-3111 hello@servis-architecture.com

CONCEPTUAL SITE PLAN FOR CITY OF LYNCHBURG RFP No. 2023-084. JACKSON STREET DEVELOPMENT

Revised 08/16/2023

TIMELINE AND BUDGET

No	Phase	Duration
1	Nomination process for adding subject properties to Diamond Hill Historic District or in new Diamond Hill South Historic District.	6-9 months
2	schematic design and historic tax credit documentation for parts 1 & 2 applications	2 months
3	Virginia Department of Historic Resources and National Park Service reviews of HPCA parts 1 & 2 applications	2-3 months
4	Finalization of designs based on feedback from state and federal reviews for issuance of a building permit set.	1 month
<p>***This timeline is subject to variables out of our teams control and may take longer, other design work can be run concurrently, however construction will not begin until structure is listed in a historic district and deemed eligible for Historic Tax Credits.</p>		

ESTIMATED BUDGET (based on similar projects)

\$850,000.00

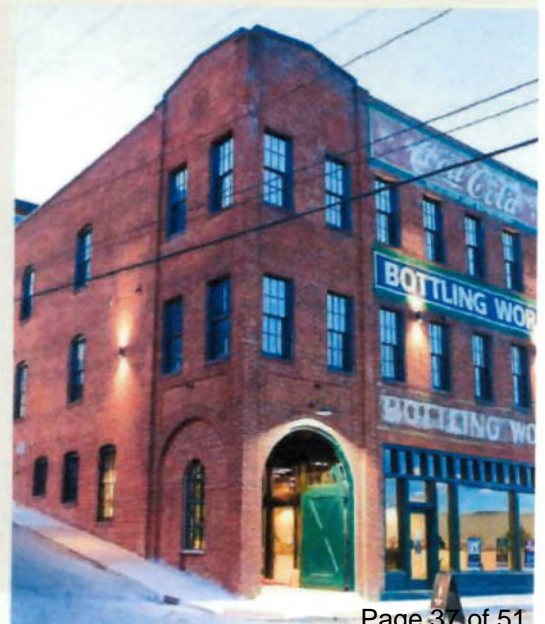
QUALIFICATIONS

BACKGROUND & EXPERIENCE

- Our expertise in the “regeneration” of historic buildings of importance within the City of Lynchburg has been taking place since the early 2000s. Over these years, owner Mr. Tony West has educated himself on the preservation processes and established strong working connections with the City of Lynchburg, local contractors, architectural, and engineering firms. Most notably, his experience in bringing a project to completion, on time and on budget is a testament to his work ethic and experience.
- The West family also operates a successful and growing Early Learning Childcare Center on Fort Avenue, with an enrollment of over 120 children and a staff of 20. Childcare and a commitment to investing in our youth have been a West family tradition for decades. The strong and established relationship they have cultivated with the Virginia Department of Social Services will significantly help bring this vision to reality.
- Casey Servis has been practicing in the field of architecture for 20 years, with 15 of those years focused on adaptive reuse and Historic Tax Credit Projects. In 2023, he founded Servis Architecture with the intent of furthering and expanding his previous experience in Lynchburg and throughout the region and state. Since founding Servis Architecture two years ago, Casey has provided architectural services for numerous buildings, old and new, throughout Lynchburg, as well as Historic Tax Credit Consulting on a half dozen projects.

COMPLETED HISTORIC PROJECTS

- **50 Washington St.** (Part of the Washington Street corridor and Diamond Hill historic district.)
- **303 Rivermont Ave.** (Former dormitory for Piedmont Business College and marks the boundary of the Rivermont historic district.)
- **401 Rivermont Ave.** (Originally used as a car barn storage & maintenance facility for Lynch/River Street Railway.)
- **100 Horseford Rd.** (Italianate architecture (ca. 1900) formerly the Ideal Laundry Company.)
- **723 Jefferson St.** (Historically significant and was home to the Coca-Cola Bottling Company.)
- **1023-1031 Main St.** (Prominent downtown structure it was home to Guggenheimers Department Store, initially, followed by Schewel’s Furnishings and corporate offices.) *****in progress**



QUALIFICATIONS cont'd

COMPLETED HISTORIC DESIGN

Completed Designs for Historic Tax Credit Projects as Servis Architecture:

- 58 Ninth Street (Superrad) - Adaptive rehabilitation of historic printshop as an arcade on lower levels with office tenants on 2nd floor.
- 1023-1031 Main Street (Guggenheimer's/Schewel's) - Adaptive rehabilitation of former Main Street department store into 58 apartments and two commercial tenant spaces.
- 1003 Church Street - Adaptive rehabilitation of former bank office building into 14 apartments and one commercial tenant space.
- 901 Fifth Street (Humbles Building) - Adaptive rehabilitation of former commercial building built and owned by one of Lynchburg's most prominent black businessmen of the late 19th & early 20th centuries into 5 apartments and 3 commercial tenant spaces.

Other non-tax credit design work as Servis Architecture:

- Wolfbane Productions tenant upfit at 723 Jefferson Street - black-box theater for audiences of 300 with adjacent lobby and secondary spaces.
- Adaptive rehabilitation of several historic homes on the 400 block of Rivermont Avenue.
- Randolph College wrestling team's practice gym at 2306 Bedford Avenue - tenant upfit of empty warehouse space.
- Casa Nueva (2995 Fort Avenue) - adaptive rehabilitation of former dry-cleaners into event space.

FINANCIAL CAPACITY

Purchase Offer: **\$200,000**

FUNDING SOURCE

This project would be self-funded through Mr. Tony West
and Lynchburg, Services, LLC.

***Personal Financial Statement provided through secure link.



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Full Legal Name of Offeror: _____

Fed ID OR SOC. SEC. NO.: _____ Date: _____

Address: _____ Phone: (____) _____

E-mail address: _____

Signature: _____

Typed or Printed Name, Title

Stephanie Suter

City Procurement Manager's Signature

I. SUBMISSION OF PROPOSALS

- A. To submit a proposal, access the *Submit Online* button as part of the RFP description on the City’s Bid Postings webpage: <https://www.lynchburgva.gov/Bids.aspx>. All proposals submitted should be uploaded as a single PDF file and must be submitted by the deadline. Late proposals will not be considered. Proposals will be stored in a secure folder until after the deadline has passed then accessed by Procurement staff.
- B. Nothing herein is intended to exclude any responsible Offeror or in any way restrain or restrict competition. All responsible Offerors are encouraged to submit proposals.
- C. Proposals having any erasures or corrections must be initialed by the Offeror in ink.
- D. The City reserves the right to accept or reject any or all proposals, to waive informalities, and to reissue any request for proposals.
- E. By submitting a proposal response, the Offeror agrees that the proposal response will not be withdrawn for a period of 90 days following the due date for proposal responses.
- F. By submitting a proposal response, the Offeror certifies that it has not combined, conspired or agreed to intentionally rig, alter or otherwise manipulate, or to cause to be rigged, altered or otherwise manipulated its proposal response for the purpose of allocating purchases or sales to or among persons, raising or otherwise fixing the prices of the goods or services, or excluding other persons from dealing with the City.
- G. By submitting a proposal response, the Offeror certifies that its proposal is made without collusion or fraud and that it has not offered or received any kickbacks or inducements from any other Offeror, supplier, manufacturer or subcontracting firm in connection with its proposal; and that it has not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised.
- H. The City will not be responsible for any expense incurred by any Offeror in preparing and submitting a proposal response. All proposals submitted will become the property of the City.

II. GENERAL INFORMATION AND OBJECTIVE

The purpose of this request for proposal (RFP) is to invite qualified developers, individuals, or organizations (Offeror) to submit proposals for purchasing and redeveloping 1505 and 1517 Jackson Street, City-owned properties in the historic Diamond Hill Neighborhood. This RFP aims to support the revitalization of this properties consistent with the Diamond Hill Neighborhood Plan (2024), which recommends the site be used for housing opportunities and re-designated in the Future Land Use Map (FLUM) as Traditional Residential.

A copy of the Diamond Hill Neighborhood Plan (2024) is an attachment to this RFP and can also be found on the City’s website: <https://www.lynchburgva.gov/274/Diamond-Hill-Neighborhood-Plan>.

The City seeks proposals that:

- Enhance neighborhood livability and support goals outlined in the Diamond Hill Neighborhood Plan, including but not limited to creating contextually appropriate housing, encouraging childcare opportunities, or supporting senior services.

- Address community needs for affordable and mixed-income housing.
- Preserve and adaptively reuse the historic structure.

A copy of the Diamond Hill Neighborhood Plan (2024) is an attachment to this RFP and can also be found on the City’s website: <https://www.lynchburgva.gov/274/Diamond-Hill-Neighborhood-Plan>.

III. **OPPORTUNITY**

The properties are located in a neighborhood with historic character, walkability, and proximity to Downtown Lynchburg, public transportation, and key community institutions (Dunbar Middle School, Hunton-Randolph Community Center). This site presents an opportunity to contribute to neighborhood reinvestment through context-sensitive infill housing or adaptive reuse.

Property Details

1505 Jackson Street, Lynchburg, Virginia 24504

- **Parcel ID:** 02532004
- **Zoning:** B-1 (Limited Business District)
- **Current FLUM Designation:** Public Park
- **Recommended FLUM Designation:** Traditional Residential
- **Acreage:** 0.309 acres (GIS)
- **Improvements:** 4,000 SF Asphalt Paving
- **Ownership:** City of Lynchburg
- **Assessed Value (2025):** \$34,100

1517 Jackson Street, Lynchburg, Virginia 24504

- **Parcel ID:** 02532005
- **Zoning:** B-1 (Limited Business District)
 - *Note:* Any use other than a single-family residence may require a Conditional Use Permit (CUP) or rezoning.
- **Current FLUM Designation:** Public Park
- **Recommended FLUM Designation:** Traditional Residential
- **Acreage:** 0.522 acres (GIS)
- **Structure:** 8,868 SF wood-frame former multi-residential building, built in 1853
- **Ownership:** City of Lynchburg
- **Assessed Value (2025):** \$436,200.00

Additional Information

- The property is offered **as-is**.
- The City may assist with rezoning or permitting processes, subject to formal approvals.

Responsibilities of the Offeror

- **Entitlements**

The Offeror shall be responsible for all aspects of the Project including pre-development planning, environmental review, design, and financing. The selected Offeror shall be responsible, at its sole expense, for obtaining all land use and building permits and other government approvals required for its proposed Project. During the Negotiation Period, the selected Offeror shall prepare and process an initial study and undertake all other actions required for City approval of the Project, at Offeror's cost. In addition to the initial study, Offeror may, during the Negotiation Period, without any guaranty of approval therefore, seek City approval of any zoning changes. The project will be expected to begin its construction phase within 6 months of sale, or as otherwise noted within the contract of property sale. Should the project not begin within the allotted 6 months, or otherwise agreed upon schedule, the City shall have full authority to purchase the property back at the initial sale price.

- **Predevelopment Costs**

The selected Offeror shall bear all predevelopment costs relating to this Project. All fees and/or expenses of engineers, architects, financial consultants, attorneys, planning or other consultants or contractors retained by Offeror for any study, analysis, evaluation, report, schedule, estimate, environmental review, surveys, planning and/or design activities, drawings, specifications or other activity or matter relating to the Project shall be the sole responsibility of and undertaken at the sole cost and expense of Offeror and no such activity or matter shall be deemed to be undertaken for the benefit of, at the expense of, or in reliance upon the City.

- **Construction**

The selected Offeror shall be responsible for demolition, construction and commissioning of the Project including obtaining all permits, fees, and approvals necessary for construction of the Project.

IV. **PROPOSAL PREPARATION**

Proposals must address the items included in the Scope of Services and the Criteria for Proposal Evaluation. Proposals should be prepared simply, providing straightforward and concise responses to requests for information and descriptions of qualifications and capabilities. **Responses shall be limited to no more than 10 pages, excluding the cover and Title Page.** Incomplete proposals may be determined nonresponsive.

Offerors should organize their proposals using the format described below:

Title Page

Furnish the **REQUEST FOR PROPOSALS TITLE PAGE** and include it as the first page of the proposal. The name stated on the Title Sheet must be the full legal name of the Offeror and the address must be that of the office which will have the responsibility for the redevelopment. Offers should acknowledge receipt of any addenda on the Title Page. Failure to do so may result the proposal being deemed non-responsive.

Section 1 – Development Concept

Provide details of the following:

- Proposed use(s) of the property
- Number and type of residential units (if applicable)

- Integration with existing neighborhood character
- Conceptual site plan and architectural approach

Section 2 – Project Timeline

Provide a detailed schedule for design, permitting, construction, and occupancy.

Section 3 – Qualifications

Provide the background and experience of Offeror and key team members in successful completion of redevelopment projects especially of historic properties.

Section 4 – Financial Capacity

Provide the proposed purchase price and the redevelopment budget and financing plan. Provide evidence of funding commitments or capacity to fund the project.

Section 5 – Community Benefits

Provide details of the following as they apply:

- Affordable housing components;
- Job creation or workforce development impacts;
- Historic preservation efforts; and/or
- Sustainability or green building components.

VII. PROPOSAL EVALUATION AND AWARD

The following criteria will be utilized in evaluating proposals:

- Quality and viability of the development concept (20 points)
- Experience and capacity of the development team (20 points)
- Financial feasibility and offer price (20 points)
- Preservation of the historic structure (20 points)
- Community benefits, neighborhood compatibility, and alignment with the Diamond Hill Neighborhood Plan (20 points)

Method of Award

Proposals will be evaluated following the criteria above to determine which Offeror provides the best value and overall project to the City. The City reserves the right to reject all proposals, request additional information and clarifications, and interview any Offeror responding to the RFP to determine the top-ranked Offeror whom with to negotiate a sales contract.

Following Offeror selection and execution of a Letter of Award, Offeror shall pay to the City as a deposit Five Thousand Dollars (\$5,000.00) within ten (10) business days of the date of the Letter. Such deposit shall be credited to the purchase price of the Property. Offeror shall then proceed with detailed due diligence, pre-development, and entitlement activities while working with the City to negotiate a Purchase and Sale Agreement and Development Agreement for the property. The Purchase and Sale Agreement shall be entered into and a Development Agreement signed within sixty (60) days of the date of the Letter of Award.

If such Agreements are not finalized, the City may choose to extend the time to enter into such Agreements, terminate negotiations and this RFP, or terminate the negotiations with the first chosen Offeror and start negotiations with the next most-qualified Offeror. If negotiations are terminated for any reason other than agreed upon extensions, the deposit shall be forfeited.

Notice of Award will be posted on the City's website once negotiations and closing details are finalized.

VIII. GENERAL TERMS AND CONDITIONS

A. Laws and Regulations

The Successful Offeror shall give notice and comply with all laws, ordinances, rules, regulations, and lawful orders of any public authority bearing on the performance of the work. Any legal proceedings arising out of or related to this agreement shall be filed by the parties in the City of Lynchburg General District Court or the Lynchburg Circuit Court.

B. Licenses and Permits

The Successful Offeror shall secure and pay for all land use and building permits, governmental approvals and fees, and licenses necessary for the proper execution and completion of the work which are legally required prior to and during the work.

C. Taxes

The Successful Offeror shall pay all City, State and Federal taxes required by law enacted at the time proposals are received and resulting from the work or traceable thereto, under whatever name levied. Said taxes shall not be in addition to the contract price as the taxes shall be an obligation of the Offeror and not of the City and the City shall be held harmless for same by the Successful Offeror.

D. Indemnification

To the fullest extent permitted by law, the Successful Offeror, for itself, heirs, representatives, successors and assigns agrees to save, defend, keep harmless and indemnify the Economic Development Authority of the City of Lynchburg, Virginia and its officials, agents, and employees from and against any and all claims, loss, damage, injury, costs (including court costs and attorney's fees), charges, liability or exposure, however caused, resulting from, arising out of or in any way connected with the Service Provider's performance (or nonperformance) of the contract terms or its obligations under this contract.

AGENDA ITEM SUMMARY

MEETING DATE

November 12, 2025

PRESENTED BY

Cedric Simon, Airport Director

AGENDA ITEM # III.6

Deed of Lease Agreement for Airport Hangar

RECOMMENDATION

Adopt a Resolution that would authorize a deed of lease agreement between the City of Lynchburg and Bon Air Brokerage, LLC and authorize the City Manager to execute the same.

SUMMARY

Earlier this year, the City solicited proposals from entities wishing to lease an aircraft storage hangar, with an adjoining office and reception area from the Lynchburg Regional Airport (LYH). The premises consist of approximately 12,000 square feet of hangar space and adjacent office space. The tenant would also have non-exclusive use of the public vehicle parking areas serving the adjacent hangars.

The proposed tenant would be Bon Air Brokerage, LLC. Bon Air is a current tenant of the airport and engages in aircraft management services. The hangar use plan includes conducting aircraft maintenance and repair operations in support of the DavisAir charter fleet.

The initial term of this Deed of Lease would be five (5) years, commencing January 1, 2026, with the option to extend for up to five (5) additional one (1) year terms. Rent shall be subject to an annual escalation of three percent (3%) to reflect the Consumer Price Index (CPI) adjustment for each year of the term.

PRIOR ACTION(S)

FISCAL IMPACT

Rent is offered at \$13,500 per month with an annual CPI escalator for the term of the agreement.

CONTACT(S)

ATTACHMENT(S)

1. Presentation

REVIEWED BY

Cedric Simon

Cedric Simon, Airport Director

Date: November 05, 2025

Kent White

Kent White, Assistant City Manager

Date: November 05, 2025

DEED OF LEASE AGREEMENT FOR AIRPORT HANGAR

November 12, 2025



PURPOSE & ACTION

Purpose:

Authorize a lease agreement between the City of Lynchburg and Bon Air Brokerage for hangar and office space at the Lynchburg Regional Airport.

Why:

The current tenant has asked the Airport to terminate their current lease. In September 2025, the City solicited a Request for Proposals to lease the space.

SPACE TO BE LEASED



SUMMARY

- The City received two proposals; Freedom Aviation, and Bon Air Brokerage.
- The initial lease term would be 5 years, starting January 1, 2026, and includes an option to extend for up to 5 additional years.
- The rent would be \$13,500 per month and includes an annual 3% escalation.
- This item will be appear for public hearing on November 12th.
- Staff recommends Council adopt a resolution authorizing the lease agreement.

